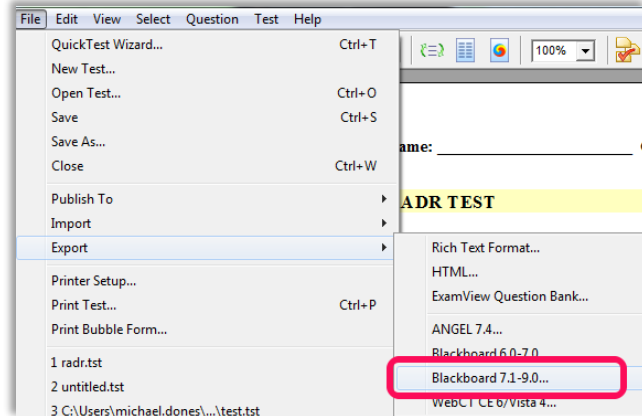


Exporting a ExamView Test into a Canvas Course

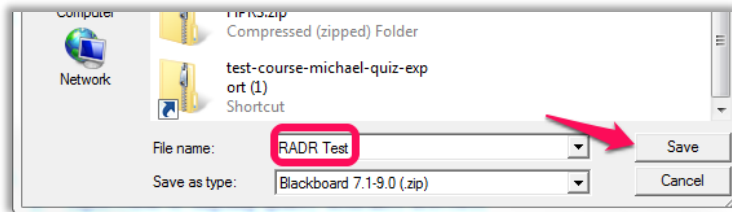
You can use ExamView to create assessments and import them into your Canvas courses. This handout will cover how to export a Blackboard file from ExamView and import it into Canvas. This handout will **not** cover how to build an exam with these programs.

It is important to note that files imported in this way may have strange point values. To correct this issue we recommend [creating a question group](#) in Canvas. This will allow instructors to add a default value to all questions.

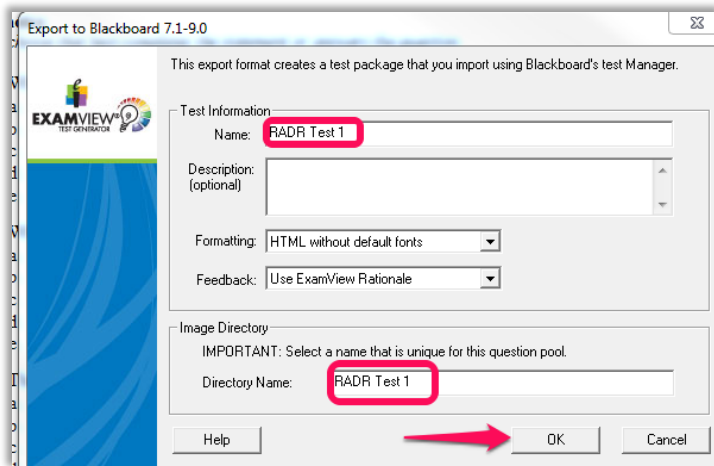
1. To export a QTI file from ExamView, select **Export** from the File menu, then click **Blackboard 7.1-9.0**.



2. Name the exam and click **Save**.



3. Click **Ok**.



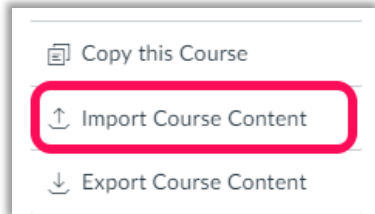
4. To import the file into Canvas see [Importing a Test File into a Canvas Course](#).

Importing a Blackboard File into a Canvas Course

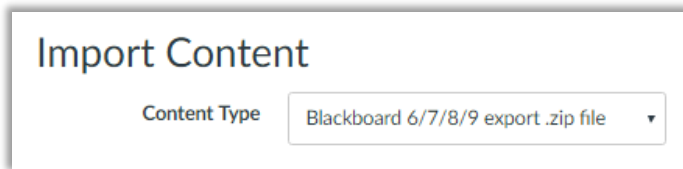
1. Go to your course settings to import a Blackboard file.



