New Quizzes to Replace Current Quizzes Tool

New Quizzes will take the place of the current *Quizzes* feature in Canvas by July 2021.

What you need to do to prepare for this transition:

1. Migrate your current exams/quizzes to *New Quizzes* (*if you are giving standard exams with no randomization*).

OR

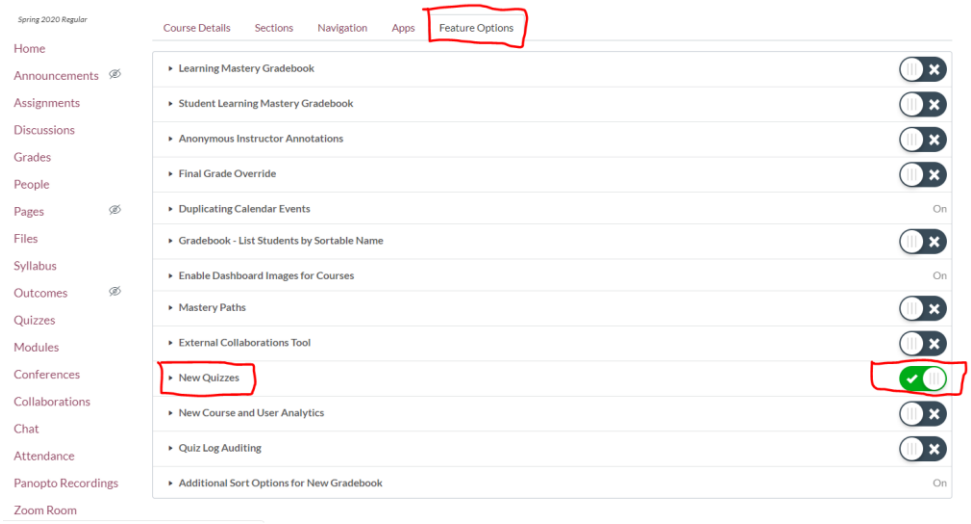
2. Export question banks from *Quizzes* and re-import them in the *New Quizzes* bank,

3. Recreate quizzes that are randomized from the old *Quizzes* tool, in the *New Quizzes* tool.

NOTE: Quizzes that are currently being used to randomly pull questions from a question bank, will NOT migrate over as they are now. Test banks MUST be moved over and exams re-created with randomization properties in the *New Quizzes* tool.

You MUST first activate *New Quizzes* in each of your Canvas Courses to use it:

- Click *Settings* on the Course Navigation menu
- Click the *Feature Options* tab across the top
- Locate the *New Quizzes*
- Click the toggle button and you will see a green check.



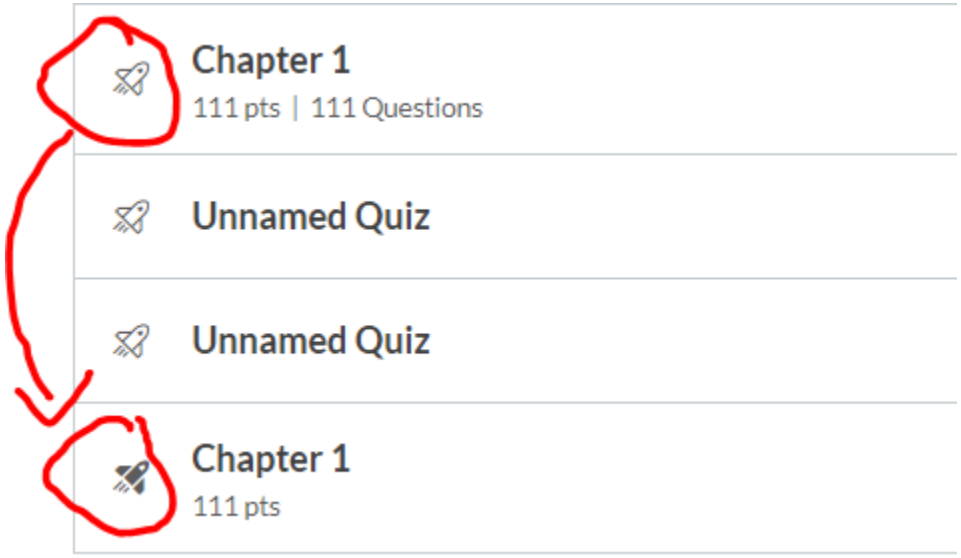
NOTE: This will NOT turn off the current Quizzes tool. You can still use that up to the end of December 2020. It is recommended that you migrate your current quizzes/exams over now so it is done and ready for the Summer and Fall 2021 terms.

