

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.

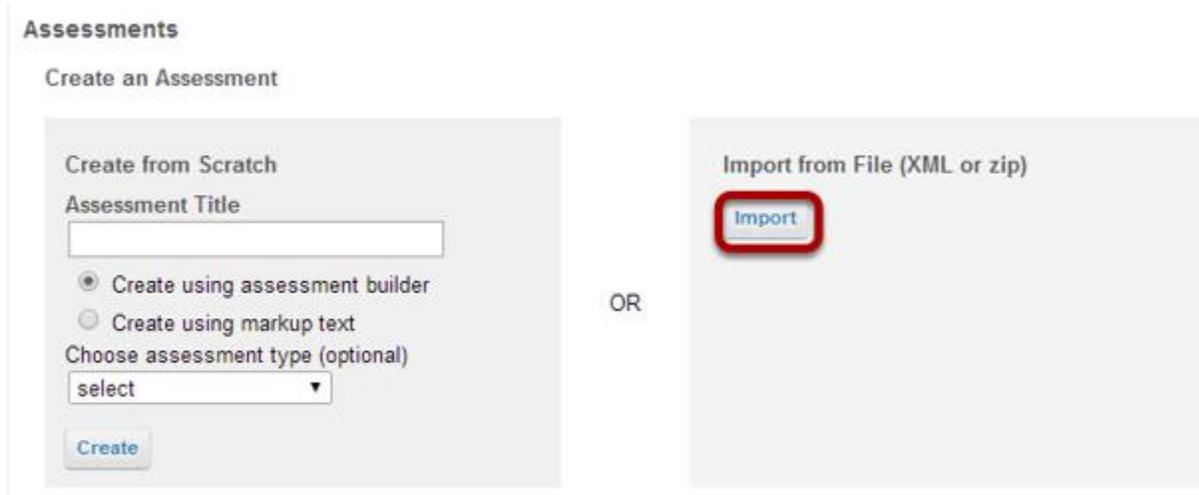
Two export formats are available, IMS QTI 1.2 and IMS Content Packaging. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with 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 value, and a 'Create' button. The 'Import from File (XML or zip)' option has an 'Import' button highlighted with a red box. The word 'OR' is centered 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: 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

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	Mid-Term C	Published 03/09/2014 03:09:15 PM

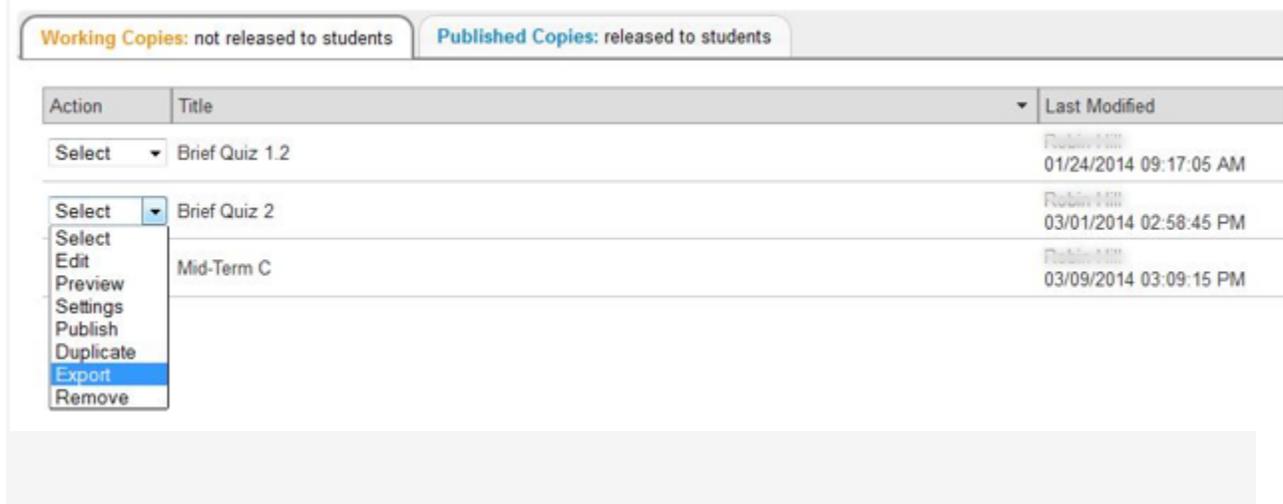
For the 'Mid-Term C' row, the 'Select' dropdown menu is open, showing the following options: Select, Edit, Preview, Settings, Publish, Duplicate, Export, Remove.

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.

