

How Do I Import My Test to a Canvas Course?

Last Modified on 03/18/2026 12:03 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.](#)

Please see the demonstration below for a walkthrough on how to import your test to Canvas. To open this demonstration in a new tab, please click [here](#).

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.
3. 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.
4. Browse for your saved file ending in imsc.
5. Next to **Content**, choose **Select Specific Content**.

Import Content

Content Type Common Cartridge 1.x Package

Source Browse... Testmaker quiz 1.imsc

Default Question bank Select question bank

Content All content Select specific content

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

Cancel Import

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

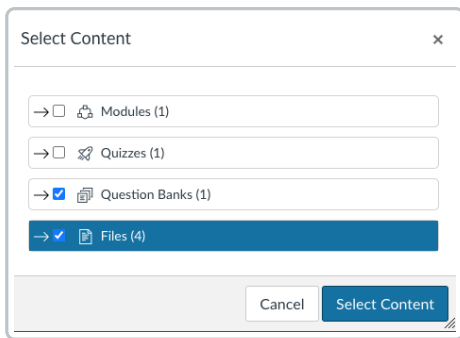
Import Content

Content Type Select One

Current Jobs

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

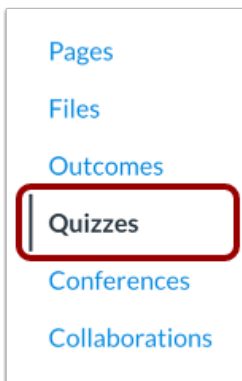


1. Do not check off the box for Modules.
2. Do not check off the box for Quizzes.
3. Check the box for Question Banks.
4. Check the box for Files box. (this will ensure the images in questions import as well.)
5. This will place your questions in the Question Banks so you can [create your quiz in Canvas](#).

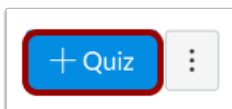
Note: Edits made to quizzes will not be made to the same question in your question banks area, as the two are not linked in Canvas.

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

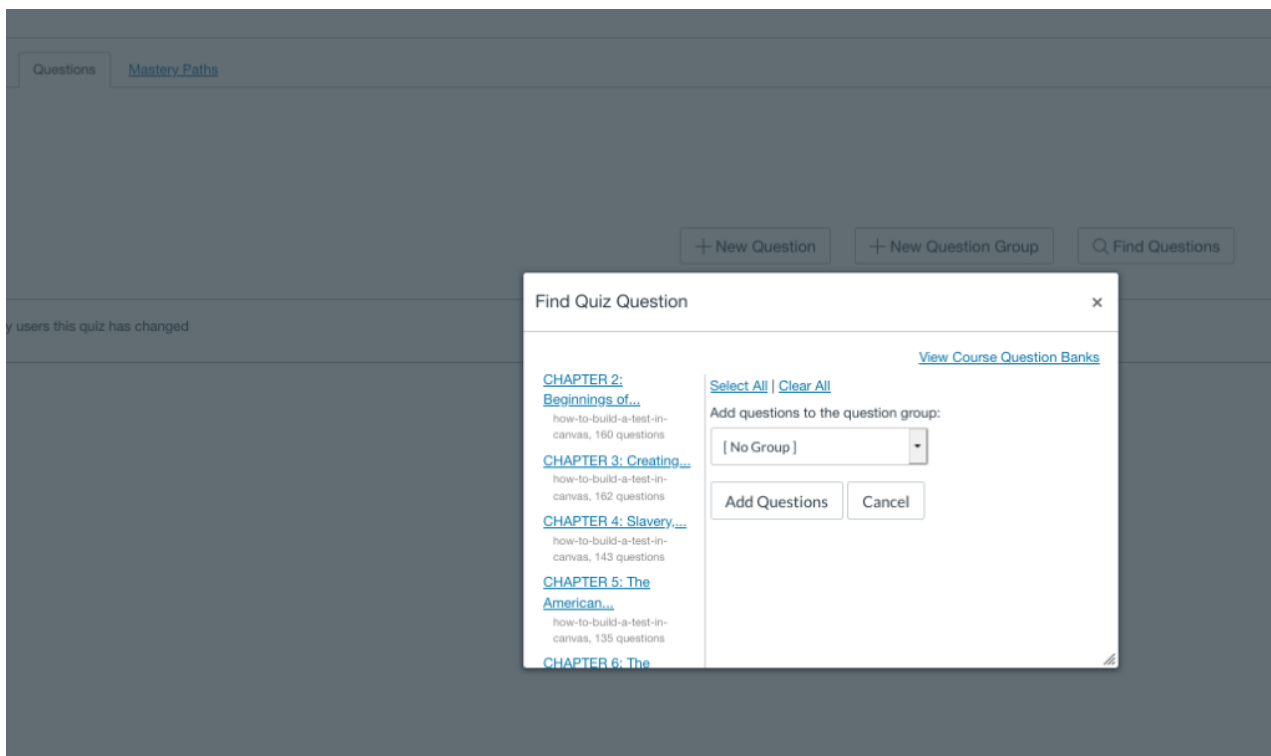
1. Select the **Details** tab to enter test details.
2. Name your test and provide any instructions.
3. Select the Quiz Type, Assignment Group, the number of attempts, and display options.