The *New Quizzes* feature is operational and can be used now if you prefer.

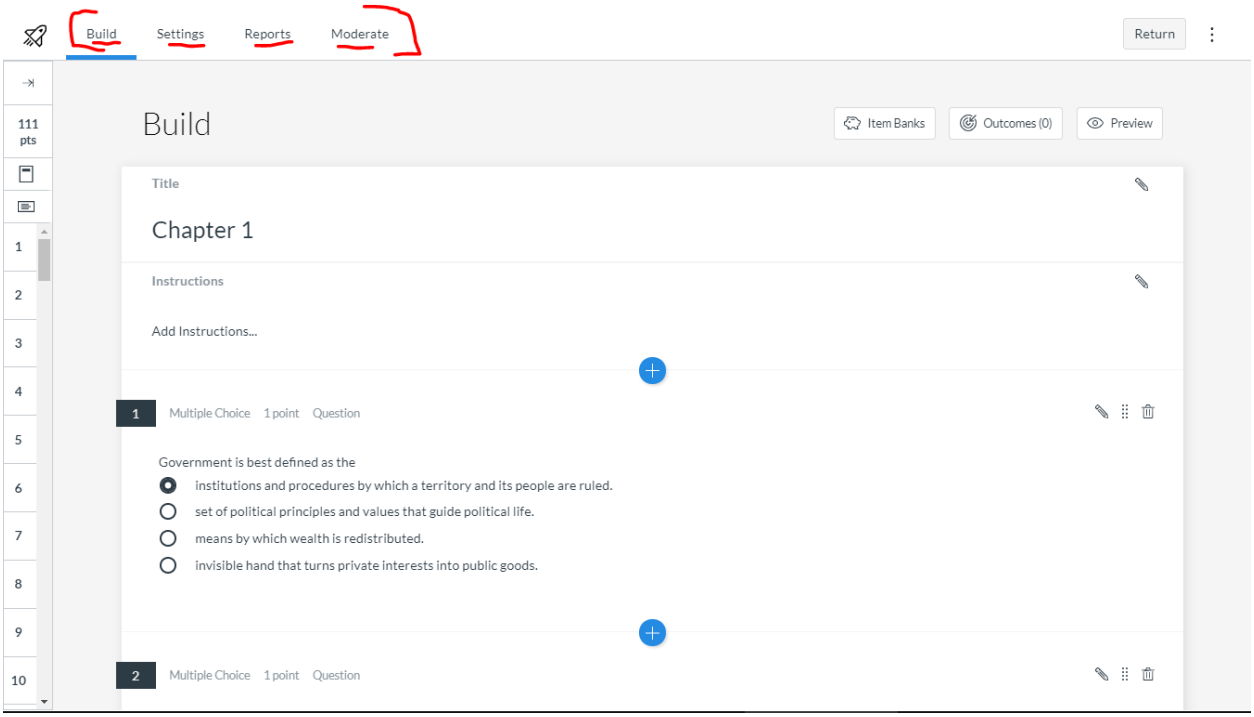
To migrate standard, non-randomized exams/quizzes you already have created:

- Click *Quizzes* in the Course Navigation bar

- Locate the quiz/exam you are switching over to the *New Quizzes* feature
- Click the three dots on the right side of the quiz
- Choose the Migrate option
- The quiz will process for a few moments and then appear with the same title and a different quiz icon:



Click the new quiz and it will open in the *New Quiz* platform to edit, change settings, and moderate.



