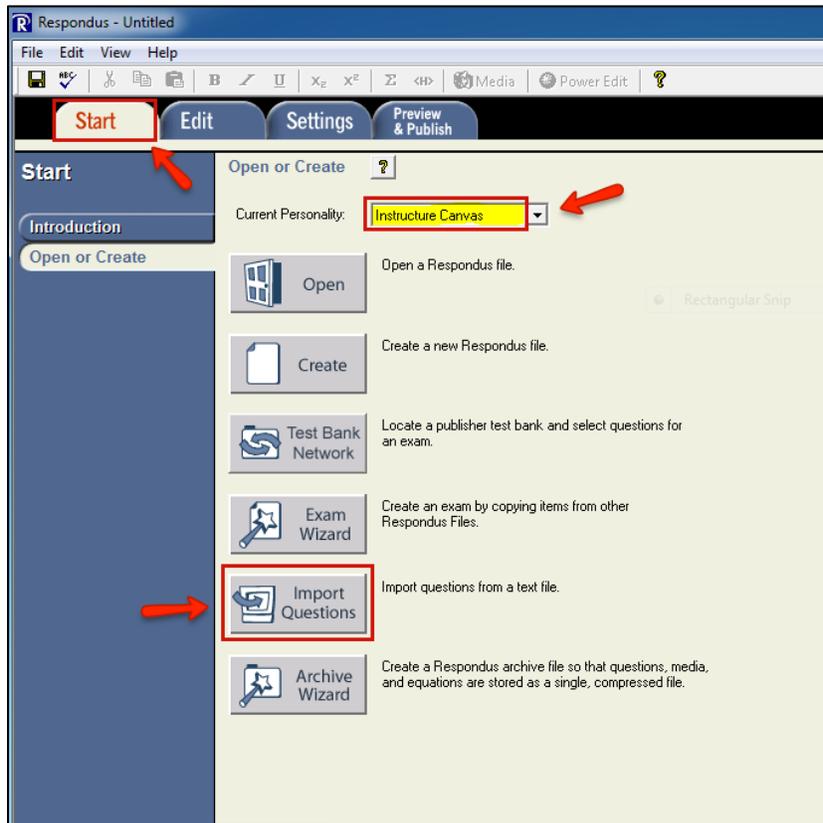
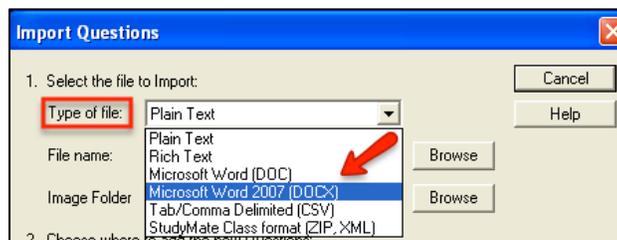


Import Questions into Respondus and Publish a Test to Canvas Last updated 9-6-2016

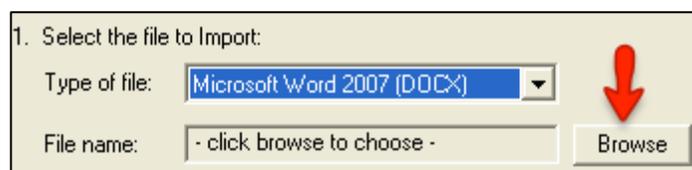
1. Launch the Respondus program and with the Start menu selected (default after opening), click the “Import Questions” button as seen below:



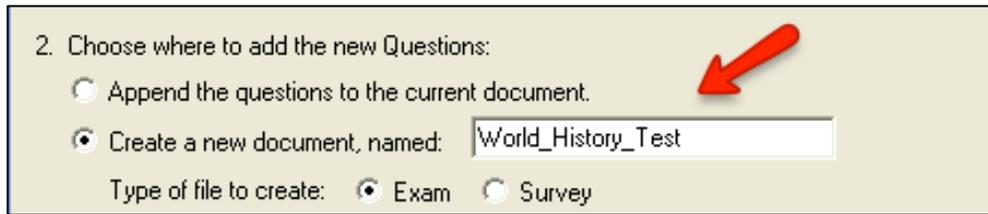
2. The next screen that appears will first require that you select the file type that the test was saved in. In this case we will select (DOCX) but note the other options available, as well. It is to be the format your file was saved in.



