


How to Download and Import the Test Bank - Canvas

This document provides directions on how to download the QTI.zip test bank file and import or upload the test bank into your Canvas Learning Management System (LMS).

1. There are two different ways you may receive the test bank:
 - a. First, check the email that includes the LMS Cartridge and look for a **Test Bank download link** in the Download Course Cartridge(s) table, then click on the link to automatically download the file to your desktop.

Download Course Cartridge(s) here:

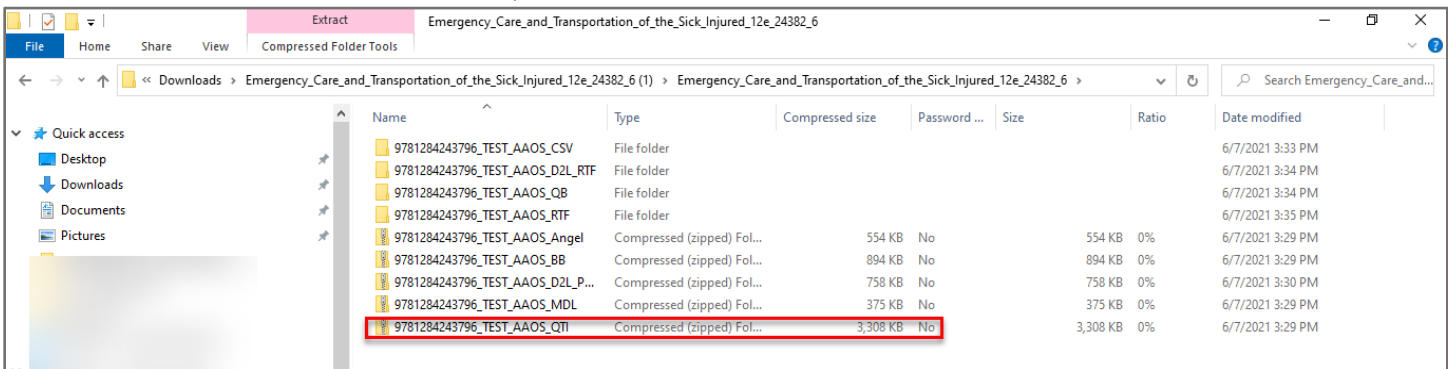
Course Name	Download Link	Test Bank (If Available)
Navigate 2 Advantage Access for Cleft Palate & Craniofacial Conditions: A Comprehensive Guide to Clinical Management 4e	https://lti.jblearning.com/packages/download.zip?cartridge_uid=e9809c33-58f3-4d09-81eb-91b01e0d25be	https://lti.jblearning.com/packages/download_test_bank_or_quiz.zip?cartridge_uid=b0529e49-82c6-4381-ba8f-680accb8a9d7&source_id=65 

- b. If the link to download the Test Bank is listed as **Not Available**, please contact your [Sales Representative](#) to retrieve the Test Bank from your instructor resources.

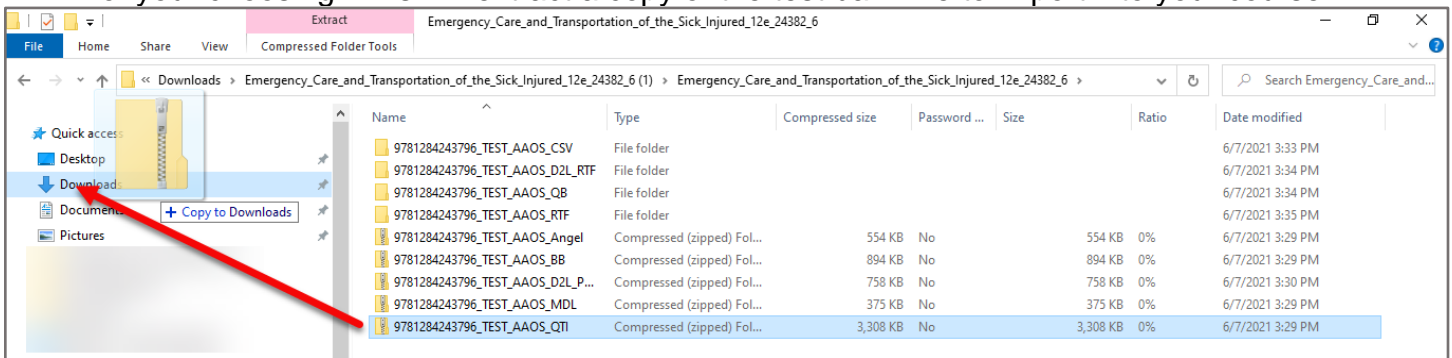
Download Course Cartridge(s) here:

Course Name	Download Link	Test Bank (If Available)
Navigate 2 Advantage Access for Public Health 101: Improving Community Health, Third Edition	https://lti.jblearning.com/packages/download.zip?cartridge_uid=00c0b2aa-debb-4ea1-bb08-e2611328a005	Not Available

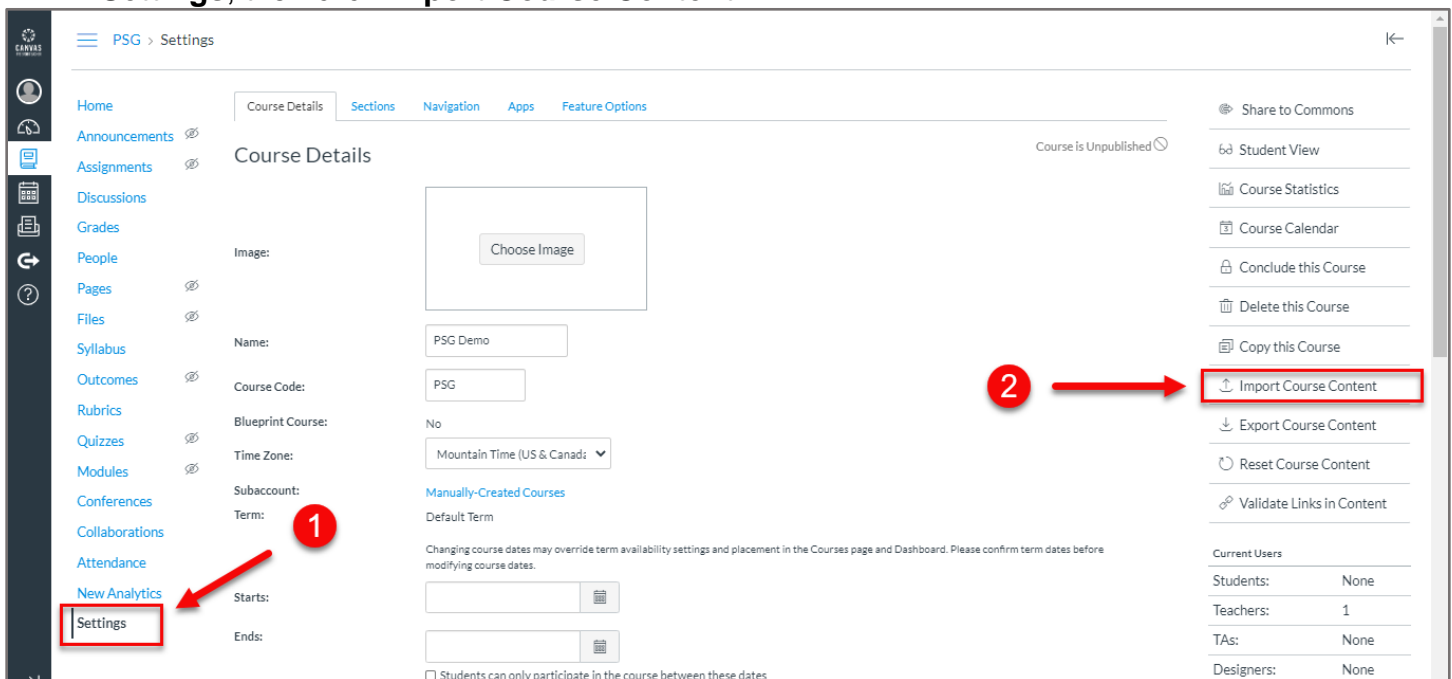
2. Navigate to your Downloads folder and double-click to **open** the downloaded **zip file** to locate the file labeled/identified as **QTI**.



