

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.

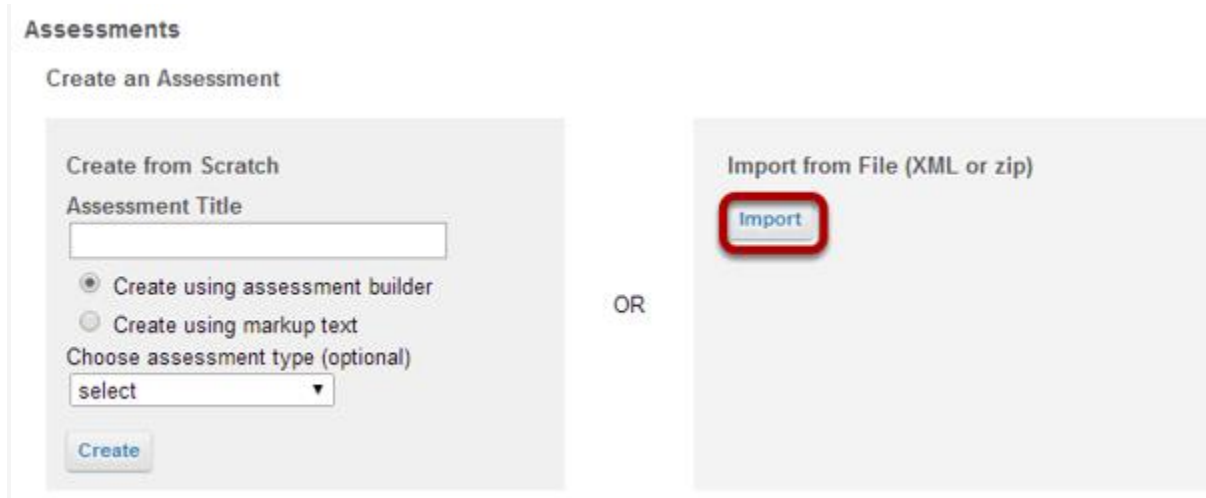
Two export formats are available, IMS QTI 1.2 and IMS Content Packaging. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with 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.

To import an assessment, click Import.



The screenshot shows the 'Assessments' tool interface. At the top, it says 'Assessments' and 'Create an Assessment'. There are two main options: 'Create from Scratch' and 'Import from File (XML or zip)'. The 'Create from Scratch' option includes a text input for 'Assessment Title', two radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text', a dropdown menu for 'Choose assessment type (optional)' with 'select' as the current choice, and a 'Create' button. The 'Import from File (XML or zip)' option has an 'Import' button, which is highlighted with a red rectangular box. The word 'OR' is placed between the two options.

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.

1 Choose a file: **Browse...** MidTermMakeup_exportAssessment.zip

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.)

3 **Import** Cancel

1. **Browse** to the file on your own computer system and open it, so that it shows the file name next to the button.
2. Click the radio button indicating its source for correct processing. (Tests & Quizzes supports files saved in QTI format.)
3. Click the **Import** button.

View your assessment.

Working Copies: not released to students **Published Copies:** released to students

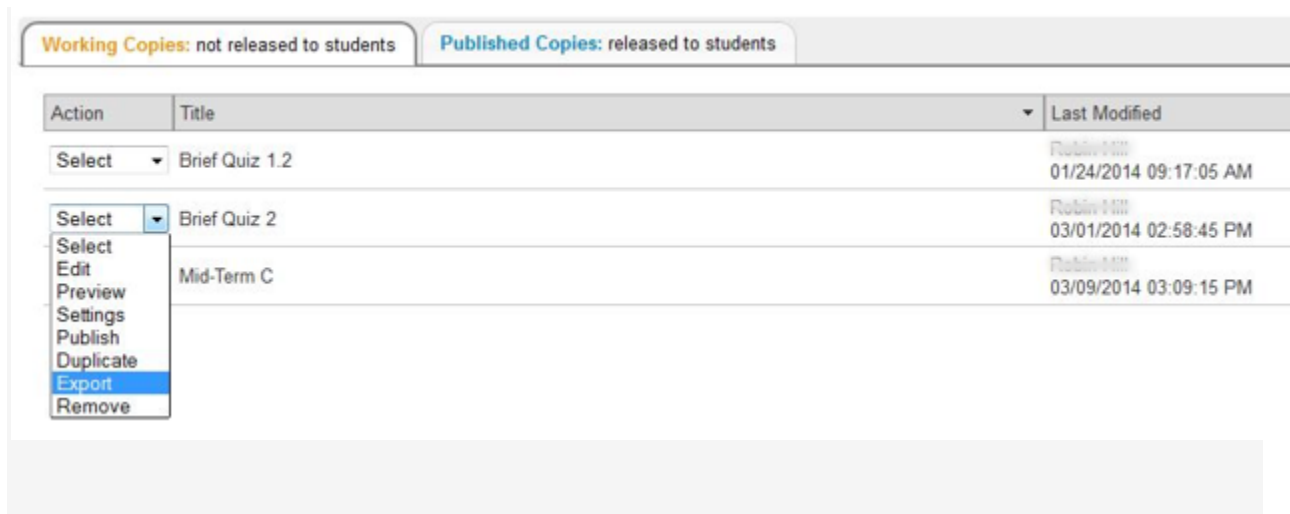
Action	Title	Last Modified
Select	Brief Quiz 1.2	Published 01/24/2014 09:17:05 AM
Select	Brief Quiz 2	Published 03/01/2014 02:58:45 PM
Select Select Edit Preview Settings Publish Duplicate Export Remove	Mid-Term C	Published 03/09/2014 03:09:15 PM

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.

