Migrating Classic Quizzes to New Quizzes, and Question Banks to Item Banks in MyCanvas
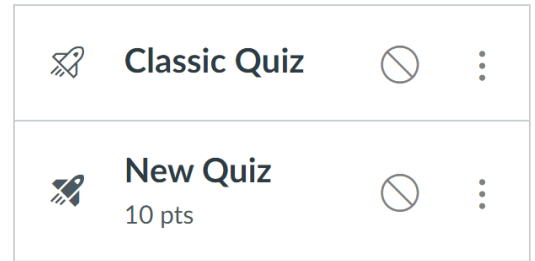
Contents

Migration Project Overview

Since the College's launch of MyCanvas, users have had the choice to create quizzes using either of the two supported quizzing engines - Classic Quizzes, and New Quizzes. That choice will soon be removed with our institutional shift from Classic to New, with New Quizzes being the singular quizzing platform in MyCanvas.


Likely in 2024, Mohawk College will disable the ability for users to create new MyCanvas quizzes using the Classic Quizzes engine. Classic quizzes will continue to function until a yet-to-be-determined date.

Ultimately, all Classic Quizzes that are in use need to be "migrated" (converted) to the New Quizzes format. The process is straightforward for quizzes in which the questions are stored, and is somewhat more involved for quizzes that draw their questions from Question Banks. Therefore, before migrating a Classic quiz, you'll first need to determine whether the quiz contains "internal" questions, or if some or all of the questions are being drawn from Question Banks.

Internal Questions vs Banked Questions

In MyCanvas Quizzes, Classic or New, the questions can either be stored internally (created and stored in the quiz itself) or be drawn from Banks. The choice of where the questions are stored is at the discretion of the quiz designer and is made when the quiz is created.
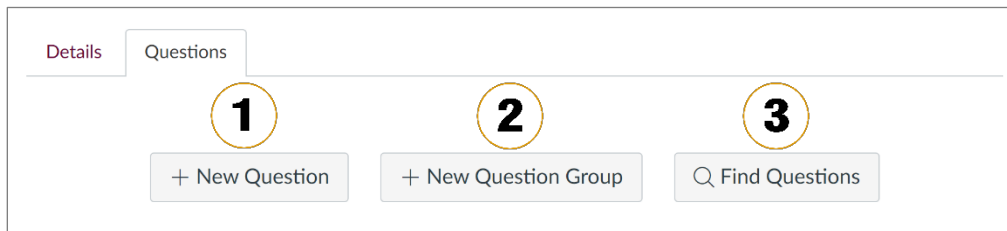
When you add questions to a Classic Quiz, you can do it in one of three ways:
1. by creating a new question
2. by linking to questions in Question Banks, or
3. by finding a pre-existing question and making a copy of it.

Banks are simply collections of questions that are stored external to the quiz. Classic Quizzes draw questions from **Question Banks**, while New Quizzes draw questions from **Item Banks**. When a quiz uses a question from a Bank, it is only referencing the question- the question is stored in the Bank, not the quiz. Bank types are
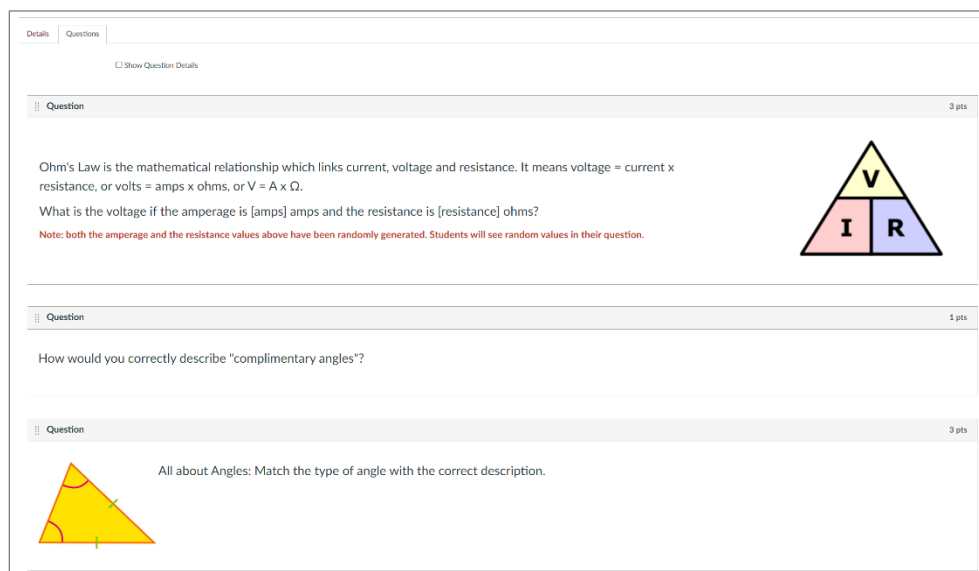
incompatible- you cannot store or create New Quizzes-formatted questions in a Question Bank, and you can't store or create Classic questions in an Item Bank.