3. Next click Browse to locate the test file to import to Respondus.



4. Under #2 be sure, "Create a new document named:" is selected and type a name for your test.



2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

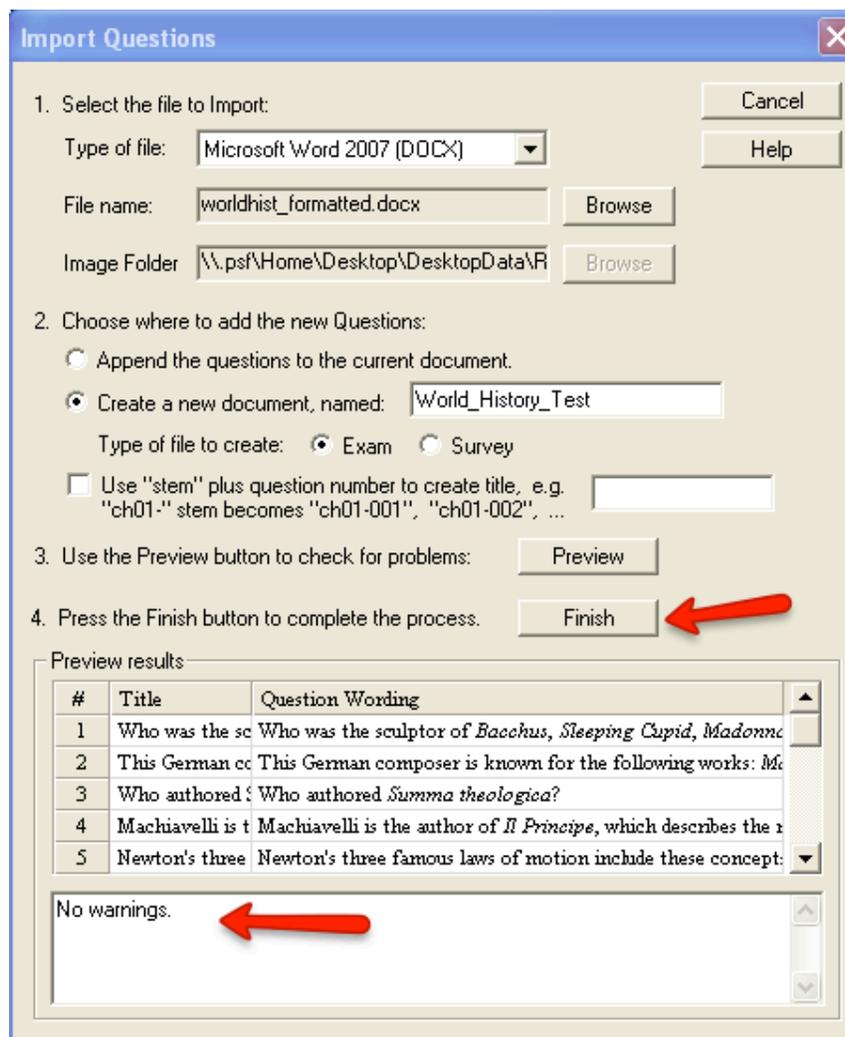
Type of file to create: Exam Survey

5. For number #3 click the "Preview" button to check for any problems with the format of your test. If problems exist you will see warnings in the small window at the bottom of the page.



3. Use the Preview button to check for problems:

6. Now under #4 click "Finish."



1. Select the file to Import:

Type of file:

File name:

Image Folder

2. Choose where to add the new Questions:

Append the questions to the current document.

Create a new document, named:

Type of file to create: Exam Survey

Use "stem" plus question number to create title, e.g.
"ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems:

4. Press the Finish button to complete the process.

Preview results

#	Title	Question Wording
1	Who was the sc	Who was the sculptor of <i>Bacchus, Sleeping Cupid, Madonna</i>
2	This German cc	This German composer is known for the following works: <i>Me</i>
3	Who authored :	Who authored <i>Summa theologica</i> ?
4	Machiavelli is t	Machiavelli is the author of <i>Il Principe</i> , which describes the r
5	Newton's three	Newton's three famous laws of motion include these concept:

No warnings.

7. The next screen that appears is the **Edit** tab in Respondus where you may edit and preview your questions.

Edit Questions

Multiple Choice ?

