Quiz Import Guide

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# Importing Course Quizzes (for Bridging Materials)

This guide is intended to outline the steps needed to import Quizzes into a course and to make them available in your NetSpace course.

# Importing the Question Bank Update

**Step 1. Download the Quiz Export File from Instructor Resources**

1. Log into NetSpace.
2. Go to Community Support Forum 🡪CCNA R&S Offering🡪 CCNA Routing and Switching Bridging Materials
3. Click on the Quiz link. (The file will download.)
4. Save the file.

Step 2. Import the Quiz

1. Open the Course.
2. Click the **Settings** link.



1. Click the **Import Content into this Course** button.



1. Select **Canvas Course Export Package** from the Content Type dropdown.



1. **Browse** for the Quiz zip file.
	1. Click the **Choose File** button.
	2. Locate the Quiz package to import on your computer and click **Open.**



1. Click **Import.**



1. Course Completion



The **Current Jobs** menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.

You will also receive an email notification when your import is completed.

1. Select **Quizzes** on the left Navigation Bar. The imported quiz will be listed under the **Unpublished Quizzes** section.

Note: When the quiz imports, it does not import any of the Quiz Settings (including the Quiz description). The values must be set by the instructor.



1. Click the Quiz title to edit the quiz.



1. Change **Quiz Settings**. There may be some quiz attributes that you may want to change before publishing the quiz. These are optional settings.
2. Click **Save** retain your changes.



1. **Publish** the quiz. It is not available for the students to take.