

SacCT

Import/Export Exams Between SacCT Courses

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT'S POSSIBLE?

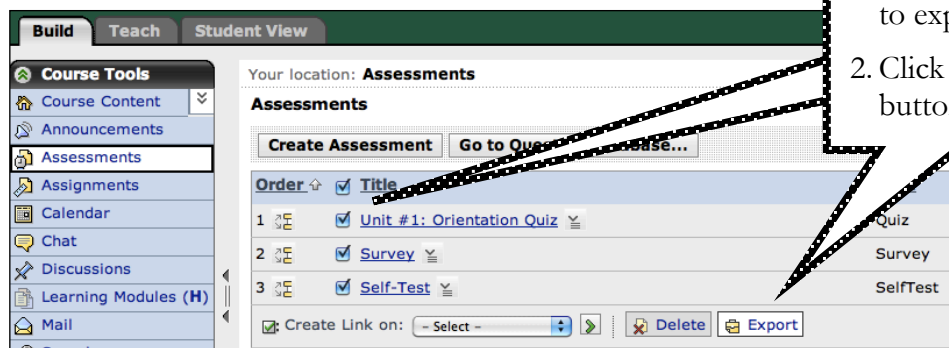
- Copy a quiz (exam), survey, or self-test between courses
- Copy a Question Database category between courses
- Copy individual questions from your Question Database between courses
- Share any of the above items with other courses designers, for use in their own courses

1. CREATE AN EXPORT FILE

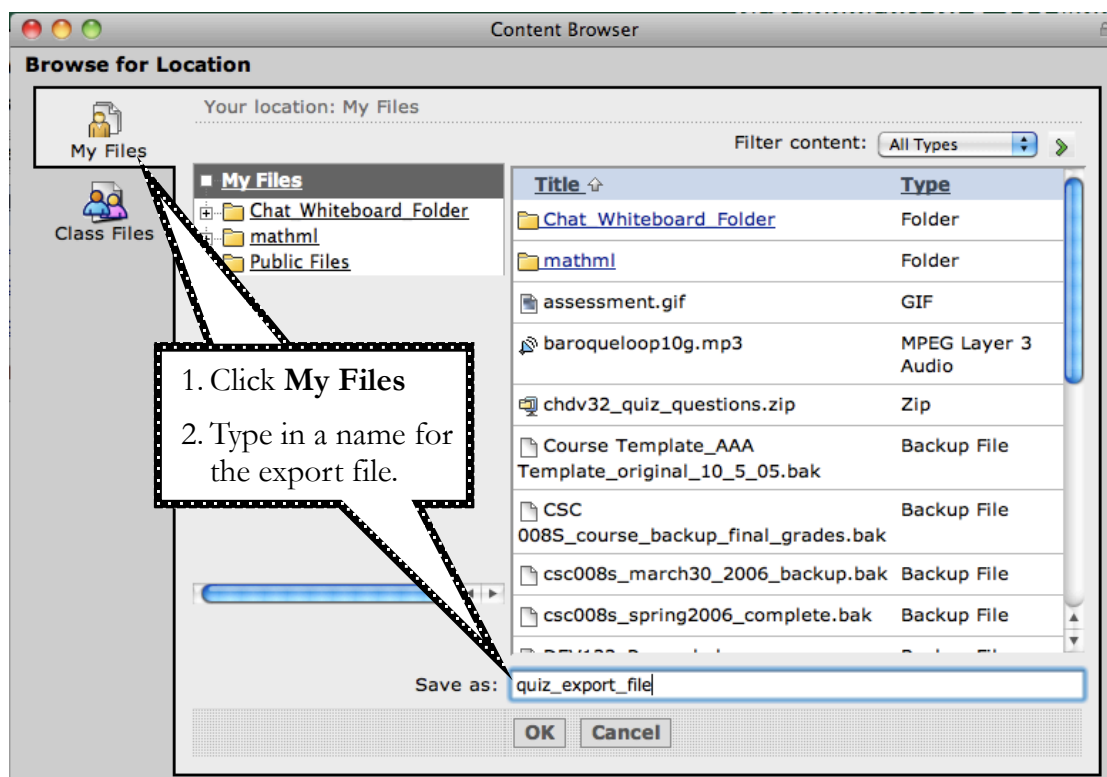
BEFORE you complete the steps below, make sure that, if exporting a quiz or exam, you've entered all settings for the exam (such as delivery mode, duration, points, etc). This way, you won't need to re-do all of your work once you've imported the quiz into another course.

For a Quiz or Exam

- step 1.* Click the **Build** tab.
- step 2.* Click **Assessments** on the left.
- step 3.* Select the quizzes or exams that you'd like to export to another course (check the box to the left of each quiz title).
- step 4.* Click the **Export** button at the bottom.



step 5. On the **Content Browser** window, click the **My Files** button (upper left-hand corner):



As you recall, the **My Files** location is a file storage area that you can access from any of your courses.

step 6. Type in a name for the export file into the **Save as** textbox. There is no need to give the filename an extension. **DON'T MISS THIS STEP!**

step 7. Click **OK** at the bottom.

A special ZIP file is stored in your **My Files** area. Proceed to the section on *importing* to another course for additional instruction.

