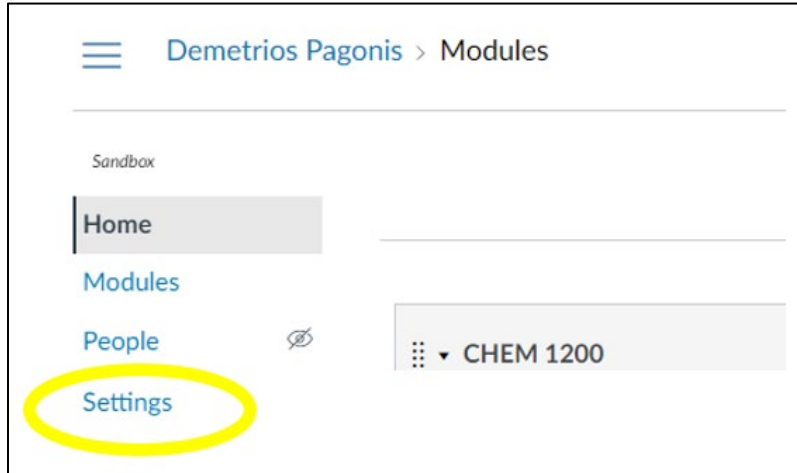


## Upload Instructions for QTI Question Banks With Images

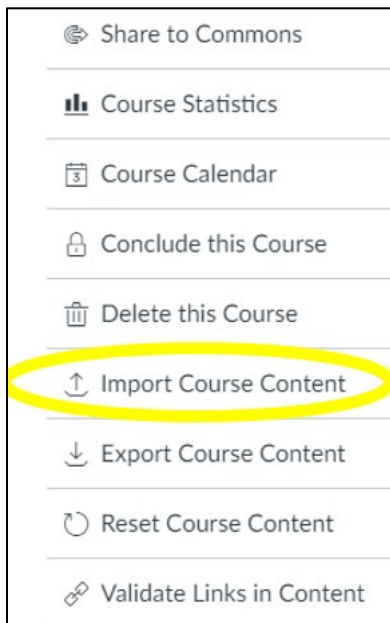
Demetrios Pagonis

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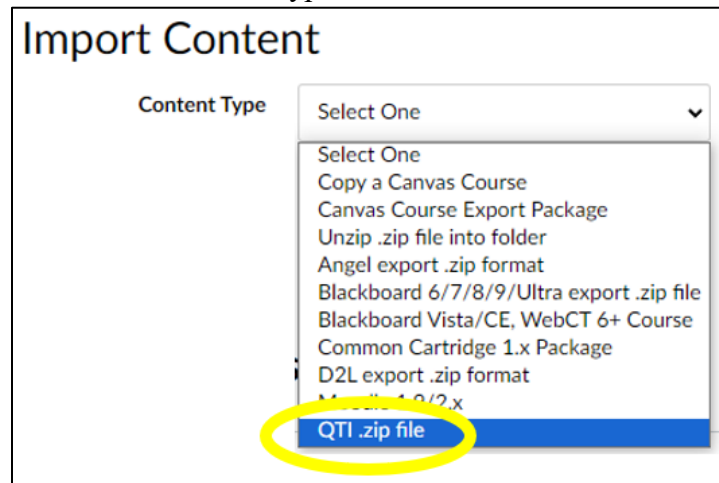
1. Navigate to the “Settings” page of your Canvas course



2. Select “Import Course Content” from the left-side menu

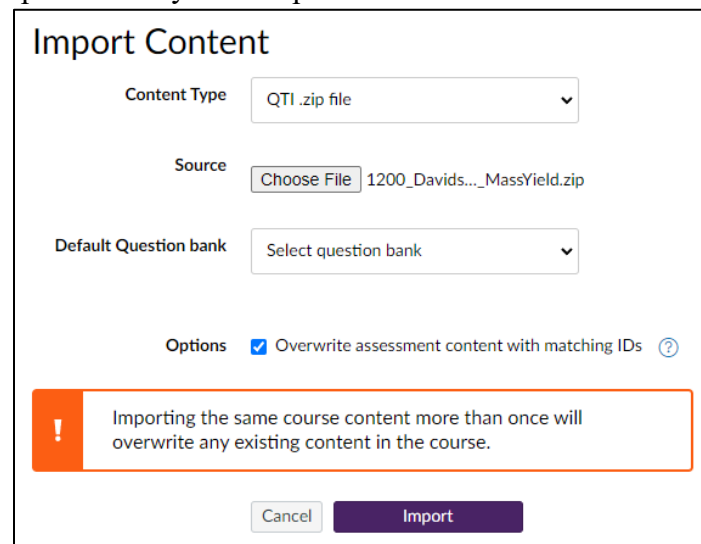


3. Select “QTI .zip file” as the Content Type:



The screenshot shows the 'Import Content' dialog box. The 'Content Type' dropdown menu is open, displaying a list of options. The option 'QTI .zip file' is highlighted with a yellow circle, indicating it is the selected content type.

4. Select the file to upload from your computer as the “Source”



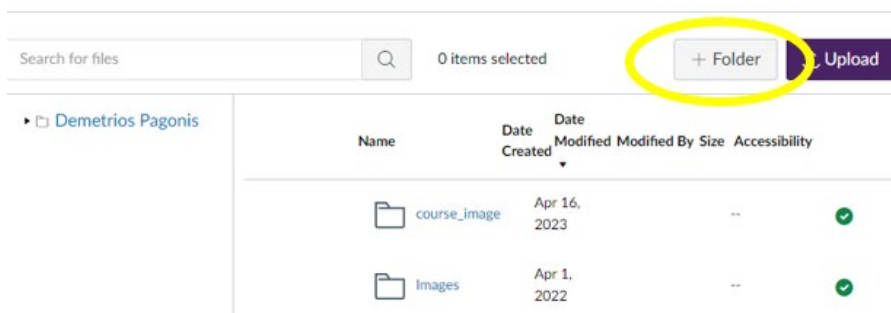
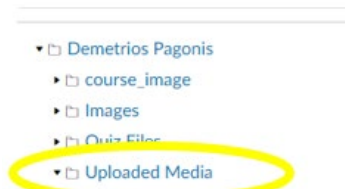
The screenshot shows the 'Import Content' dialog box. The 'Content Type' is set to 'QTI .zip file'. The 'Source' field shows a file named '1200\_Davids...\_MassYield.zip' selected. The 'Default Question bank' is set to 'Select question bank'. The 'Options' section has the checkbox 'Overwrite assessment content with matching IDs' checked. A warning message is displayed: 'Importing the same course content more than once will overwrite any existing content in the course.' The 'Import' button is highlighted in purple.

5. Leave the “Default Question bank” option unchanged
6. Select the “Overwrite assessment content with matching IDs” option.
  - a. *If you leave this unchecked you will end up with multiple banks with the same name*
7. Press “Import”

8. While the bank is processing, navigate to the “Files” page of your course



9. If you do not have an “Uploaded Media” folder in this course, create it by pressing the “+ Folder” button
- Be certain to match case and have a single space between words



10. Add all the image files for the bank to the Uploaded Media folder.
- Note that you should be placing the image files directly into Uploaded Media
  - If you were sent a .zip file of images you will need to extract them first so that you can upload them to the Uploaded Media folder
11. Once the bank is finished processing it will appear in your list of banks while building quizzes.