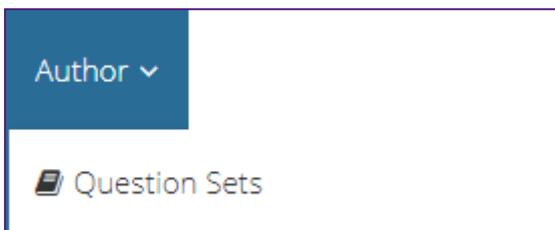


## Copying a question set from Staff Training to Production

If you have created a Question Set in the [uqstafftrainingone.inspera.com](https://uqstafftrainingone.inspera.com) environment, it needs to be copied across to the [uqi.inspera.com](https://uqi.inspera.com) Production environment for students to be able to access it. Below are instructions for how to do that.

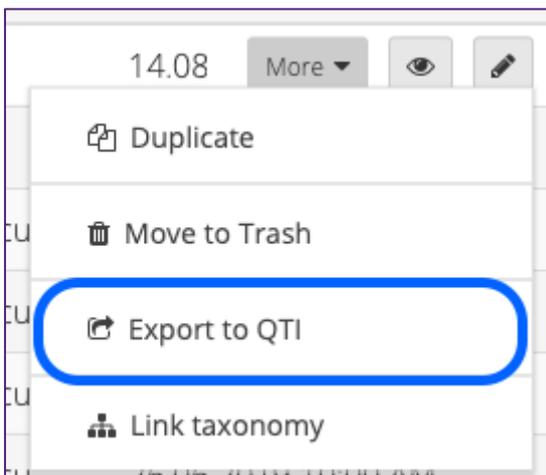
1. Go to the admin area of the Staff Training environment - <https://uqstafftrainingone.inspera.com/admin>
2. Go to **Author > Question Sets**



3. Find the Question Set you wish to copy and click the **More** dropdown that appears to the right when you hover over it.

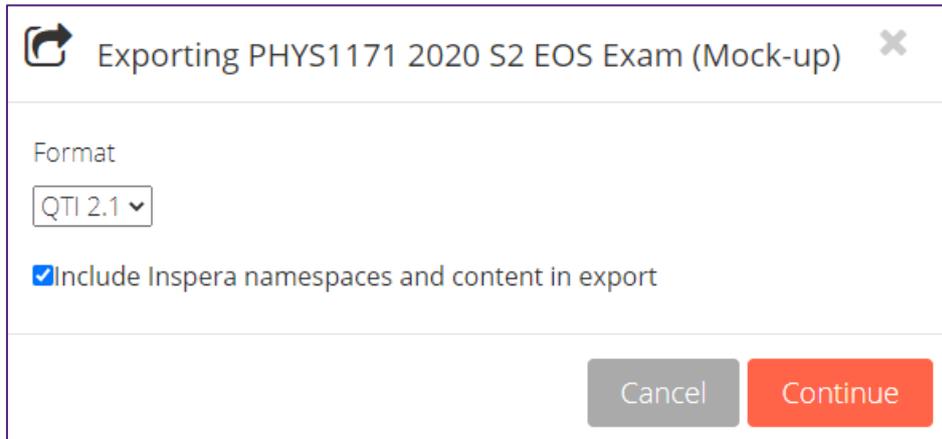
<input type="checkbox"/>	Title	Created by ^	Last edited			
<input type="checkbox"/>	New Question Set	Admin Encripto	14.08	More ▾		

4. Choose **Export to QTI** from the menu.



(This can also be achieved by ticking the box next to the Question Set you wish to copy, then choosing **Export as QTI** in the context menu that appears at the bottom of the screen)

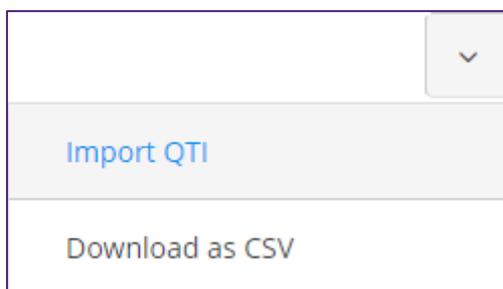
- In the dialogue box that appears, choose **QTI 2.1** as the format and tick the **Include Inspera namespaces and content in export** box.



- Click **Continue** and the Question Set will commence exporting.
- Click **Download ZIP** when it's done to save the exported Question Set to your computer, then click **Done**. Make a note of where the file was downloaded on your computer. This will likely be your computer's Downloads folder.
- Go to the admin area of the Production environment - <https://uqi.inspera.com/admin>
- Go to **Author > Question Sets**



- Click the **chevron icon** to the left of the Create New button in the top-right corner, then choose **Import QTI**.



- In the dialogue box that opens, browse to the location on your computer where the ZIP file you exported from Staff Training was saved. This will likely be your computer's Downloads folder.
- Select the ZIP file from your computer and click **Open**.

13. A dialogue box will appear, asking how you would like to handle duplicate questions. Select **Create new**, then click **Import now**.

You are about to import  
**Pool\_ExportFile\_PHRM3011S\_7120\_23135\_2020\_LectureQuestions\_HeartFailure\_Quiz.zip** (File size: 10 KB)

**How would you like to handle duplicates?**

Update existing  
This will create a new revision of existing items

Create new  
This will create new items

Import now

14. After the import is complete, find the Question Set in the Question Sets list and hover over it, then click the **Preview** icon.



15. Preview all the questions in the Question Set to ensure they have copied across as expected. In particular, check images, audio, video, hyperlinks, download links, and PDF panels.

**Note:** All Questions within your Question Set will have a new Label added to them during the copying process. This indicates where the Question was exported from. These Labels may be removed, if you wish, by deleting the export label on each question individually.