1. Title of Question

2. Question Wording Randomize answers
 Who was the sculptor of *Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?*

3. Answers (PageDown moves to next answer) General Feedback Feedback

A Donatello

B Leonardo da Vinci

C Giotto

D Michaelangelo

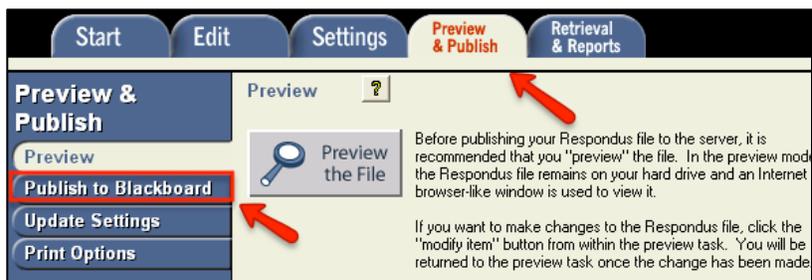
4. Select Correct Answer 5. Point Value

6.

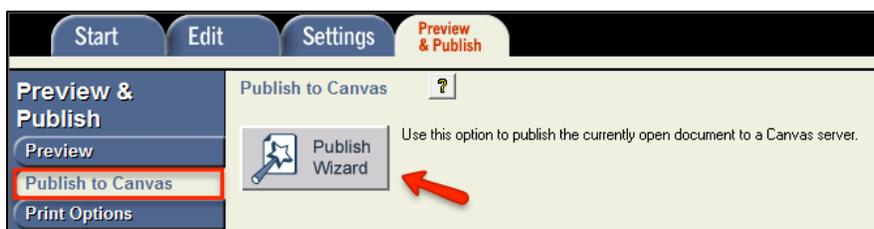
This is the lower part of the same screen showing the context sensitive menu where you may select Edit. The magnifying glass icon allows you to preview the question. This preview option shows you how the question will appear in Blackboard.

Question List					
#		Title	Format	Points	Question Wording
1		Who was the sculp	Mult. Choice	1.0	Who was the sculptor of <i>Bacchus, Sleeping Cupid, Mad</i>
2		Preview		1.0	This German composer is known for the following works
3		Edit		1.0	Who authored <i>Summa theologica</i> ?
4		Delete		1.0	Machiavelli is the author of <i>Il Principe</i> , which describes t
5		Move to #		1.0	Newton's three famous laws of motion include these con
6		Use As Basis For New Item		1.0	Who discovered the vaccine for smallpox?
7		Copy Items From Another File		1.0	Who is credited as discovering the antibacterial medicine
8		Properties		1.0	Who is credited as discovering the antibacterial medicine
8		Who is considered	Mult. Choice	1.0	Who is considered to be the founder of <i>psychoanalysis</i> ?
9		Who are the first t	Mult. Answer	1.0	Who are the first two European mariners credited for sai
10		Who is credited as	Mult. Choice	1.0	Who is credited as being the first person to reach the So

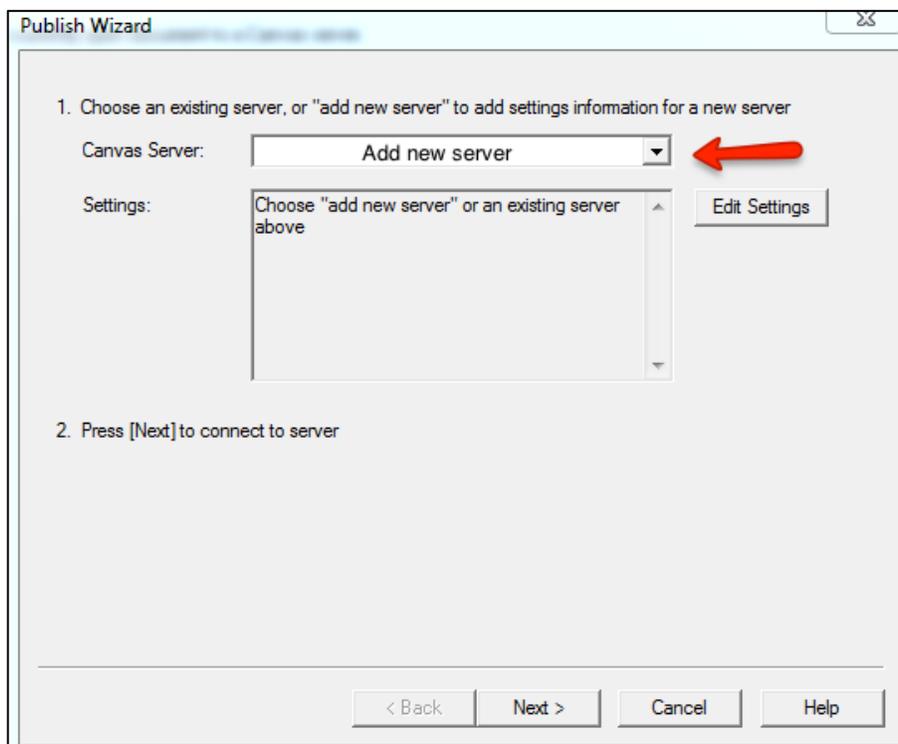
8. After previewing, editing and saving your questions it is now time to publish your test to Canvas. To do so click the “Preview & Publish” tab as seen below then click the Publish to Canvas option on the left of the screen.



