

### Introduction

This document shows the process needed to export questions from a course evaluation and then import the file into a new evaluation the following semester. The exported file is in XML format.

### Exporting Questions

1. Access the course evaluation
2. Click on the “Templates” tab (Fig. 1)

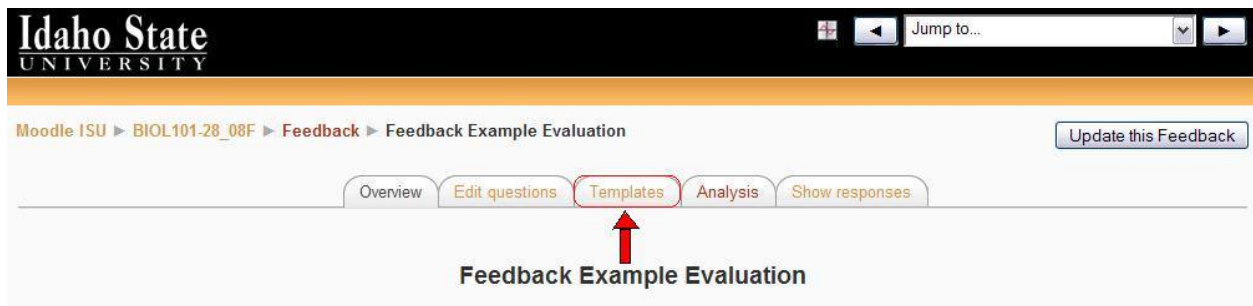


Figure 1

3. Click on the “Export questions” link at the bottom of the page (Fig. 2)

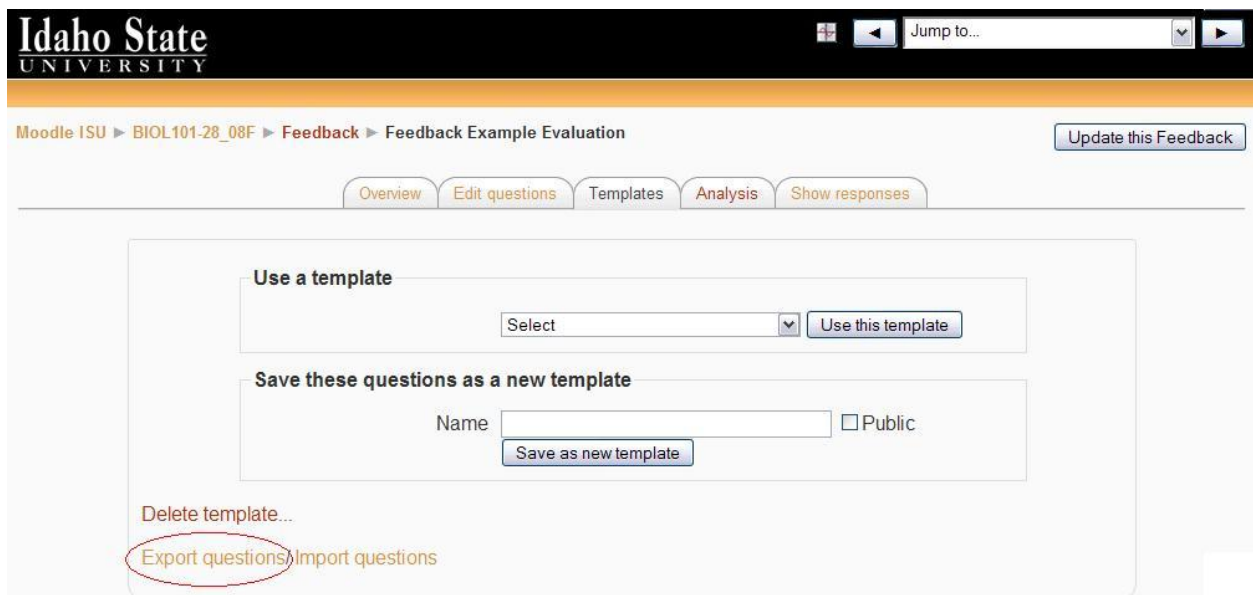


Figure 2

4. Save file to somewhere you can easily locate it (e.g., My Documents or Desktop) and click on “OK” (Fig. 3)

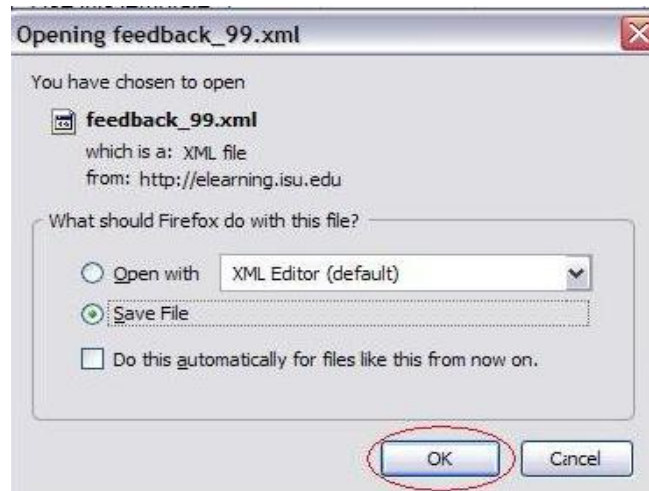


Figure 3

## Importing Questions

1. Access the course evaluation
2. Click on the “Templates” tab (Fig. 1)
3. Click on the “Import questions” link at the bottom of the page (Fig. 4)

