

Sharing Item Banks with Other Users and Courses

In New Quizzes, you can share an item bank with another USF Canvas user or with another USF Canvas course. Item banks can only be shared with users who have a teacher, TA, or admin role and only with view or edit access. View access allows the user you share with to view the item bank and edit access gives users full access to the item bank. This includes adding items to the bank, sharing or removing users from the bank, and deleting the bank.

Viewing the Item Bank

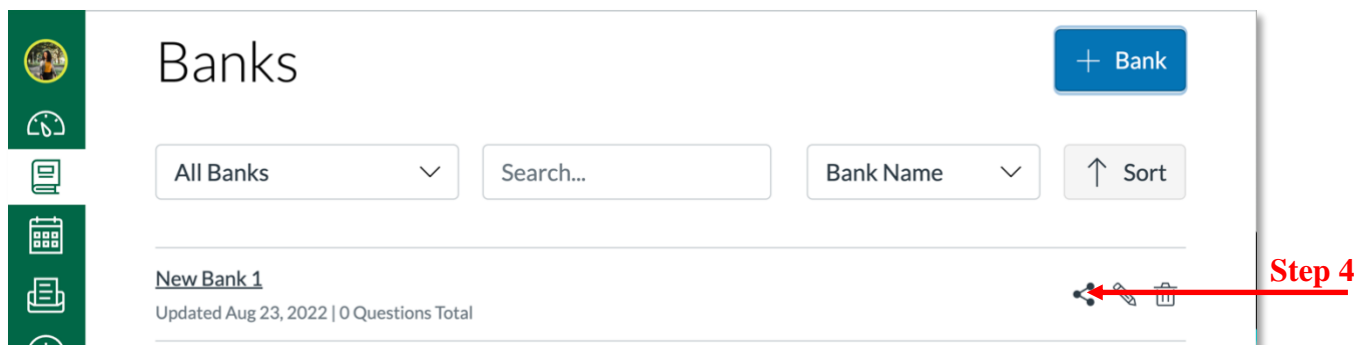
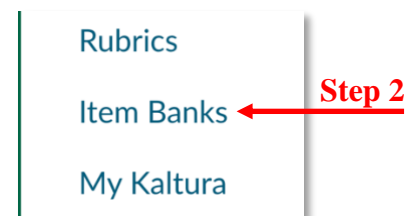
If you have not already, make item Banks visible in your Canvas course navigation.

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

Note: You will see all the banks you have created.

Accessing and Sharing Your Item Bank

1. Access your Canvas course.
2. Click **Item Banks** in the left-hand course navigation.
3. Locate the item bank you would like to share.
4. Click the share icon (two lines with dots).



Sharing Your Item Bank with Users and Courses

1. Enter the name of the user(s) or course(s) with whom you want to share the item bank within the *Share With* field.
2. Click the name of the user or course.

Note: You can add multiple users or courses in the *Share With* field.

3. Click **Access** drop-down menu to set access rights for the item bank.

Note: You can share the item bank with view access, which only allows the user or course you share with to view the item bank, or edit access, which allows the user or course you share with to view and edit the item bank.

4. To share the item bank with the selected user or course, click the **Add** button.
5. To edit the item bank access, click the **Access** drop-down arrow.
6. To remove a user's access from the item bank, click the delete icon.
7. Click **Done**.

The screenshot shows a dialog box titled "New Bank 1" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Share With" and "Access".

- Share With:** A text input field contains "pranam". Below it is a dropdown menu with the following items:
 - People
 - Pranam Parsanlal (highlighted in blue)
 - Pranam Parsanlal (admin)
 - Courses
 - Pranam Demo Test
- Access:** A dropdown menu shows "Can view" with a downward arrow. To its right is an "Add" button.

Red annotations indicate the following steps:

- Step 1:** Points to the "pranam" text in the "Share With" field.
- Step 2:** Points to the dropdown menu in the "Share With" section.
- Steps 3 - 5:** A red box encloses the "Access" dropdown and the "Add" button.
- Step 7:** Points to the "Done" button at the bottom right of the dialog.