

# Migrating from Classic to New Quizzes

Canvas has not yet announced an end date for Classic Quizzes, but eventually you will be required to switch to New Quizzes.

Canvas has a [New Quizzes Transition Toolkit](#) with a variety of resources on switching, such as [Frequently Asked Questions](#) and a [Classic Quizzes/New Quizzes Comparison Document](#).

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For questions or support regarding this document, please contact Kayleen Grage, Instructional Designer for DMACC Distance Learning at [kmgrage@dmacc.edu](mailto:kmgrage@dmacc.edu).



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## Notable Benefits of New Quizzes

Below are just some of the benefits of switching to New Quizzes. Use the [Comparison Document](#) from Canvas to make sure you are ready to switch.

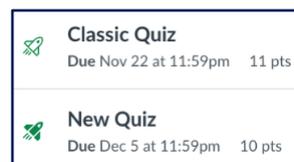
- **Accommodations** for time and a half can be given at the student level, which means you only need to add the accommodation once per class instead of editing every quiz. Visit [How do I add accommodations for a student in New Quizzes?](#)
- The overall **points possible** is independent of the number of questions in the quiz and their point values, so you can easily have the same point value for all your quizzes regardless of the number of questions in each quiz.
  - Conversely, if you want the quiz point value to match the questions in it, you'll need to update that if you add/remove questions or their point values.
- If a student accidentally submitted the quiz without answering all the questions, you can **re-open the attempt** for the student to go back in and finish. Visit the "Reopen Quiz" section of [How do I moderate a student's quiz attempt in New Quizzes?](#)
- The **Build on Last Attempt** option for multiple attempts allows students to answer only the questions they missed in the previous attempt. Visit the "Build on Last Attempt" section of [How do I manage settings for a quiz in New Quizzes?](#)
- You can **shuffle questions** and/or **shuffle answers** with the click of a button in Settings!
- You can **align outcomes** (competencies) to quiz questions for DMACC/program assessment. Visit [How do I align an outcome to a quiz question in New Quizzes?](#)
- If you use **fill-in-the-blank** questions, you have more control over how the question will be graded (e.g., ignoring case, close enough, regular expression match). Visit the "Select Answer Type" section of [How do I create a Fill in the Blank question in New Quizzes?](#)

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## How to Determine the Quiz Format

If you're not sure which type of quiz you have, use one of the methods below.

- Go to the "**Quizzes**" area in your course and look at the icons on the left.
  - **Classic Quiz:** The icon is just an outline of a rocket ship.
  - **New Quiz:** The rocket ship icon is filled in. (Students see the filled-in icon for both quiz types.)
- Go to the quiz (click on it from Assignments, Quizzes, Modules, or Grades).
  - **Classic Quiz:** You see the quiz instructions, summary of settings, and have an "Edit" button in the top-right.
  - **New Quiz:** You can immediately edit the Name, Points, Due Date, etc., and have a "Build" button in the bottom-right.



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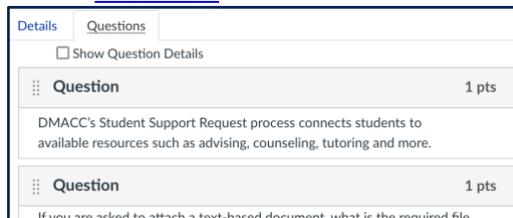
## Getting Started

The process for migrating will depend on how your Classic Quizzes are set up.

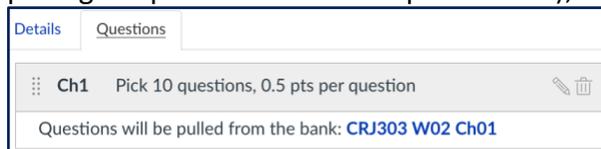
**Note:** It's best to copy your course for next semester and then migrate the quizzes in that copy instead of working in a current course with students enrolled.

