

## Migrating Question Banks to Item Banks

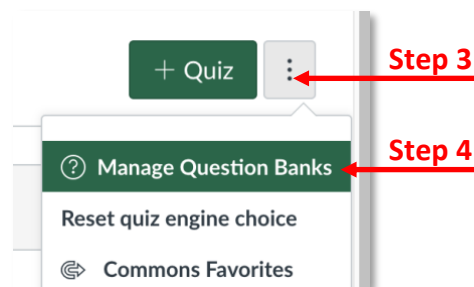
Within Canvas you will see two types of banks – question banks and item banks. These banks are two separate systems. Question banks are for Classic Quizzes and item banks are for New Quizzes. This handout provides instructions on how to migrate your question banks you have created for your Classic Quizzes to item banks for New Quizzes. The steps must be completed in the order below.

1. List all your current question banks
2. Create Classic Quiz for each question bank
3. Migrate the Classic Quiz (that was created in step 1) to New Quiz
4. Add questions from New Quiz (that was created in step 2) to item bank

### List All Your Current Question Bank

Before beginning with this migration, we recommend that you make a list of all your current question banks. This will help you as you start to migrate each question bank to item banks.

1. Access your Canvas course.
2. Click **Quizzes** from the navigation menu.
3. Click the three vertical dots (next to the +Quiz button).
4. Click **Manage Question Banks**.
5. Jot down all the question banks you have in your course.

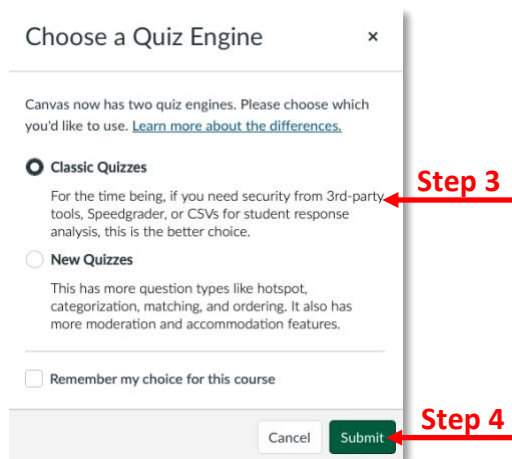


### Creating Classic Quiz for Each Question Bank

In order to create your item banks, you must first create a Classic Quiz **for each question bank** and add all of your questions to that quiz. Used the list you created in the prior step to ensure you do not miss a bank.

1. Click **Quizzes** from the navigation menu.
2. Click the +Quiz button.
3. Click **Classic Quizzes**.

**Note:** If the *Choose a Quiz Engine* window does **not** appear, that means you previously selected an option and chose *Remember my choice for this course*. To choose Classic Quiz, cancel adding a quiz and navigate back to the **Quizzes** page. Then click the three vertical dots next to the +Quiz button. Click **Reset quiz engine choice**.

