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Excel to QTI Converter Instructions Manual

A powerful tool to convert your Excel quiz files to QTI format
for seamless LMS integration



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I. Overview/Introduction

The QTI Converter is a specialized application developed to streamline the process of creating and importing quizzes into the Canvas Learning Management System (LMS). The tool allows users to design assessments using a standard Excel spreadsheet and automatically converts them into a ZIP package that complies with Canvas's official QTI 1.2 format.

By supporting the QTI standard, the converter guarantees that all generated quiz packages are fully compatible and ready for direct import into the Canvas LMS. The tool accommodates the most widely used and essential question types, such as multiple-choice, multiple-answer, true/false, fill-in-the-blank, and short answer, ensuring alignment with Canvas's QTI 1.2 specifications. By focusing on these core question formats, the converter simplifies the process while covering most typical assessment needs, providing a hassle-free and efficient workflow without requiring manual formatting or technical adjustments.

Beyond its core conversion functionality, the QTI Converter also enhances the user experience by offering additional features. These include a manual exam generator and an integrated item bank, allowing users to select specific questions to assemble customized exams. Additionally, the tool can convert QTI zip files into printable PDF versions for traditional pen-and-paper examinations.

By ensuring that quizzes are seamlessly imported into Canvas without formatting errors or compatibility issues, the QTI Converter helps instructors and administrators save valuable time. Instead of dealing with tedious manual formatting, users can focus more on content development and student engagement.



II. Installation Guide

The application is designed to work without a server or online hosting. It operates directly in your browser using a standalone HTML file. It only requires the following:

- A modern web browser (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge).
- A local copy of the QTI Converter application folder.

A. Step-by-Step Installation

1. Download the Application Files

Ensure you download the QTI Converter package, which includes the executable file:

- **Windows:** UST Exam Helper QTI.exe
- **macOS:** UST Exam Helper QTI.app

2. Locate the Executable File

Inside the project folder, find the executable file. This is the main file used to launch the QTI Converter application.

3. Run the Application

- **Windows:** Double-click UST Exam Helper QTI.exe to start the application.
- **macOS:** Right-click UST Exam Helper QTI.app, select Open, and confirm if prompted.
 - In the first setup of the application, macOS won't allow you to open the application right away.
 - First, go to settings > Privacy & Security > Under Security Tab > Click "Allow Anyway" for the examHelperQTI application.

4. Loading Page

The image below displays the loading page when the QTI Converter application is launched. If the application fails to load as expected, users are prompted to press the "Launch Application" button to proceed to the Home Page.



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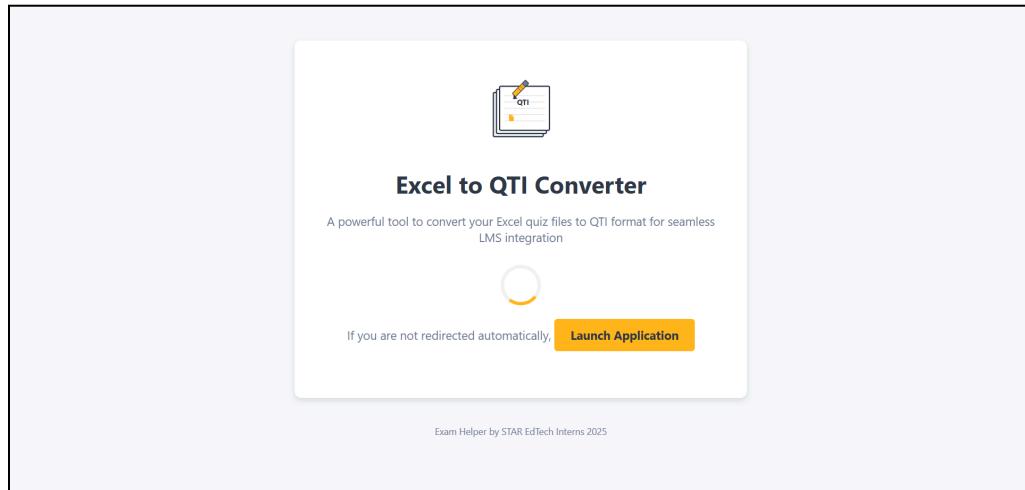


Figure 2.1 Loading Page



III. User Guide on QTI Exam Converter

A. Home Page

The Home Page is the first screen you'll see when you open the QTI Converter application (see Figure 3.1).

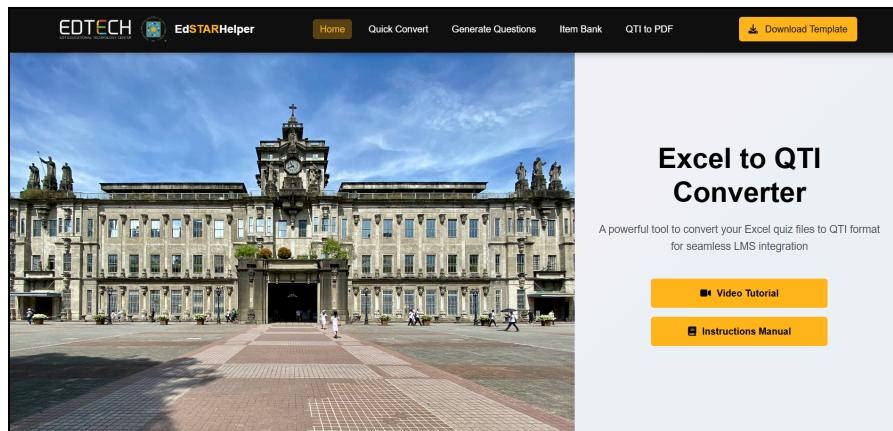


Figure 3.1 Home Page

On the left side, there are buttons for the Instructions Manual and Video Tutorials.

- Clicking Video Tutorials takes you to a section where each feature is explained separately, including Quick Convert, Generate Questions, Item Bank, and Convert to PDF.

