

Create a Course Question Bank Using Existing Quizzes in a Course

This guide shows how to **create your own Course Question Bank** from the quizzes in a LAP or Course in Canvas.

Note: you will need at least two courses in Canvas to make this work, so create a Sandbox course if you don't already have one.

Source course = the course that has the quizzes that you want to use to create a bank

Sandbox course = a temporary holding spot

Destination course = where you ultimately want to access the test bank to build your quizzes; this may be the same as the source course or different depending on your needs.

1. Source course - Export Quiz (creates QTI zip file)

- Open your Source course
- Go to course "Settings"
- Click "Export Course Content"
- Choose Export Type – "Quiz"
- Choose the quizzes you want to add to the bank, then click "Create Export"
- Click "New Export" to download, save file to your Desktop (Note: you will not be able to open this file from the Desktop)
- Note: Do not import the exported file back into your Source course as this will create duplicate quizzes; use a Sandbox course for import.

2. Sandbox course - Import QTI File

- Open your Sandbox course
- Go to course "Settings"
- Click "Import Course Content"
- Choose Content Type – "QTI .zip file"
- Source: click "Choose File" - browse for and select the file from step 1, then click Open
- Default Question bank: choose "Create new question bank"
 - You do not need to add a name for the bank; this creates a separate bank for each quiz
- Click "Import"
- Verify the Banks were created: Click the "Quizzes" link, click the 3-dot drop-down menu at the top and then "Manage Question Banks"
- Tip: To combine the question banks into one bank (per LAP or Project or Section), open the bank and click the "Move multiple questions" button; you can also click "Edit Bank Details" to rename it.
- Note: If your Destination course is a course outside of the Learning Center, then go to the Sandbox course Settings and [Export Course](#).

3. Destination course - Import Question Banks from Sandbox course

- Open your Destination course
- Go to course "Settings"
- Click "Import Course Content"
- Choose Content Type - "Copy a Canvas Course" (if your destination course is in the Learning Center) then enter course name
 - Or choose "Canvas Course Export Package" (if your destination course is in another Canvas) and select your export file
- Content: choose "Select specific content"
- Click "Import" then click "Select Content" and choose Question Bank, then click "Select Content"
- After import completes, verify the Banks were created: Click the "Quizzes" link, click the 3-dot drop-down menu at the top and then "Manage Question Banks"
- You can now build your quizzes in the Destination course using the Banks you just created. See Canvas instructions [here](#).