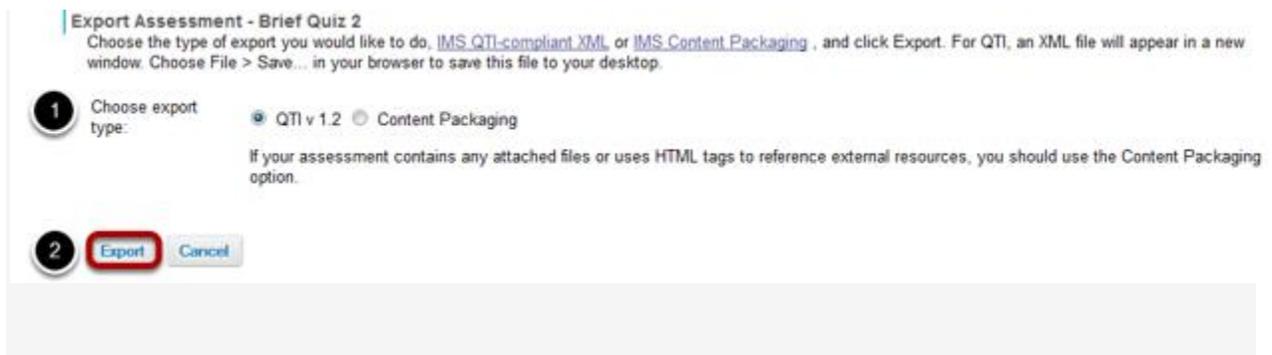


The screenshot shows a user interface with two tabs: "Working Copies: not released to students" and "Published Copies: released to students". Below the tabs is a table with three columns: "Action", "Title", and "Last Modified". The table contains three rows of assessment data. The first row is "Brief Quiz 1.2" with a "Select" dropdown and a last modified date of "01/24/2014 09:17:05 AM". The second row is "Brief Quiz 2" with a "Select" dropdown and a last modified date of "03/01/2014 02:58:45 PM". The third row is "Mid-Term C" with a last modified date of "03/09/2014 03:09:15 PM". A dropdown menu is open for the "Brief Quiz 2" row, showing options: "Select", "Edit", "Preview", "Settings", "Publish", "Duplicate", "Export" (highlighted in blue), and "Remove".

Action	Title	Last Modified
Select	Brief Quiz 1.2	Robin Hill 01/24/2014 09:17:05 AM
Select	Brief Quiz 2	Robin Hill 03/01/2014 02:58:45 PM
	Mid-Term C	Robin Hill 03/09/2014 03:09:15 PM

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

Choose the export type and export.

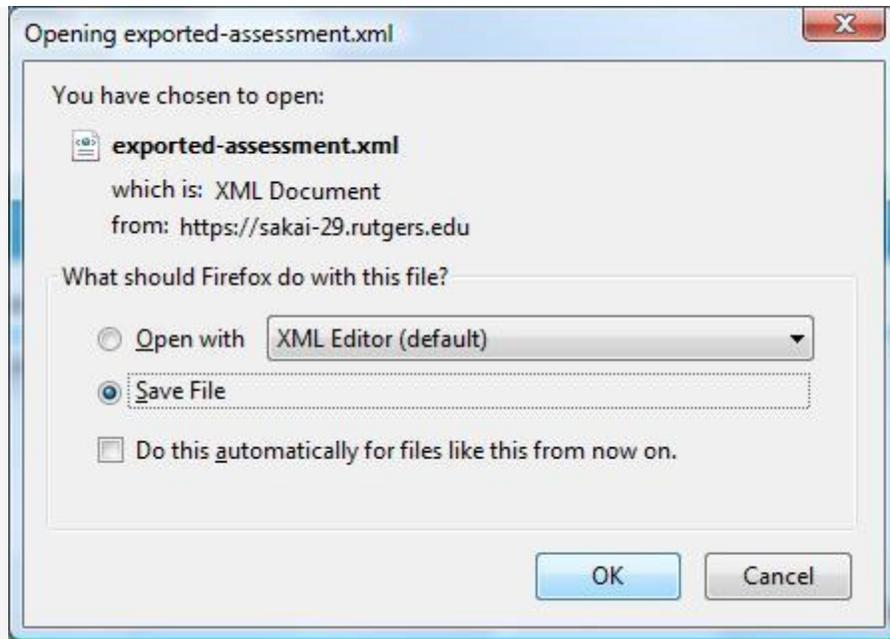


The screenshot shows a dialog box titled "Export Assessment - Brief Quiz 2". The text inside reads: "Choose the type of export you would like to do, [IMS QTI-compliant XML](#), or [IMS Content Packaging](#), and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop." Below this text are two radio buttons: "QTI v 1.2" (selected) and "Content Packaging". A note below the radio buttons states: "If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option." At the bottom of the dialog, there are two buttons: "Export" (highlighted with a red box) and "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.