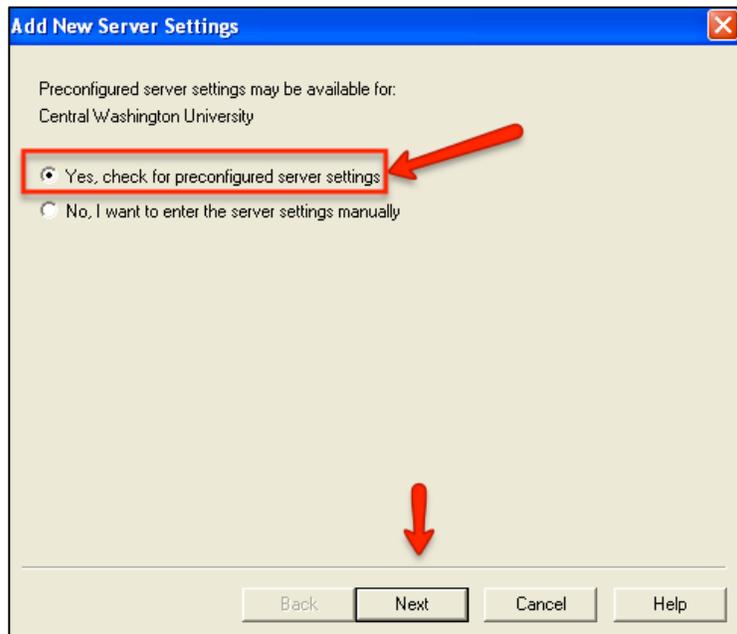
9. Now the **Publish Wizard** button is available. Click it to begin the publishing process.



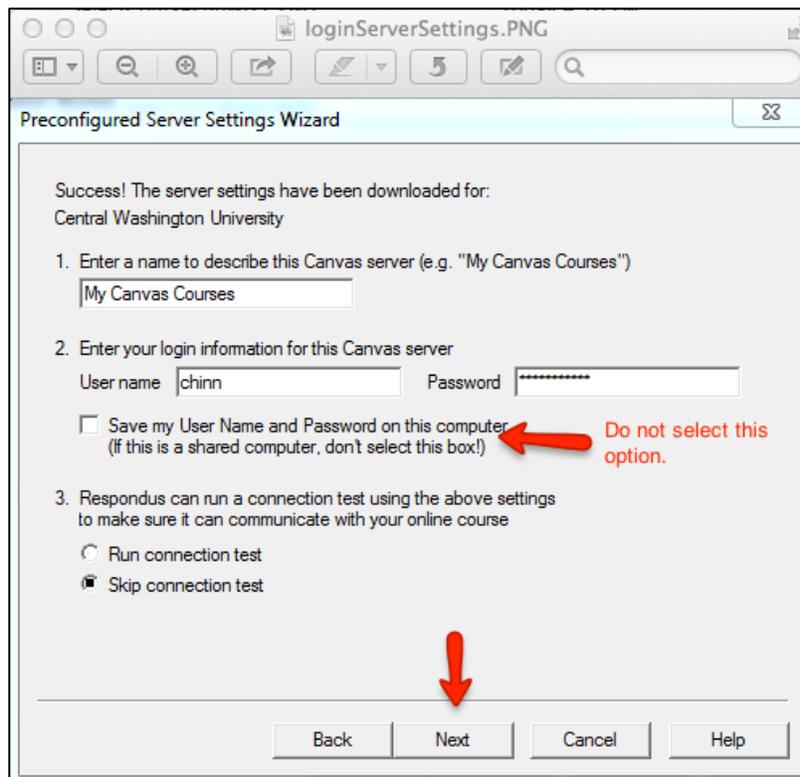
10. If you have not set up a “server” for Canvas at CWU, choose “Add new server” and click next.



