

CANVAS: How to Share an Item Bank in New Quizzes

The person who creates a New Quiz Item Bank owns it. Item Banks are associated with the owner's netID and are not stored in any specific Canvas Course. Access rights to Item Banks are not transferred to the next instructor if a course is copied. An Item Bank owner can share access to it by giving another person "viewing" or "editing" rights.

- **'View access'** allows the second person to see the contents of an Item Bank, link to the Item Bank as a whole, or link to individual questions within it; they cannot add, delete, or change questions in the Item Bank.
- **'Edit access'** allows the second person to change the bank (add, delete or alter questions); any changes made affect every quiz, in every course, that uses that bank.

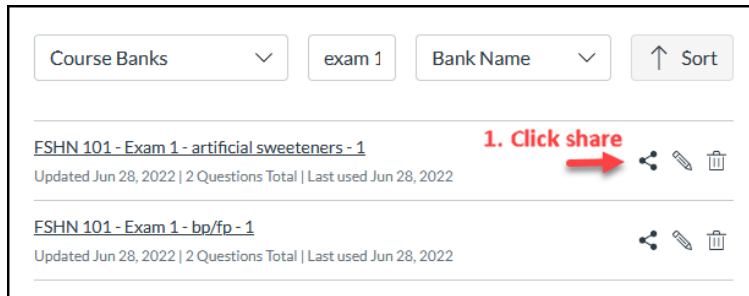
Recommendations:

- Only give another person "Edit" access to a bank if you are finished using it.
- To reduce the number of Item Banks you see, remove yourself as an Item Bank owner after giving another person 'edit' rights.
 - Caveat: If an Item Bank is created by migrating a Classic Quiz, then the person who did the migration owns the Item Bank and cannot remove themselves.

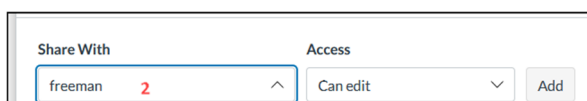
Process for sharing an Item Bank:

To share Item Banks with another Instructor, must share each bank individually, as follows:

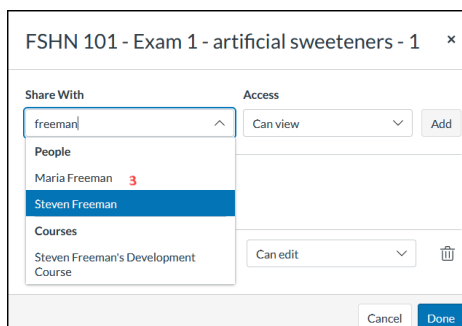
1. Click Item Bank **SHARE** icon



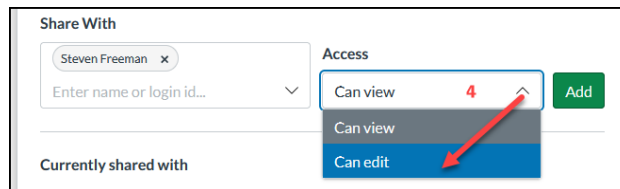
2. **Enter name** to search for
After a moment, a list of found names appears.



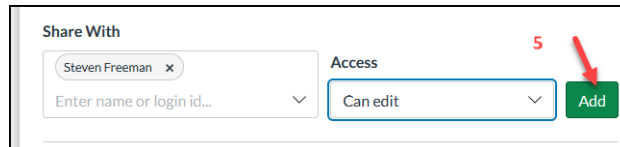
3. Click the **name of instructor** on the list.



4. Change **ACCESS** to “Can edit”

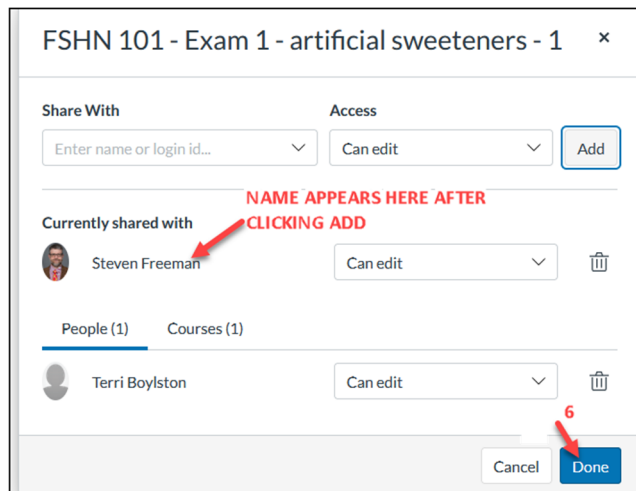


5. Click **ADD****



6. Verify the instructor's name and access type (view or edit).

Click **DONE** button** in the bottom right corner.

