

Importing an Assessment that Contains Images

As a best practice, it is **recommended** that you **import tests & quizzes** (and other course content) using **Site Info > Import from Site** (see handout [Importing Course Content \[PDF\]](#) for details). This process imports ALL tests & quizzes and handles those that contain images well. However, this process does not allow you to select particular assessments to import; it imports **all** of them.

If you have a need to import only *selected* assessments, you can use the method detailed below to export an individual assessment that contains images and import it into another site.

IMPORTANT NOTES (READ BEFORE STARTING!)

1. Before exporting the test, it's important to make sure that each image appearing in the test is linked from a public folder in the "Home" Resources area of Sakai. Before starting the export/import process, take a moment to review each image in your assessment to ensure it is linked from your public folder. [If you need to create a public folder, here's a handout on [How to Add Images to Test Questions \(PDF\)](#)]
2. This method of exporting and importing assessments is limited to the following question types:
 - Multiple Choice (single correct)
 - Multiple Choice (multiple correct)
 - Fill in the Blank
 - Short Essay
 - True/False
 - Numeric Response

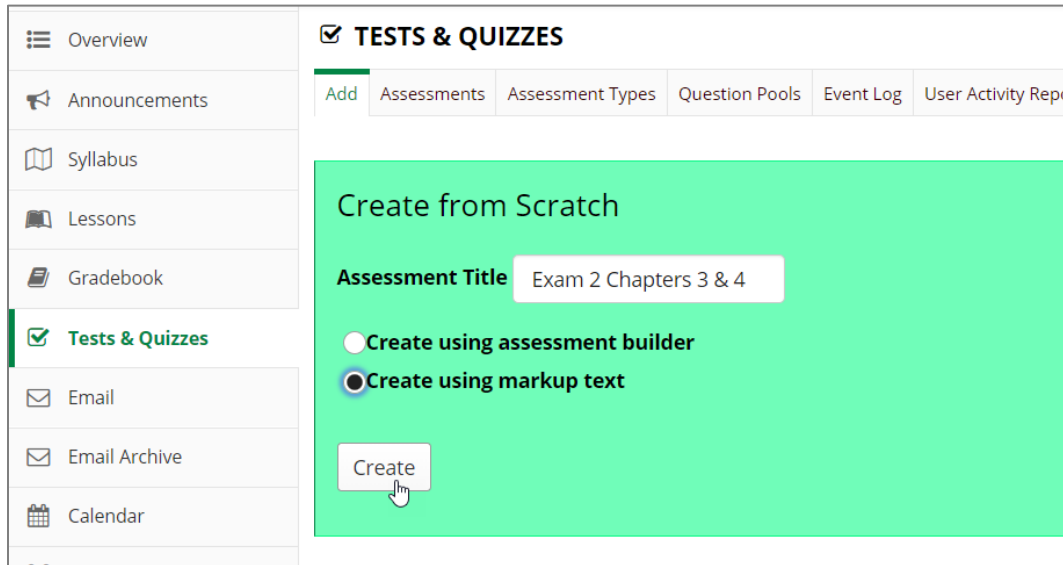
(If you use any other question types, you will need to recreate them in the new test.)

Exporting and Importing the Assessment

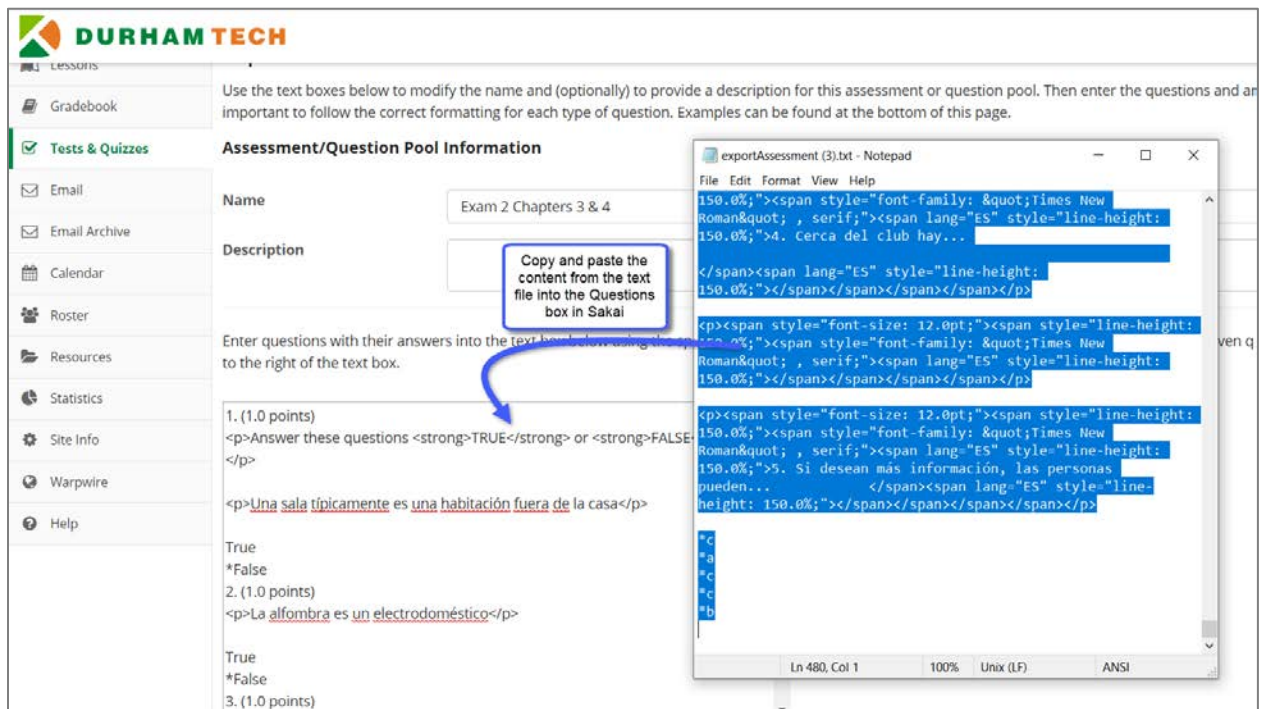
1. On the Export Assessment page, select **Markup text** and click **Export**.

