# 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 <u>Importing Course Content [PDF]</u> 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!)**

- 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 <u>How to</u> 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.

E Overview	☑ TESTS & QUIZZES
Announcements	Export Assessment - Exam 2 Chapters 3 & 4
🖽 Syllabus	Choose the type of export you would like to do, <u>IMS QTI-compliant XML</u> , Save in your browser to save this file to your desktop.Have in mind that
Lessons	Note:
┛ Gradebook	Hot Spot questions won't be exported because they don't match with     Tests that contain Multiple Choice, Multiple Selection questions wit
Assignments	questions before publishing to reset the selection back to <b>All or Noth</b>
🗪 Forums	Choose export type:
🗹 Tests & Quizzes	○ QTI v 1.2
Email	Content Packaging
🖂 Email Archive	لم If your assessment contains any attached files or uses HTML tags to refer
🛗 Calendar	
Meetings	Export Cancel
Destar	

- 2. 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.
- 3. 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**.

E Overview	🗹 TESTS & C	UIZZES			
Announcements	Add Assessmen	ts Assessment Types	Question Pools	Event Log	User Activity Repo
💭 Syllabus					
Lessons	Create fro	om Scratch			
🗐 Gradebook	Assessment	<b>itle</b> Exam 2 Chapt	ers 3 & 4		
🗹 Tests & Quizzes	Ocreate usi	ng assessment buil	der		
🖂 Email	Create usi	ng markup text			
🖂 Email Archive	Create				
🛗 Calendar					

4. 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**.

Gradebook	Use the text boxes below to modify the name and (optionally important to follow the correct formatting for each type of q	y) to provide a description for this assessment or question pool. Then enter the questions and a uestion. Examples can be found at the bottom of this page.
🗹 Tests & Quizzes	Assessment/Question Pool Information	exportAssessment (3).bxt - Notepad - 🗆 🗙
Email	Name Exam 2 Chapters 3 & 4	File Edit Format View Help 159.0%;"> <span style='font-family: "Times New^&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Email Archive&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;Roman" , serif;'><span lang="ES" style="line-height:&lt;br&gt;150.0%;">4. Cerca del club hay</span></span>
🛗 Calendar	Description Copy and paste content from the file into the Ques	the text <span lang="ES" style="line-height:&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;🐕 Roster&lt;/td&gt;&lt;td&gt;box in Saka&lt;/td&gt;&lt;td&gt;A0115&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Resources&lt;/td&gt;&lt;td&gt;Enter questions with their answers into the text boot closed to the right of the text box.&lt;/td&gt;&lt;td&gt;&lt;pre&gt;cp&gt;cspan style= ront-size: iz.op; 3&lt;span style= iine-neight:&lt;br&gt;ron o%;"><span style='font-family: "Times New&lt;br&gt;Roman" serif;'><span line-height:<br="" style='font-family: "Times New&lt;br&gt;Issue: the style='>150.0%;"&gt;</span></span></span>
Statistics		
G Site Info	1. (1.0 points) Answer these questions <strong>TRUE</strong> or <stro< td=""><td>Roman" , serif;"&gt;<span lang="E5" style="line-height:&lt;/p&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Warpwire&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;150.0%;">5. Si desean más información, las personas pueden </span><span lang="ES" style="line-&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;O Help&lt;/td&gt;&lt;td&gt;Una sala típicamente es una habitación fuera de la casa-&lt;br&gt;sala casa-&lt;br&gt;sal&lt;/td&gt;&lt;td&gt;height: 150.0%;"></span></td></stro<>	Roman" , serif;"> <span lang="E5" style="line-height:&lt;/p&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Warpwire&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;150.0%;">5. Si desean más información, las personas pueden </span> <span lang="ES" style="line-&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;O Help&lt;/td&gt;&lt;td&gt;Una sala típicamente es una habitación fuera de la casa-&lt;br&gt;sala casa-&lt;br&gt;sal&lt;/td&gt;&lt;td&gt;height: 150.0%;"></span>
	True	
	*False	•č
	2. (1.0 points) La alfombra es un electrodoméstico	*c
	La alfombra es <u>un electrodomestico</u>	
	True	×
	*False	Ln 480, Col 1 100% Unix (LF) ANSI
	3. (1.0 points)	

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

	32 <span style="font-size: 12.0pt;"><span style="line-height: 200.0%;"><span 12.0pt;"="" font-size:="" style="font-family: Ur&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;33 &lt;span style="></span></span></span>

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**.

