Canvas Quiz Building with CETL QTI Web Tool

Overview

This guide will show you how to create a quiz using **CanvasQTI** and export to your Canvas course.

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Formatting Quiz Questions

Your quiz questions must be properly formatted for the CanvasLTI tool to accurately identify question types and answers. The tool separates each question by looking for **blank lines** between blocks of text.

General Requirements

- **Question Numbering:** Each question should begin with a number followed by a period or parenthesis (e.g., **1.** or **1)**), though **not required** as the tool will automatically strip these for the final import.
- **Assigning Points:** You can specify point values in parentheses or after a colon anywhere in the question block (e.g., **(5 points)** or **Points: 10**). If omitted, questions default to 1 point.
- **Identifying Answers:** Every question—except for Essay types—must end with the word **Answer:** followed by the correct value.

Question Type Formatting

The tool uses specific structural markers to determine how to process your questions:

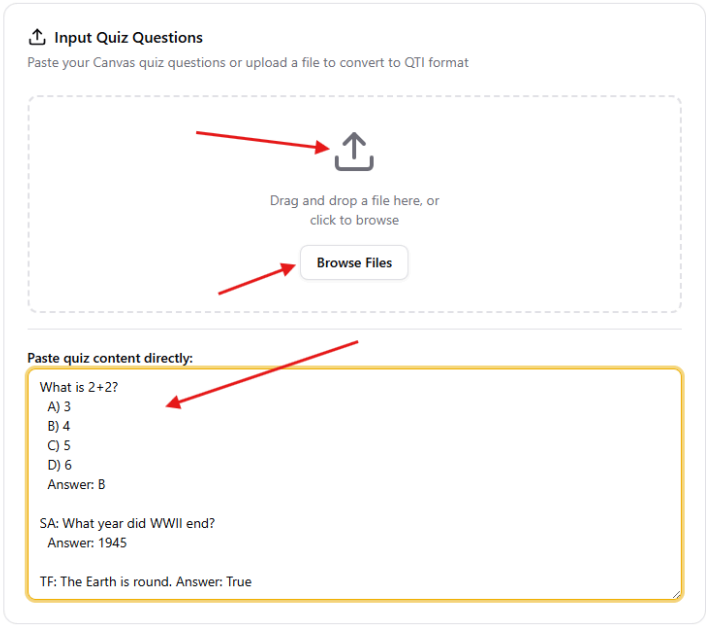
- **Multiple Choice:** List your options using a letter followed by a period or parenthesis (e.g., **A)** or **A.**). End the block with the correct letter choice. Ensure that you list the answer choices below the question
    - *Example:* 1. What is the capital of California?
      A) San Francisco
      B) Sacramento
      Answer: B
- **True/False:** Prefix the question with **TF:** or **True/False:**. The block must end with **Answer: True** or **Answer: False**.
    - *Example:* TF: The sun is a star. Answer: True
- **Short Answer:** Prefix the question with **SA:** or **Short Answer:**. End the block with the exact text answer.
    - *Example:* SA: Who wrote 'Romeo and Juliet'? Answer: William Shakespeare
- **Fill-in-the-Blank:** Use at least two underscores (**____**) within your question text to indicate a blank. End the block with the word to be filled in.
    - *Example:* The process of plants making food is called _____. Answer: Photosynthesis
- **Essay:** Prefix the question with **Essay:**. These questions do not require an "Answer:" line as they are manually graded in Canvas.

Building Quiz

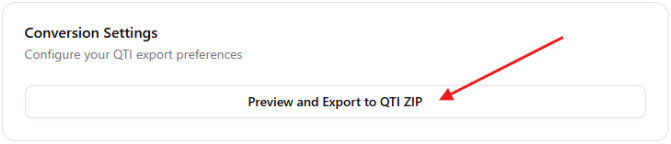
Navigating the Dashboard

The Dashboard is your central workspace for converting documents and verifying your quiz before it is finalized.

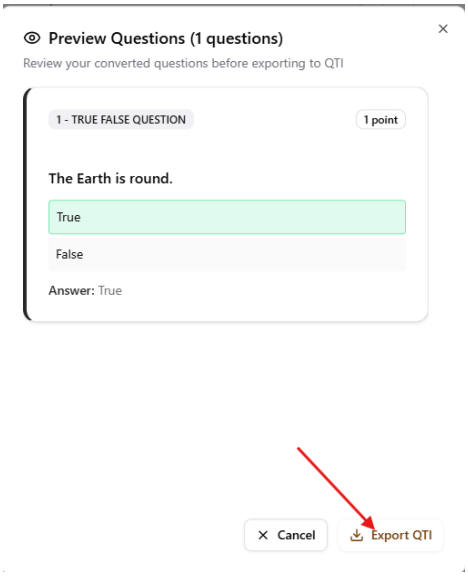
Step 1: Inputting Content: You can either type or paste your text directly into the **Text Editor**, or use the **File Upload** area to select a saved document (such as a .docx or .pdf file).



Step 2: Parsing: Once your content is loaded, click the **Preview and Export to QTI ZIP** button. The tool will begin analyzing your text to identify the questions and answers based on the formatting rules mentioned above.



