

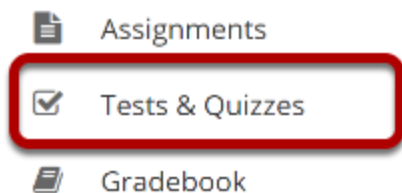
# How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Three export formats are available, IMS QTI 1.2, IMS Content Packaging, and Markup text. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

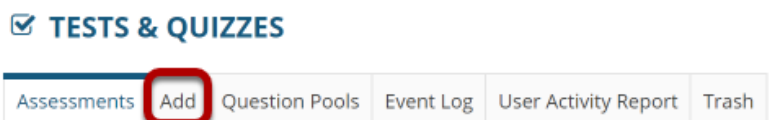
*Tip: Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.*

## Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

## Click Add.



## To import an assessment, click Import.

**Create from Scratch**

Assessment Title

Create using assessment builder  
 Create using markup text

**Create**

OR

**Import from File (XML or ZIP)**

**Import**

## Select your file, and click Import.

### Import Assessment

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

Choose a file:

1 **Choose File** assessment-example.xml

This file is an:

2  Export from this (or other Sakai) system

Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)

Tests that contain **Multiple Choice**, **Multiple Selection** questions with **All or Nothing** selected do not retain this setting on import to another site. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.

3 **Import** Cancel

1. Click **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.
2. Select the radio button indicating the type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)
3. Click the **Import** button.

# View your assessment.

## Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

<u>Title</u>	<u>Status</u>	<u>In Progress</u>	<u>Submitted</u>	<u>For</u>	<u>Open</u>	<u>Due</u>	<u>Last Modified</u>	<u>Modified Date</u> ⌵	<u>Remove?</u>
<b>Draft - Final</b> <span>Actions ▼</span>	Draft			Entire Site			ktinstructor	2020-01-06 14:49:00	<input type="checkbox"/>
<b>Draft - Midterm</b> <span>Actions ▼</span>	Draft			Entire Site			ktinstructor	2020-01-06 14:48:50	<input type="checkbox"/>
<b>Draft - Module 10 Quiz</b> <span>Actions ▼</span>	Draft			Entire Site			ktinstructor	2020-01-06 14:46:05	<input type="checkbox"/>

In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

## To export an assessment.

The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.

# Click Export for the assessment you want to export.

## Assessment List

View

Display  assessments per page

Search:

Title	Status	<a href="#">In Progress</a>	<a href="#">Submitted</a>	<a href="#">For</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">Last Modified</a>	<a href="#">Modified Date</a>	Remove?
<b>Draft - Final</b> <input type="button" value="Actions"/>	Draft			Entire Site			ktinstructor	2020-01-06 14:49:00	<input type="checkbox"/>
<b>Draft - Midterm</b> <input type="button" value="Actions"/>	Draft			Entire Site			ktinstructor	2020-01-06 14:48:50	<input type="checkbox"/>
<b>Draft - Module 10 Quiz</b> <input type="button" value="Actions"/>	Draft			Entire Site			ktinstructor	2020-01-06 14:46:05	<input type="checkbox"/>

Showing  of 1 items

Previous  Next

Remove

- [Edit](#)
- [Preview](#)
- [Print](#)
- [Settings](#)
- [Publish](#)
- [Duplicate](#)
- [Export](#)

Use the drop-down menu next to the assessment title. Click **Export**.

**Note:** You can only export a draft assessment.

## Choose the export type and export.

### Export Assessment - Module 10 Quiz

Choose the type of export you would like to do, [IMS QTI-compliant XML](#), [IMS Content Packaging](#) or Markup text, and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop. Have in mind that if you choose markup text language there are items that cannot be exported, for example feedback components.

**Note:** Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the Import from Site feature.

1 Choose export type:

- QTI v 1.2
- Content Packaging
- Markup text

If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

2

Export Cancel

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.
2. Click the **Export** button.

## Save (download) the file to your own system.

Export Assessment

Pressing Download will download an IMS QTI-compliant XML file to your computer.

Download Cancel

The exact prompts and steps will depend on your browser. The resulting file can be stored for later import.