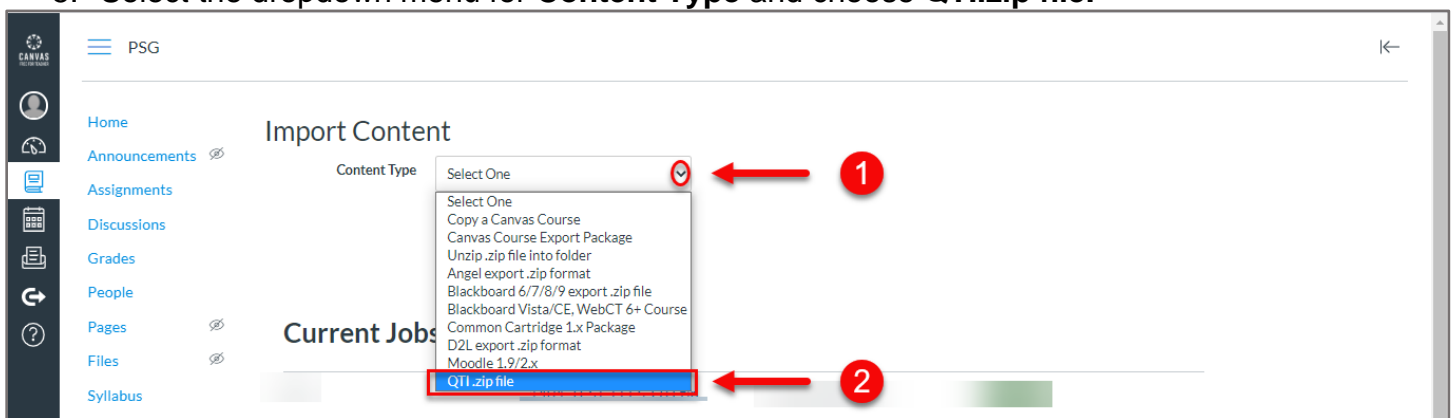
3. Click on the zipped **QTI** file and drag-and-drop it in the **Downloads** folder, or a different folder of your choosing. This will extract a copy of the test bank file to import into your course.



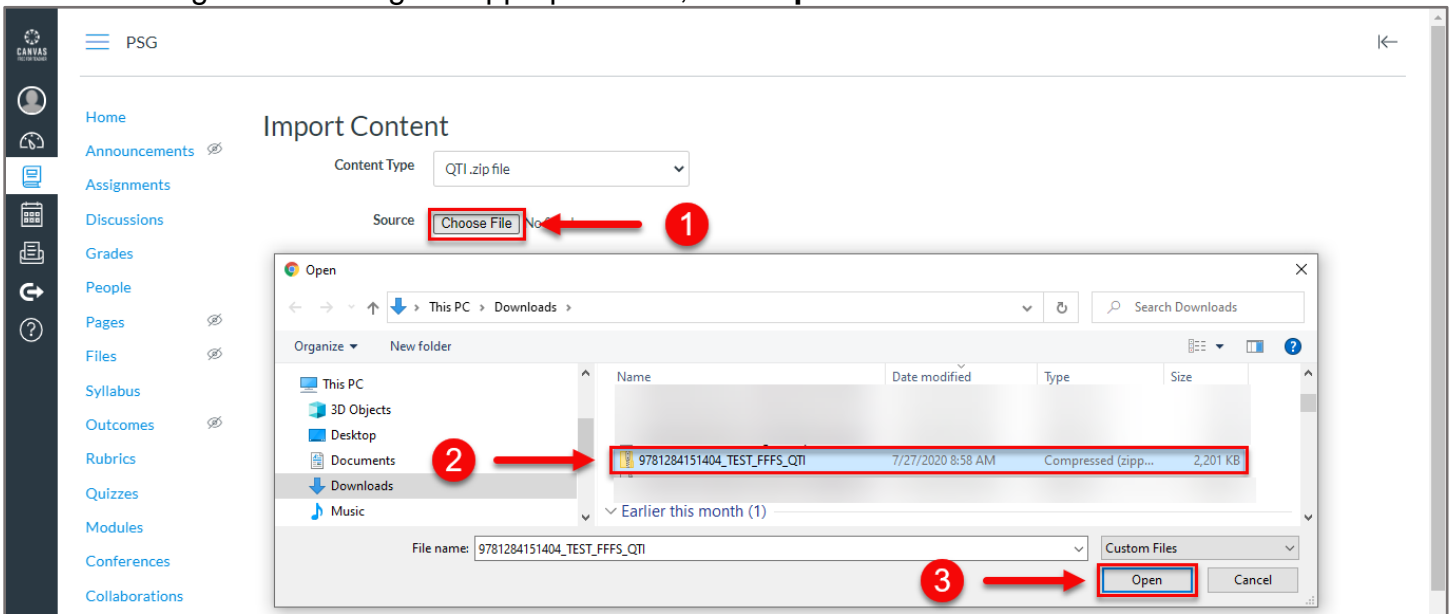
4. Open the Canvas course in which you would like to download/import the test bank, click **Settings**, then click **Import Course Content**.