Determining Where the Questions Are Stored

Internal Questions- Stored in the Quiz

Classic quizzes that were created using the **+ New Question** or the **Find Questions** functions contain "internal questions"- the questions are stored within the quiz itself. These quizzes can usually be migrated to New Quizzes format in a one-step process.

In quizzes that contain internal questions, the questions can be read, and edited, directly in the Questions tab when editing the quiz.

External Questions- Stored in Banks

Classic quizzes that were created using the **+ New Question Group** function contain Random Groups, and these groups generally provide links to questions stored in Question Banks.

When migrating a Classic quiz that draws questions from Question Banks (i.e. that contains Random Groups), you need to individually migrate the linked Question Banks **in addition to** migrating the quiz itself.
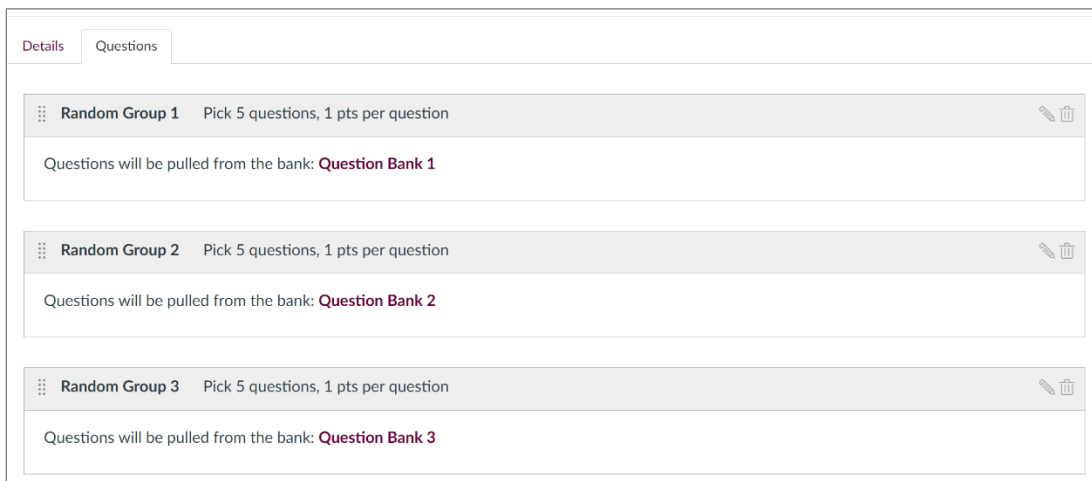
Quizzes that draw questions from Question Groups result in Random Groups that each link to a Question Bank. Note that your Random Groups and the linked Question Banks will be named differently than in this example.

Internal Questions- Using Groups but Stored in the Quiz

There is a third but less-used method for organizing questions within a quiz, which involves using the **Find Questions** function to identify the questions, and then adding them to a new Random Group.
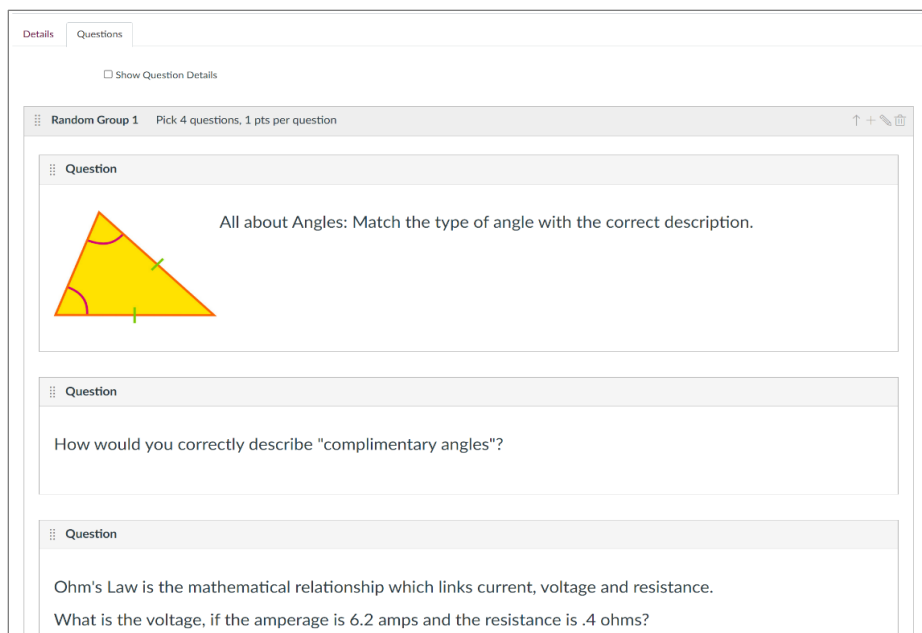
Quizzes can contain internal questions arranged in Random Groups

