


How to Download and Import the Test Bank in Moodle

This document provides directions on how to download the test bank files and import or upload the test bank files back into your Moodle 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 

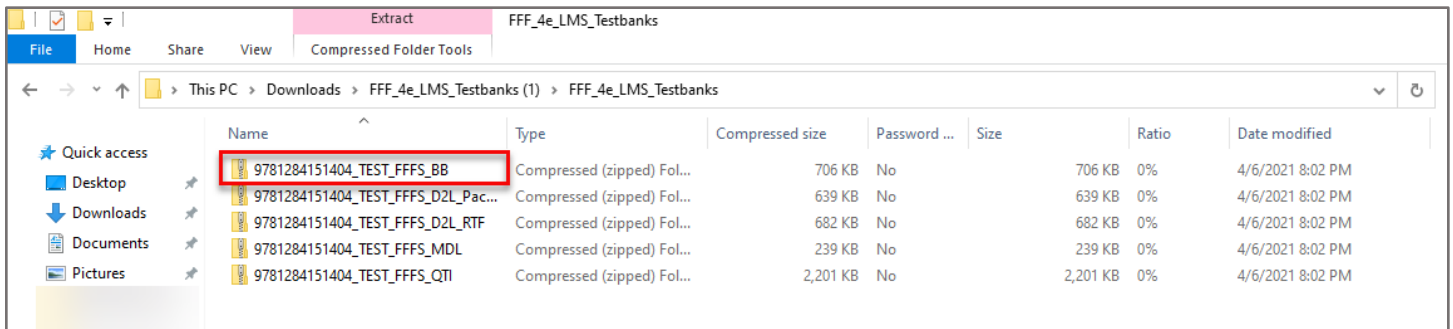
- b. If the link to download the Test Bank is listed as **Not Available**, please contact your [Sales Representative](#) to retrieve the Test Bank from your instructor resources.

Download Course Cartridge(s) here:

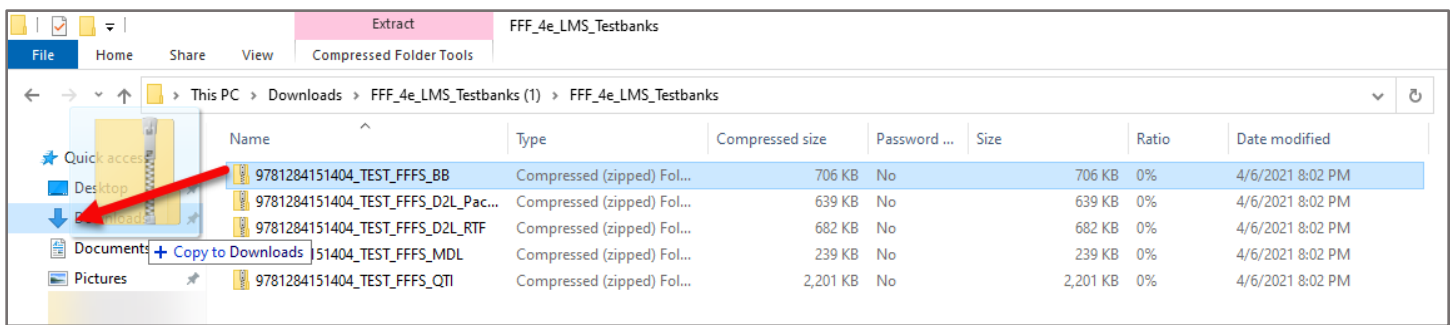
Course Name	Download Link	Test Bank (If Available)
Navigate 2 Advantage Access for Public Health 101: Improving Community Health, Third Edition	https://lti.jblearning.com/packages/download.zip?cartridge_uid=00c0b2aa-debb-4ea1-bb08-e2611328a005	Not Available

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2. Navigate to your Downloads folder and **open** the downloaded **zip file** to locate the file labeled/identified as **BB**.