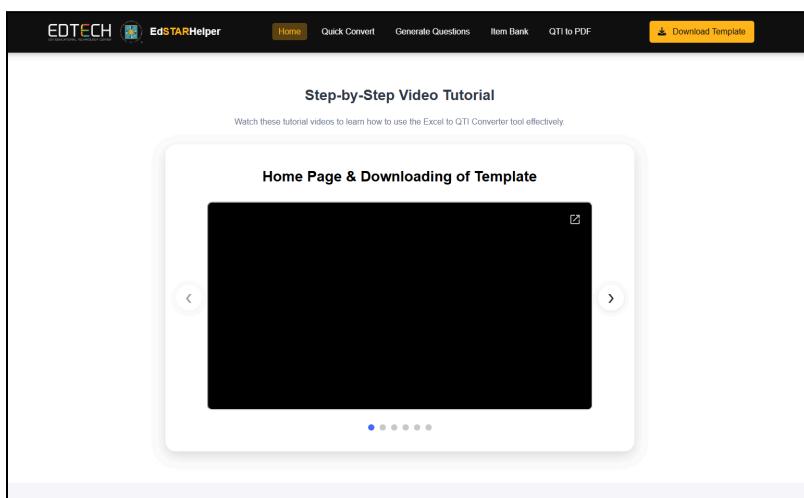


Figure 3.2 Video Tutorial Section



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- Scrolling down or clicking the Instructions Manual button opens an embedded PDF with all the step-by-step instructions.

The screenshot shows a web browser window with the EDTECH logo at the top. Below it, there are tabs for 'Home', 'Quick Convert', 'Generate Questions', 'Item Bank', 'QTI to PDF', and a 'Download Template' button. The main content area is titled 'Instructions Manual'. A small note below the title says, 'This manual will help you navigate the Excel to QTI Converter tool and ensure your questions are properly formatted.' The PDF document itself has a header with the university's crest and the text 'UNIVERSITY OF SANTO TOMAS UST EDUCATIONAL TECHNOLOGY CENTER' and 'EDTECH'. The first page of the PDF is visible, showing an introduction to the 'Excel to QTI Converter' and its features.

Figure 3.3 Instructions Manual

If you scroll through the Home Page, you will also find the key highlights of the application's functionalities:

- The ability to convert Excel-based quiz files into Canvas-compatible QTI 1.2 packages.
- Support for common question types, including multiple-choice, multiple-answer, true/false, fill-in-the-blank, and short answer.
- Additional features include manual exam generation, item bank integration, and PDF export for offline/pen-and-paper exams.

The screenshot shows a section titled 'Key Features' with a sub-section 'Fast Conversion'. It includes icons for a lightning bolt, a clipboard, and a checkmark. Below each icon is a brief description: 'Fast Conversion' (Convert your Excel files to QTI format in seconds with our optimized conversion engine), 'Easy Import' (Seamlessly import the generated QTI packages into Canvas, Blackboard, Moodle, and other LMS platforms.), and 'Multiple Question Types' (Support for multiple choice, true/false, matching, and other question types in your Excel files.).

Figure 3.4 Key Features of the Web Application



B. Navigation Bars

The navigation bar is prominently located at the top of the QTI Converter application interface, providing quick access to the tool's core functionalities. Specifically, the application is composed of five (5) webpages:

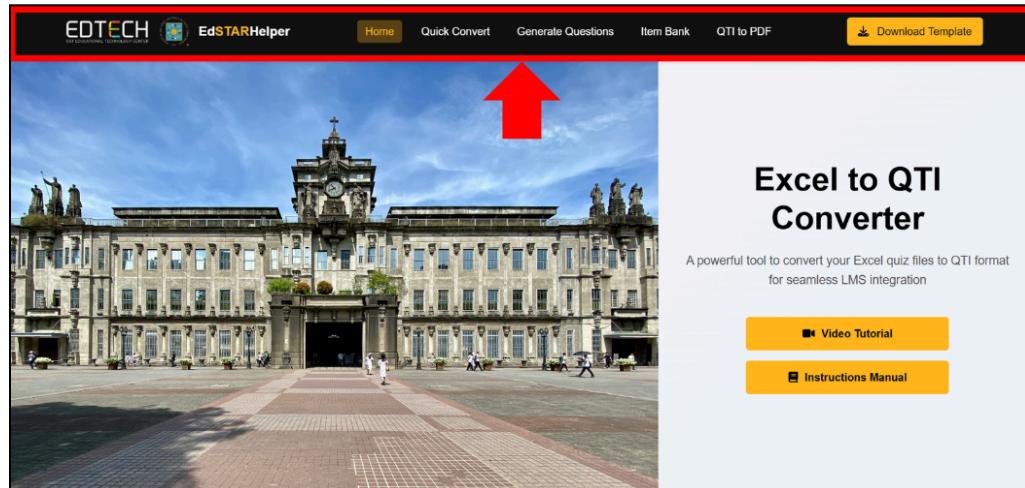


Figure 3.5 Navigation bar

- **Home:** Returns the user to the application's landing page, which outlines the app's general purpose.
- **Quick Convert:** Directs users to the section for converting Excel files to QTI-compliant packages.
- **Generate Questions:** This leads to a module where users can manually create exam questions.
- **Item Bank:** Allows users to selectively choose specific questions from pre-prepared items. This feature is recommended if users want more control over which questions to include in their exam.
- **QTI to PDF:** Opens the feature that allows converting QTI zip files into printable PDFs.

Positioned on the far right is a prominent yellow "Download Template" button, enabling users to quickly download the official Excel template required for proper quiz formatting. For more specific instructions on how to navigate this, refer to Section III.C of the documentation.