These quizzes can me migrated using the one-step method, resulting in functional quizzes with converted questions.

Migration of a Classic Quiz with Internal Questions
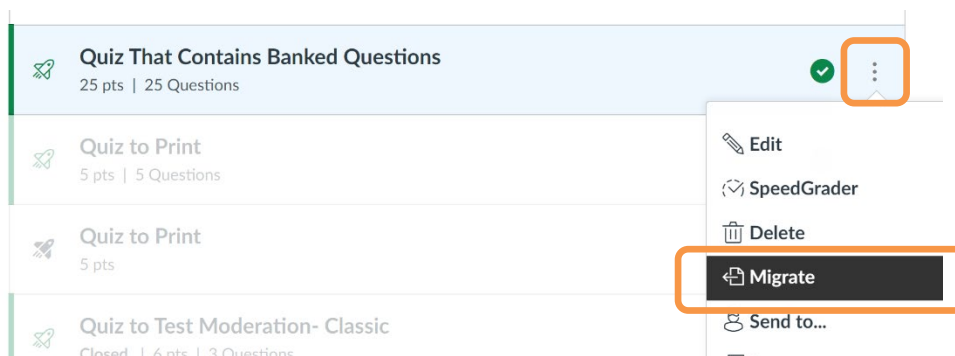
For quizzes that store all of the questions within the quiz itself, MyCanvas provides a simple "one-step" migration tool that performs all of the necessary conversions. Converting, or migrating one of these quizzes will produce, in most cases, a fully-functional New Quiz, containing all of the questions converted to New Quizzes format.


The Migrate function is located by clicking/pressing the 3 vertical dots (more options)

TASKS:

- Enter your Classic Quiz and confirm that the questions are internal and not being drawn from Banks. (Note: if you can read the questions from the **Questions** tab, they are internal)
- Return to the Quizzes index page, via the Quizzes navigation button, and select the **more options** (three dots) to the far right of the quiz's name.
- Choose **Migrate** to launch the copy process. This will start the creation of the new quiz.
- Once the migration has completed, you will see an unpublished New Quizzes version of the quiz in the listing. Note that you will also have received a MyCanvas notification that the export has finished.
- Enter the quiz and click/press the **Build** button in the lower right to enter the New Quizzes tool.
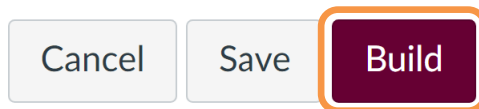
- Check each of the questions for accuracy. Pay particular to Fill-in-the-Blank and Arithmetic/Formula questions, and be sure to **Generate** answer sets for Formula-type questions.

- Confirm that the quiz settings are as expected, under the **Settings** tab.

Once you've confirmed the status of the new quiz, be sure to delete the old Classic quiz. Otherwise, you may impact the point values in your gradebook.

Migration of Classic Quizzes that Use Question Banks

Many Classic quizzes draw their questions from Question Banks. For these quizzes, the questions are not stored in the quiz itself, but are linked from Question Banks. Question Banks are stored in courses.

There is currently no simple way to convert all of the questions in a Classic Question Bank to New Quizzes-type questions in New Quizzes Item Banks.

When applying the "one-step" migration method to these quizzes, the random groups are retained (the groups that referenced the questions) but the questions are not converted or included. Therefore, migrating these quizzes is generally a multi-step process:

1. **Convert the associated Question Banks**
2. **Convert the quiz**
3. **Rebuild or relink the new Item Banks to the Random Groups**

There are currently two different ways to migrate Question Banks to Item Banks- what we'll call **Method 1** and **Method 2**. For some years, Method 1 was the only known and reliable method, until Method 2 was announced in mid 2023.