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

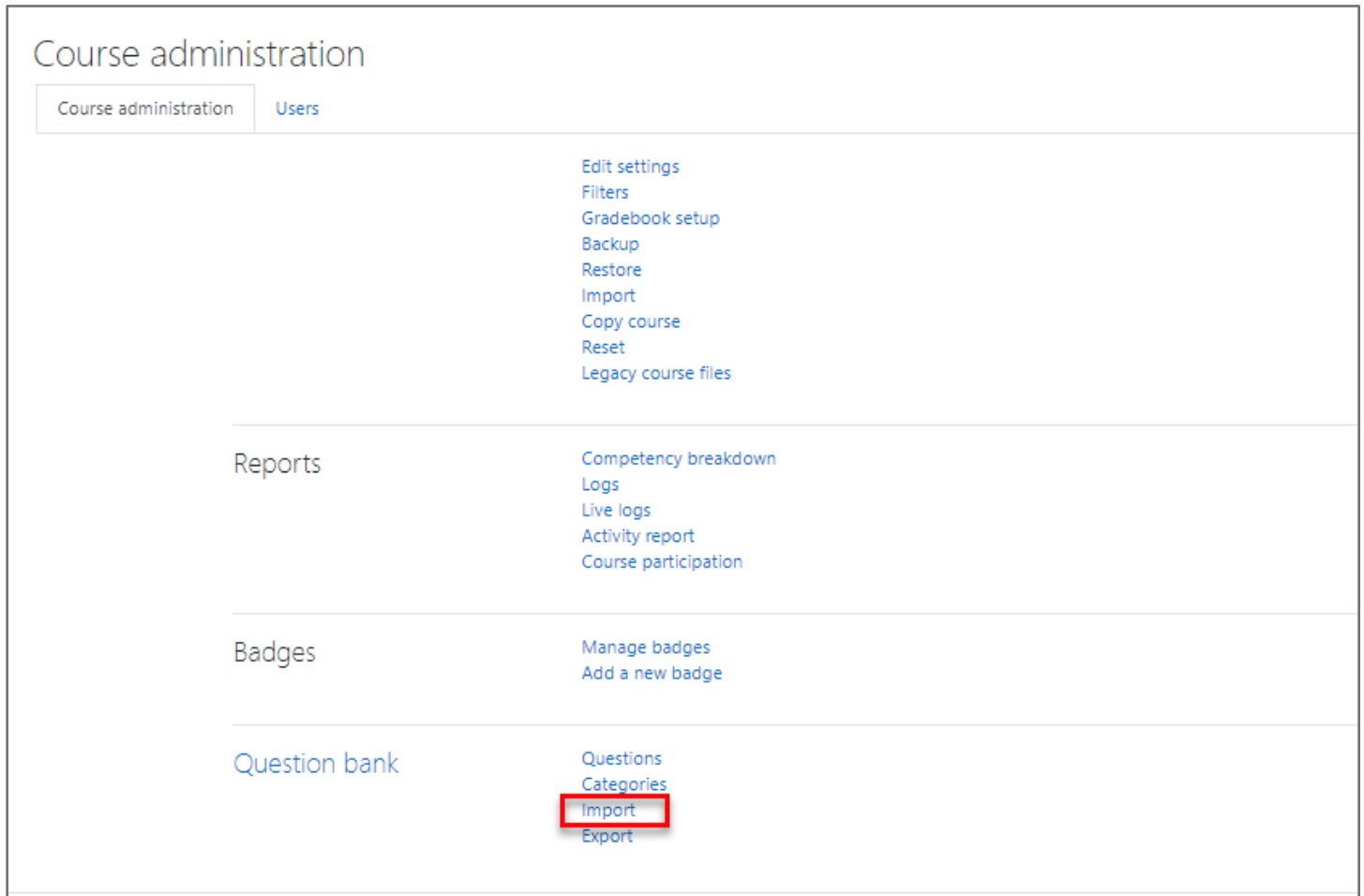


4. Open the Moodle course in which you would like to import/upload the test bank, click the **Actions Menu**, then click **More**.