### Check your Classic Quiz Setup

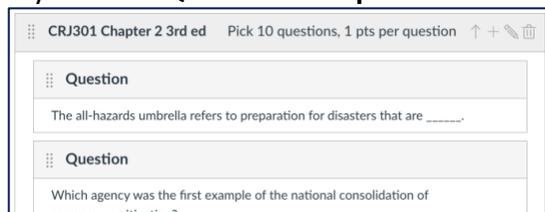
1. Go to the Classic Quiz you want to migrate and click the “**Edit**” button in the upper-right.
2. Click the “**Questions**” tab at the top.
  - a. If **you see all the questions** listed in there (scroll all the way through them), follow [Process 1](#) below.



- b. If you see a **Question Group** that's **linking to a Question Bank** (e.g., randomly pulling 10 questions worth 0.5 points each), follow [Process 2](#) below.



- c. If you see a **Question Group with all the questions** in it, follow [Process 1](#) below.



If you have extra Question Banks you'd like to migrate to Item Banks, follow [Process 3](#) below.

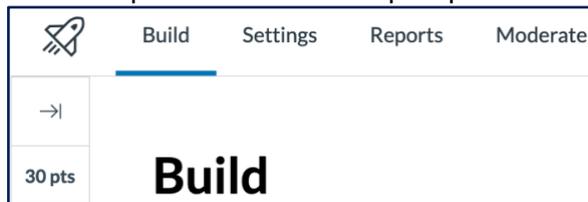
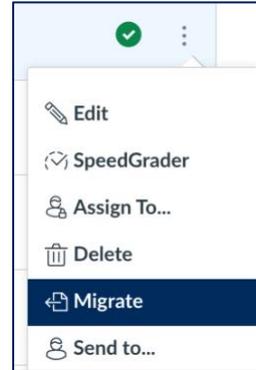
### Terminology

- **Blackboard:** The tool was called a “Test” and you could use a “Random Block” or “Question Set” to pull in questions from a “Pool.”
- **Canvas:** The tool is called a “Quiz.”
  - **Classic Quizzes:** You can use a “Question Group” to pull in questions from a “Question Bank.”
  - **New Quizzes:** You can pull in questions from an “Item Bank.”

## Process 1: Simple Migration

If your quiz contains all the questions (as determined in the [Getting Started](#) section above), follow the steps below.

1. Go to the “**Quizzes**” area in your course.
2. Click the “**Options**” three dots to the right of the Classic Quiz and choose “**Migrate.**”
  - a. Canvas will create a New Quiz with the same name and migrate all the questions/settings that it can. Your Classic Quiz will remain as is.
  - b. You will receive a “Course Export Finished” email when it’s done.
3. After the migrated New Quiz is ready, click the “**Options**” three dots to the right and choose “**Build.**”
  - a. Double-check your questions to make sure they migrated properly. In particular, you may want to edit the fill-in-the-blank answer settings and move the essay feedback to grading notes.
  - b. The total point value for the quiz questions will be listed in the upper-left.



4. Click the “**Settings**” tab at the top to make sure it’s set up the way you want it, particularly the Assignment Group and results options.
  - a. **Pro Tip:** Open two browser windows so you can easily compare the Classic Quiz settings with the New Quiz settings.

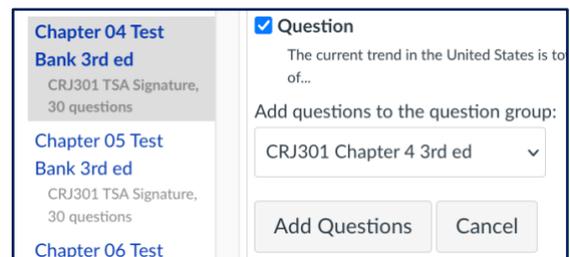
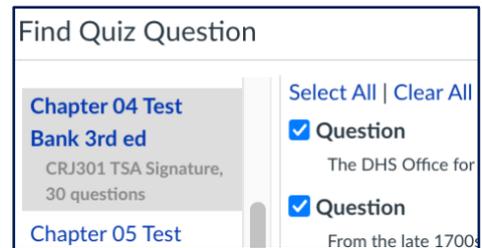
When you’re in the New Quiz, if you do not see the course navigation menu on the left or the breadcrumbs at the top of the screen, you can click the “**Return**” button in the upper-right to go back into your course.