Either method will convert the Banks, **Method 2** can accommodate the conversion of several Banks at once and does not involve the import/export of files. For that reason, it is often seen as the simplest solution. You'll just need to remember to change the share permissions once the Banks are migrated.

Step 1- Convert the Question Banks to Item Banks- Method 1

This is an effective way of migrating a Bank-at-a-time, and by default results in you being the "owner" of the resulting Item Bank. The owner controls the Bank and determines who and what courses can use the questions within them.

Using this method, the Item Banks created will be controlled by you, the user who performed the operation, and are discoverable under a search in **All Banks**. Banks that are associated with a user this way are not duplicated when courses are copied; there is only one Bank of questions and you control the questions- who can see them and who can edit them.

TASKS:

- Create a new quiz, and name it with the name you'll ultimately want for the new Item Bank. It's generally best to duplicate the name you've used for the Question Bank. This quiz will serve as a temporary container for the Question Bank questions.
- Under the **Questions** tab, use the **Find Questions** function to find all the questions that you would like to include in the new Item Bank.

Note: if your Bank contains more than 50 questions, you will need to scroll to the bottom of the question list and select **more questions** as many times as necessary to display all the questions.

- Select the questions and click/press **Add Selected Questions**.


- **Save** the quiz.
- Export the Quiz via **Settings > Export Course Content**. This creates a QTI format .zip file.

- Once the package has been created, a new link will appear, called **New Export**, near the top of the Export page among other dated export links.


- Click/press the **New Export** link, and choose a location on your computer to save the file.
- Enter your **Item Banks** via the link on the course navigation menu.
  If you don't yet see the Item Banks link, enter an existing New Quiz (or create a new one), and click/press the **Build** button. Under the **more options** (three dots) in the upper right, access **Manage Item Banks.**

- Create a new Bank by clicking/pressing **+ Bank**.
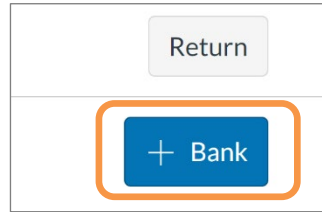
- Enter any name in the **Enter a name…** field. Note this is only a temporary placeholder name.
- Click/press **Create Bank**.
- Enter the new Bank by clicking/pressing on its title.
- Click/press the **more options** (beside the Return button) and choose **Import Content**. Note that if the Item Bank already includes questions, the Import will be unavailable.
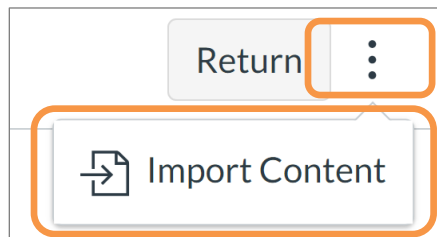
- Browse to your previously-exported .zip file, or drag and drop it on the target area. Click **Import**.
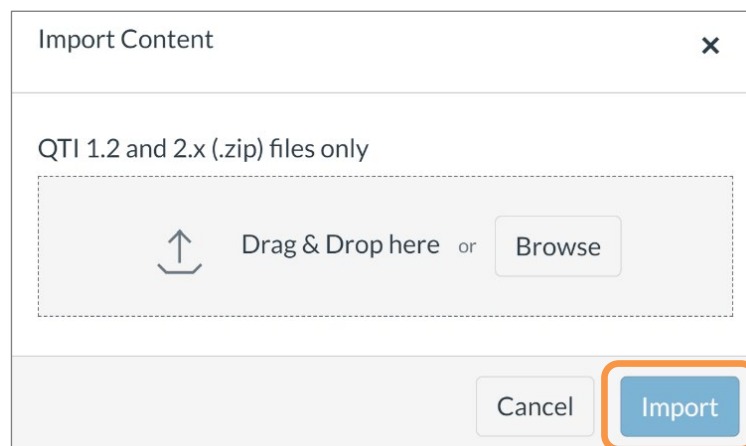
- You should soon see the New Quiz-formatted questions in the Item Bank. Note that the Item Bank has now taken on the name of the quiz that you used for the question migration.
- Repeat this Step for every other Item Bank that is used in the quiz.

- Finally, delete the temporary Classic Quizzes that you created to migrate the Banks.

Step 1- Convert the Question Banks to Item Banks- Method 2

This is a somewhat simpler method to migrating to migrate (and convert) Question Banks to Item Banks. Using this method, the new Item Banks will be stored, by default, **within the course in which you performed the operation**, and will **not** be "owned" by you, the user who performed the migration.

