

# Uploading our LMS Compatible Test Bank Packages into Your Course

## Brightspace D2L Users

FIRST EDITION

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In your downloaded folder are QTI ZIP files that can be uploaded to Brightspace D2L LMS. Do not unzip these: they are ready to be uploaded as they are. You can upload the questions for each chapter individually using the numbered chapter file, or upload them all at once using the file marked ‘All Chapters’.

This guidance document aims to help instructors who use Brightspace D2L at their institution to import our test bank packages into their quiz environment. We recommend instructors make use of the quizzing capabilities within the learning management system, such as autograding, randomization of question order, and what questions from the test bank appear in the quiz itself. More Brightspace D2L help can be [found here](#).



# 1

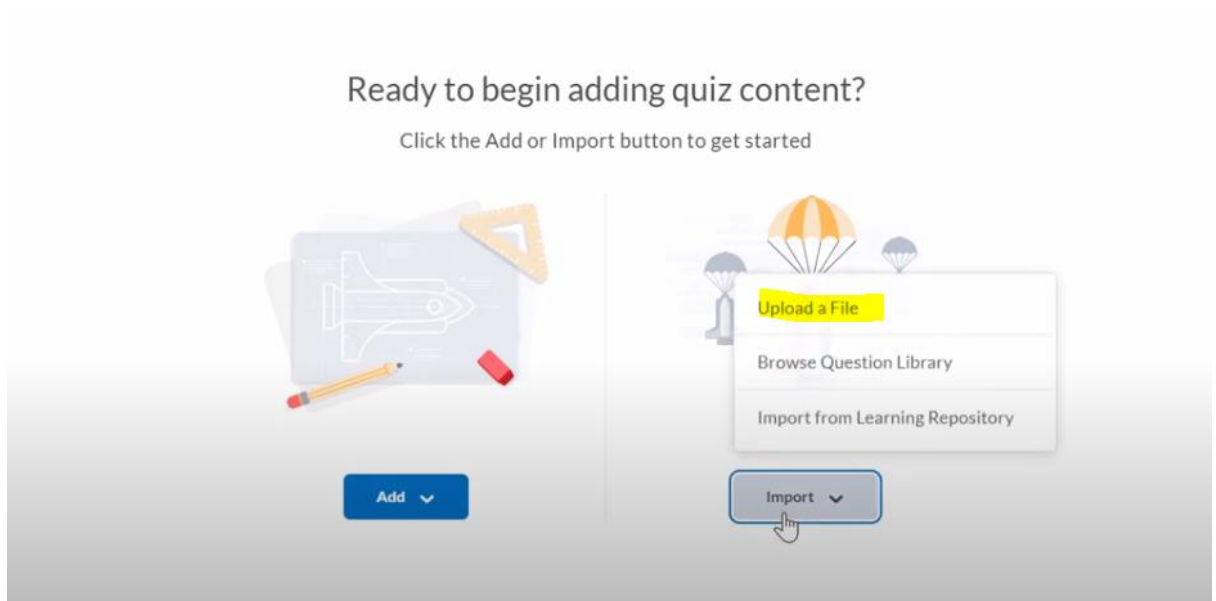
## Uploading into Brightspace

Navigate to the **Quizzes** area and then select **Manage Quizzes**. Select the **New Quiz** button.

The screenshot shows the Brightspace interface for managing quizzes. At the top, there is a navigation bar with tabs: Content, Discussions, Assignments, **Quizzes**, Grades, Awards, Class Progress, Classlist, Course Admin, and More. Below this, the 'Manage Quizzes' tab is selected, showing sub-tabs: **Manage Quizzes**, Question Library, and Statistics. A 'Help' icon is also present. Below the tabs, there are three buttons: 'New Quiz' (highlighted in blue), 'Edit Categories', and 'More Actions'. To the right, there is a 'View:' dropdown set to 'By Availability' and an 'Apply' button. Below these buttons, there is a 'Bulk Edit' link. The main area contains a table of quizzes:

| <input type="checkbox"/> | Current Quizzes  | Published |
|--------------------------|--|-----------|
| <input type="checkbox"/> | Get Started - COMPLETION REQUIRED ▾ ⓘ                      | -         |
| <input type="checkbox"/> | Uploading Solutions Quiz ▾ ⓘ                               | -         |
| <input type="checkbox"/> | Unit 1 Formative Quiz: Factorials ▾ ⚙ ⓘ                    | -         |
| <input type="checkbox"/> | Unit 1 Formative Quiz: Permutations and Combinations ▾ ⚙ ⓘ | -         |

Select **Add Questions**. In the next screen, select the **Import** option. Then select **Upload a file**.



Select the ZIP files you want to upload into your course quiz builder. There should be a loading screen that tells you how the file upload is progressing. This will also be the time that Brightspace D2L will let you know if there are any incompatible question types, which will be filtered out and not uploaded to the quiz.

*(please note: every effort has been made to ensure that all question types included in test banks are compatible)*

Once the questions are uploaded, they can be previewed and added to the quiz builder. Questions can then be edited or deleted as needed.