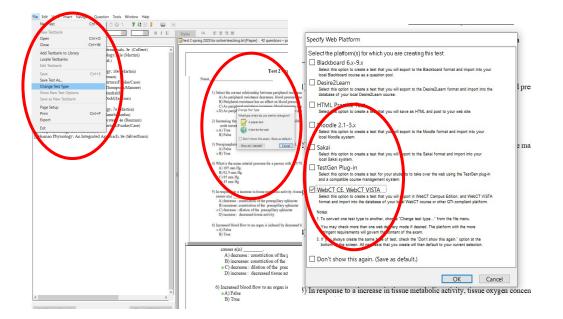




If you already have TestGen files:

- 1. Convert the test into web format go to: file/change test type, click on it, select "a test for the web" and then select "WebCT, WebCT/Vista. This will create a zip file in a format that can be retrieved in Canvas.
- 2. Save the files on your computer



3. Sign in to the course Canvas shell and go to "settings" and select on the right-side menu "Import course content".

C @	U # 25 https://collin.instructure.com/	ourses/as-4278/details	90% ···· 🛛 🛱	± m ⊡ a
sbox.01.aalba	alancy > Settings			6d Launch Student View
Home	Course Details Sections Navigation	Apps Feature Options	•	Share to Commons
Quizzes			64	Student View
Assignments	Drag and drop items to reorder them in the course	navigation.		
Discussions	Home		liái (Course Statistics
Grades	Quizzes		10	Course Calendar
Files	Assignments	1	A.	Conclude this Course
Modules	Discussions	1	Frit Course Navination	
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Announcements 90	ProctorU	1	de .	Validate Links in Content
People Ø	Office 365	1	C	ont Users
Pages 96	Drag items here to hide them from students.		Stud	
Syllabus Ø	Disabling most pages will cause students who visit those pages the course home page.	to be redirected to		
Outcomes Ø	Macmillan Learning			hers: 3
Collaborations 96	Page disabled, won't appear in navigation		TAs:	
Settings	MyLab and Mastering Page disabled, won't appear in navigation	1	Desi	gners: None
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	SCORM Page disabled, won't appear in navigation	8		
	McGraw-Hill Connect Page disabled, won't appear in navigation	1		
	Admin Course Evaluations Page disabled, won't appear In navigation	E		
	Pearson Revel Page disabled, won't appear in navigation	8		
	Course Materials	1		

- 4. To import the zip file you created select "QTI.zip" from the scroll down menu, browse in your computer and select the test file you saved
- 5. Select from the scroll down menu "create new test bank" (or if you want to add more questions select from the list of test banks)
- 6. Click "import"

Home Quizzes	Import Content
Assignments	Content Type QTI.zip file ~
Discussions	Source Browse test 2 for canvas.zip
Grades Files	Default Question bank Create new question bank
Modules	
Conferences	test 2 - another copy
ProctorU Office 365	Options Import assessment content as New Quizzes Overwrite assessment content with matching IDs ?
Announcements	Ø Cancel Import
People	Ø
Pages	ø
Syllabus	ø
Outcomes	ø

- 7. To create the test, go to "quizzes" tab in the left side menu and click on "+quiz" on the upper right corner
- When the new quiz screen is open you will see 2 tabs: details and questions.
 In the details tab you set your preferences: due date, time limit, if students can or can't see the correct replies etc.

Home			Points	0 Not Published
Quizzes				
Assignments		Details Questions		
Discussions				
irades		copy of test 2 2402 Pick 25 questions. 4 pts per question		
iles		Q Link to a Question Bank		
lodules		Cancel Create Group		
onferences		Ouestions will be pulled from the bank: test 2 for canvas		
roctorU		Questions will be builed from the bank: test 2 for canvas		
ffice 365				
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eople	ø	+ New Question Group C Find Questions		
ages	985			
	ø	Notify users this quiz has changed	Cancel	Save & Publish Sav
yllabus				

You will use the "questions" tab link to the zip file you imported

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Hom					Points 0 ONot Published	Links Files Images	
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	Find Question Bank	×				
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	Test 2 web version spring 2020 sbox.01.aalbalancy, 44 questions					
has changed	Select Bank Cancel	~	Cancel	Save & I	Publish	

10. Don't forget to click "save and publish" – your test is now ready and each student will get the set <u>number</u> of questions you decided. The questions will be in random order and if you check the box of "shuffle answers" in the "details" tab, each student will have a different version