A subsequent step can be taken to adjust the share permissions on the resulting Bank, and provide yourself with exclusive edit permissions while removing the Bank from the course.

Notes:

- Item Banks that are stored in courses can be accessed by any user who is enrolled as a Teacher in the course.
- With this Method, you can migrate any number of Question Bank questions, and any number of Question Banks, using a single temporary container quiz.
- A discussion with your Instructional Designer may help you choose the best migration options for you.

TASKS:

- Create a new Classic quiz, and name it with the name you'll want as the prefix for the new Item Bank. e.g. use "**Biology**" for an Item Bank that you would like named "**Biology – Photosynthesis**". This quiz will serve as a temporary container for the questions.
- Under the **Questions** tab, create a **New Question Group**.

+ New Question	+ New Question Group	Q Find Questions
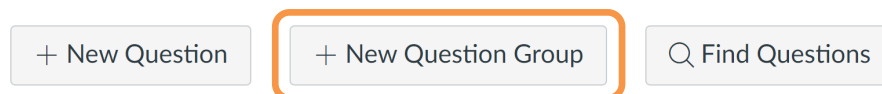
The name that you use will be used as the suffix of the new Item Bank name e.g. in the example above, use the name "**Photosynthesis**". Disregard the number of questions or the points per question fields.

Photosynthesis   Pick 1 questions, 1 pts per question
Q Link to a Question Bank
Cancel   Create Group

- Click/press **Create Group.**
- Using **Find Questions**, find the existing Question Bank that contains the questions, and select them using **Select All** or the individual selectors.
  Note: if your Bank contains more than 50 questions, you will need to scroll to the bottom of the question list and select **more questions** as many times as necessary to display all the questions.

- While still in the "Find Quiz Question" popup, and with the appropriate questions selected, scroll to the bottom of the questions and, in the **Add questions to the question group** field, choose the group that you just created.   e.g. "Photosynthesis"

- Click/press the **Add Questions** button.

At this point, you can create another Group and repeat the process of associating the questions from another Question Bank, if you wish to convert more than one Bank of questions.

- Once you've added all the questions from Question Banks that you intend to convert, **Save** the quiz, and return to the Quizzes listing via the Quizzes button on the course navigation menu.
- Under the three dots (**more options**) for your quiz, select **Migrate**. You'll see a New Quiz being generated.
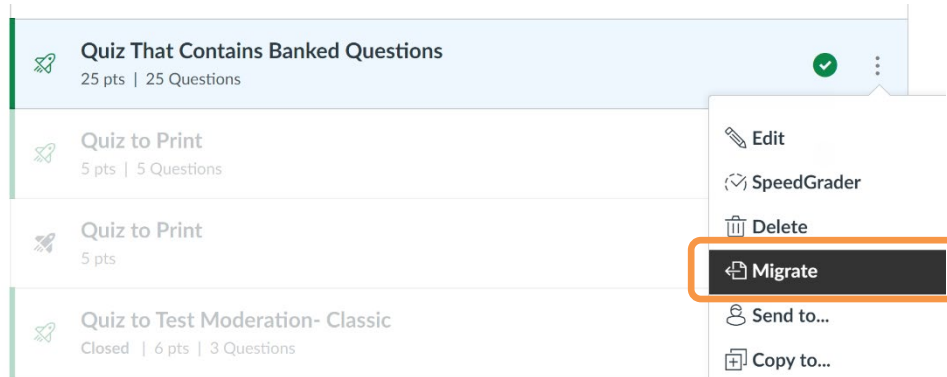
- Once the migration completes, enter the **Item Banks** and view the Banks listed under **This Course**. You should see the new Item Bank(s).
- Once you confirm the new Item Bank(s), you can now delete the temporary Classic quiz(zes), and the New Quiz(zes) created for the migration(s).
- If you wish to regain the "ownership"/control of the Bank(s) you've just created, see **Adjusting Shares and Permissions** (below).

Step 2- Migrate the Quiz

This step will migrate the quiz itself, and all its settings, but will not include or convert the questions or the Banks. There is currently no way to migrate a quiz with Banked questions in a single step, providing that you want to maintain control of the new Item Banks and their questions.

Note: This step is optional; alternatively, you can simply choose to simply create a new New Quizzes shell and recreate the Random Groups manually, using the existing Classic quiz as a reference.

TASKS:

- Enter your Classic quiz and confirm that the questions are referenced within Random Groups as described in **External Questions- Stored in Banks** above.
- Perform the "one-step" migration as described in **Migration of a Classic Quiz with Internal Questions** above.