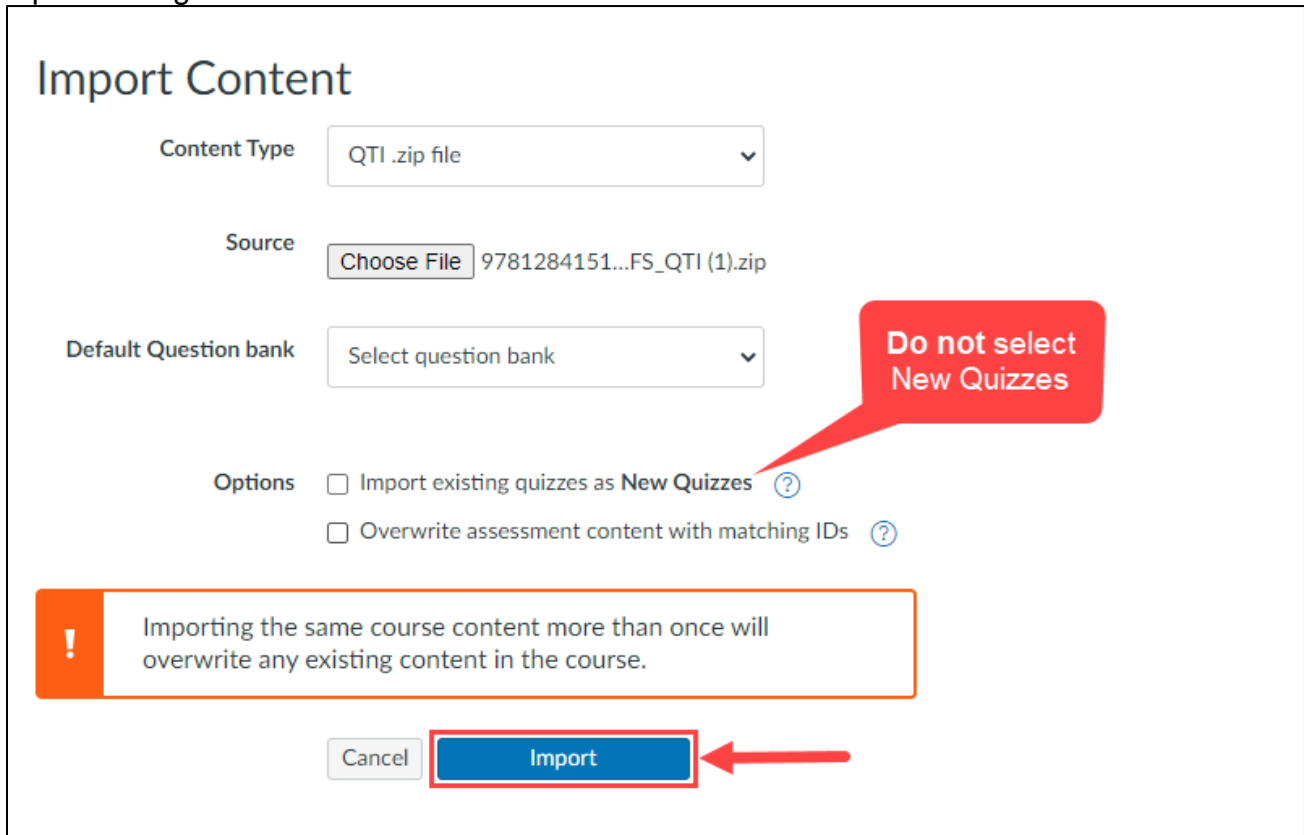
5. Select the dropdown menu for **Content Type** and choose **QTI.zip file**.