The screenshot shows the 'Export Assessment' interface in Sakai. On the left is a sidebar with a menu of course items, with 'Tests & Quizzes' highlighted in green. The main panel is titled 'TESTS & QUIZZES' and 'Export Assessment - Exam 2 Chapters 3 & 4'. It contains the following text: 'Choose the type of export you would like to do, [IMS QTI-compliant XML](#), Save... in your browser to save this file to your desktop. Have in mind that...'. Below this is a 'Note:' section with two bullet points: 'Hot Spot questions won't be exported because they don't match with...' and 'Tests that contain Multiple Choice, Multiple Selection questions with... questions before publishing to reset the selection back to All or Noth...'. Underneath is a 'Choose export type:' section with three radio buttons: 'QTI v 1.2', 'Content Packaging', and 'Markup text' (which is selected). Below the radio buttons is a warning: 'If your assessment contains any attached files or uses HTML tags to refer...'. At the bottom of the main panel are two buttons: 'Export' and 'Cancel'.

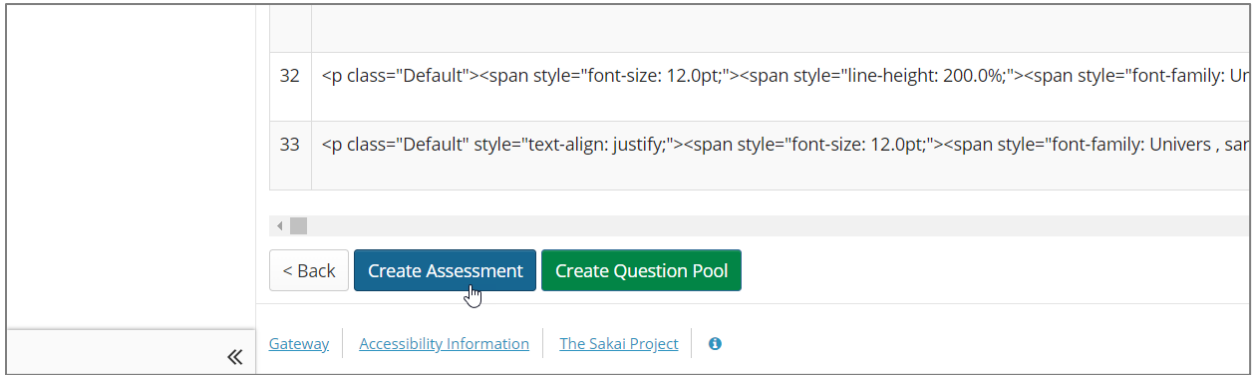
- A text file downloads to your computer. (It is recommended that you move the file from your computer's Downloads folder to your course's folder.) **Open the text file**; in a later step, you will **copy the contents** of the file into Sakai.
- In the course site that you want to add the test, give the assessment a **title** and select **Create using markup text**. Then click **Create**.