C. Download Template Button

A pop-up window appears when users click the “Download Template” button, as shown in Figure 3.6. This window presents two template options, each corresponding to different functionalities of the application:

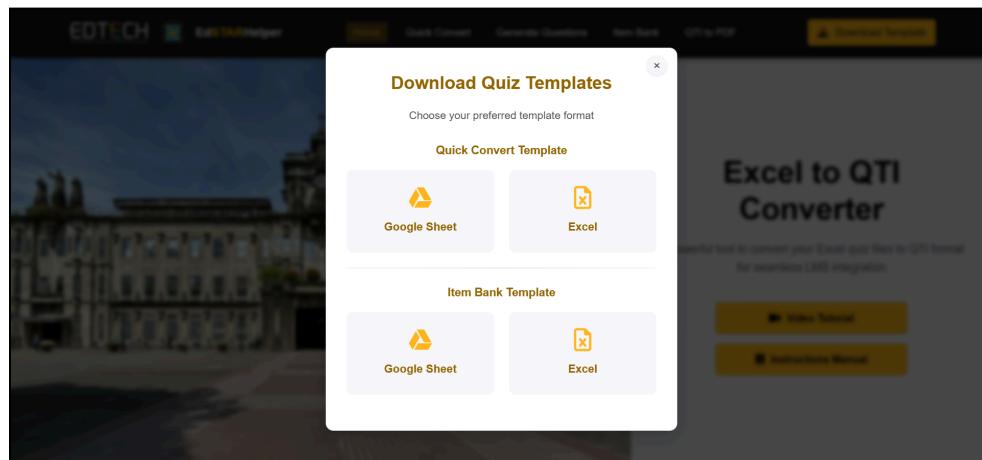


Figure 3.6 Download Template Interface

- The top option is the template designed for the Item Bank feature.
- The bottom option is the template intended for the Quick Convert feature.

For each option, users are provided with two ways to access the templates:

- Download directly to their computer as an Excel file.
- Open via Google Sheets, where a view-only file will be displayed.

If users choose the Google Sheets version, they will need to make a personal copy of the file to edit it, as the original file is locked from direct modification. This flexibility ensures users can choose the format that best suits their workflow.

D. The Excel Template

At the top of each sheet, users will find guidelines (see Figures 3.7 & 3.8) on how and when to manage their questions using the Item Bank and Quick Convert templates. These instructions also outline the types of questions accepted by the QTI converter, which include:



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- **Multiple Choice (MC):** For questions with a single correct answer.
- **Multiple Answer (MA):** For questions with more than one correct answer.
- **Fill in the Blank (FIB):** For questions where users must supply missing words or phrases.
- **Essay (ESS):** For open-ended or essay-type questions that require manual grading.
- **True or False (TF):** For statements that are either true or false.

1. QUICK CONVERT EXCEL FILE TEMPLATE

Description: This sheet provides general instructions on how to properly use the template. It explains how to input questions, how to format answers, and how to mark correct responses where applicable. This page helps users understand the rules and standards needed to ensure a successful conversion to QTI.

4. WHEN TO USE THE QUICK CONVERT?

You should use Quick Convert when you want to instantly convert an entire Excel file of questions into a QTI package without selecting specific items. This is ideal when:

- 7. You are uploading a complete set of exam questions.
- 8. You want a fast and straightforward conversion process.
- 9. You don't need to filter or hand-pick questions, unlike the Item Bank feature.

11. REMINDER:

1. Do not modify the template structure – Ensure that all columns and rows remain as formatted.
2. Fill in the required details – Complete all necessary fields such as the question, choices and correct answers, if required.
3. Input questions carefully – Ensure accuracy in formatting, grammar, and answer choices.
4. Use designated answer formats – Multiple-choice, True/False, Fill-in-the-Blanks, and Short Essay formats should follow the provided structure.
5. Review before finalizing – Double-check all content before submitting or distributing the exam.

18. HOW TO USE THIS TEMPLATE?

All question types are to be input on the QUESTIONS sheet beside this sheet, the INSTRUCTIONS. The first column specifies the exam type, followed by the question and additional columns depending on the type of question.

21. QUESTION TYPES:

22. • MC (Multiple Choice): For questions that have a single correct answer.

23. • MA (Multiple Answer): For questions with more than one correct answer.

Figure 3.7 Exam Input Instructions for Quick Convert

1. ITEM BANK EXCEL FILE TEMPLATE

Description: This sheet provides general instructions on how to properly use the template. It explains how to input questions, how to format answers, and how to mark correct responses where applicable. This page helps users understand the rules and standards needed to ensure a successful conversion to QTI.

4. WHEN TO USE THE ITEM BANK?

You should use the Item Bank when you want to select specific questions to include in your exam, instead of converting all questions at once. It is ideal for situations where:

- 7. You have a large pool of questions but only need to generate a custom quiz or exam with a subset of them.
- 8. You want to organize and manage reusable questions for multiple exams.
- 9. You need more flexibility in assembling different versions of assessments using selected questions.

11. REMINDER:

1. Do not modify the template structure – Ensure that all columns and rows remain as formatted.
2. Fill in the required details – Complete all necessary fields such as the question, choices and correct answers, if required.
3. Input questions carefully – Ensure accuracy in formatting, grammar, and answer choices.
4. Use designated answer formats – Multiple-choice, True/False, Fill-in-the-Blanks, and Short Essay formats should follow the provided structure.
5. Review before finalizing – Double-check all content before submitting or distributing the exam.

18. HOW TO USE THIS TEMPLATE?

All question types are to be input on the QUESTIONS sheet beside this sheet, the INSTRUCTIONS. The first column specifies the exam type, followed by the question and additional columns depending on the type of question.

21. QUESTION TYPES:

22. • MA (Multiple Answer): For questions with more than one correct answer.

23. • FIB (Fill in the Blank): For questions where users must supply missing words or phrases.

24. • ESS (Essay): For open-ended or essay-type questions that require manual grading.

Figure 3.8 Exam Input Instructions for Item Bank



D.1. Quick Convert Template

The Quick Convert is used when users want to instantly convert all questions in the file into a QTI package without selecting individual questions. This method is best for uploading a complete exam set in one go and for faster, streamlined conversion without manual filtering.

A	B	C	D	E	F	G
1 MC	[SAMPLE ONLY - REMOVE] Which of the following is a prime number?	4	incorrect	5	correct	6
2 MA	[SAMPLE ONLY - REMOVE] Which of the following numbers is a prime number?	2	correct	3	Correct	4
3 TF	[SAMPLE ONLY - REMOVE] 3 is a prime number.	TRUE				
4 ESS	[SAMPLE ONLY - REMOVE] Tell me your life story.					
5 FIB	[SAMPLE ONLY - REMOVE] Two plus two equals _____.	four	4			
6 FIB	[SAMPLE ONLY - REMOVE] _____ is the powerhouse of the cell.	mitochondria				
7 MA	[SAMPLE ONLY - REMOVE] Which of the following is not a prime number?	4	Correct	5	Incorrect	6
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Figure 3.9 Quick Convert Sheet

This method places all question types on a single sheet, with the first column indicating the question type (see Figure 3.10). This is ideal for faster uploads when building a complete exam set without filtering.