This will result in a New Quiz that contains all of the settings of the Classic quiz, and also includes the Random Groups as seen in the image below. Note that the names of the Random Groups are maintained, as well as the number of questions that were being drawn from the Bank, and the name of the source Bank itself.
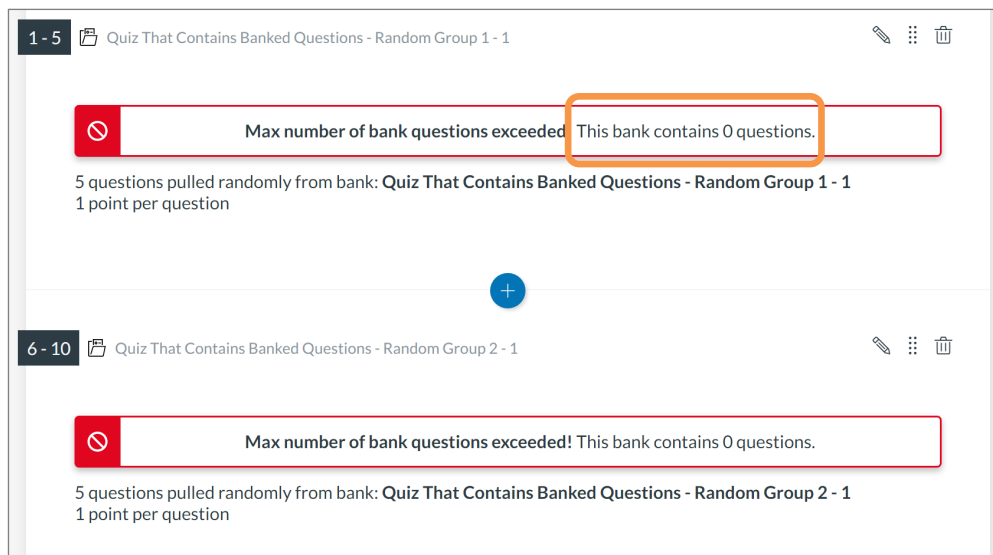

Quizzes that draw questions from Banks will show errors when they are migrated.
*The questions are not included in the migration.*

Step 3- Relinking the Questions to the Random Groups

After migrating the Question Banks and the quiz, you need to relink the newly-converted questions, now in Item Banks, with the newly-converted quiz. Choose one of two ways to do this:

1. Recreate/rebuild the Random Groups in the New Quiz, drawing questions from the newly-created Item Banks you created in Step 1. Use the existing non-functional Random Groups as a reference. Once rebuilt, you will delete the non-functional Random Groups.
2. Edit each of the Random Groups and relink them to the correct Item Banks.
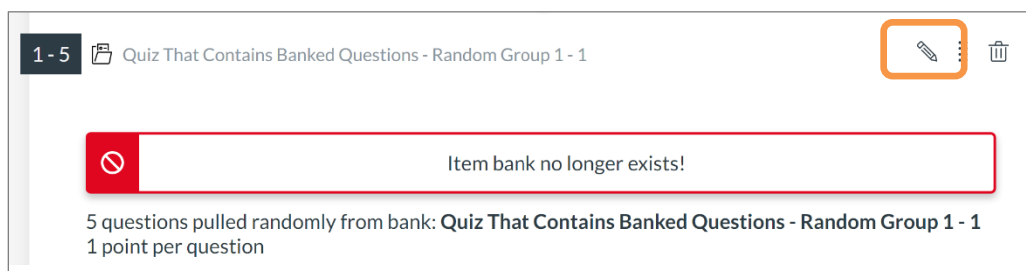
*Click/press the pencil (edit function) to open the Random Group to relink the Item Bank*
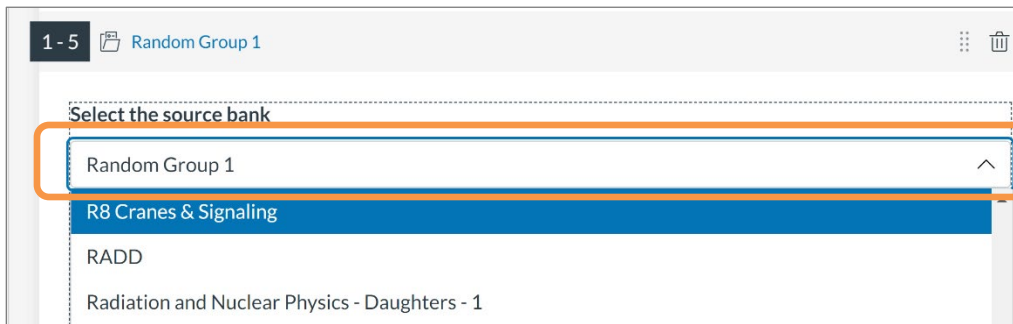
Click/press the dropdown to search for and select the appropriate Item Bank, once it has been created