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5. From the Course administration page, Click **Import** under the Question bank section.



The screenshot shows the 'Course administration' interface. At the top, there are two tabs: 'Course administration' and 'Users'. Below the tabs, there are several sections of options:

- Course administration:** Edit settings, Filters, Gradebook setup, Backup, Restore, Import, Copy course, Reset, Legacy course files.
- Reports:** Competency breakdown, Logs, Live logs, Activity report, Course participation.
- Badges:** Manage badges, Add a new badge.
- Question bank:** Questions, Categories, **Import** (highlighted with a red box), Export.

6. Choose **Blackboard** file format.

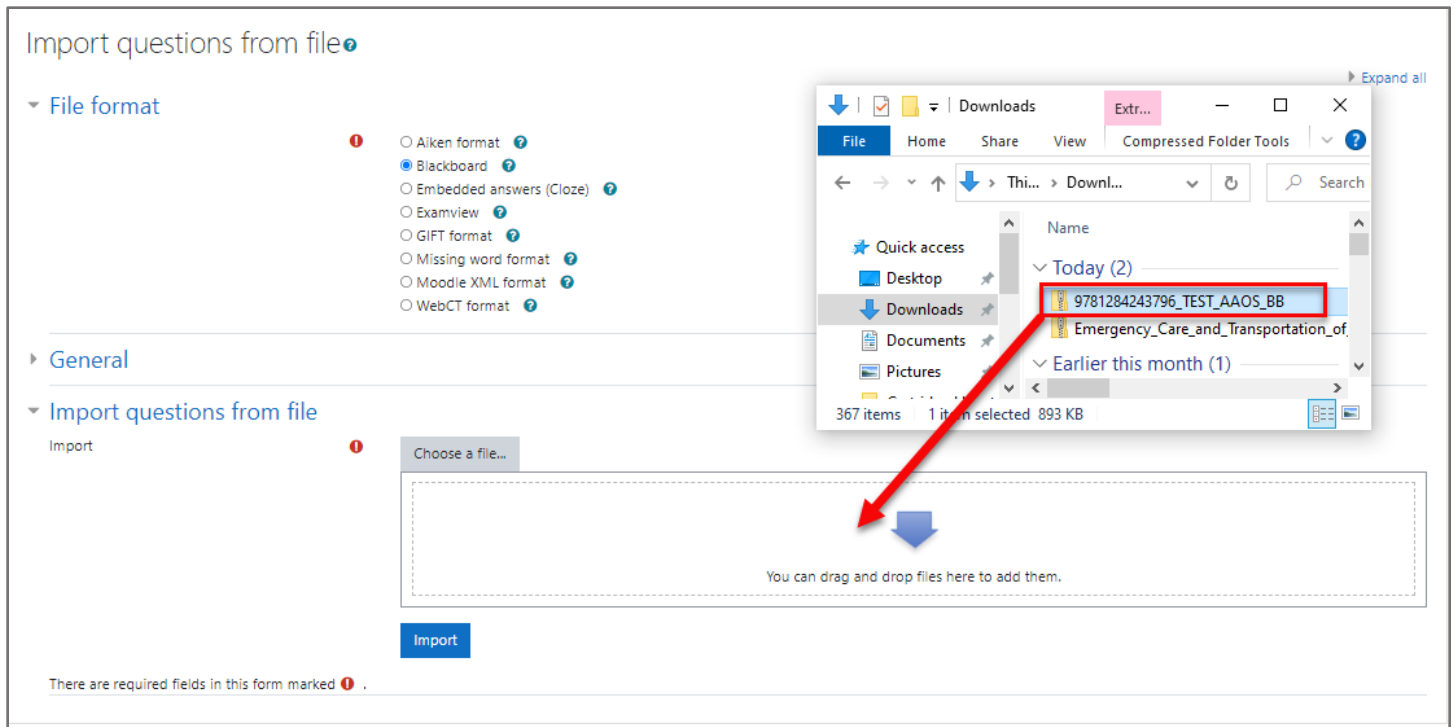


The screenshot shows the 'Import questions from file' dialog. At the top, there are four tabs: 'Questions', 'Categories', 'Import', and 'Export'. The 'Import' tab is active. Below the tabs, the text 'Import questions from file' is displayed. On the right side, there is a link 'Expand all'. Under the heading 'File format', there is a list of radio button options:

