Using Respondus with Canvas

Import Test to Canvas

Link to download: https://clear.unt.edu/supported-technologies/respondus

Steps for uploading an exam:

1. Open **Respondus** and make sure the **Current Personality** is **Instructure Canvas**.
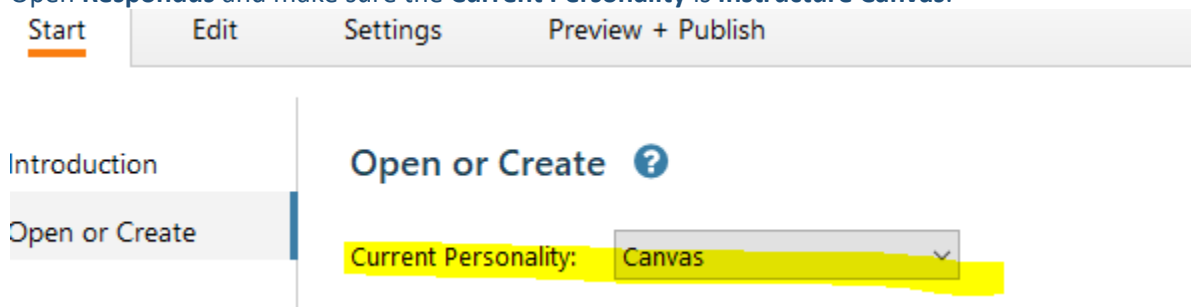
2. Select the **Import Questions**
3. Choose the file type. (This will be whatever type of document your exam is saved as.)
4. Click Browse to select your exam file
5. Give the exam a name (this name will appear in Canvas)
6. Click Preview
7. If there are no warnings, click Finish
8. Click Preview + Publish, then Publish to Canvas
9. Add a new server from the dropdown menu
10. Click Next, then enter the required information
11. Click Next, then Finish
12. Click Next again, then choose your desired options and click Next
13. Wait for the window to say that the publishing process is complete and then *select* **Finish**.
14. *Open* your **course** and verify that your quiz or question bank was created or replaced. You can now change the settings of the object as you would to an object you made directly in Canvas.

For additional Respondus help and information, go to http://respondus.com/products/respondus/demos.shtml

Exporting from Canvas to a Word Document

This is a 2-step process. Each Quiz must be exported from Canvas and imported to Respondus as a separate file.

Step 1 - Export the Quiz from Canvas

1. Go to your course
2. Go to Settings
3. On the right side of the page, select "Export Course Content"
4. Choose "Quiz," then select the quiz you would like to download
5. Click "Create Export"
6. Click "New Export" and the file should download to your computer

Step 2 - Import to Respondus/ Export to Word

1. Open Respondus.
2. Set the Personality to "IMS QTI"
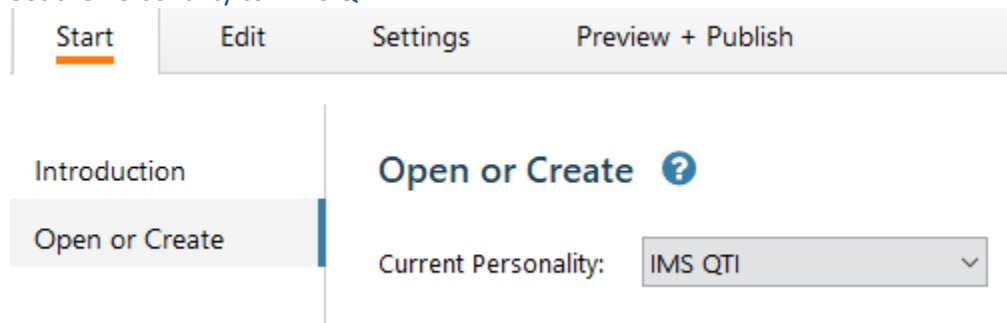
3. Select "Import Questions"
4. Click Browse- You will need to change "Type of File" to the file name extension options to look for "Zipped IMS QTI package" - this will not be the default. When you see your exported files, select the one you want to import and click Open.
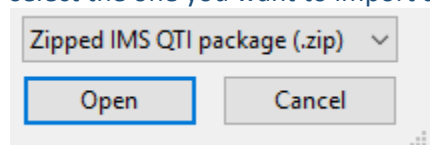
5. Select the rest of your desired options
6. Select "Preview." If there are no warnings, select "Finish."
7. Click on the "Preview & Publish" tab.
8. Choose "Print Options" from the left navigation menu, then select "Save to File"
9. Give the Word document a name
10. Click "Save"

Once in Word, you can make changes and updates as needed to suit your purpose.