D.2. Item Bank Template

The Item Bank is recommended when users need to selectively choose which questions to include in an exam. This is ideal for creating a customized assessment from a larger pool of items, enabling flexibility in reusing and managing questions across multiple exams.

Instructions	MC	MA	TF	ESS	FIB
---------------------	----	----	----	-----	-----

Figure 3.10 Item Bank Template Separate Sheets

In this method, each question type is separated by category and placed on its own sheet, as illustrated in Figure 3.9. This setup allows for easier organization and enables users to selectively import specific question types into their exams.



E. Quick Convert

For the Quick Convert feature, users must import an Excel file using the provided template (refer to Part III Sections C and D for further guidance). Upon successful import, the file name will automatically populate the quiz title field, which users may still modify if necessary (refer to Figure 3.11).

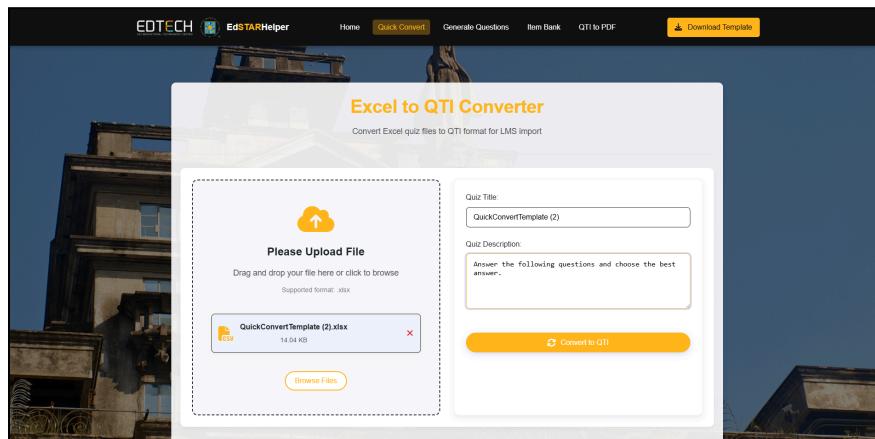


Figure 3.11 Quick Convert Interface

Below the quiz title, users must provide a quiz description, including specific instructions. The “Convert to QTI” button will only be activated once all required fields have been completed, allowing users to proceed with generating the QTI file from the imported Excel document. If any errors are detected within the document, the button will be disabled and will only be re-enabled once all issues are resolved. Figure 3.12 illustrates an example of this scenario.

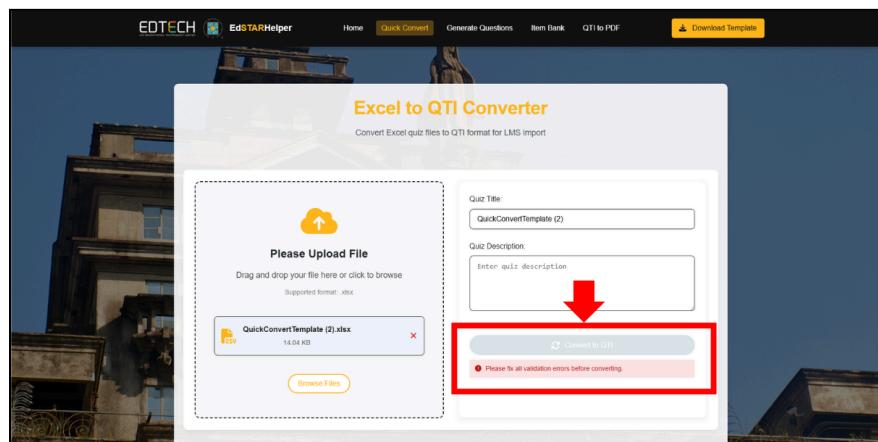


Figure 3.12 Error Quick Convert



Beneath the Quick Convert page is the File Preview section, which displays the contents of the imported Excel file. This includes the exam type, question text, answer choices, and correct answers. In the example shown in Figure 3.13, the system has detected errors in Rows 1 and 2. This validation process ensures that all questions comply with the proper formatting and rules specific to each question type, preventing conflicts during conversion.

The screenshot shows the 'File Preview' section of the EdSTARHelper interface. At the top, there's an orange box titled 'Multiple Choice Answer Error:' containing two bullet points: 'Row 1: Multiple Choice question must have exactly 1 correct answer' and 'Row 2: Multiple Answer question must have at least 2 correct answers'. Below this is a tip message: 'Tip: Double-click on cells to edit. Press Enter to save your changes.' The main area displays an Excel table with 7 rows of data. Row 1 has a yellow background and contains the text '[SAMPLE ONLY - REMOVE] Which of the following is a prime number?'. Row 2 has a yellow background and contains the text '[SAMPLE ONLY - REMOVE] Which of the following numbers is a prime number?'. Row 3 is a True/False question with the text '3 is a prime number.' and the value 'true'. Row 4 is an Essay question with the text 'Tell me your life story.' and the value 'four'. Row 5 is a Fill-in-the-blank question with the text 'Two plus two equals ____.' and the value 'four'. Row 6 is a Fill-in-the-blank question with the text '____ is the powerhouse of the cell.' and the value 'mitochondria'. Row 7 is a Multiple Choice question with the text 'Which of the following is not a prime number?' and the values '4', 'Correct', '5', 'Incorrect', and '6'. A 'Download Edited Excel' button is located at the bottom right of the preview area.

Figure 3.13 File Preview Error Validation

In this scenario, Row 1 triggered an error because the Multiple Choice type requires only one correct answer, but two have been provided. Meanwhile, Row 2 raised an error because no correct answer had been assigned.