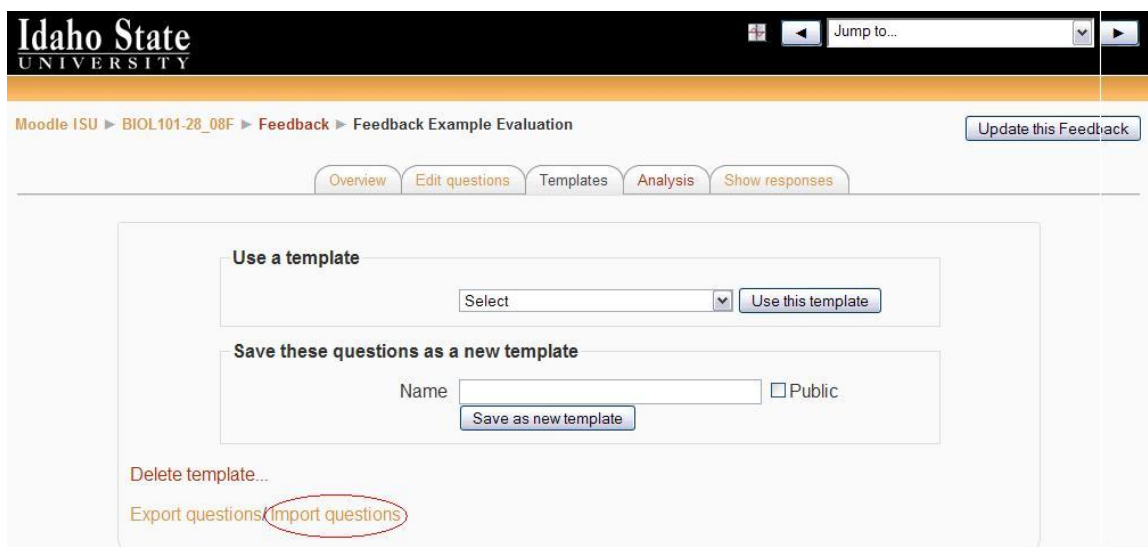


Figure 4

4. Click on “Choose a file” (Fig. 5)

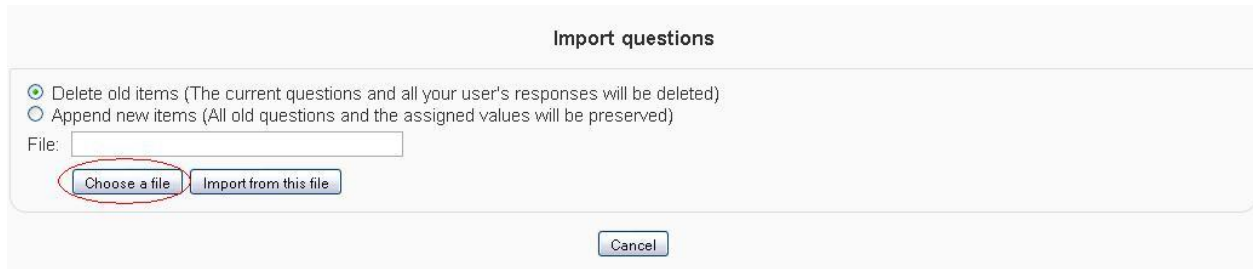


Figure 5

5. Click on “Upload a file” (Fig. 5)



Figure 5

6. From there click on “Browse” (Fig. 6)

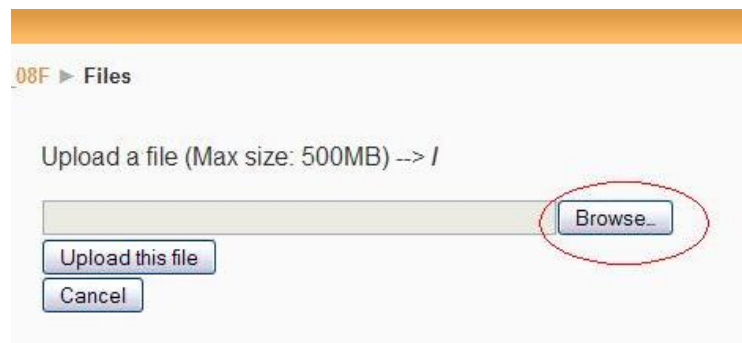


Figure 6

# ITRC Guide

## Importing / Exporting Feedback Questions – Appendix D

7. Locate the XML question file you previously saved, double-click to select the file, and then click on the “Upload this file” button (Fig. 7)