Adjusting Shares and Permissions

Any new Item Bank created this way will be fully functional and available to anyone who is enrolled as a Teacher in the course. In many cases, this is not desirable. If you wish to adjust the permissions, follow these next steps. One reason for adjusting the permissions is to acquire "ownership", or to disassociate the Bank from the course.

- Item Banks are organized under 4 headings. In your Item Bank listing, choose to search for Banks that are located in the course by choosing **This Course** in the dropdown selector.
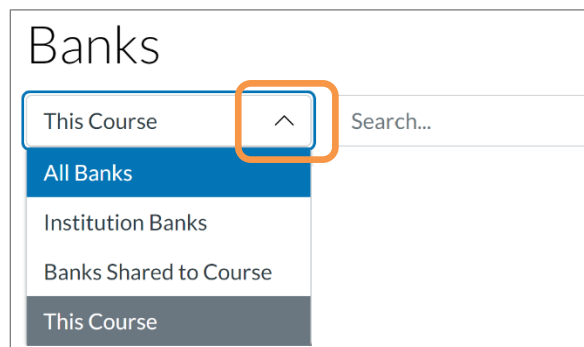
- Locate the Item Bank in the listing, and click/press its **Share** options.
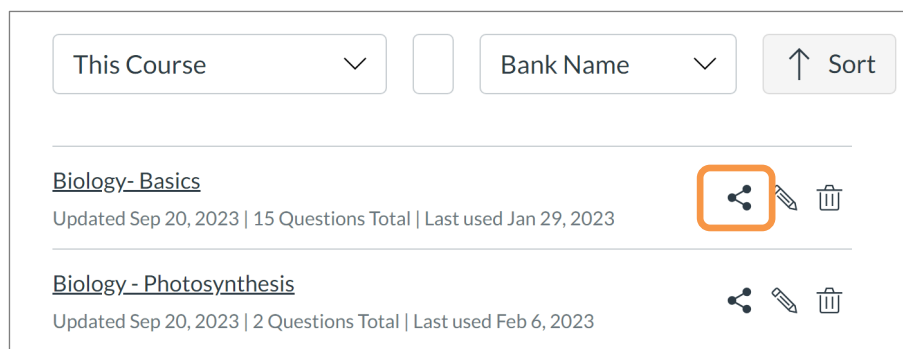
- Enter a name (possibly yours) in the **Share With** text field. When the system returns the name, click on the name to add it to the field, choose the **Access** you wish the user to have (**Can View** or **Can Edit**), and click/press the green **Add** button.

- Continue this process for any additional users (or courses) and click/press the blue **Done** button.

You can also choose to "Unshare" the Item Bank with the course, or remove any existing share.

- In your Item Bank listing, click/press the **Share** options for the new Item Bank. Click/press the **Courses** tab under the **Currently Shared with** heading.
- You'll see the name of the course. Click/press the **trash** button beside the course name to remove the share, and complete the action by clicking **Done**.

Moving Questions to Item Banks

Eventually, you'll find questions that you'd created and stored directly in quizzes that you'd like to move into Item Banks. This can eliminate any concerns about the versioning of questions; with Item Bank storage, there is only one source of a question and it is not duplicated when the course is copied from one delivery to another, or shared with a colleague.

Method 1- One at a Time

This method is appropriate when moving smaller numbers of questions.

- Enter the New Quiz that contains the questions you wish to move.
- In the menu to the upper right of the question, click/press the "pencil" to open the question in the editor.

- Click/press the **Item Banking** banner below the question.

- Click/press **Add to Bank.**
- Choose **Existing item bank** or **New item bank.**

- o An **Existing** Bank is one that you've already created or that's been shared with you. To add to an existing Bank, select the appropriate Bank in the dropdown selector.
- o If you choose to make a new bank, select **New** and enter an appropriate name.
- o Click/press **Add**. The question has now been moved to the Item Bank.

Method 2- All at Once

This method is appropriate for moving large numbers of questions, and involves exporting the quiz, and subsequently importing the .zip file to an Item Bank.

There are currently two ways to create the export- via Settings > Export Course Content, or via the New Quizzes interface. Below is the recommended method.