- Aiken format
- Blackboard**
- Embedded answers (Cloze)
- Examview
- GIFT format
- Missing word format
- Moodle XML format
- WebCT format

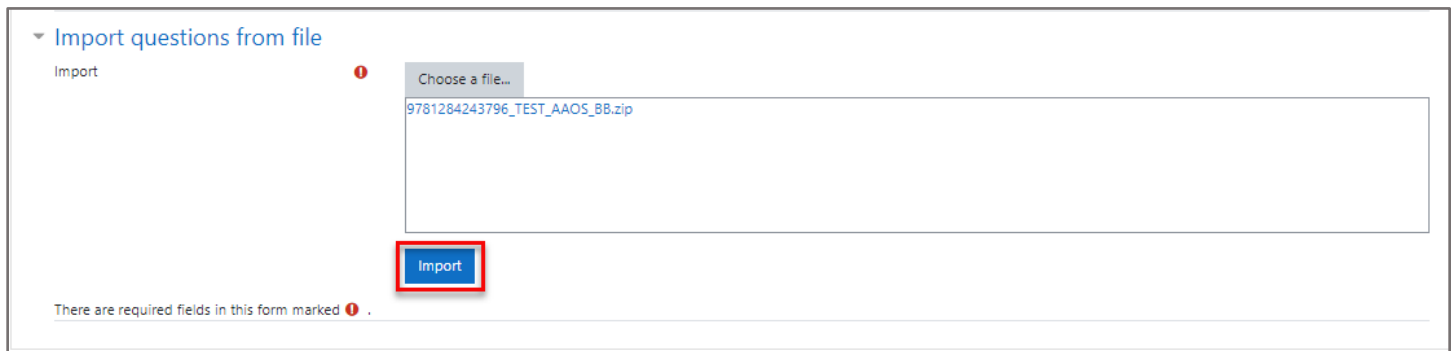
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7. Select the .zip file that you copied/extracted in Step 5, drag and drop the file into the box provided. Wait for the file to upload.



The screenshot shows the 'Import questions from file' interface. On the left, there are sections for 'File format' (with radio buttons for Aiken, Blackboard, Embedded answers (Cloze), Examview, GIFT, Missing word, Moodle XML, and WebCT) and 'General'. The 'Import questions from file' section has a 'Choose a file...' button and a large dashed box for file upload. A red arrow points from a file explorer window to this dashed box. The file explorer shows a file named '9781284243796_TEST_AAOS_BB' selected. Below the dashed box is an 'Import' button. At the bottom, a message reads 'There are required fields in this form marked'.

8. Once the upload is complete, click **Import**. Wait for the test banks to import.



The screenshot shows the 'Import questions from file' interface after the file has been selected. The 'Choose a file...' button is now disabled, and the file name '9781284243796_TEST_AAOS_BB.zip' is displayed in the text area. The 'Import' button is now highlighted with a red box. At the bottom, a message reads 'There are required fields in this form marked'.



















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9. Click **Categories** tab where you will now find the questions available to use for building course assessments as needed.

Questions **Categories** Import Export

Edit categories [?](#)

Question categories for 'Course: Premier Access for Emergency Care and Transportation of the Sick and Injured 12E LMS(22721-5) (05-19-2021)'

- AAOS_Ch01-Emergency Care & Transportation of the Sick and Injure (64)   
- AAOS_Ch02-Emergency Care & Transportation of the Sick and Injure (73)     
- AAOS_Ch03-Emergency Care & Transportation of the Sick and Injure (53)     
- AAOS_Ch04-Emergency Care & Transportation of the Sick and Injure (50)     

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