

5 Simple Steps to Export your Quizzes from Seaport

Exporting your quizzes from Seaport is an extremely simple process.

1. Log into your Seaport course and view your quizzes.
 - You can do this from within your course by clicking on the **Quizzes & Exams** link (Image A). This will list all of the quizzes and exams in the chosen course.



Image A

2. When viewing your quizzes and exams you will see an **Edit** link (Image B). Click on this link for the quiz or exam that you wish to export.

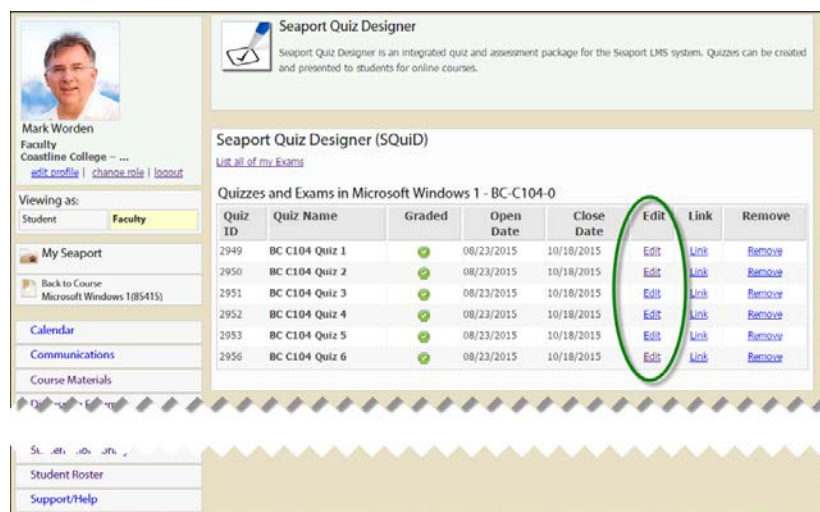


Image B

- This is a page that you've probably seen many times (Image C). Notice that at the bottom of this page is a link titled **Export to Canvas QTI**. Click this link.

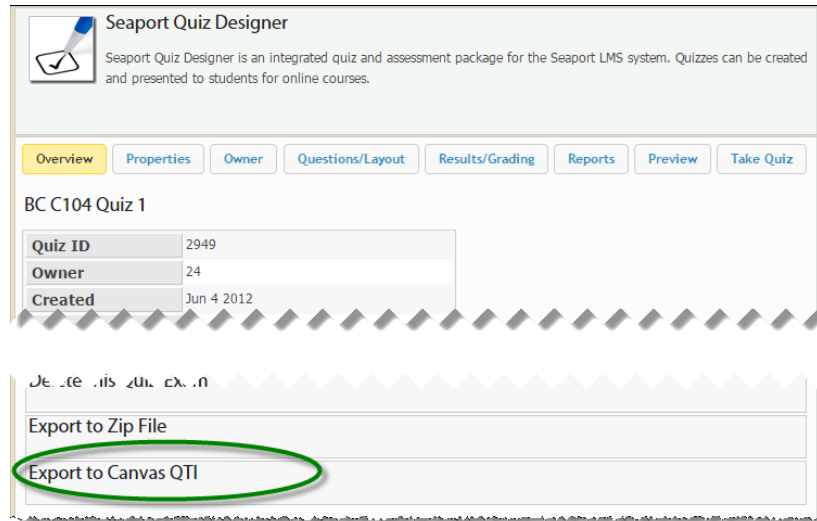


Image C

- Once you click on the **Export to Canvas QTI** link, a compressed file will download to your computer. This file will normally download to your computer's Download folder, but it could go somewhere else if that is how you have it set. You will need to know where downloaded files are stored on your computer.
- Repeat this process for every quiz or exam that you wish to save.

NOTE: That is all that you need to do with Seaport for quizzes and exams. The next step, importing your quizzes and exams into Canvas, is found in another job aid.