For a Database Category

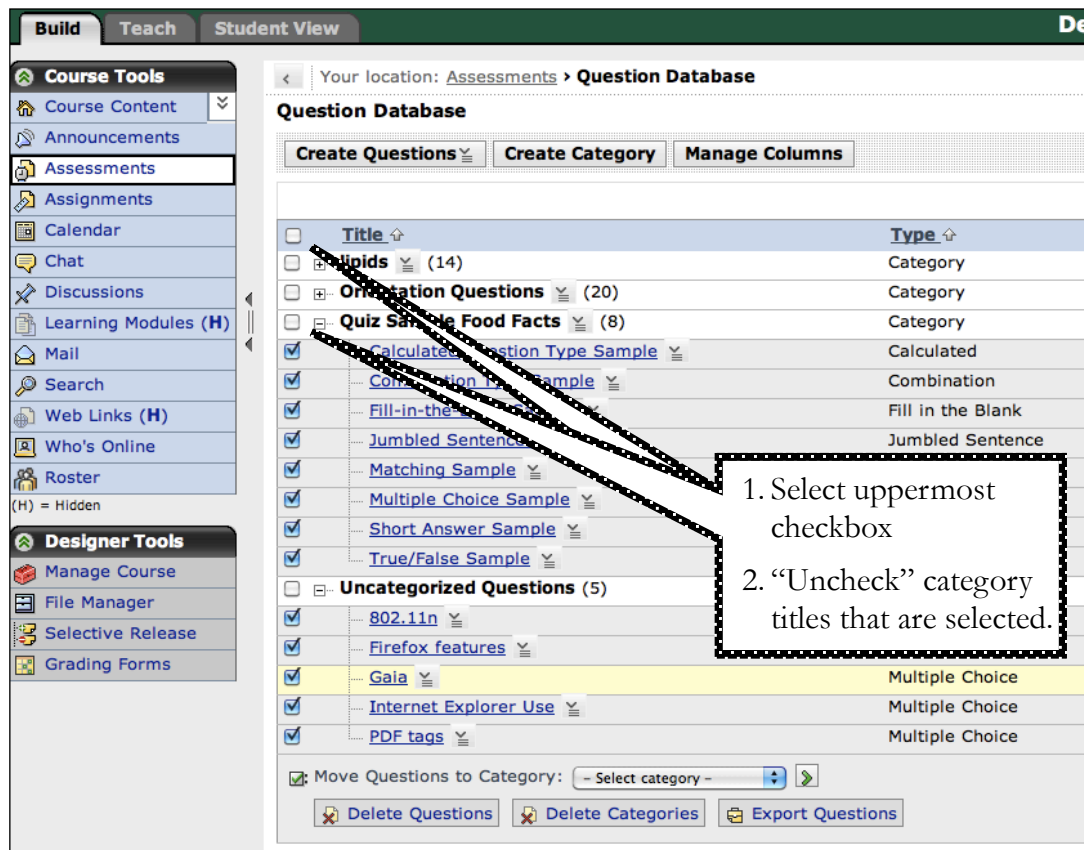
step 1. Click the **Build** tab.

step 2. Click **Assessments** on the left.

step 3. Click the **Go to Question Database** button at the top.

step 4. *Expand* the category or categories that you'd like to export by clicking on the plus (+) sign to the left of the category title. *Collapse* any categories that are open, but that you do not want to include in the export.

step 5. Select all of the questions in the open categories by clicking on the uppermost checkbox; *uncheck* any categories titles that are selected after you do this.



step 6. Click **Export Questions** at the bottom.

step 7. On the **Browse for Location** window, click the **My Files** button (see screenshot in previous set of directions – step 5). As you recall, the **My Files** location is a file storage area that you can access from any of your courses.

step 8. Type in a name for the export file, into the **Save as** textbox. There is no need to give the filename an extension. **DON'T MISS THIS STEP!**

step 9. Click **OK** at the bottom.

A special ZIP file is stored in your **My Files** area. Proceed to the section on *importing* to another course for additional instruction.

For Individual Questions (in your Database)

step 1. Click the **Build** tab.

step 2. Click **Assessments** on the left.

step 3. Click the **Go to Question Database** button at the top.

step 4. *Expand* the category or categories that include questions that you'd like to export by clicking on the plus (+) sign to the left of the category title.

step 5. Select the questions in the open categories by checking the box for each question.

step 6. Click **Export Questions** at the bottom.

step 7. On the **Browse for Location** window, click the **My Files** button (see screenshot in first set of directions – step 5). As you recall, the **My Files** location is a file storage area that you can access from any of your courses.

step 8. Type in a name for the export file, into the **Save as** textbox. There is no need to give the filename an extension. **DON'T MISS THIS STEP!**

step 9. Click **OK** at the bottom.

A special ZIP file is stored in your **My Files** area. Proceed to the section on *importing* to another course for additional instruction.



TIP : To *share* your exported quiz or questions with a fellow SacCT course designer, simply provide the person with a copy of the ZIP file that is produced in the Export process above. The course designer would then follow the steps below, to copy the quiz or question questions into his or her own course.

2. IMPORT THE FILE INTO ANOTHER COURSE

The Import Process:

step 1. Click the **Build** or **Teach** tab.

step 2. Click **Manage Course** on the left (small red toolbox).

step 3. Click **Import**.

step 4. Click the **My Files** button on the **Content Browser** window.

step 5. Select the ZIP file that you exported using the steps in the last section of this handout.

step 6. Click **OK**. The system now imports your file.

Finishing Up:

- Check the material that was imported. If you imported a quiz or exam, you should find it under **Assessments**. If you imported individual questions or a database category, you should find it in your **Question Database**.
- If you imported a quiz or exam, you might want to **Edit Properties** for the quiz to modify settings for duration, date, etc. – if settings are to be different than those for the original quiz.
- Go into your **My Files** area and delete the export file (ZIP file). You can access this area from the **File Manager** in any of your courses, or from the **Content Manager** tab on your **My SacCT** screen.



TIP : If images that you've included in quiz question do not appear in imported questions, you'll have to add them back in by editing the question. The missing images are located in the course that the questions were copied from. To avoid this problem in the future, use the HTML Editor to add images to questions.