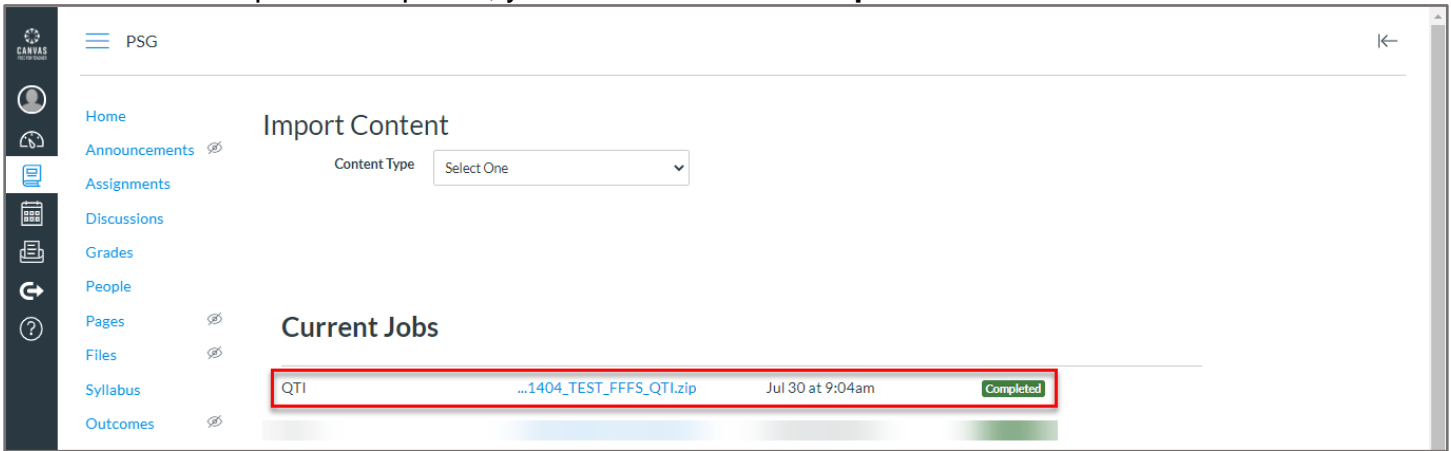
6. Click on **Choose File** and select the **QTI.zip** file that you copied/extracted in Step 5. After locating and selecting the appropriate file, click **Open**.