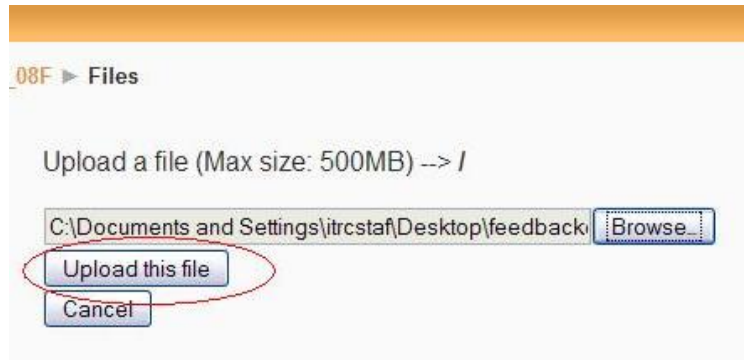


Figure 7

8. Locate the uploaded file in the files area. Click on the “Choose” link to the right of the file.



Figure 8

9. Click on “Import from this file”

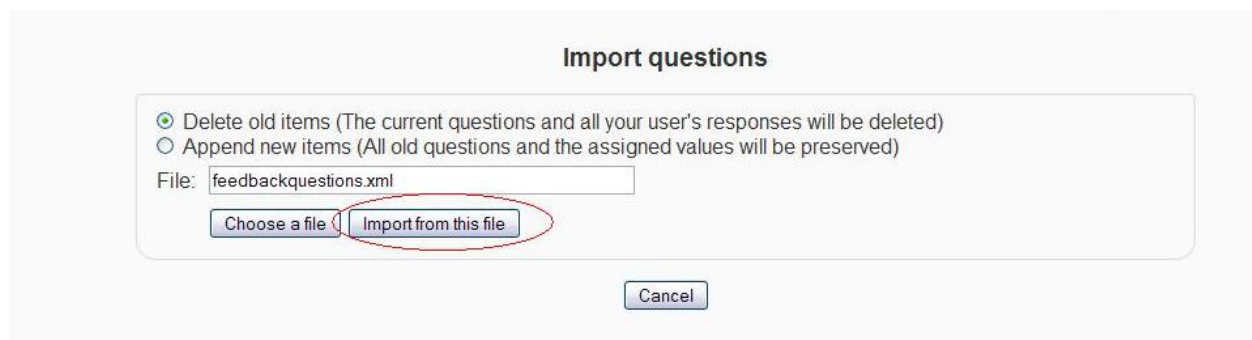


Figure 12

10. Next, the message “Import Successfully” will appear on the screen and your questions will be in the course evaluation. You can click on the “Edit Questions” tab to view them



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