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## Process 2: Migrating Question Banks

If your quiz is using a Question Group to pull in questions from a Question Bank (as determined in the [Getting Started](#) section above), follow the steps below.

1. Go to the Classic Quiz you want to migrate and click the “**Edit**” button in the upper-right.
2. Click the “**Questions**” tab at the top.
3. Click the “**+ New Question Group**” button at the bottom.
  - a. Type in a short, descriptive name for the question group. This will become part of the Item Bank name in the New Quiz.
    - i. **Pro Tip:** Include the course department and number if you teach more than one course (e.g., “CRJ100 Week 1”) so they’ll naturally be sorted together in your Item Banks and you’ll know which course they belong to without looking at the questions.
  - b. Adjust how many questions will be selected and the points per question.
  - c. Click the “**Create Group**” button.
4. Click the “**Find Questions**” button at the bottom.
  - a. In the window that pops up, select the correct Question Bank on the left side.
  - b. Click the “**Select All**” link at the top of the right side.
  - c. Scroll to the bottom – if there’s a “**More Questions**” link, click that and select the rest of the questions.
  - d. Click the “**Add questions to the question group**” drop-down menu and select the Question Group that you just made.
  - e. Then click the “**Add Questions**” button.
5. Delete the original question group that’s linked to the Question Bank (it should be at the top of the Questions area) by clicking the “**Delete**”  trash can icon on the right. Click “**OK**” to confirm.
6. Scroll to the bottom and click the “**Save**” button.
7. Next, follow [Process 1](#) above to migrate the quiz to the New Quiz format. The Question Group will automatically be made into an Item Bank and added to the quiz with the same point value and number of questions pulled.
  - a. After the quiz is migrated, you may want to rename the new Item Bank so it just contains the name you gave the Question Group, without the quiz name included at the beginning.



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## Process 3: Migrating Individual Question Banks

If you have additional Question Banks in your course that you would like to migrate to Item Banks (i.e., not part of the previous quiz migration steps), follow the steps below or visit [How do I move a Classic Quizzes question bank into a New Quizzes item bank?](#)

To check your Question Banks, go to “**Quizzes**,” click the “**Options**” three dots in the upper-right, and choose “**Manage Question Banks**.”

### ***Put the Questions into a Classic Quiz***

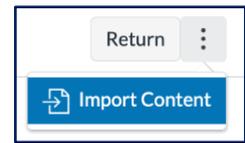
1. Go to the “**Quizzes**” area in your course and click the “**+ Quiz**” button at the top.
2. Choose “**Classic Quizzes**” and click “**Submit**.”
3. For the quiz **Name**, type in the short, descriptive Question Bank name.
  - a. **Pro Tip:** Include the course department and number if you teach more than one course (e.g., “ADM221 Final Exam”) so they’ll naturally be sorted together and you’ll know which course they belong to without looking at the questions.
  - b. You will delete this quiz later, so you can skip the other settings.
4. Switch to the “**Questions**” tab at the top.
  - a. Click the “**Find Questions**” button at the bottom.
  - b. In the window that pops up, select the correct Question Bank on the left side.
  - c. Then click the “**Select All**” link at the top of the right side.
  - d. Scroll to the bottom – if there’s a “**More Questions**” link, click that and select the rest of the questions. Then click the “**Add Questions**” button.
5. Click the “**Save**” button at the bottom to save the quiz changes. Do not publish the quiz.

### ***Export the Quiz***

1. Go to the “**Settings**” area in your course.
2. Click the “**Export Course Content**” link on the right.
3. Change the Export Type to “**Quiz**” and then click the “**All Quizzes**” option to deselect them all.
4. Scroll through the list of quizzes and select only the *one* Classic Quiz that you just made for the Question Bank.
  - a. **Note:** Make sure you export only one quiz at a time so you can import them into separate Item Banks. If you export more than one quiz, they’ll be in one ZIP file and only the first one alphabetically will be imported.
5. Click the “**Create Export**” button.
  - a. After it’s finished processing, click the “**New Export**” link to download the ZIP file (just save it; do not open it).