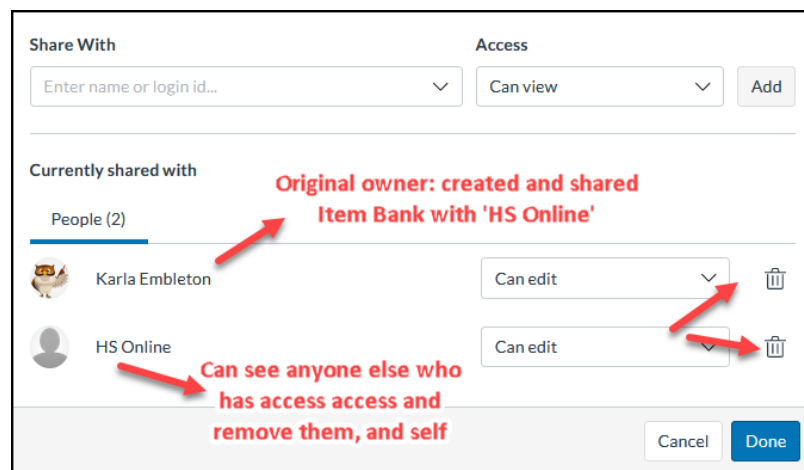


Removing access to Item Banks

Made Item Banks:

Any course instructor can go to Item Banks and create a new one by clicking + Bank.

- The original owner can delete the bank
- The original owner can share this bank, with edit or view access rights.
- After sharing a bank, the original owner can remove their own access to the bank.
- The person with whom the bank has been shared with edit rights can delete anyone else on the editor list, including the original owner.



Migrated Item Banks:

An Item Bank can be created by converting a Classic Quiz that contains one or more groups of questions into a New Quiz. Each group of questions in the classic quiz becomes a New Quiz Item Bank that is owned by the person who did the conversion.

- The original owner can delete the Item Bank.
- The original owner can share this Item Bank.
- The original owner **does not** see their own name in the Item Bank's SHARE list, so cannot remove themselves.
- The person with whom the Item Bank is shared does not see the original owner's name in the Item Bank's SHARE list and so cannot remove them.

Share With **Access**

Enter name or login id... Can view Add

Currently shared with

People (1) Courses (1)

HS Online Can edit

User with whom a migrated Item Bank is shared as editor, can remove self but not original owner.

Cancel Done

Notes about Item Bank transfer/sharing process:

- Sharing access can be a very laborious process if multiple Item Banks are used by a course.
- Keep track of what you have done because there is no summary on the main Item Bank screen to indicate who has access to each bank. To check access rights, you need to click and view each bank's share settings individually.
- It is easy to make mistakes: specifically, it's easy to miss steps 4 and 6. These errors will not be obvious unless you go back and check each Item Bank individually.
- There are no tools on the main Item Bank screen to help you keep track of what you have edited - the "Last Used" and "Last updated" sorting tools do not respond to access setting edits.
- After viewing an Item Bank's share settings, the Item Bank list displays from the top again ... this may cause you to spend a lot of time scrolling down the list. Sorting the list in different ways may reduce scrolling.
- If you have not labeled the Item Banks with the original course's name, it could be difficult to determine which Item Banks to share.

- Take care not to give people “edit access” to an Item Bank used by multiple courses, unless you REALLY want to. Any changes made by one person affect every course and every quiz that uses the bank. Changes are not limited to just the Canvas courses they own.
- Item Bank names do not need to be unique, i.e. it’s possible to have multiple banks with the same name. Avoid the confusion this causes by careful naming. If you share an Item Bank, it should be named in such a way as not to be confused with the banks that person already has access to.
- You cannot copy an Item Bank and you cannot export an Item Bank.