Test Banks and Randomized Exam/Quiz Questions:

Currently, there is no easy system in place to move your question banks from *Quizzes* to *New Quizzes* in order to re-create your randomized quizzes.

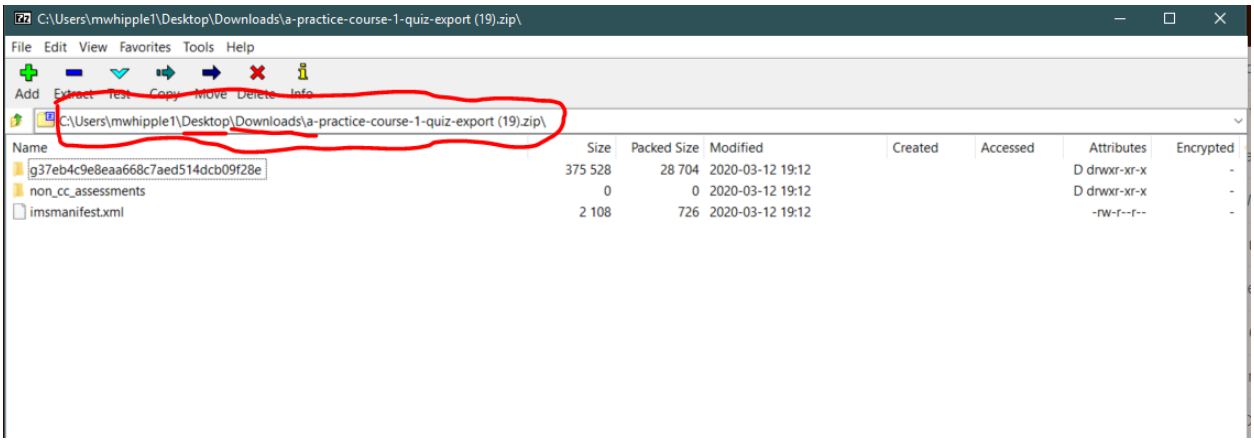
- If your quizzes/exams are set up to randomly pull questions from a test bank in Quizzes, these must be re-created in the *New Quizzes* tool.
- Migrated quizzes to the *New Quizzes* tool WILL NOT keep the randomization settings you have originally set in your current quizzes.
- You will need to **export your test bank** questions (As individual quizzes) and re-import them into New Quizzes and then re-create your exams to randomize with those reimported test bank questions.

Here is how that is done:

Click *Quizzes* and create a new Quiz (**+ Quiz)** and title it with the **question bank** you want to migrate over to New Quizzes (example Chapter 1, Chapter 2, etc). then click the **Questions** tab

- Click "***Find Questions***"
- Locate the question bank on the left panel.
- Scroll down through the list of questions in the right panel and click "More questions" until that button no longer appears. This is to ensure you can see all the questions in the question bank.
- Scroll back to the top and click "Select All". This will select all the questions in the question bank.
- Click add questions. This will now create a quiz with **all questions** from that particular question bank. Just Save the quiz, no need to publish it.
- Go to Settings. Click *Export course content*. Choose the *Quiz* option, then uncheck All Quizzes and then choose the quiz you want to back up (in this case it is the particular question bank you want to copy over).
- **Click Create Export. You will see a blue status bar and will tell you when the export is complete.**

  This process will also create a quiz located under the Quizzes menu item with ALL of the questions from a particular question bank (example: Chapter 1) that you just exported. You WILL NOT need this question bank quiz. You can delete it. It's just a copy of the test bank questions you just exported.
- In RED letters you will see *New Export*. Click this link and a QTI zip file will open. **Note WHERE this file is located. Most likely in your Downloads folder.



