

Tests - How to Export and Import

1] **Course Tools** > **Tests, Surveys, and Pools** > **Tests**

> the test to export (action link) > **Export to Local Computer**

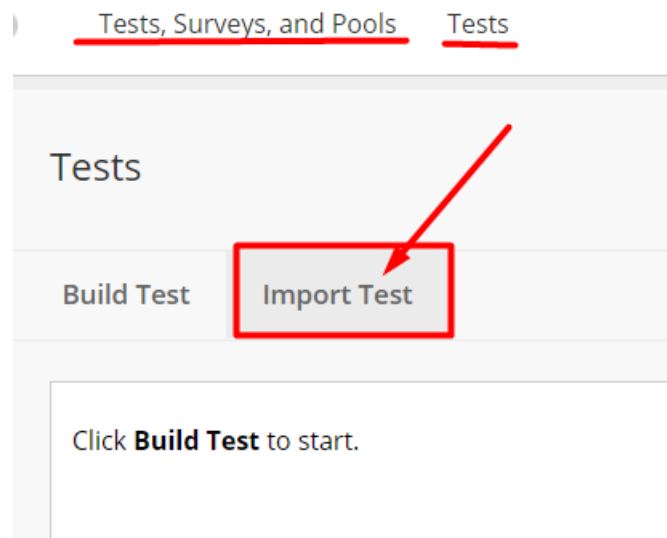
It is very important to *remember where in your computer* this exported test is downloaded (mostly *Downloads* folder).

The screenshot displays the Canvas LMS interface for managing tests. At the top, the breadcrumb navigation 'Tests, Surveys, and Pools' and 'Tests' is highlighted with red underlines. Below this, there are buttons for 'Build Test' and 'Import Test'. A table of tests is shown, with the first row 'Winter 2020 Final Quiz' selected. A context menu is open over the selected test, with the 'Export to Local Computer' option highlighted by a red box. Red arrows point from the selection checkbox to the context menu and from the context menu to the 'Export to Local Computer' option.

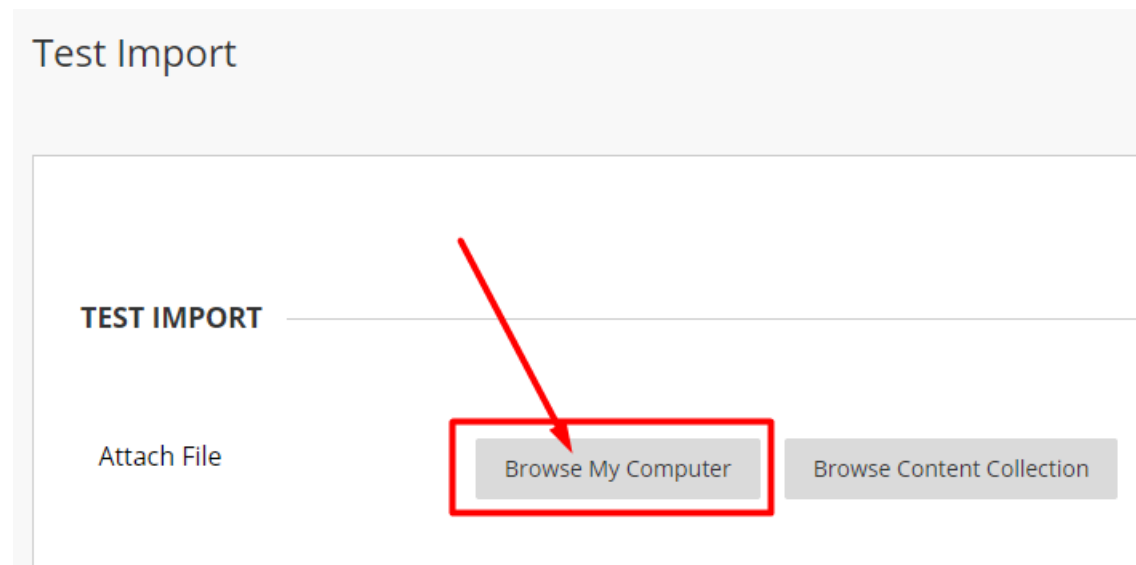
2] Go to the *target course shell* where you need to *import the test*

