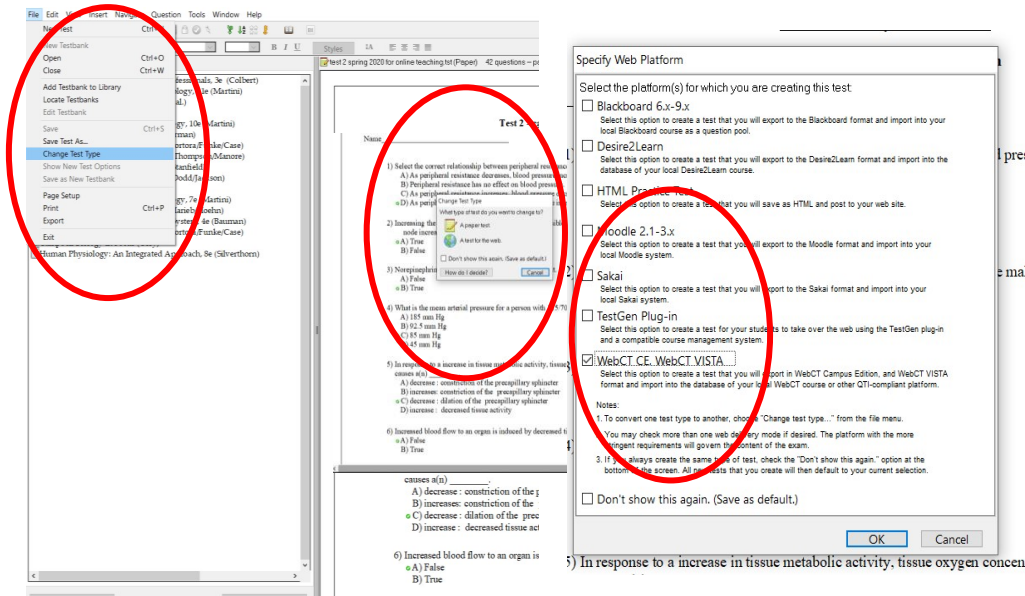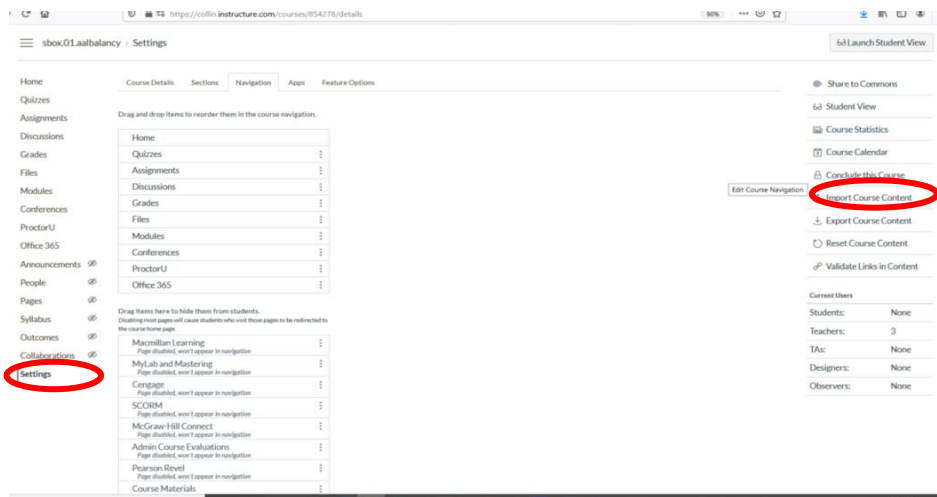If you already have TestGen files:
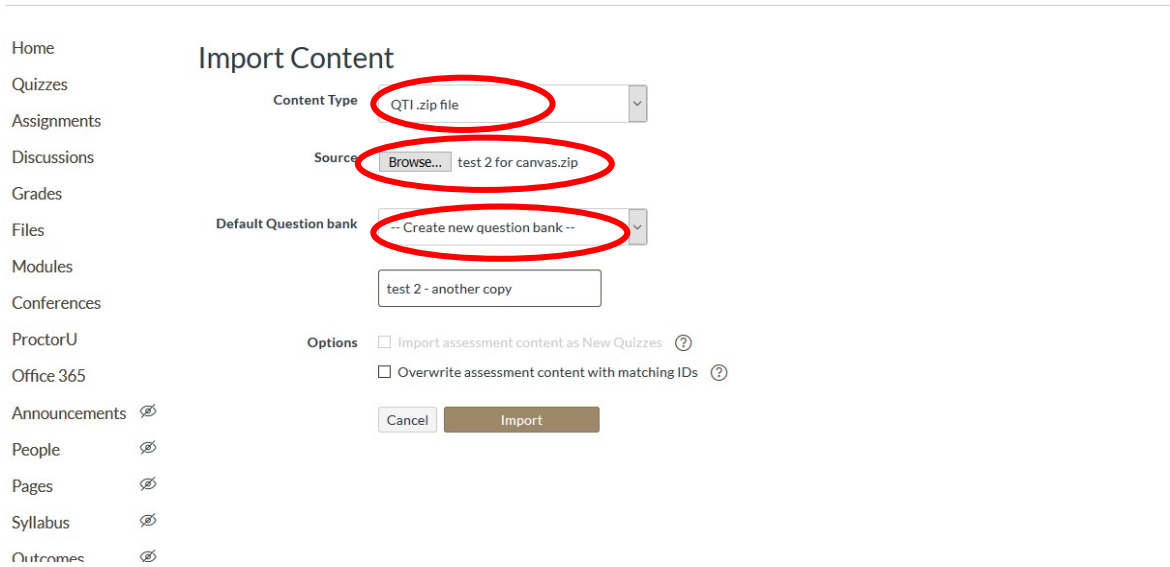
1. Convert the test into web format – go to: file/change test type, click on it, select "a test for the web" and then select "WebCT, WebCT/Vista. This will create a zip file in a format that can be retrieved in Canvas.