- Enter the New Quiz that contains the questions you wish to move, and enter the **Build**.
- Click/press the **Exports** tab, and click/press **Create Export**.
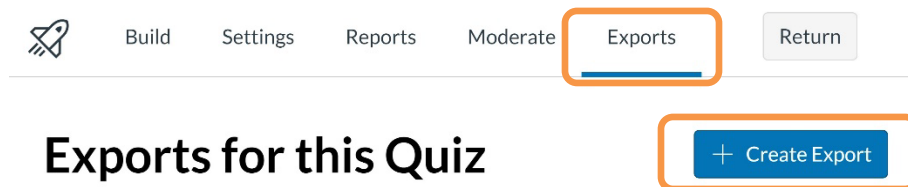
- On the page, a new link will appear to the downloadable file. Click the link to download/save it to your computer.
- Click/press on the **Item Banks** course navigation menu link to enter your Item Banks.
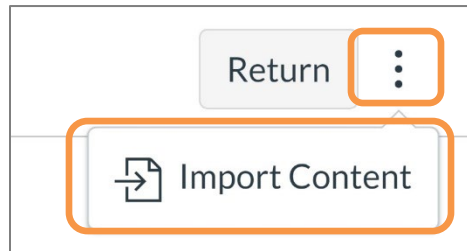- Click/press the **+Banks** button. Enter an appropriate name for the Bank, and click/press **Create Bank.**
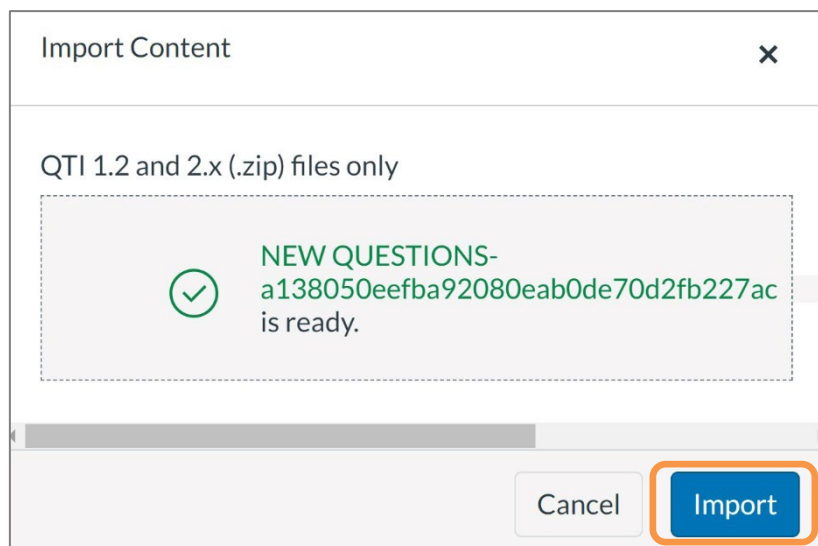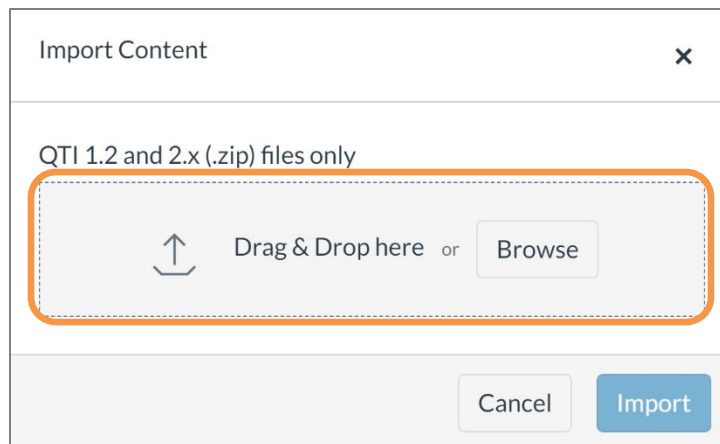
- Sort through your Item Banks and click/press on the name of the one you just created.
- In the upper left of the screen, click/press the three dots (options) to reveal the **Import Content** button. Click/press the button.

- Drag the .zip file that you created via the Export function earlier to the target area, or **Browse** and select the .zip file.

- Once the file has uploaded, and confirmed as an allowable file, click/press the **Import** button.
- Click **Done.**

Note that the Item Bank will be renamed to the name of the quiz from which you migrated the questions. If you choose, you can always enter the **edit** button and rename the Item Bank.