

## User Manual for NYPMS Export File to .docx application

**Step 1:** Export file from NYPLMS in Brightspace Package format.

### Import/Export/Copy Components

What would you like to do?

☐ Copy Components from Another Course  
[What is an Org Unit?](#)

Course to Copy:

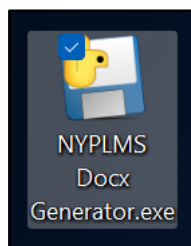
☒ Include protected resources

[View History](#)

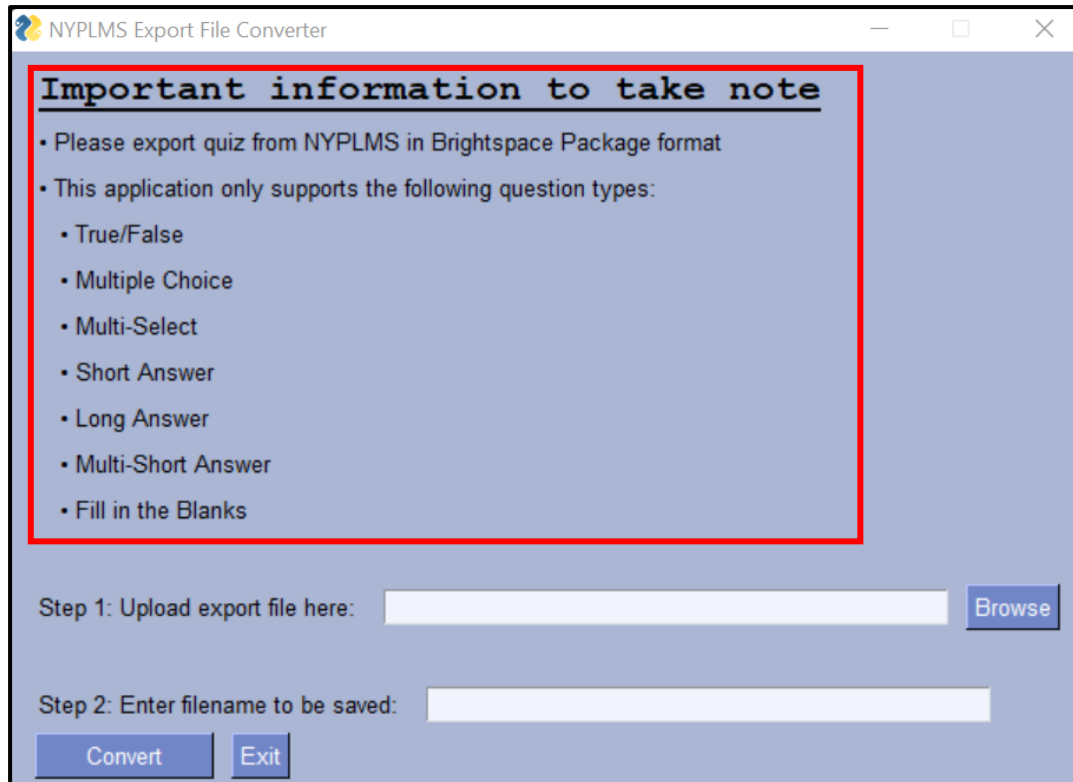
☒ Export as Brightspace Package  
[What is a Brightspace Package?](#)

☐ Export as Common Cartridge  
[What is Common Cartridge?](#)