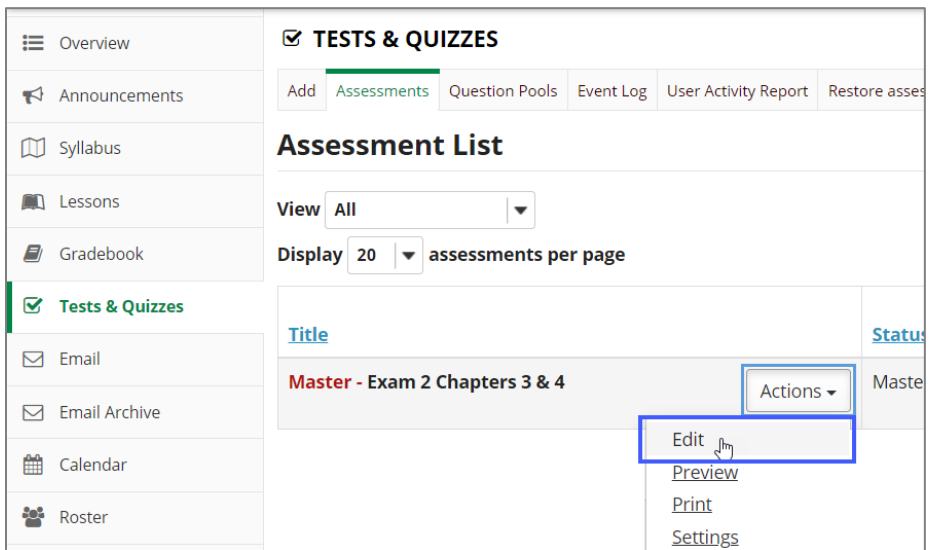
- On the next screen, **copy and paste** the content from the downloaded text file and paste it into the **Questions box**. Scroll down and click **Next**.



5. A preview of the questions appears. Scroll down and click **Create Assessment**.



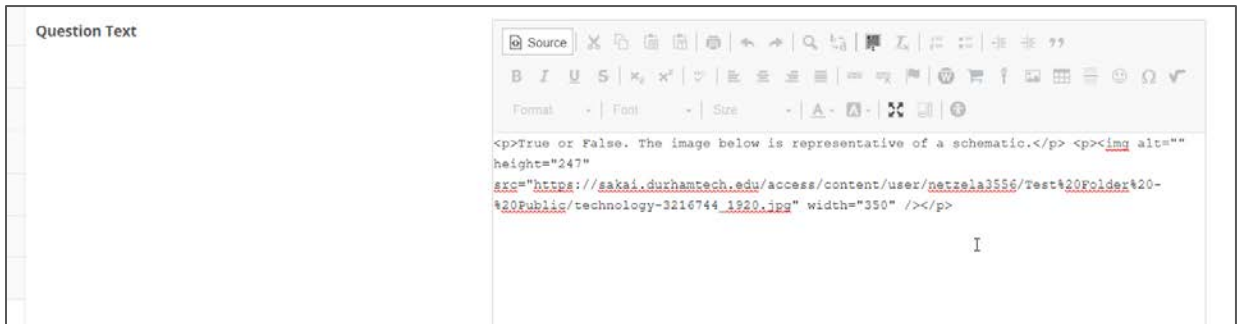
6. The assessment appears in the course site's Assessments List. Each question will now need to be edited. Click the assessment's **Actions** button and select **Edit**.



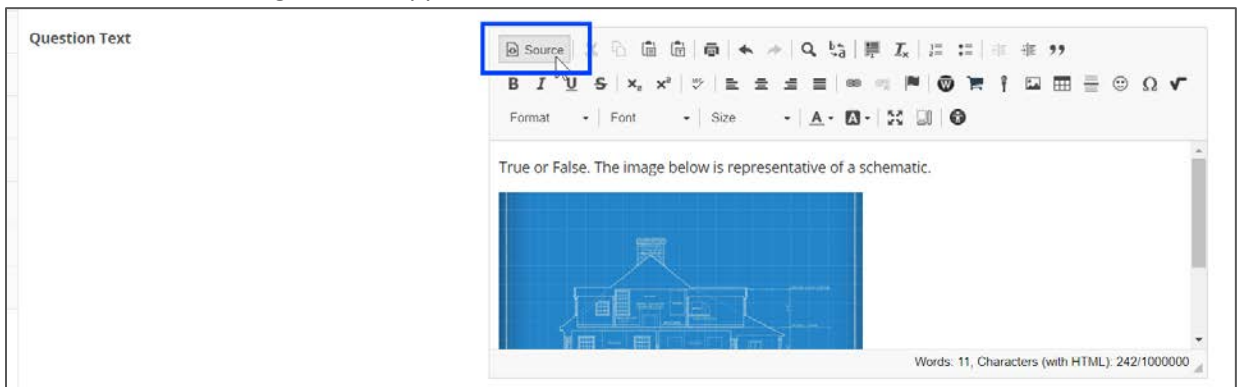
7. The assessment's questions appear. Click a question's **Edit** option.



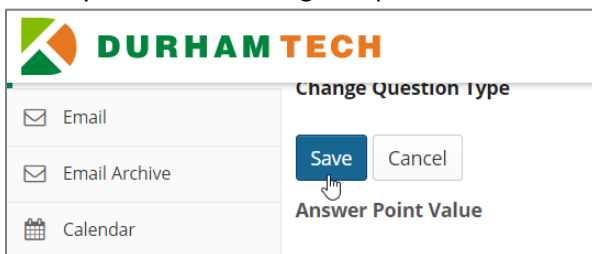
11. **Paste** the text you cut earlier.



12. Click the **Source** button, once again. The content appearing in the text editor should be correctly formatted and the image should appear.



13. When you're done editing the question, click **Save**.



14. **Repeat steps 7 through 13** for each question in the assessment.