E Overview	☑ TESTS & QUIZZES	
Announcements	Add Assessments Question Pools Event Log User Activity Report Rest	ore asses
Syllabus	Assessment List	
Lessons	View All	
🗐 Gradebook	Display 20 💌 assessments per page	
🗹 Tests & Quizzes	Title	Statu
🖂 Email	Inte	<u>Statu</u> :
Email Archive	Master - Exam 2 Chapters 3 & 4	Maste
🛗 Calendar	Edit <sub>راس</sub> <u>Preview</u>	
嶜 Roster	Print Settings	

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

dd Part   Preview   Print   Settings   Publish	
Part 1 v - 1 question	Copy to Pool   Edit
Add Question select a question type	
Question     1     V     True False - 5.0     points	Remove   Edit
<true a="" below="" false.="" image="" is="" of="" or="" p="" representative="" schematic.<="" the=""> <img <br="" alt="" height="247"/>src="https://sakai.durhamtech.edu/access/content/user/netzela3556/Test%20Folder%20-%20Public/technology-3216744_1920.jpg" width="350" /&gt;</true>	
C True	
G False Answer Key:False	

8. On the next screen, click **Show Rich-Text Editor**.

Save Cancel	
Answer Point Value	5.0
Display Point Value while student is taking the exam	● Yes 🔵 No
Points deducted for incorrect answer	0.0
	Optional. Pertains only to 'True False' or 'Multiple
	Choice, Single Correct' questions.
Question Text	Show Rich-Text Editor (and character count)
	of a schematic.

# 9. Highlight and CUT all of the question text that appears in the text editor.

Question Text	Normal • Font • Size •	$ = =   @ =   @   @   @     @   =   @ \Omega \checkmark  =   A \cdot [D - ] X =   @  =   @ =   @ =   @ =   @ =   @   @ =   @   @$
	body p	Words: 17, Characters (with HTML): 318/1000000

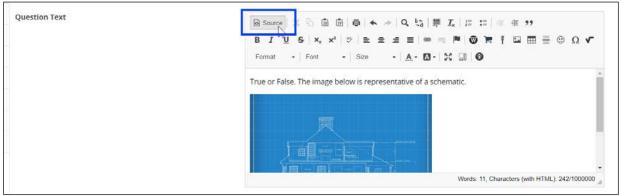
### 10. Click the **Source** button.

	questions.
Question Text	Source X ⊡ @ @ < > < \ \ \ □ I = :
	B <u>1</u> Source 5   ×₂ ײ   ♥   <b>E</b> Ξ Ξ   ∞ < ♥   Ø
	Normal • Font • Size • A • A • 3 = 6

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

Question Text	<b>◎ Source</b> × 哈 歯 歯 ● ★ ★ Q 站 <b>第</b> 五 = 二 + + + 11
	B I U S   x, x'   ♡   E E E E   = ¬ ⊨   @ ¬ ↑ □ ⊞ ⊕ ⊙ Λ √
	Format -   Font -   Size -   <u>A</u> - [33 - ] 32 [31 ] (0
	True or False. The image below is representative of a schematic. < <u>img</u> alt="" height="247" <u>src="https://sakai.durhamtech.edu</u> /access/content/user/ <u>netrela3556</u> /Test% <u>20Folder</u> %20- % <u>20Fublic</u> /technology-3216744 <u>1920.jpg</u> " width="350" />
	I

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.