4. Click the **Save** button at the bottom of the screen.

The screenshot shows a quiz configuration interface. At the top, there are two tabs: "Details" (highlighted with a red box) and "Questions". Below the tabs is a "History Overview" section. The main area is titled "Quiz Instructions:" and contains a rich text editor with a toolbar. A red circle with the number "2" is placed over the text area. Below the editor, there are several configuration sections: "Quiz Type" (set to "Graded Quiz"), "Assignment Group" (set to "Assignments"), "Options" (with checkboxes for "Shuffle Answers", "Time Limit", "Allow Multiple Attempts", "Let Students See Their Quiz Responses", and "Let Students See The Correct Answers"), "Quiz Restrictions" (with checkboxes for "Require an access code" and "Filter IP Addresses"), and "Assign" (with fields for "Assign to", "Due", "Available from", and "Until"). A red box with the number "3" is drawn around the "Options" and "Quiz Restrictions" sections. At the bottom of the "Assign" section, there is a "+ Add" button.

Adding A Manually Selected Set of Questions from Question Banks

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



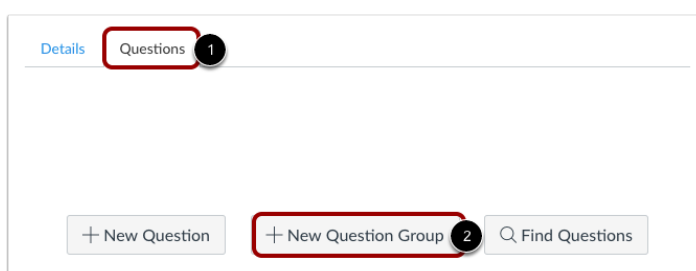
2. From the left side of the window, scroll until you find the name of the test you uploaded from Norton Testmaker, check off the questions you want to add from the chapter, then scroll to the bottom of the window and click on **Add Questions** button.
3. To select questions from multiple imported tests, 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.