Select the assessment.



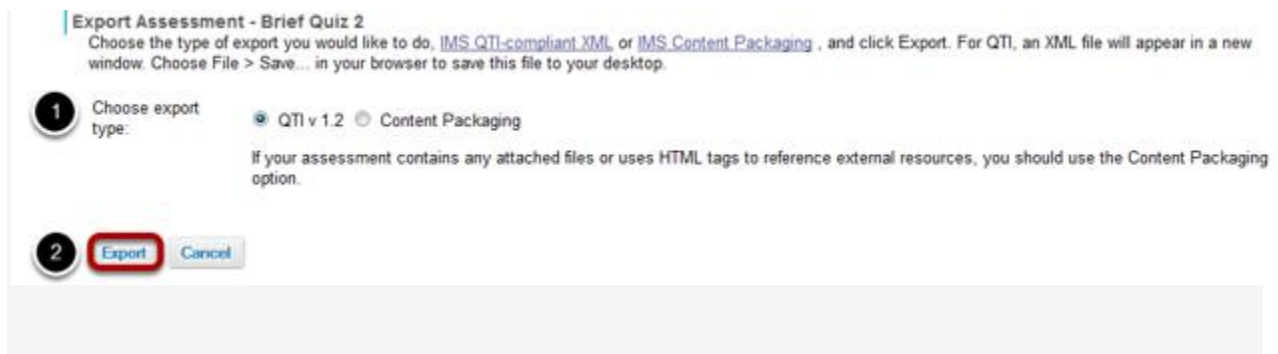
The screenshot shows a user interface for managing assessments. At the top, there are two tabs: "Working Copies: not released to students" and "Published Copies: released to students". Below the tabs is a table with three columns: "Action", "Title", and "Last Modified". The table contains three rows of assessments:

Action	Title	Last Modified
Select	Brief Quiz 1.2	01/24/2014 09:17:05 AM
Select	Brief Quiz 2	03/01/2014 02:58:45 PM
Select Edit Preview Settings Publish Duplicate Export Remove	Mid-Term C	03/09/2014 03:09:15 PM

The "Select" dropdown menu for the "Mid-Term C" row is open, showing options: Select, Edit, Preview, Settings, Publish, Duplicate, Export (highlighted), and Remove.

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

Choose the export type and export.



The screenshot shows a dialog box titled "Export Assessment - Brief Quiz 2". It contains the following text:

Choose the type of export you would like to do, [IMS QTI-compliant XML](#), or [IMS Content Packaging](#), 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.

1 Choose export type:

☒ QTI v 1.2 ☐ Content Packaging

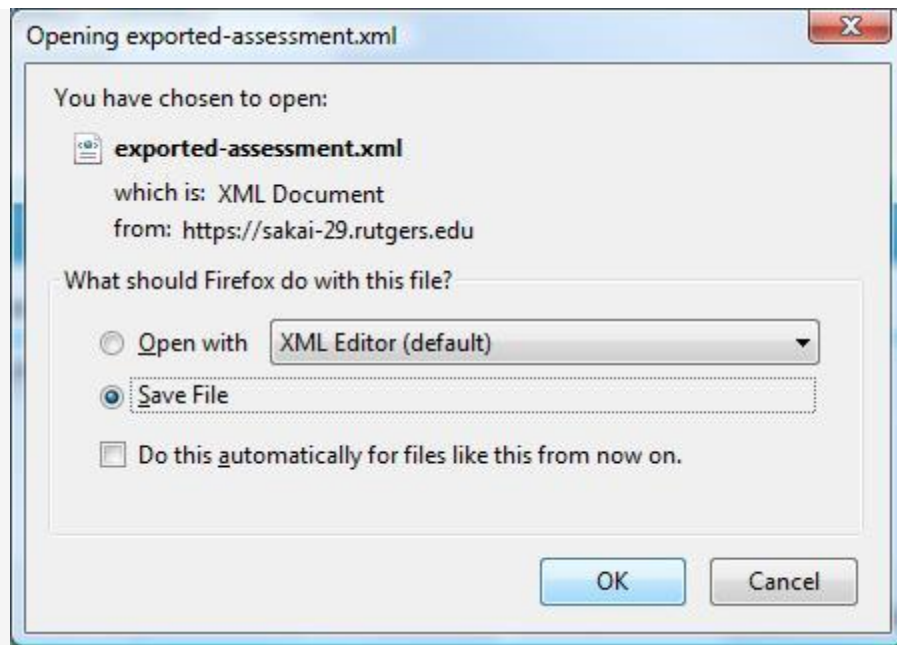
If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

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.



The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.