<u>You can close this folder once you know where the file is located</u>

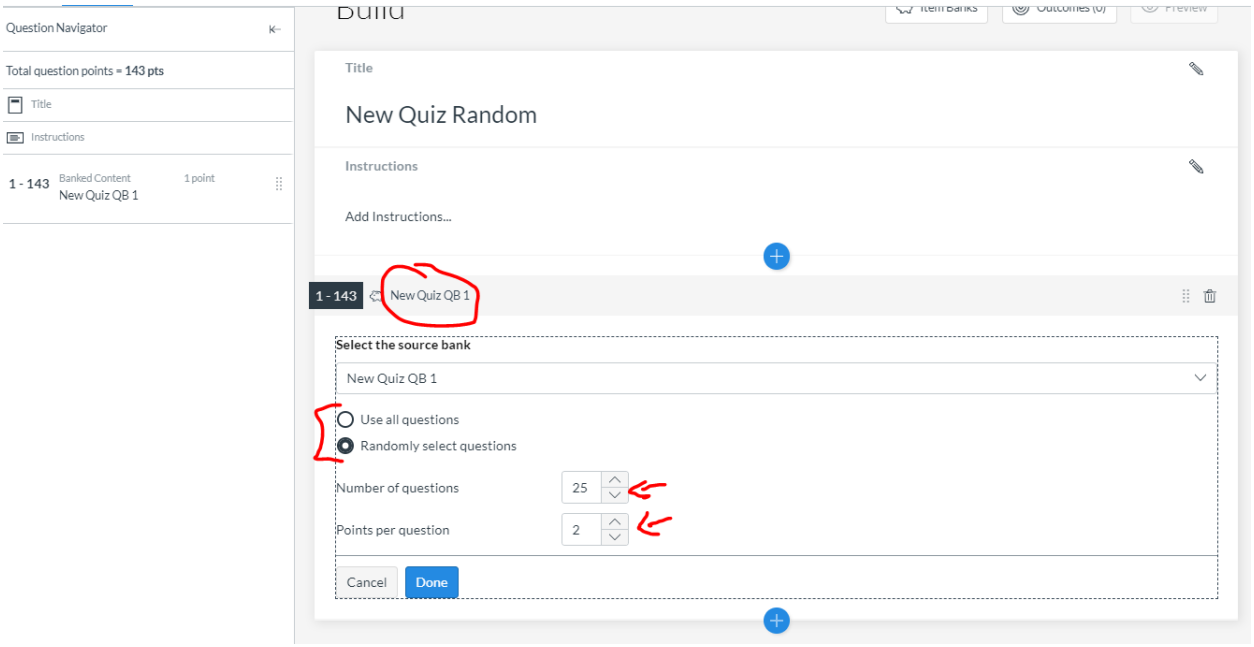
- Go back to Quizzes and create a new quiz (+Quiz).
- Choose the New Quiz option. Give it a name and a point value and Save

******important: Make sure you put in the correct name and point value of the quiz here. You will set the actual points questions, etc in the New Quiz settings but they MUST match in both places to calculate correctly in the gradebook.***

- This opens the New Quiz Build page. Note there are no questions yet. We are just accessing the question bank at this point
- Click the three dots at the top right next to *Return* and choose *Manage Item Banks*
- Create a new bank (+Bank-give it a name for example *Chapter 1 Test Bank*).
- Click the newly created bank and then click the three dots at the top right next to *Return* again. This time click *Import Content*.
- Click *Browse* and locate the quiz you exported (Remember where that was save? Downloads folder).
- Click the folder and Open.
- This will load the folder into the content box. Click *Import.*
- This will load the test bank file you exported from the old *Quizzes* to the *New Quizzes* test bank.
- You can now re-create your randomized quiz/exam from this test bank

<u>How to create an exam randomly pulling questions from a question bank.</u>

- When in Build mode, click *Items Bank* and then choose the appropriate question bank you are using
- Click the All/Random button. By default the quiz will pull ALL questions from a selected bank. You can edit the number of questions pulled by clicking the bank and then select Randomly Selected Questions. You can adjust the number of questions and points per question.



Click Done and your exam is set to go. Click the Return button to take you back to the regular Canvas window.