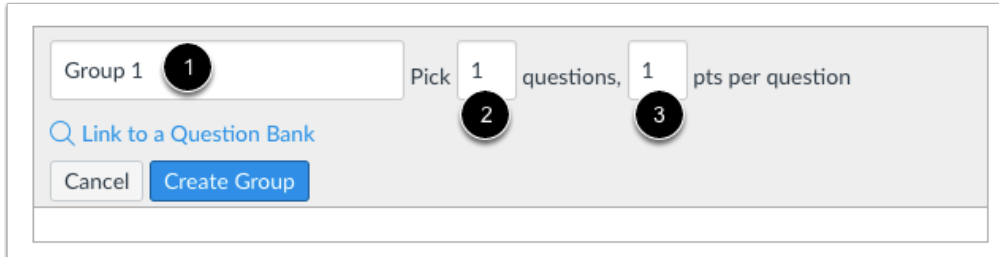
Adding a New Question Group

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

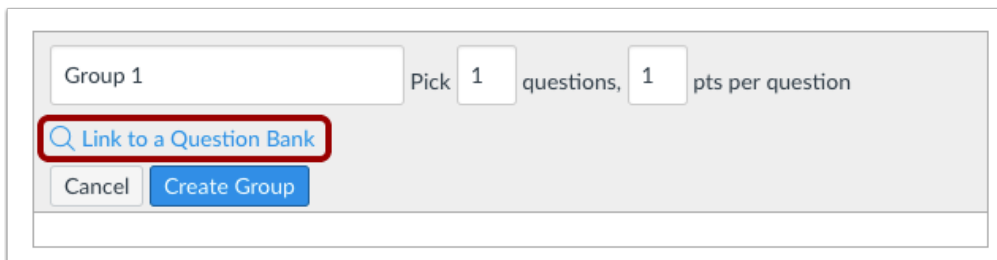


Creating Group Details

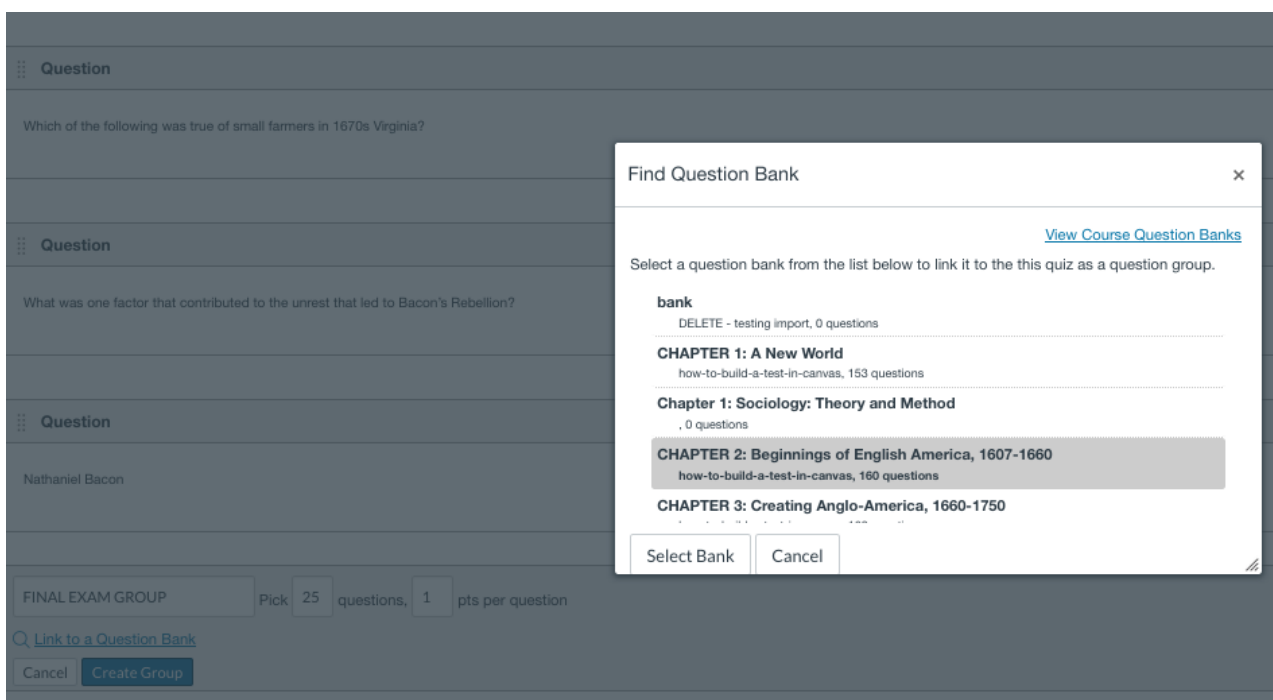
1. Title your question group.
2. Enter the number of questions you want pulled and points per question.
3. You can either link to a Question Bank or select individual questions to add to a group.



Linking to a Question Bank



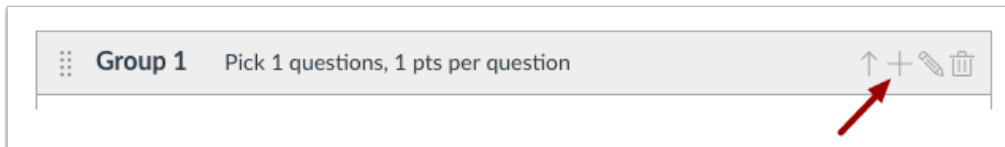
1. If you want to link a question bank to the question group, click **Link to a Question Bank**.
2. In the **Find Question Bank** pop-up window, select the chapter you want to draw from, and then click on **Select Bank** button.



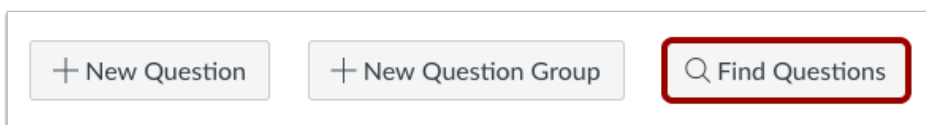
3. Click the **Create Group** button. You can repeat this function to pull questions from several tests.
4. When finished, click the **Save & Publish** button.

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.

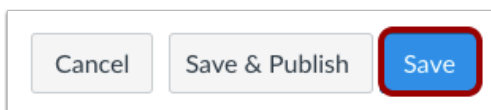


Finding Questions from a Question Bank



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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