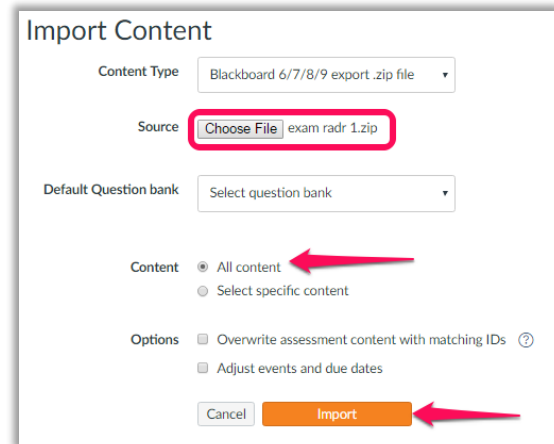
2. Select **Import Content into this Course**.



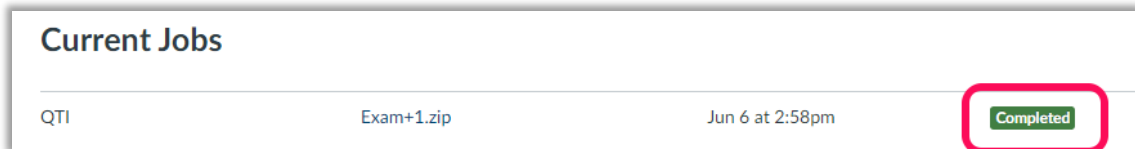
3. On the new page, select **Blackboard 6/7/8/9 export .zip file** from the drop down menu.



4. Click **Choose File** and browse for the previously exported file.
5. For this handout we will leave the options and default question bank blank.
6. Click the **Import** button.



7. Once the file finishes *“running”*, the assessment will be available in your *Quizzes* tab.

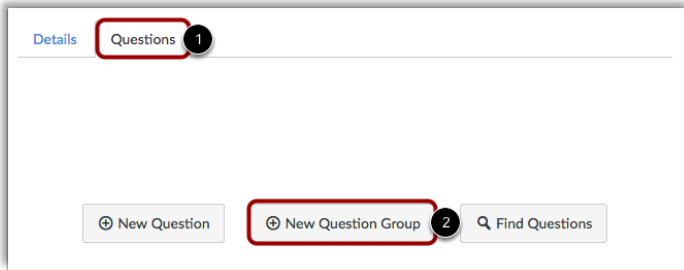


8. Preview your assessment. If your points per question looks strange, try [creating a new quiz with a question group](#).

Creating Question Groups

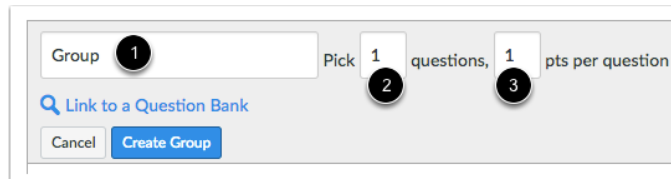
You can create a quiz using a question group. Question groups allow you to place multiple questions within a group for students to answer. You can choose the number of questions that should be answered from the group and how many points to assign each question. Creating a question group randomizes questions within a quiz.

1. Click the **Questions** tab (1). Click the **New Question Group** button (2).



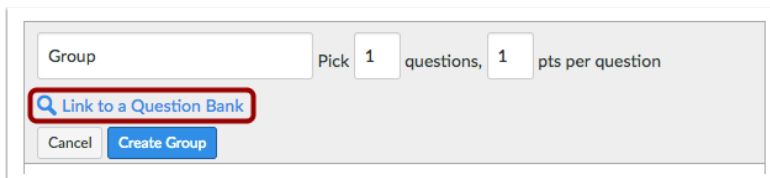
2. Give your question group a name (1).

3. Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).



4. Decide how many questions you want Canvas to randomly select from the group (2) and the number of points assigned to each question (3).

5. If you want to link a question bank to the question group, click the **Link to a Question Bank** link.



6. Select the question bank you want to use.

7. Save the changes to your quiz.
8. Preview your quiz.

