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# 1 Introduction

QTI converter is a tool for creating questions on Canvas using MS Excel. Questions can be created offline using Microsoft Excel and uploaded to Canvas using the QTI packages generated base on the question .zip file.

VLE website: <https://www.edcity.hk/vle/zh-hant/tool/question/excel>

Canvas: <https://hkedcity.instructure.com>

## 2 Question .zip File Structure

The question .zip file includes an excel file named **vle\_excel.xlsx** and all other supporting documents. The excel file contains the assessment items. A sample .zip file for each question type is available on [VLE website](#).

To include special contents in the excel, a table of rules to follow is given below.

contents	patterns	example
Image	#filename#	#abc.jpg#, #images/def.gif#
Fill in the Blank correct answer	[[correct answer1,correct answer 2,...]]	[[dog]] [[apple,apples]]
Multiple dropdowns possible answers	[[Choice 1,Choice 2,...]]	[[dog,cat]] [[red,green,blue]]

Important things to know:

1. The question images or the folders that contains the question images must be in the same folder as **vle\_excel.xlsx**.
2. The question excel file must be named **vle\_excel.xlsx**
3. Only one worksheet is allowed in **vle\_excel.xlsx**

# 3 Question Types

This section explains how to create questions in MS Excel using the predefined columns for each question type.

## 3.1 Multiple Choice (MC)

Column	Description	Format	example
qn_body	Question body	Text, can contain images with format #images/def.gif# #filename#	What is 10+5? images
qn_img	Question image, append to question body	Image path/name	image1.png, images/abc.jpg
correct_ans	Index of the <b>correct</b> answer	Number, separated 1,2 by comma (,) if there is more than one correct answer	
answer_x	List of possible answers, starting from	Text, can contain images with format #filename#	Apple where x is the index of the image with format #banana.jpg# answer_1

## 3.2 Fill in the Blank / Fill in multiple Blanks

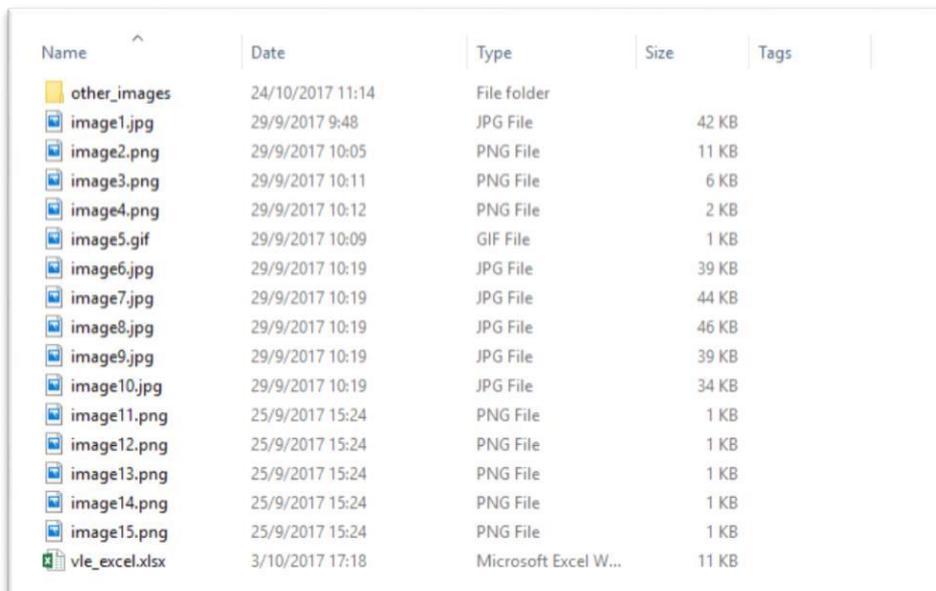
Column	Description	Format	example
qn_body	Question body and <b>correct</b> answer	Text, can contain images with format #filename#. Correct answer has format [[Answer]], separated by comma (,) if there is more than one correct answer	#images/def.png# The picture shows [[dog]]. 10+[[5]] = 15
qn_img	Question image, append to question body	Image path /name	image1.png, images/abc.jpg