#	Exam Type	Question	4	correct	5	correct	6	Incorrect	7
1	MC	[SAMPLE ONLY - REMOVE] Which of the following is a prime number?	4	correct	5	correct	6	Incorrect	7
2	MA	[SAMPLE ONLY - REMOVE] Which of the following numbers is a prime number?	2	incorrect	3	incorrect	4	Incorrect	5
3	TF	[SAMPLE ONLY - REMOVE] 3 is a prime number.	true						
4	ESS	[SAMPLE ONLY - REMOVE] Tell me your life story.							
5	FIB	[SAMPLE ONLY - REMOVE] Two plus two equals ____.	four	4					
6	FIB	[SAMPLE ONLY - REMOVE] ____ is the powerhouse of the cell.	mitochondria						
7	MA	[SAMPLE ONLY - REMOVE] Which of the following is not a prime number?	4	Correct	5	Incorrect	6	Correct	7

Figure 3.14 File Preview Editable Table View



In such cases, users can directly edit the table by double-clicking on the affected cells within the File Preview section. Once all detected errors have been resolved, the “Convert to QTI” button will be re-enabled. Additionally, users have the option to download the updated version of the file by clicking the “Download Edited Excel” button located at the bottom of the page, directly beneath the File Preview section.

The screenshot shows the EdSTARHelper software interface. At the top, there are tabs for Home, Quick Convert, Generate Questions, Item Bank, QTI to PDF, and Download Template. Below this is a 'File Preview' section. A tip message says: 'Tip: Double-click on cells to edit. Press Enter to save your changes.' The preview area contains a table of exam questions:

#	Exam Type	Question	4	Incorrect	5	Correct	6	Incorrect
1	MC	[SAMPLE ONLY - REMOVE] Which of the following is a prime number?	4	Incorrect	5	Correct	6	Incorrect
2	MA	[SAMPLE ONLY - REMOVE] Which of the following numbers is a prime number? 2		Correct	3	Correct	4	Incorrect
3	TF	[SAMPLE ONLY - REMOVE] 3 is a prime number.		True				
4	ESS	[SAMPLE ONLY - REMOVE] Tell me your life story.						
5	FIB	[SAMPLE ONLY - REMOVE] Two plus two equals _____	four		4			
6	FIB	[SAMPLE ONLY - REMOVE] _____ is the powerhouse of the cell.	mitochondria					
7	MA	[SAMPLE ONLY - REMOVE] Which of the following is not a prime number?	4	Correct	5	Incorrect	6	Correct

Figure 3.15 Download Edited Excel Button

After clicking the “Convert to QTI” button, a conversion summary will be displayed at the bottom of the page (refer to Figure 3.16). This summary provides key details and a breakdown of the components included in the generated exam. Once the conversion summary has been reviewed, users may proceed by clicking the “Download QTI Package” button. At this stage, they will be prompted to rename the file if desired. After confirming, the package will be downloaded and automatically saved to their downloads folder for easy access.

The screenshot shows a 'Conversion Results' page. At the top, there is a checkmark icon and the text 'Conversion Complete'. Below this, it says 'The following questions have been converted:' followed by a bulleted list:

- Multiple Choice: 1
- Multiple Answer: 2
- True/False: 1
- Essay: 1
- Fill in the Blank: 2

At the bottom of the page is a large orange button labeled 'Download QTI Package' with a download icon.

Figure 3.16 Conversion Summary



F. Generate Questions

The Generate Questions feature empowers users to create customized quiz questions in various formats and seamlessly export them into QTI format for use in learning management systems. To begin, navigate to the Generate Questions page from the main navigation menu. The interface is intuitively designed, featuring two key sections: Quiz Details and Questions.

Enter the necessary information under Quiz Details (see Figure 3.17). Here, you are required to provide a title for your quiz in the Quiz Title field. It is also recommended to include instructions for quiz takers in the Quiz Instructions field to guide them throughout the assessment.

The screenshot shows the 'Generate Questions' interface. At the top, there's a navigation bar with links for Home, Quick Convert, Generate Questions (which is highlighted in yellow), Item Bank, and QTI to PDF. Below the navigation bar is a large image of a building. Overlaid on the image is a white 'Generate Questions' form. The form has two main sections: 'Quiz Details' and 'Questions'. The 'Quiz Details' section contains fields for 'Quiz Title' and 'Quiz Instructions (optional)'. The 'Questions' section has a '+ ' button for adding new questions. A small note at the top of the form says: 'Create custom questions, organize them, and export to QTI format.'

Figure 3.17 Generate Questions Interface

Next, proceed to the Questions section, where you can begin building your quiz. By clicking the “+” button, a dropdown menu will present you with multiple question types to choose from: Multiple Choice, Multiple Answer, True or False, Fill in the Blank, and Essay (see Figure 3.18). Select your preferred question type to begin creating questions.



Figure 3.18 Add a Question

F.1 Multiple Choice

For Multiple Choice questions, input the text and provide at least two answer options. Mark the correct option by selecting the corresponding radio button. Additional options can be added using the “+ Add Answer Option” button and any unnecessary options may be removed.

Figure 3.19 Add a Question, Multiple Choice



F.2 Multiple Answer

For Multiple Answer questions, you may select multiple correct answers using checkboxes. Like multiple choice, you can add or remove answer options as needed.

Figure 3.20 Add a Question, Multiple Answer

F.3 True or False

For True or False questions, provide the question text and select either True or False as the correct answer.

Figure 3.21 Add a Question, True or False

F.4 Fill in the Blank

For fill-in-the-blank questions, it is required to provide the question text, then input the correct answer and any alternative acceptable answers if needed.



Figure 3.22 Add a Question, Fill-in-the-blank

F.5 Essay

For Essay questions, simply provide the prompt, as these questions are open-ended and do not require answer options.

Figure 3.23 Add a Question, Essay

Users can also easily manage and organize their quiz by reordering, duplicating, or deleting questions. The system automatically renames the questions when changes are made.

Figure 3.24 Add a Question, Copy, Reorder, & Delete Settings

Once satisfied with the quiz, click “Export as QTI” to generate the QTI package. The system will validate your input to ensure all necessary fields are completed. This includes verifying that the quiz title is provided, questions contain text, and all required answer criteria are met depending on the question type.

If the validation is successful, a QTI package in .zip format will be generated and ready for download. A success message will confirm that the export is complete (see Figure 3.25).