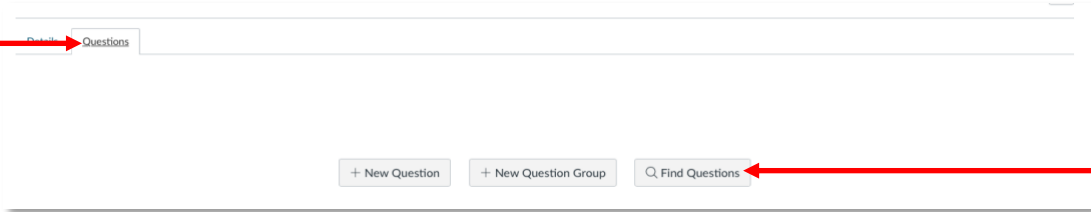


4. Click **Submit**.
5. Type a name for the quiz.

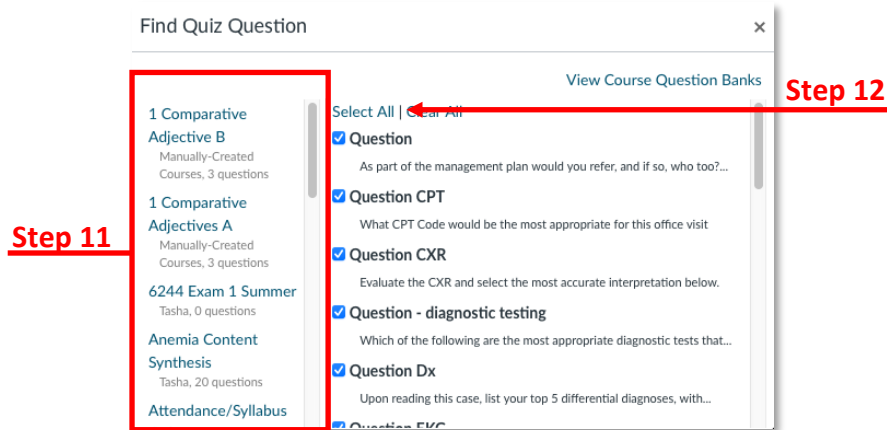
**Note:** We recommend that give the quiz the same name as listed in the question bank and append *CQ* (stands for Classic Quizzes) to distinguish it from the quiz when you migrate it.

6. For the quiz type, select *Practice Quiz* so it doesn't appear in the gradebook.
7. Click **Save**.
8. Click **Edit**.
9. Click the **Questions** tab.
10. Click **Find Questions**.

**Step 9**

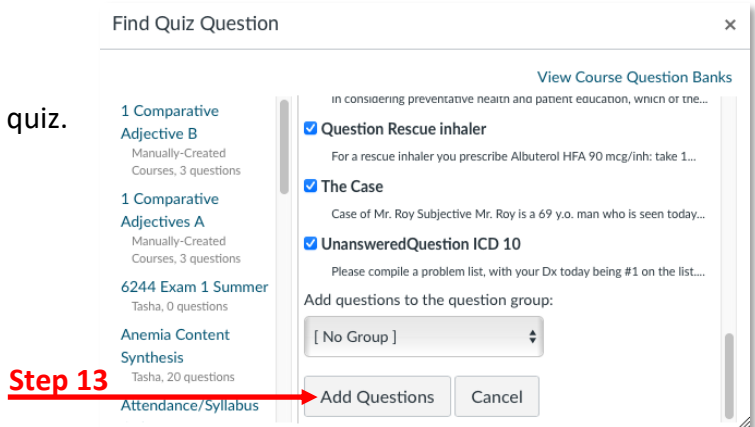


11. Scroll down in the left-hand pane to locate the question bank for the quiz you are creating. Click the question bank.
12. Click **Select All** to select all the questions in the bank.



13. Scroll down and click **Add Questions**.
14. Scroll down and click **Save**.

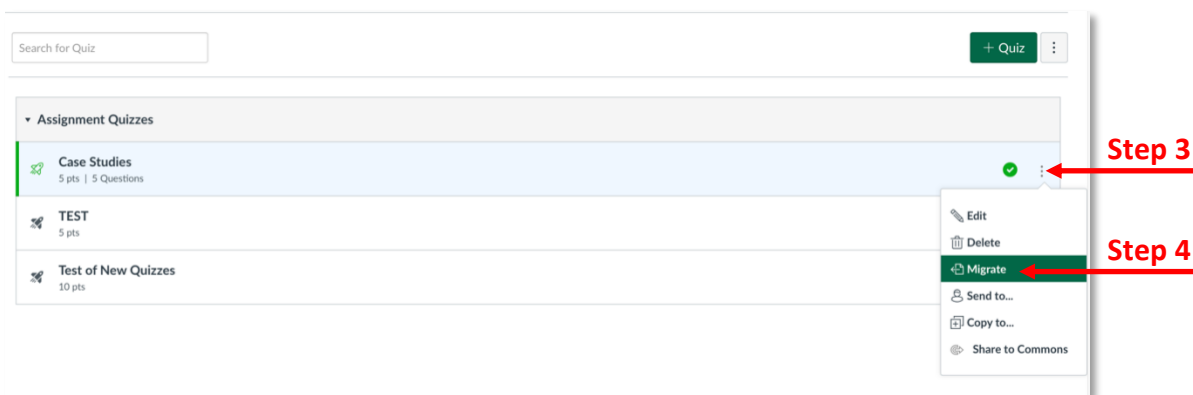
**Note:** You do **not** have to publish this quiz.