**Step 2:** Double click application to launch it.



**Step 3:** Read and understand instructions.



NYPLMS Export File Converter

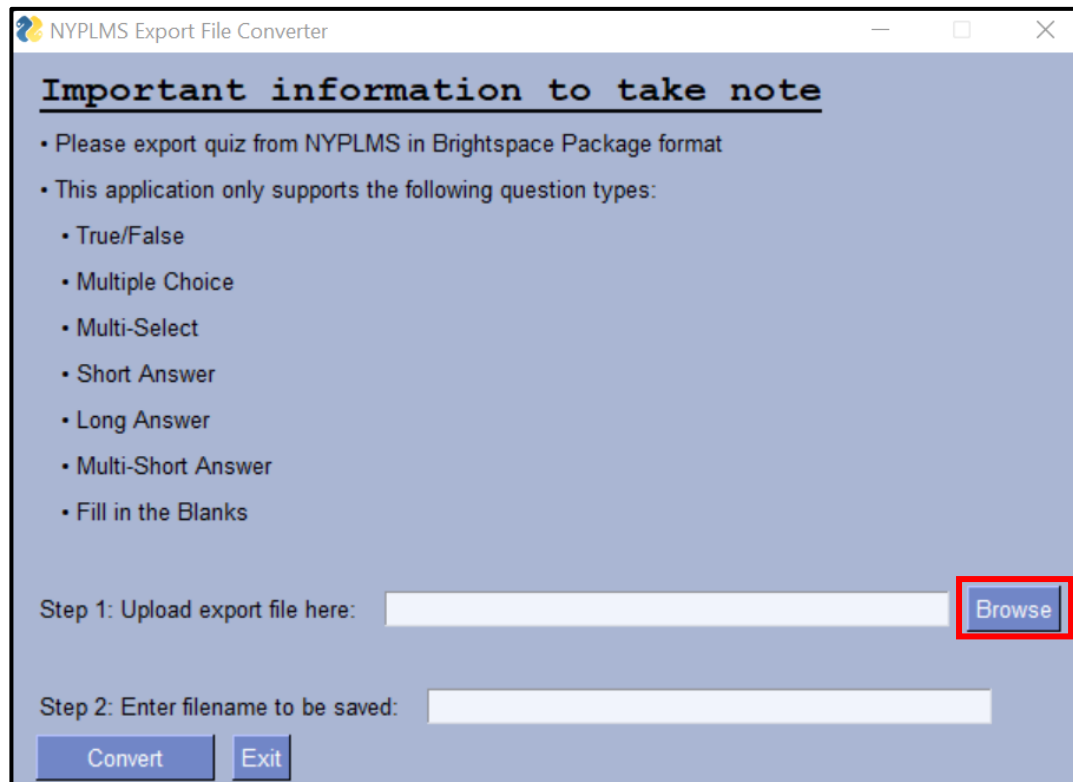
**Important information to take note**

- Please export quiz from NYPLMS in Brightspace Package format
- This application only supports the following question types:
  - True/False
  - Multiple Choice
  - Multi-Select
  - Short Answer
  - Long Answer
  - Multi-Short Answer
  - Fill in the Blanks

Step 1: Upload export file here:

Step 2: Enter filename to be saved:

**Step 4:** Click the “Browse” button and select the generated NYPLS file in the pop-up.



NYPLMS Export File Converter

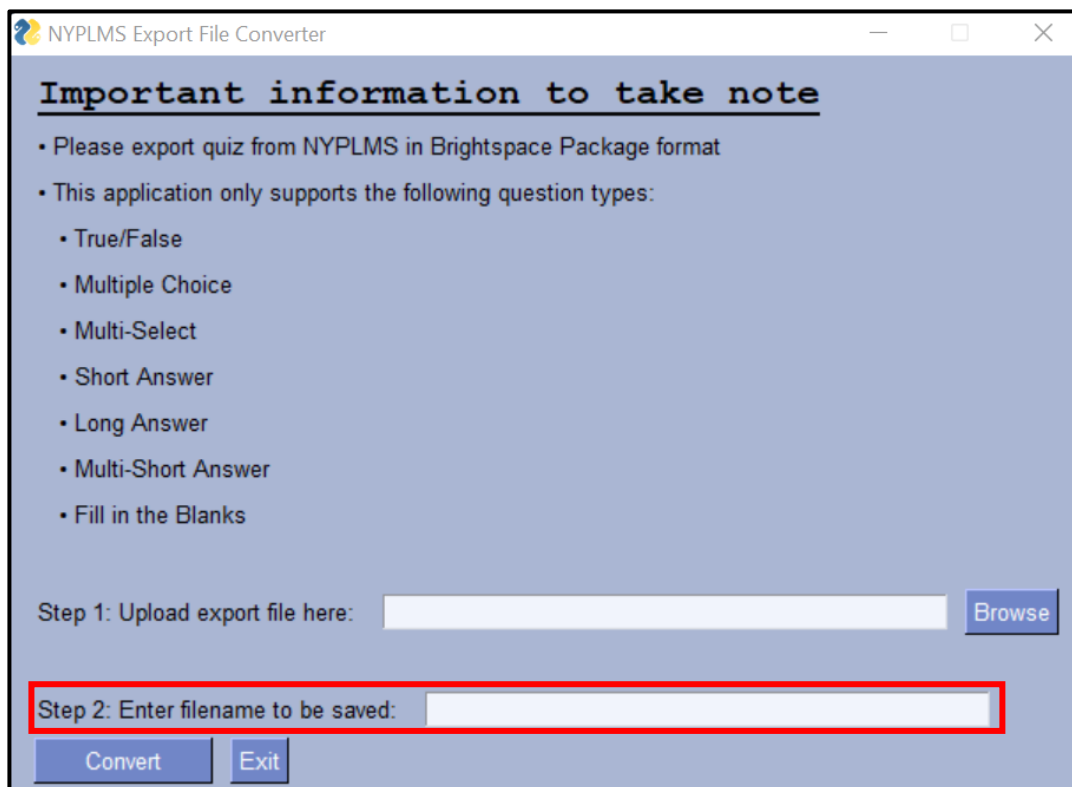
**Important information to take note**

- Please export quiz from NYPLMS in Brightspace Package format
- This application only supports the following question types:
  - True/False
  - Multiple Choice
  - Multi-Select
  - Short Answer
  - Long Answer
  - Multi-Short Answer
  - Fill in the Blanks

