

How to Download and Import the Test Bank in Moodle

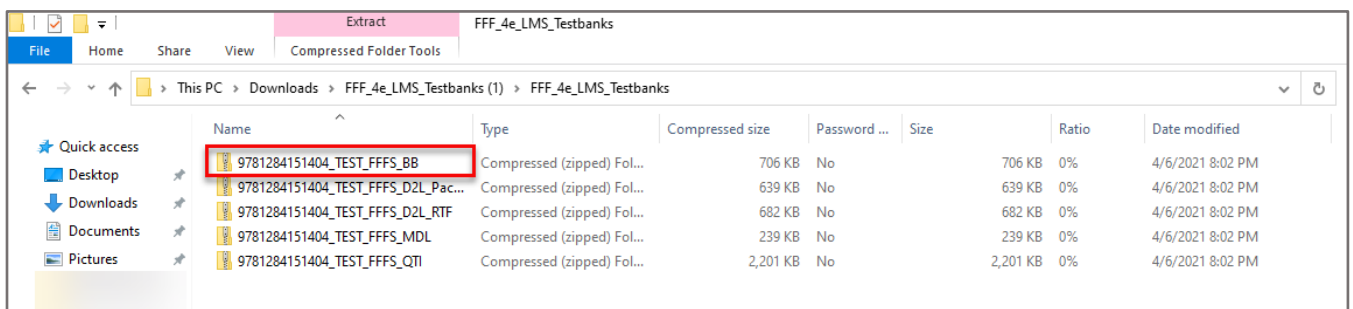
This document provides directions on how to download the test bank files and import or upload the test bank files back into your Moodle Learning Management System (LMS). **Note**, screenshots are provided for demonstrative purposes and may not match your system exactly. Navigation elements may vary depending on your platform version and/or configurations.

1. There are two different ways you may acquire the test bank:
 - a. First, open the LTI Advantage Integration Setup email you received to find the **Course Information & Test Banks** table. If your course includes a supplemental test bank, a download link is displayed under the **Test Bank** column. Click the link to download the course's test bank files to your local device.

Course Information & Test Banks	
Course Name	Test Bank (If Available)
NAVIGATE ASSESSMENT AUTHORIZING	https://lti.jblearning.com/packages/download.zip?cartridge_uid=445fcc09-a3fe-4b53-9179

- b. If the link to download the Test Bank is listed as **Not Available**, please contact your [Sales Representative](#) to retrieve the Test Bank from your instructor resources.

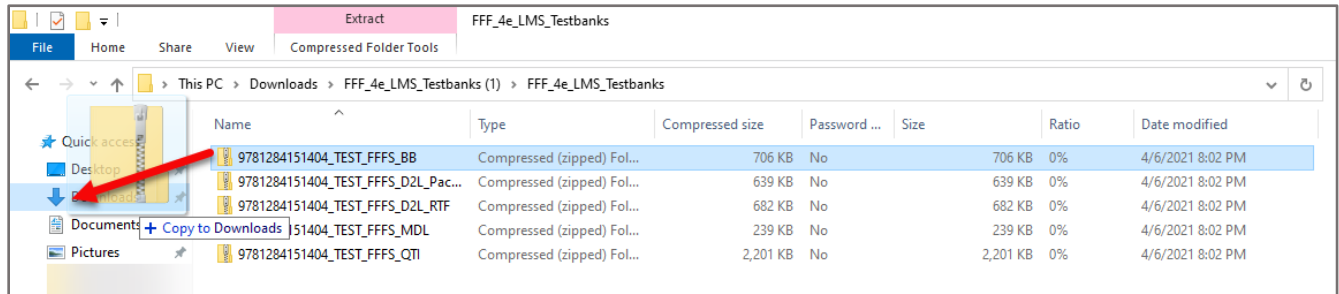
2. Navigate to your Downloads folder and **open** the downloaded **zip file** to locate the file labeled/identified as **BB** (we recommend this format over the “MDL” option).




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3. Click on the zipped **BB** file and drag-and-drop it into the **Downloads** folder or a different folder of your choosing. This extracts a copy of the test bank file to import into your course.



4. In your browser, navigate to the Moodle course in which to import the test bank files, click the **Actions Menu** , and click **More**.



5. From the Course administration page, Click **Import** under the Question bank section.

The screenshot shows the 'Course administration' interface. At the top, there are two tabs: 'Course administration' and 'Users'. Below the tabs, there are several sections of administrative tools:

- Course administration:** Edit settings, Filters, Gradebook setup, Backup, Restore, Import, Copy course, Reset, Legacy course files.
- Reports:** Competency breakdown, Logs, Live logs, Activity report, Course participation.
- Badges:** Manage badges, Add a new badge.
- Question bank:** Questions, Categories, **Import** (highlighted with a red box), Export.

6. Choose **Blackboard** file format.

The screenshot shows the 'Import questions from file' page. At the top, there are four tabs: 'Questions', 'Categories', 'Import', and 'Export'. The 'Import' tab is active. Below the tabs, the page title is 'Import questions from file'. On the right side, there is an 'Expand all' link. Under the 'File format' section, there is a list of file formats with radio buttons:

- Aiken format
- Blackboard
- Embedded answers (Cloze)
- Examview
- GIFT format
- Missing word format
- Moodle XML format
- WebCT format

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7. Select the .zip file that you copied/extracted in Step 3 and drag and drop the file into the box provided. Wait for the file to upload.

The screenshot shows the 'Import questions from file' interface. On the left, there are sections for 'File format' (with radio buttons for Aiken, Blackboard, Embedded answers, Examview, GIFT, Missing word, Moodle XML, and WebCT) and 'General'. The 'Import questions from file' section has a 'Choose a file...' button and a large dashed box for file upload. A red arrow points from a file explorer window to this dashed box. The file explorer shows the 'Downloads' folder with a file named '9781284243796_TEST_AAOS_BB' selected. Below the dashed box is an 'Import' button. At the bottom, a message reads 'There are required fields in this form marked [red icon]'.

8. Once the upload is complete, click **Import**. Wait for the test banks to import.

The screenshot shows the 'Import questions from file' interface after the file upload. The 'Choose a file...' button is now disabled, and the file name '9781284243796_TEST_AAOS_BB.zip' is displayed in the text area. The 'Import' button is now highlighted with a red box. At the bottom, the same message 'There are required fields in this form marked [red icon]' is visible.

9. Click the **Categories** tab where you will now find the questions available to use for building course assessments as needed.

Questions **Categories** Import Export

Edit categories [↗](#)

Question categories for 'Course: Premier Access for Emergency Care and Transportation of the Sick and Injured 12E LMS(22721-5) (05-19-2021)'

AAOS_Ch01-Emergency Care & Transportation of the Sick and Injure (64)	🗑️	⚙️	↓	
AAOS_Ch02-Emergency Care & Transportation of the Sick and Injure (73)	🗑️	⚙️	↑ ↓ →	
AAOS_Ch03-Emergency Care & Transportation of the Sick and Injure (53)	🗑️	⚙️	↑ ↓ →	
AAOS_Ch04-Emergency Care & Transportation of the Sick and Injure (50)	🗑️	⚙️	↑ ↓ →	

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