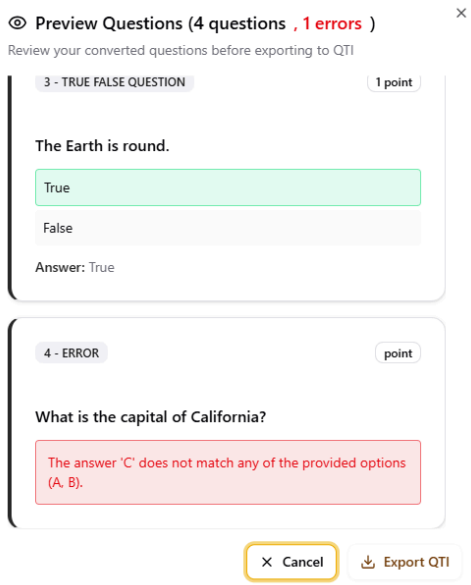
Step 3: Generating the Export: After the parsing is complete a preview window will pop up showing you your question. After you have reviewed the questions, click **Export QTI**. This will download a file to your computer that is ready to be imported directly into Canvas.



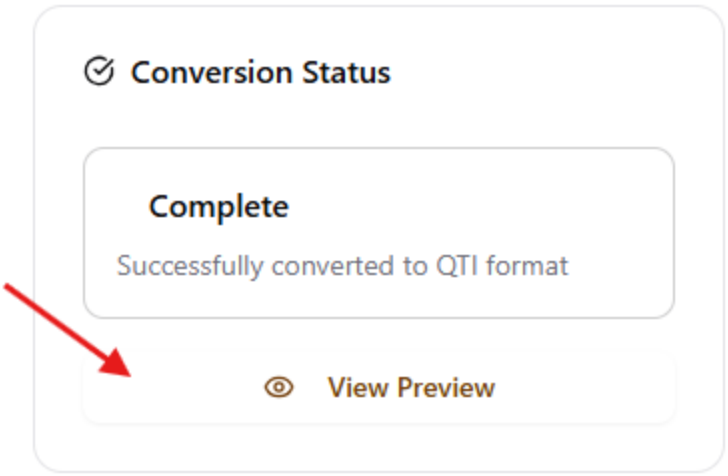
Using the Question Preview

The **Question Preview** area appears after you click "**Preview and Export to QTI ZIP**" and is your most valuable tool for ensuring accuracy.

- **Reviewing Questions:** Each question will appear in a list. You can view a question and see exactly how the tool interpreted your text, including the question wording, the available choices, and which answer was marked as correct.
- **Troubleshooting Errors:** If a question was not formatted correctly (for example, if choices were put on the same line or the "Answer:" line was missing), the Preview area will highlight the issue.
- **Error Hints:** Rather than simply failing, the Preview will attempt to provide a hint about what went wrong. For example, it may notify you if a question is missing answer choices or if the correct answer could not be identified. If you see an error, you can simply correct the text in the editor and click "Parse Questions" again to see the fix.

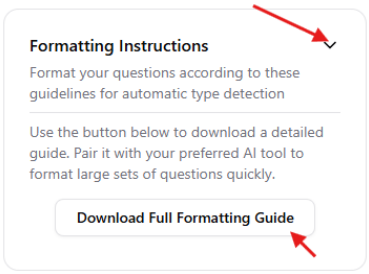


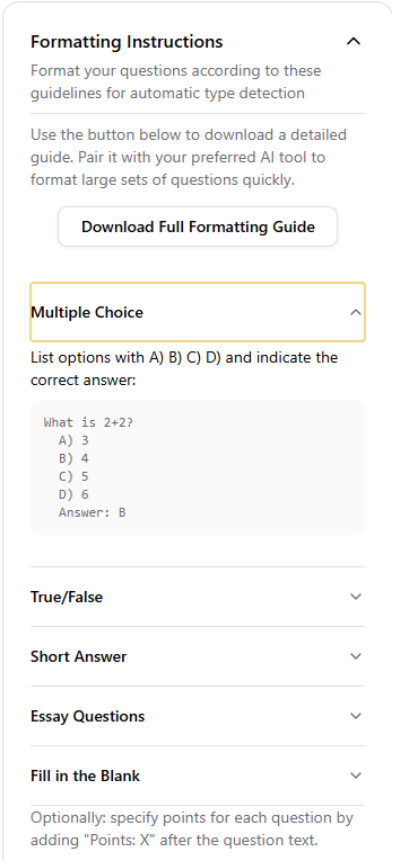
- **Technical Hint:** If you ever close the Preview window and do not know how to return to it, that's okay, just find the conversion status at the bottom right and click "**View Preview**" once again.



Onboard Formatting Instructions

For quick assistance, refer to the built-in guide located directly on the dashboard. We also provide a downloadable instruction document that you can share with your preferred AI assistant (such as ChatGPT or Gemini) to help you automatically reformat your existing quiz documents.





Publish to Canvas

This application gives you a Canvas Compliant QTI Export package. If you need assistance importing into Canvas follow the following Guide here.