> **Course Tools** > **Tests, Surveys, and Pools** > **Tests**

> **Import Test**



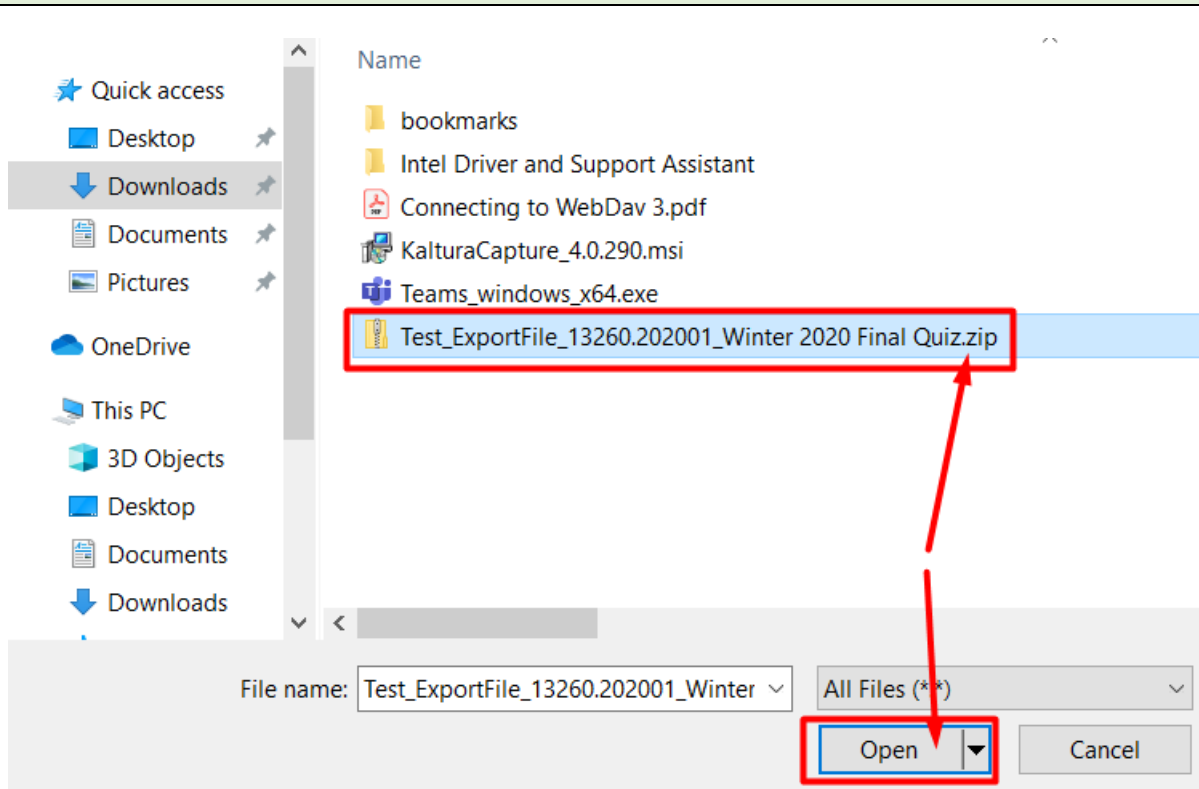
3] **Browse My Computer**



4] Go to the folder where the exported test is (i.e., *Downloads* folder)

> Select the exported test

> **Open**



5] If the *File Name* is correct > (bottom right) **Submit**

TEST IMPORT

Click **Browse** to locate a file to import.

Attach File

Browse My Computer

Browse Content Collection

Selected File

File Name

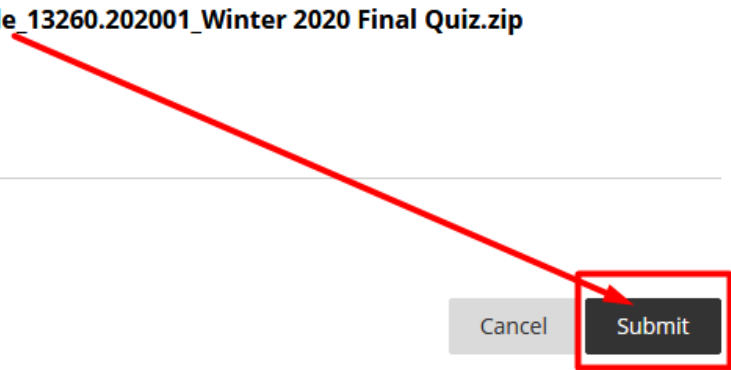
Test_ExportFile_13260.202001_Winter 2020 Final Quiz.zip

Do not attach

Click **Submit** to proceed.

Cancel

Submit



6] If you can see *Test Import Complete* > (bottom right) **OK**

Test Import Complete

The package has been processed. The log file is below.

Mar 30, 2020 5:24:51 PM - [WARNING] Status: The operation import has completed.

Monday, March 30, 2020 5:24:51 PM PDT



← OK

7] Check if you can see the imported test.

Tests, Surveys, and Pools Tests

Tests

Build Test Import Test

| NAME  | DEPLOYED |
|--|----------|
| Winter 2020 Final Quiz | No |