### 3.3 Multiple Dropdowns

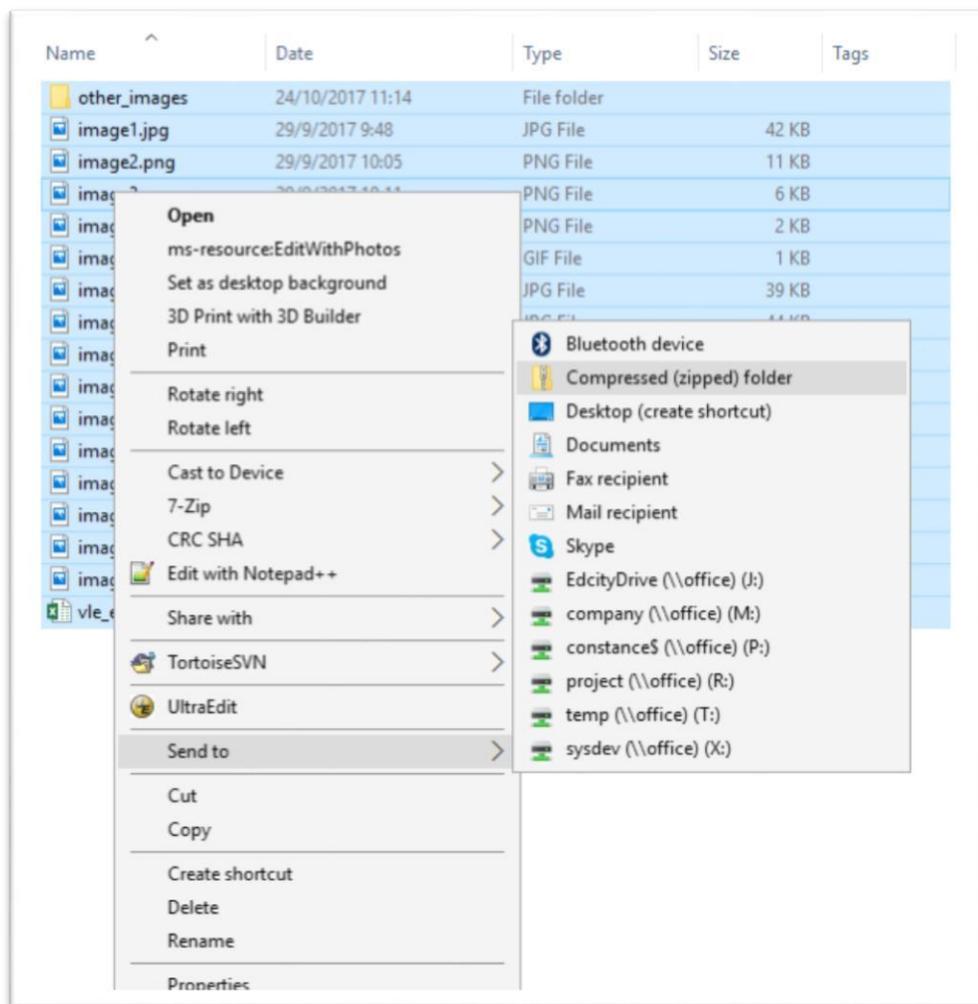
Column	Description	Format	example
qn_body	Question body and possible answers	Text, can contain format #image2.jpg#	[[10,15,20]] is 10+5? images with The #filename#. Possible picture answers have format [[dog,cat]]. [[Choice 1,Choice 2,...]]
qn_img	Question image, append to question body	Image path /name	image1.png, images/abc.jpg
answer_x	List of <b>correct</b> answers, where x is the order of the dropdowns in question body, starting from answer_1	Text	15 dog

## 4 Prepare Question .zip File

1. Create a new folder containing the question excel file named **vle\_excel.xlsx** and all other related resources.



2. Select all files in the folder and right-click on one of the selected files. Choose “Send to” -> “Compressed (zipped) folder”.