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".
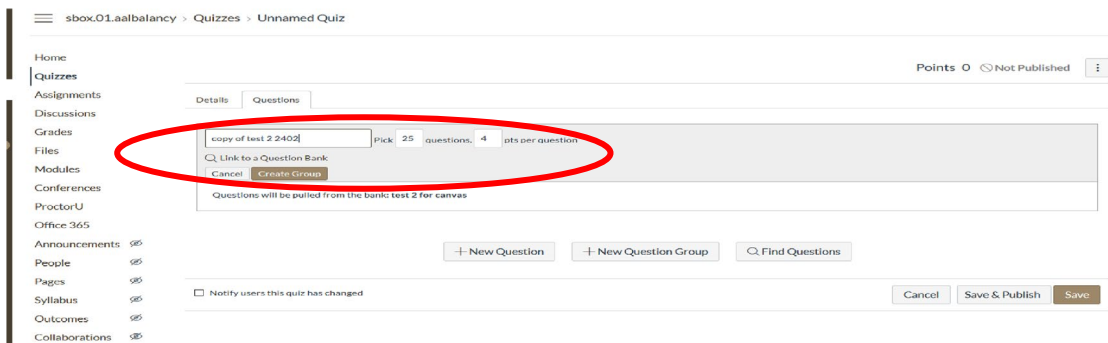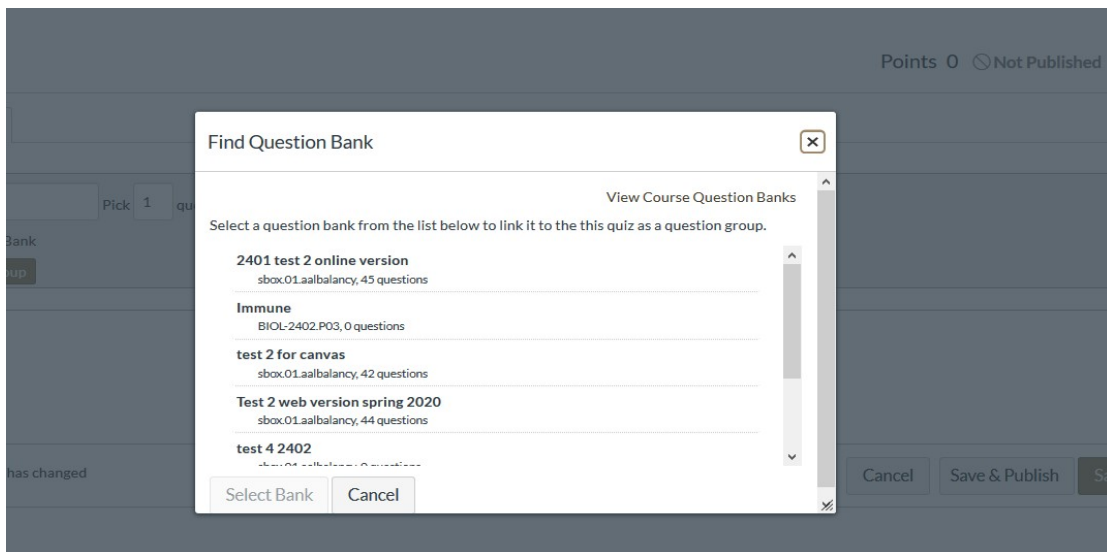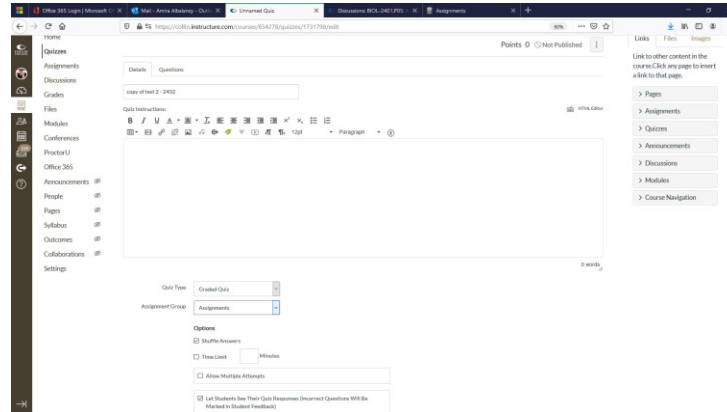
4. To import the zip file you created select "QTI.zip" from the scroll down menu, browse in your computer and select the test file you saved

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"



7. To create the test, go to "quizzes" tab in the left side menu and click on "+quiz" on the upper right corner

8. 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.

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

10. Don't forget to click "save and publish" – your test is now ready and each student will get the set number 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