## Import the Quiz into an Item Bank

1. Click the “**Item Banks**” link in your course navigation menu.
  - a. If you don’t see that link, go to “**Settings**,” switch to the “**Navigation**” tab at the top, find “**Item Banks**” in the list, click the “**Options**” three dots to the right of it, choose “**Enable**,” and then click the “**Save**” button at the bottom.
2. Click the “**+ Bank**” button in the upper-right corner.
  - a. Give it a short name – the name will be replaced with your exported quiz name in step 3.
  - b. Select the “**Share with..**” option to share it with the course you’re working in, and click the “**Create Bank**” button.
3. Click on the name of the item bank you just made to enter it.
  - a. Click the “**Options**” three dots in the upper-right corner and choose “**Import Content**.”
  - b. Either drag and drop the saved ZIP file in the space provided or click the “**Browse**” button to find and select it.
  - c. Click the “**Import**” button.
4. After Canvas is done importing the questions, click the link for your course in the breadcrumbs at the top (e.g., “CRJ100 12345”) or click the “Item Banks” link if you want to create and import more banks.



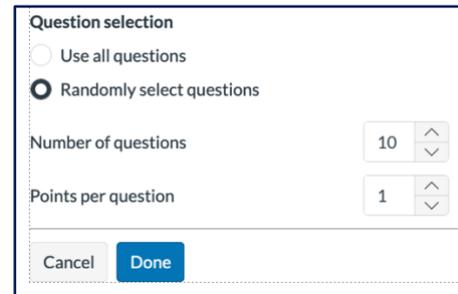
## Create a New Quiz and Use an Item Bank

If you want to make a New Quiz that uses an Item Bank, follow the steps below or visit [How do I add all items or a random set from an item bank to a quiz in New Quizzes?](#)

1. Go to the “**Quizzes**” area in your course and click the “**+ Quiz**” button at the top.
2. Choose “**New Quizzes**” and click “**Submit**.”
  - a. Type in a short, descriptive **Name** (e.g., “Week 1 Quiz”).
  - b. Adjust the other settings as needed (you can always edit them later) and click the “**Build**” button.
3. Click the “**Add Content**”  button below the Instructions and then click the “**Item Banks**” folder at the top. Or click the “Item Banks” button at the top.
  - a. Click the name of the Item Bank you want to use and then click the “**+ All/Random**” button.
  - b. Click the “**X**” at the top of the Item Banks panel to close it.



4. Click the “**Edit**”  pencil icon to the right of the question to edit the settings.
  - a. If you only want to use some of the questions, select the “**Randomly select questions**” option and then specify the **Number of questions** by either typing in the textbox or using the up/down arrows.
  - b. Adjust the **Points per question**.
  - c. Click the “**Done**” button.
5. Click the “**Settings**” tab at the top to adjust the settings for the quiz, such as the time limit, number of attempts, etc. Visit [How do I manage settings for a quiz in New Quizzes?](#) for details.
6. When you are done, click the “**Return**” button in the upper-right corner to go back to your course.



Question selection

Use all questions

Randomly select questions

Number of questions 10

Points per question 1

Cancel Done

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## Finishing Up

- Double-check the **assignment settings** for the New Quiz. Click on the New Quiz and make sure the Points, Assignment Group, and Due Date are correct. Double-check the **quiz settings** (click “Build” > “Settings” tab), such as the time limit, randomization, etc.
  - **Pro Tip:** Open two browser windows so you can easily compare the Classic Quiz settings with the New Quiz settings.
- Don’t forget to add your New Quiz to the appropriate **module** and **publish** it.
- You will also want to **unpublish the original** Classic Quiz and remove it from the module. You could then delete the Classic Quiz when you’re ready, after you’ve verified the questions and settings are OK. (Remember, do not delete it if you’re working in an active/past course and students took the quiz.)
- **Delete** the Classic Quiz that you made and exported with the questions.
- If you want to get rid of the old **Question Banks**, go to “Quizzes,” click the “Options” three dots in the upper-right, choose “Manage Question Banks,” and then delete them. (Again, do not delete these if you’re working in an active/past course and students took quizzes that use the banks.)

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## Need Help?

The [Canvas Instructor Guide](#) has a variety of help topics for New Quizzes.

Contact one of our [instructional designers](#).