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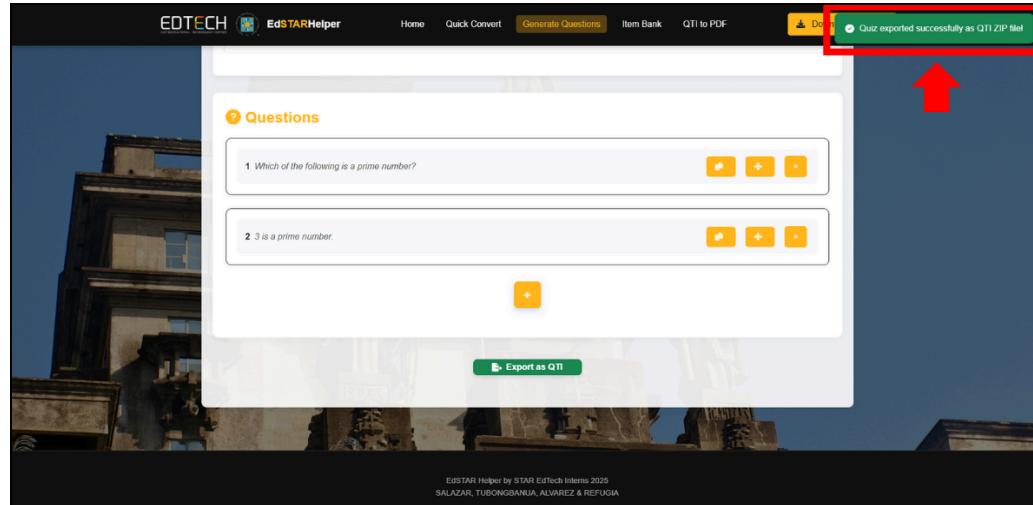


Figure 3.25 Successful Download of the Generated Questions

G. Item Bank

The Item Bank feature is a dynamic tool designed to simplify the creation of quizzes by enabling users to build assessments from pre-existing collections of questions, a template is provided for use (refer to Part III Sections C and D for further guidance). To begin, users are required to upload an Excel file containing their questions. This can be done either by dragging and dropping the file onto the platform or by clicking the “Browse Files” button to manually select it. For those unfamiliar with the system, a sample file is available to demonstrate its functionality (see Figure 3.26).

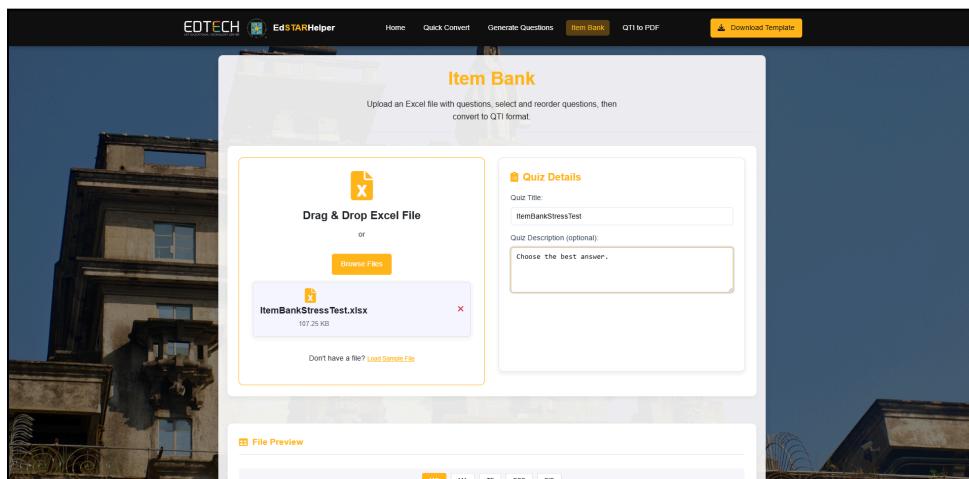


Figure 3.26 Item Bank Uploading of File



Once the file is uploaded, the system prompts the user to enter essential quiz information, such as a title and optional instructions or a description for the quiz takers. The tool then categorizes the questions by type and presents them in a tabbed interface for easy navigation (see Figure 3.27).

#	Question	Choice1	tagging	Choice2	tagging	Choice3	tagging	Choice4	tagging
3	Who developed the theory of relativity?	Albert Einstein	correct	Isaac Newton	incorrect	Galileo Galilei	incorrect	Nikola Tesla	incorrect
4	What is the chemical symbol for water?	H2O	correct	O2	incorrect	CO2	incorrect	H2	incorrect
5	Which gas do plants absorb from the atmosphere?	Carbon Dioxide	correct	Oxygen	incorrect	Nitrogen	incorrect	Hydrogen	incorrect
6	What is the capital of France?	Paris	correct	London	incorrect	Berlin	incorrect	Madrid	incorrect
7	Which planet is known as the Red Planet?	Mars	correct	Venus	incorrect	Jupiter	incorrect	Saturn	incorrect
8	Who developed the theory of relativity?	Albert Einstein	correct	Isaac Newton	incorrect	Galileo Galilei	incorrect	Nikola Tesla	incorrect
9	What is the chemical symbol for water?	H2O	correct	O2	incorrect	CO2	incorrect	H2	incorrect
10	Which gas do plants absorb from the atmosphere?	Carbon Dioxide	correct	Oxygen	incorrect	Nitrogen	incorrect	Hydrogen	incorrect
11	What is the capital of France?	Paris	correct	London	incorrect	Berlin	incorrect	Madrid	incorrect
12	Which planet is known as the Red Planet?	Mars	correct	Venus	incorrect	Jupiter	incorrect	Saturn	incorrect

Figure 3.28 Item Bank File Preview

At the bottom of the interface, users are provided with two key action buttons: one to "Save Changes," which saves the edits made, and another to "Download Edited File," which allows the user to export the updated version of the file. Additionally, there is an additional feature, wherein users can double-click to edit any cell and press Enter to save or Esc to cancel edits. Below the File Preview is the Question Summary (see Figure 3.29), which displays the total number of questions and categorizes them by type. This helps the users to quickly assess the quiz's structure and ensure a balanced variety of question formats.