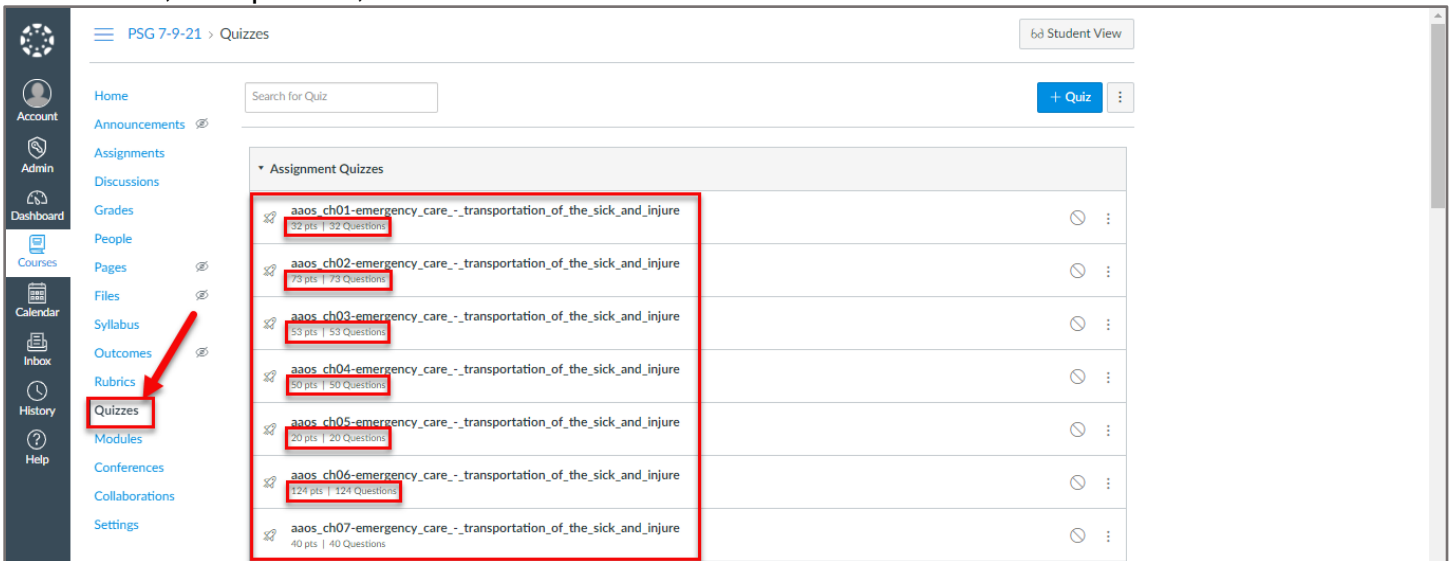
7. Next, click the **Import** button. **Please note**, we strongly recommend you **do not** import the test bank file as “New Quizzes.” Canvas is currently limited in its ability to convert a QTI question bank to the item bank format required for New Quizzes. If you require the New Quiz option, seek assistance from your LMS administrator with converting the QTI file provided before proceeding.



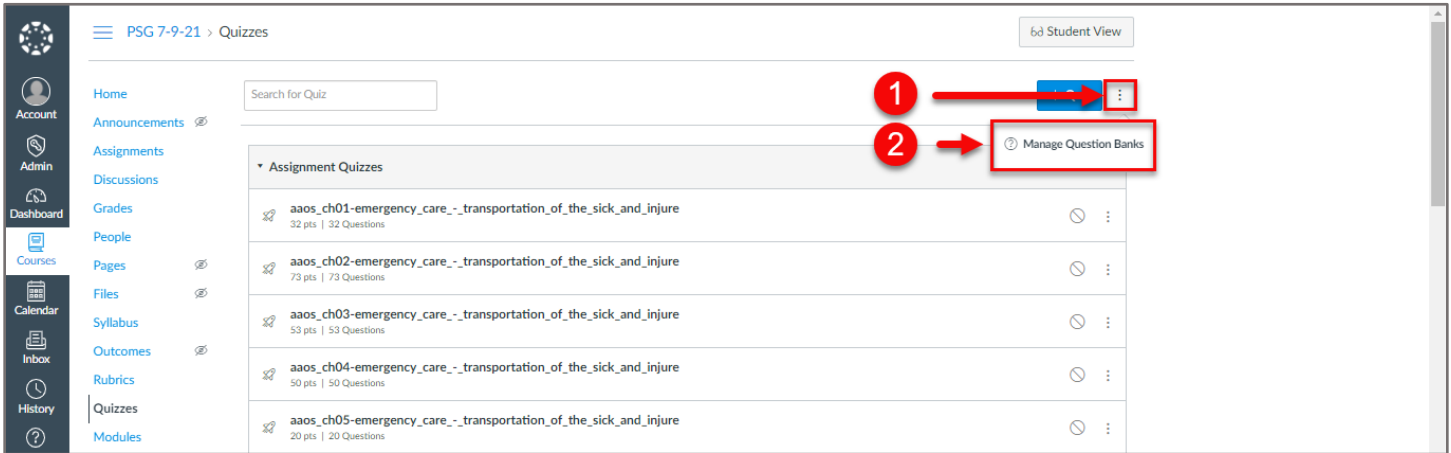
8. After the upload completes, you should see the **Completed** notification.



9. Click **Quizzes**. Please note that Canvas automatically creates Quizzes/Quiz Assignments based on the questions organized within the test bank file. These default quizzes can be used as is, manipulated, or deleted.



10. To review the test bank questions which were imported, click the **ellipses**, and click **Manage Question Banks**.



11. You will find these questions available to select from as you create your tests and quizzes in the course.