Step 1: Upload export file here:

Step 2: Enter filename to be saved:

**Step 5:** Enter the name for the docx to be generated.



NYPLMS Export File Converter

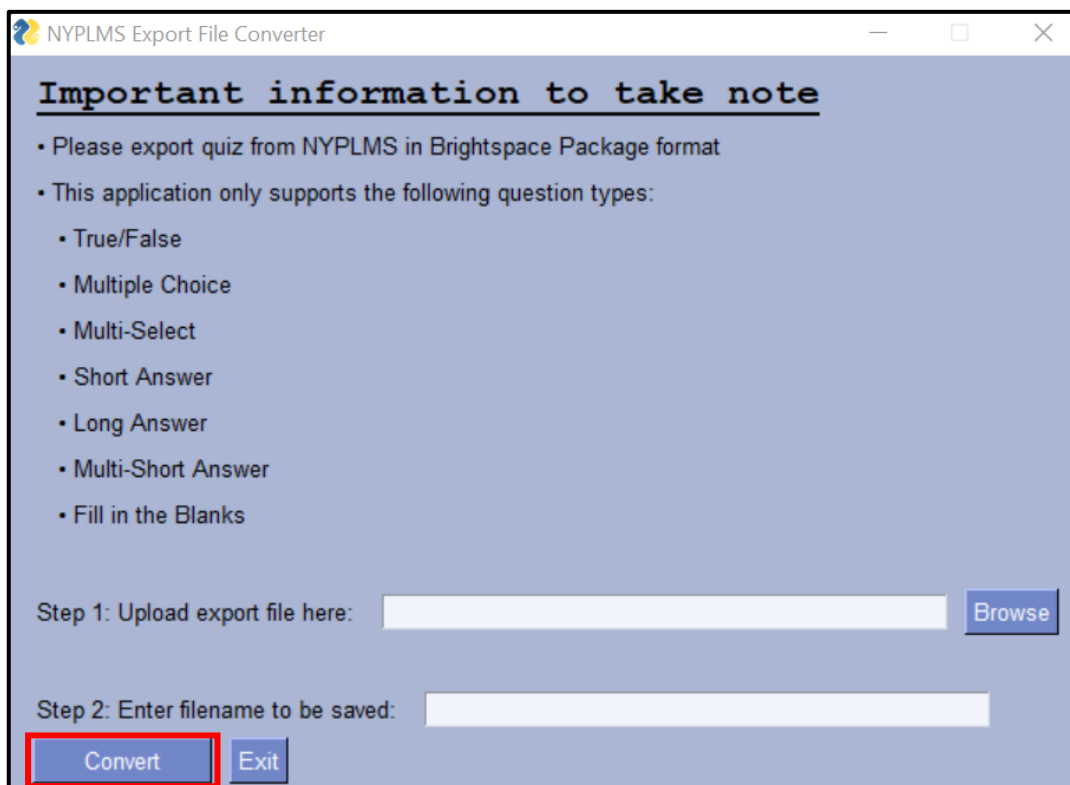
**Important information to take note**

- Please export quiz from NYPLMS in Brightspace Package format
- This application only supports the following question types:
  - True/False
  - Multiple Choice
  - Multi-Select
  - Short Answer
  - Long Answer
  - Multi-Short Answer
  - Fill in the Blanks

Step 1: Upload export file here:

Step 2: Enter filename to be saved:

**Step 6:** Press the “Convert” button.



NYPLMS Export File Converter

**Important information to take note**

- Please export quiz from NYPLMS in Brightspace Package format
- This application only supports the following question types:
  - True/False
  - Multiple Choice
  - Multi-Select
  - Short Answer
  - Long Answer
  - Multi-Short Answer
  - Fill in the Blanks

Step 1: Upload export file here:

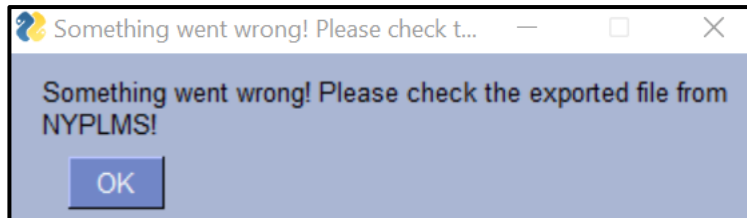
Step 2: Enter filename to be saved:

**Output:** The docx file will open automatically after being generated.

## Possible Errors and how to fix it

1. **Error:** Unable to generate file

**Fix:** Check the LMS export file. Make sure it is the correct file type and the quiz does not include any question type which is not supported.



2. **Error:** Some/all fields are empty

**Fix:** Enter all fields with valid data.