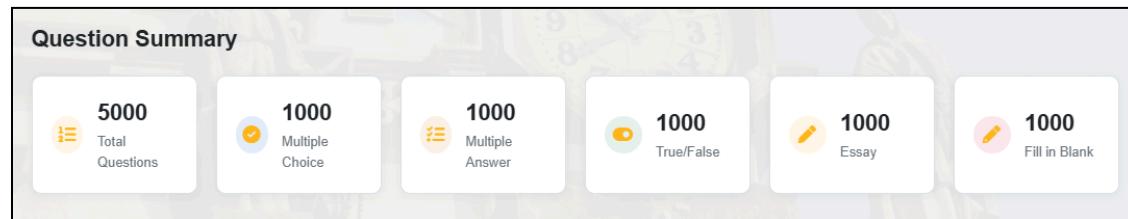


Figure 3.29 Item Bank Question Summary



On the lower part, the item bank allows the users to select questions by dragging them from the available list into the selection area. The system allows full control over question order and provides options to remove or rearrange items as necessary. If needed, there is a button to select all questions for the specific question type, and at the same time, all selected questions can be cleared with a single click of the “Clear” button (refer to Figure 3.30 & 3.31).

The screenshot shows the 'Item Bank' section of the EdTech interface. On the left, under 'Available Questions', there is a list of 10 multiple-choice questions. A red box highlights the yellow '+ Add All' button above the list. On the right, under 'Selected Questions', the same 10 questions are listed with small 'X' icons next to each. A green box in the bottom right corner indicates that 1000 multiple-choice questions have been added to the selection. The top navigation bar includes links for Home, Quick Convert, Generate Questions, Item Bank (which is highlighted), QTI to PDF, and Download Template.

Figure 3.29 Question Summary Add All Questions Button

The screenshot shows the 'Item Bank' section of the EdTech interface. On the right, under 'Selected Questions', there is a list of 10 questions. A red box highlights the 'Convert to QTI' button at the bottom right of the list. Below the list, it says 'Selected: 1000 questions'. At the very bottom of the screen, there is a footer with the text 'Exam Helper by STAR EdTech Interns 2025 SALAZAR, TUBONGBANIA, ALVAREZ & REFUGIO'.

Figure 3.30 Question Summary Clear & Convert to QTI Button



When the quiz is finalized, users can export it by clicking the “Convert to QTI” button. The system automatically generates a QTI package (in ZIP format) compatible with the learning management system. The file can then be downloaded and imported into the Canvas.

H. QTI to PDF

This page facilitates the conversion of QTI files into PDF format. The document title will automatically default to the file name upon importing an exam, although users may modify it as needed (refer to Figure 3.31).

To initiate the conversion process, users must complete the form located on the right side of the page, providing essential information such as the document title, College, and general directions. Additionally, an option is available to include the answer key within the generated PDF by selecting the corresponding checkbox. If the checkbox is left unchecked, the PDF will be generated without answers. The conversion button will only be enabled once all required fields have been properly completed.

The screenshot shows the 'QTI to PDF Converter' interface. At the top, there's a navigation bar with links for Home, Quick Convert, Generate Questions, Item Bank, QTI to PDF (which is highlighted in yellow), and Download Template. Below the navigation is a title 'QTI to PDF Converter' with a subtitle 'Convert QTI files to PDF format for easy printing and distribution'. On the left, there's a large image of a building. In the center, there's an 'Upload QTI File' section with a cloud icon and a 'Browse' button. A file named 'Sample_Quiz.qti.zip' (20.3 KB) is shown in a preview box with a delete button. To the right, there are several input fields and checkboxes: 'Document Title' (set to 'Sample Quiz qti'), 'College' (set to 'College of Accountancy'), 'PDF Options' (checkbox for 'Generate Answer Key' is checked), 'General Directions' (text area containing 'Answer the following the questions and choose the best answer.'), and 'Paper Size' (set to 'A4'). At the bottom right is a large yellow 'Convert to PDF' button.

Figure 3.31 QTI to PDF Interface



Upon clicking the “Convert to PDF” button, a conversion summary will be displayed, confirming all essential details (see Figure 3.32). Once reviewed, users can proceed to download the PDF version of the exam. A sample PDF file is shown below (see Figure 3.33).

Conversion Results

QTI file successfully converted to PDF!

Title: Sample Quiz qti
College: College of Accountancy
Paper Size: A4

[Download PDF](#)

Figure 3.32 QTI to PDF Conversion Results

All tools Edit Convert E-Sign

Your computer / Sample Quiz qti

Pontifical and Royal
UNIVERSITY OF SANTO TOMAS
The Catholic University of the Philippines
College of Accountancy

Name: _____ Date: _____
Section: _____ Student Number: _____

Answer the following the questions and choose the best answer.

1. [SAMPLE ONLY - REMOVE] Which of the following is a prime number?
A. 4
• B. 5
C. 6

Test I. Multiple Answers

2. [SAMPLE ONLY - REMOVE] Which of the following numbers is a prime number?
☒ 3
☒ 4
□ 5
☒ 6
☒ 7

3. [SAMPLE ONLY - REMOVE] Which of the following is not a prime number?
☒ 4
□ 5
☒ 6

4. True_ [SAMPLE ONLY - REMOVE] 3 is a prime number.

Test II. Essay

Figure 3.33 Sample PDF File



IV. Import a QTI File into Canvas

To import a QTI file into Canvas, users must first log into their Canvas account and navigate to the course where they wish to upload the exam. From the course's Home page, they will find a set of buttons on the right-hand side of the screen. The topmost option is Import Existing Content. By clicking this button, users will be directed to the Import Content page.

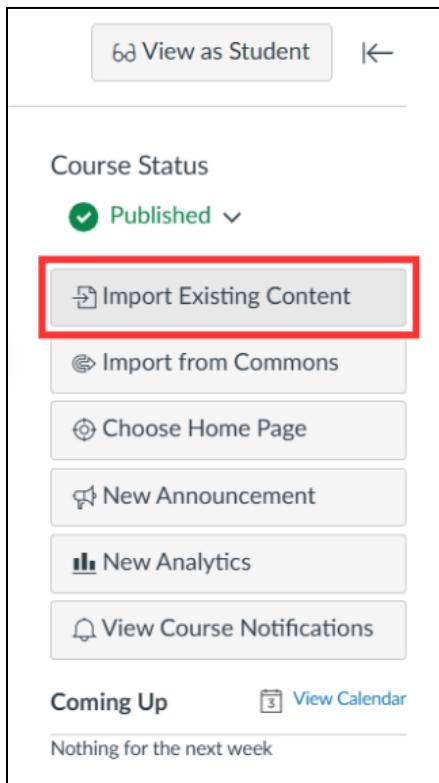


Figure 4.1 Import Existing Content Button

On this page, a dropdown menu labeled Content Type will be visible. Users must select QTI .zip file from the list of available options. Once selected, they will be prompted to upload the QTI package by clicking the Choose File button and locating the appropriate .zip file on their device.