3. A .zip file will be created in the folder. You can rename the .zip file.

other_images	24/10/2017 11:14	File folder	
image1.jpg	29/9/2017 9:48	JPG File	42 KB
image2.png	29/9/2017 10:05	PNG File	11 KB
image3.png	29/9/2017 10:11	PNG File	6 KB
image4.png	29/9/2017 10:12	PNG File	2 KB
image5.gif	29/9/2017 10:09	GIF File	1 KB
image6.jpg	29/9/2017 10:19	JPG File	39 KB
image7.jpg	29/9/2017 10:19	JPG File	44 KB
image8.jpg	29/9/2017 10:19	JPG File	46 KB
image9.jpg	29/9/2017 10:19	JPG File	39 KB
image10.jpg	29/9/2017 10:19	JPG File	34 KB
image11.png	25/9/2017 15:24	PNG File	1 KB
image12.png	25/9/2017 15:24	PNG File	1 KB
image13.png	25/9/2017 15:24	PNG File	1 KB
image14.png	25/9/2017 15:24	PNG File	1 KB
image15.png	25/9/2017 15:24	PNG File	1 KB
mc.zip	24/10/2017 11:27	Compressed (zipp...	208 KB
vle_excel.xlsx	3/10/2017 17:18	Microsoft Excel W...	11 KB

## 5 Upload Procedures

The upload procedure for creating questions on Canvas using MS Excel is split into two parts.

### Part A: Generate QTI packages

1. In the drop-down menu, select the question type.

Quiz Type: Data Type ▼

2. Enter the title of the quiz. By default, the title would be "Unnamed Quiz".

Quiz Type: MC ▼

Quiz Title: Unnamed Quiz

3. Click the **Choose File** button to select the question .zip file you want to upload.

Quiz Type: MC

Quiz Title: Final Exam

Select Your .zip File: Choose File No file chosen

4. Click the **Upload** button to upload the question .zip file.

Quiz Type: MC

Quiz Title: Final Exam

Select Your .zip File: Choose File mc.zip

Upload

5. A QTI package (.zip file) will be automatically downloaded after conversion is completed.

## Part B: Import the QTI packages in Canvas

1. In Course Navigation, click the **Settings** link.

Quizzes

Modules

Conferences

Collaborations

SCORM

Chat

Settings

2. Click the **Import Course Content** button on the right-hand side.

-  Student View

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-  Course Statistics

---

-  Course Calendar

---

-  Conclude this Course

---

-  Copy this Course

---

-  Import Course Content

---

-  Export Course Content

---

-  Reset Course Content

---

-  Validate Links in Content

3. In the drop-down menu, select the **QTI .zip file** option.

## Import Content

Content Type QTI .zip file

4. Click the **Choose File** button to select the QTI package generated in Part A.

## Import Content

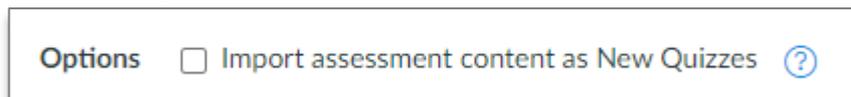
Content Type QTI .zip file

Source Choose File No file chosen

5. Leave **Default Question bank** to its default value. A new question bank containing the quiz questions will be created, which has the same name as the quiz title.

Default Question bank Select question bank

6. Uncheck "Import assessment content as New Quizzes"



7. Click the **Import** button.



8. When the import has completed, view the quiz by accessing the Quizzes link in Course Navigation.

## Current Jobs

QTI

...0171003\_1604365258.zip

Oct 3 at 5:23pm

Completed

Pages

Files

Syllabus

Quizzes

Modules

Conferences

Collaborations