

How Do I Import My Test to a Canvas Course?

Last Modified on 07/01/2024 4:44 pm EDT

After building your test, you'll want to export it from Norton Testmaker before uploading it to Canvas. [See instructions to export the test from Testmaker.](#)

For a video walkthrough of the import process, [click here.](#)

Importing a Test to Canvas

1. Log into your Canvas course and navigate to **Settings** from the left navigation menu.
2. From the Settings, select **Import Course Content** on the right-hand column menu.
3. In the **Import Content** window, select **Blackboard 6/7/8/9 export .zip file** as your **Content Type**. Note: Selecting Canvas Course Export Package may cause problems in your course.
4. Browse for your saved file ending in ZIP.
5. Next to **Content**, choose **All Content**.

Import Content

Content Type Blackboard 6/7/8/9 export .zip file

Source Choose File Testmaker quiz 1.zip

Default Question bank Select question bank

Content All content Select specific content

Options Overwrite assessment content with matching IDs Adjust events and due dates

Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

6. Click the **Import** button.

Importing a Made by Norton Test to Canvas

1. Log into your Canvas course and navigate to **Settings** from the left navigation menu.
2. From the Settings, select **Import Course Content** on the right-hand column menu.

- In the **Import Content** window, select **Common Cartridge 1.x Package** as your **Content Type**. Note: Selecting Canvas Course Export Package may cause problems in your course.
- Browse for your saved file ending in imsc.
- Next to **Content**, choose **Select Specific Content**.

- Click the **Import** button.
- After the file uploads, you will be prompted to select content in the Content Type drop-down menu.
- Click the button **Select Content** button.

Common Cartridge	Testmaker+quiz+1.imsc	Jan 8 at 3:49pm	Waiting for Selection	Select Content
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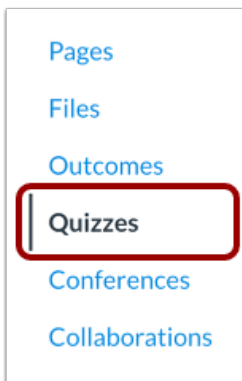
Import the file as a Question Bank and Include Files

1. Do not check off the box for Modules.
2. Do not check off the box for Quizzes.
3. Check the box for Question Banks.
4. Check the box for Files box. (this will ensure the images in questions import as well.)
5. This will place your questions in the Question Banks so you can [create your quiz in Canvas](#).

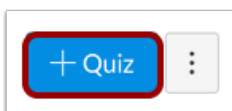
Note: Edits made to quizzes will not be made to the same question in your question banks area, as the two are not linked in Canvas.

Building a Test in Canvas from Question Banks

1. From the left navigation menu click **Quizzes**.



2. Click the + Quiz button in the upper right corner.



Editing Quiz Details

1. Select the **Details** tab to enter test details.
2. Name your test and provide any instructions.
3. Select the Quiz Type, Assignment Group, the number of attempts, and display options.
4. Click the **Save** button at the bottom of the screen.

Details Questions

1 History Overview

Quiz Instructions: [HTML Editor](#)

2

3

Quiz Type: Graded Quiz

Assignment Group: Assignments

Options

- Shuffle Answers
- Time Limit: Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
 - Only Once After Each Attempt
 - Let Students See The Correct Answers
 - Show Correct Answers at:
 - Hide Correct Answers at:
- Show one question at a time

Quiz Restrictions

- Require an access code
- Filter IP Addresses

Assign

Assign to

Everyone X

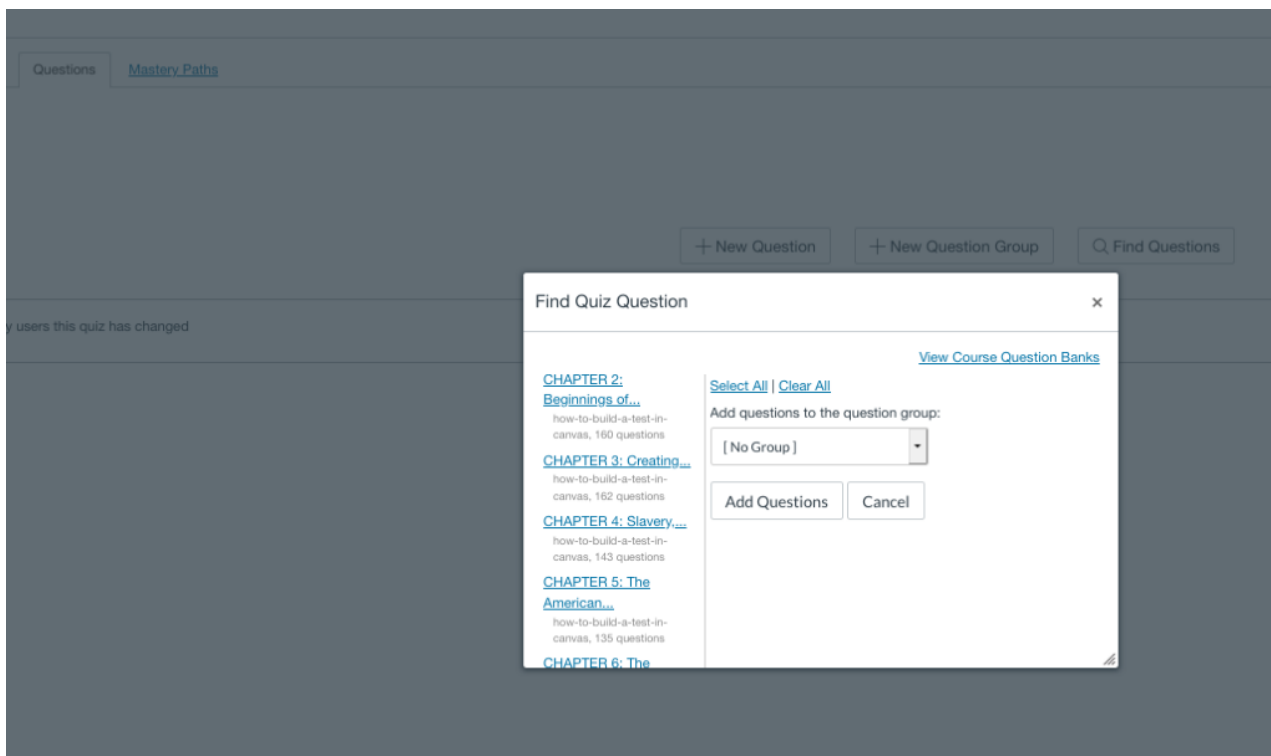
Due:

Available from: Until:

+ Add

Adding A Manually Selected Set of Questions from Question Banks

1. Click the **Questions** tab and then the **Find Questions** button.



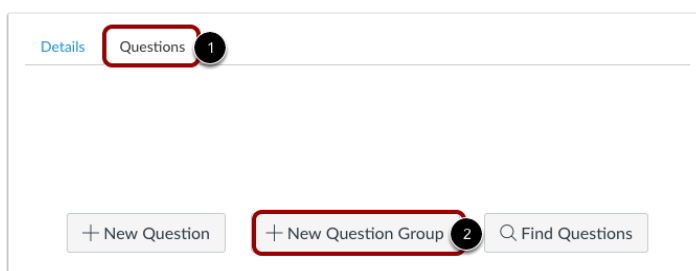
2. From the left side of the window, scroll until you find the name of the test you uploaded from Norton Testmaker, check off the questions you want to add from the chapter, then scroll to the bottom of the window and click on **Add Questions** button.
3. To select questions from multiple imported tests, repeat this process.
4. Review the questions. At this time, you can edit, move or delete any of the items you've selected.
5. When you have all your questions selected, click the **Save & Publish** button.

Draw From a Random Set of Questions

- You can optionally add random questions to a test.
- Creating a question group randomizes questions within a quiz.
- Instead of selecting **Find Questions** you will click the **+New Question Group** button.

Adding a New Question Group

1. Click the **Questions** tab.
2. Click the **+ New Question Group** button.



Creating Group Details

1. Title your question group.
2. Enter the number of questions you want pulled and points per question.
3. You can either link to a Question Bank or select individual questions to add to a group.

Group 1 Pick 1 questions, 1 pts per question

[Link to a Question Bank](#)

Cancel Create Group

Linking to a Question Bank

Group 1 Pick 1 questions, 1 pts per question

[Link to a Question Bank](#)

Cancel Create Group

1. If you want to link a question bank to the question group, click **Link to a Question Bank**.
2. In the **Find Question Bank** pop-up window, select the chapter you want to draw from, and then click on **Select Bank** button.

Question

Which of the following was true of small farmers in 1670s Virginia?

Question

What was one factor that contributed to the unrest that led to Bacon's Rebellion?

Question

Nathaniel Bacon

FINAL EXAM GROUP Pick 25 questions, 1 pts per question

[Link to a Question Bank](#)

Cancel Create Group

Find Question Bank

[View Course Question Banks](#)

Select a question bank from the list below to link it to the this quiz as a question group.

bank

DELETE - testing import, 0 questions

CHAPTER 1: A New World

how-to-build-a-test-in-canvas, 153 questions

Chapter 1: Sociology: Theory and Method

. 0 questions

CHAPTER 2: Beginnings of English America, 1607-1660

how-to-build-a-test-in-canvas, 160 questions

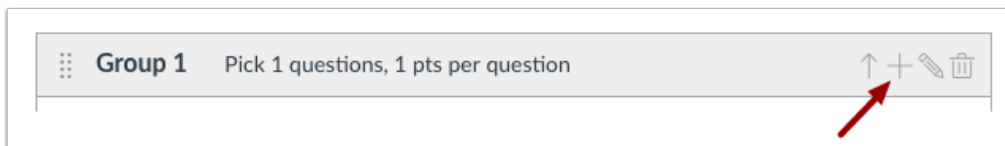
CHAPTER 3: Creating Anglo-America, 1660-1750

Select Bank Cancel

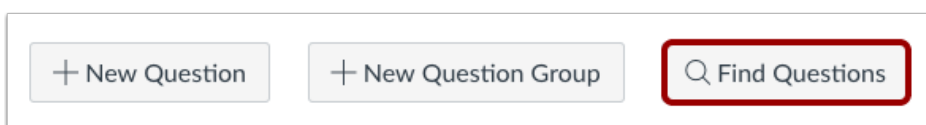
3. Click the **Create Group** button. You can repeat this function to pull questions from several tests.
4. When finished, click the **Save & Publish** button.

Adding Individual Questions to a Group

1. Create or open a saved group.
2. To add individual questions to the group, click the add (+) icon.

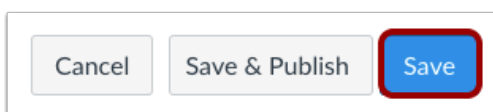


Finding Questions from a Question Bank



Select the chapter and then individual questions to add to the GROUP.

Saving a Quiz



1. Click the Save button to save your work and preview the quiz.
2. If the quiz is final, click the **Save & Publish** button.

Working with the Test

1. Before publishing, be sure to preview questions for proper image display and settings.
 2. Customize your quiz settings as needed, then publish the quiz to make it visible to students.
 3. The Quiz will be visible to students from the Assignments page and can be added to a module.
 4. Review the Grade Book to ensure the settings are correct.
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