The screenshot shows the 'Import Content' page. At the top, a message says 'Use the Import Content tool to migrate course materials from other sources into this course.' Below it is a warning message: '! Importing the same course content more than once will overwrite any existing content in the course.' A dropdown menu titled 'Select Content Type' is open, listing various formats: 'Select one', 'Angel export .zip format', 'Blackboard 6/7/8/9/Ultra export .zip file', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Labster LTI1.3 Import', 'Moodle 1.9/2.x', 'QTI.zip file' (which is highlighted in dark grey), and 'Unzip .zip file into folder'. The time 'Mar 24 at 7:36pm' is visible at the bottom right of the dropdown.

Figure 4.2 Select Content Type

After uploading the file, users can configure additional settings if necessary before finalizing the import.

Once all settings are configured, users can proceed by clicking the Import button to begin the file upload and conversion process. The system will then process the QTI package, and users can monitor the progress on the same page. Once completed, the imported assessments or questions will be accessible in the course's Quizzes or Question Banks sections, ready for review and deployment.

The screenshot shows the 'Content imports' section of the import queue. It contains a table with the following data:

Content Type	Source Link	Date Imported	Status	Progress	Action
QTI	Computer_Science_Quiz_1.zip	Mar 24 at 7:27pm	Running	<div style="width: 100%;"> </div>	View

Figure 4.3 Import Queue

Once done, the assessment will be made available on the Quizzes tab, where you can make further modifications or make it ready for deployment.



V. Download QTI to Canvas

This guide will walk you through downloading QTI .zip files from Canvas. Downloading these files allows you to use the Exam Helper tool's QTI to PDF conversion feature.

Access Your Canvas Course Site

- Log in to your Canvas account.
- Navigate to the specific course site from which you want to download QTI files.

Locate the "Import Existing Content" Button

- On the course homepage, look for the "Import Existing Content" button.
- This button is typically located on the right-hand side of the page.

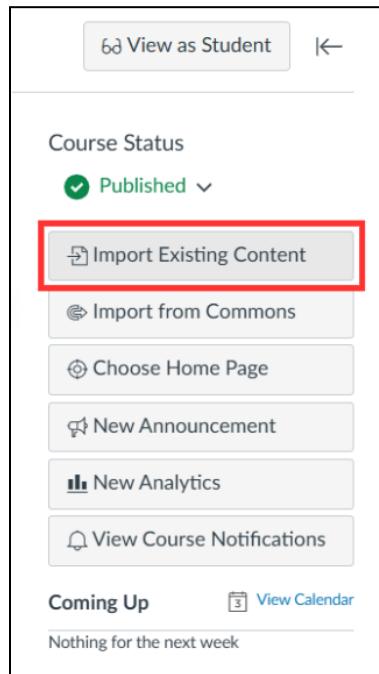


Figure 5.1 Import Existing Content Button

View Content Imports

- After clicking the "Import Existing Content" button, you'll see a table under "Content Imports".
- This table displays all previously imported content.



UNIVERSITY OF SANTO TOMAS UST EDUCATIONAL TECHNOLOGY CENTER

EDTECH
UST EDUCATIONAL TECHNOLOGY CENTER

Content Imports					
Content Type	Source Link	Date Imported	Status	Progress	Action
QTI	sampleqtiapril11.zip	Apr 11 at 7:48pm	Completed		
QTI	Quiz_1_7_36_PM_qti.zip	Apr 1 at 7:37pm	Completed		
Desire2Learn	itembanktest_qti (1).zip	Mar 28 at 9:43pm	Completed		
QTI	edited_itembanktest_qti (2).zip	Mar 26 at 4:45pm	Completed		
QTI	test_quiz_341_qti.zip	Mar 26 at 3:42pm	Completed		
QTI	quiz_prelims_3_qti.zip	Mar 25 at 3:21pm	Completed		
QTI	quiz2prelims_qti.zip	Mar 25 at 3:09pm	Completed		
QTI	Quiz_1_Prelims_qti (1).zip	Mar 25 at 2:57pm	Completed		
QTI	quiz_1_finals_qti.zip	Mar 25 at 9:46am	Completed		

Figure 5.2 Content Imports

Identify and Download QTI Files

- Examine the "Content Type" column in the table.
- Look specifically for entries labeled as "QTI".
- For any QTI file you want to download:
 - Find the corresponding "Source" link in the same row.
 - Click on the link to download the QTI .zip file.

Content imports					
Content Type	Source Link	Date Imported	Status	Progress	Action
QTI	sampleqtiapril11.zip	Apr 11 at 7:48pm	Completed		
QTI	Quiz_1_7_36_PM_qti.zip	Apr 1 at 7:37pm	Completed		
Desire2Learn	itembanktest_qti (1).zip	Mar 28 at 9:43pm	Completed		
QTI	edited_itembanktest_qti (2).zip	Mar 26 at 4:45pm	Completed		
QTI	test_quiz_341_qti.zip	Mar 26 at 3:42pm	Completed		
QTI	quiz_prelims_3_qti.zip	Mar 25 at 3:21pm	Completed		
QTI	quiz2prelims_qti.zip	Mar 25 at 3:09pm	Completed		
QTI	Quiz_1_Prelims_qti (1).zip	Mar 25 at 2:57pm	Completed		
QTI	quiz_1_finals_qti.zip	Mar 25 at 9:46am	Completed		

Figure 5.3 Download Content Imports



Save the File

- Pay close attention to where your browser saves the downloaded file.
- Note the file location for easy access when you need to use the file with Exam Helper.

Important Notes

- The downloaded file will be in .zip format.
- This file can be used with the QTI to PDF conversion feature in Exam Helper.
- Always verify you have the correct QTI file before proceeding with any conversions.