## Migrate the Classic Quiz to New Quizzes

Now that you have created a Classic Quiz and added your question bank to the quiz, you are ready to migrate the quiz to New Quizzes. This will allow you to create the item bank. Please note, that once you migrate the quiz to New Quizzes there is no way to go back to Classic Quiz. This is one of the reasons we had you to create a quiz for the bank.

1. Click **Quizzes** from the navigation menu.
2. Navigate to the Classic Quiz you created in the prior step.
3. Click the three vertical dots to view the Options menu.
4. Click **Migrate**.

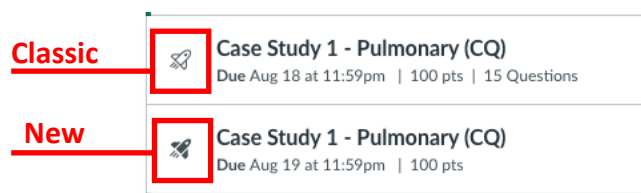


## Add Questions from New Quiz to Item Banks

Now that you have migrated the Classic Quiz to a New Quiz, you are ready to create your item banks.

1. Open the newly migrated quiz.

**Note:** A classic quiz is denoted by an outline rocket icon. The icon for the migrated quiz will be a filled in (solid) rocket.

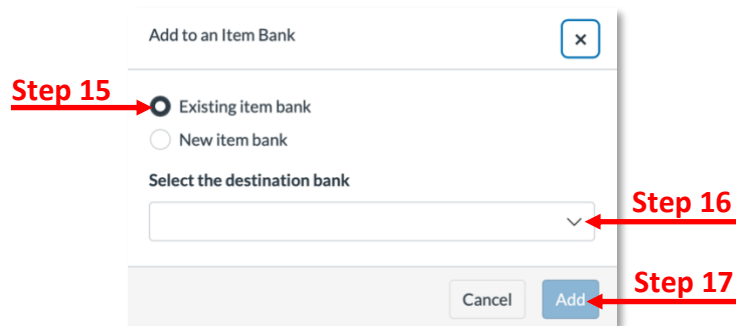


2. Change the title by removing **CQ**.
3. Scroll down and click **Build**.
4. Navigate to the first question.
5. Click the pencil icon.
6. Scroll down and click Item Banking.
7. Click **Add to Bank**.
8. Select **New item bank**.

9. Type a name for the item bank.

**Note:** We recommend that you give the item bank the same name as you named the quiz and add the course number at the beginning (ex. 6244 Case Study I). Adding the course number is important for when you go to view the item banks.

10. Click **Add**.
11. Navigate to the second question.
12. Click the pencil icon.
13. Scroll down and click **Item Banking**.
14. Click **Add to Bank**.
15. Select **Existing item bank**.
16. Click the down arrow and select the bank you created for the first question.
17. Click **Add**.



18. Repeat steps 11 – 17 for each question in the quiz.

## Viewing the Item Bank

After you have added all the questions to the item bank, we recommend that you check the item bank and verify the questions are in the right bank.

1. Add item banks to your course navigation by clicking Settings and then clicking the Navigation tab.
2. Move *Item Banks* up to the top menu.
3. Click **Save**.
4. Click **Item Banks** from the navigation menu.
5. Click the down arrow for *This Course*.
6. Select **All Banks**.

**Note:** You will see all the banks you have created. This is the reason we recommended that you add the course number in the title for the item bank.

7. Click the bank to view the questions.