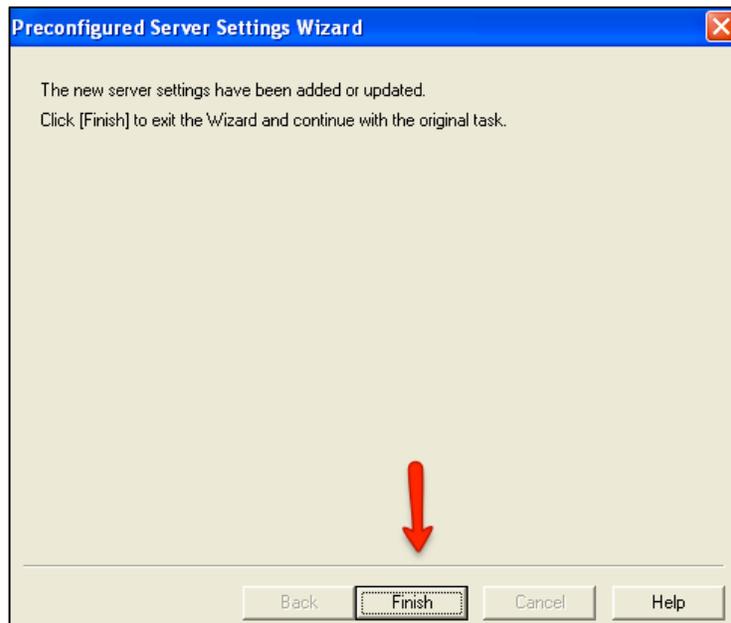
11. You will be prompted at this point to have Respondus use preconfigured server settings. Leave it on “Yes”, the default and click “Next.”



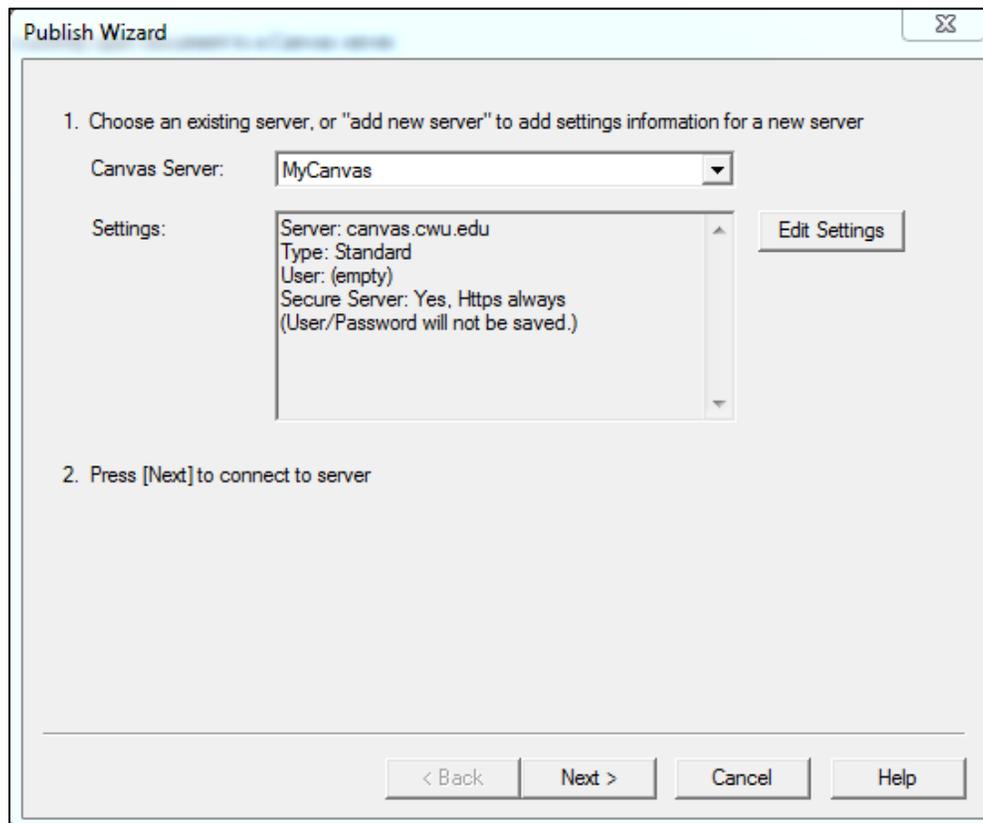
12. Now fill in the information as requested in the screen below. Note that the username and password are the same as for your Canvas login. Do not select the option to “Save Username and Password”. Skip the connection test under #3 and click “Next.”



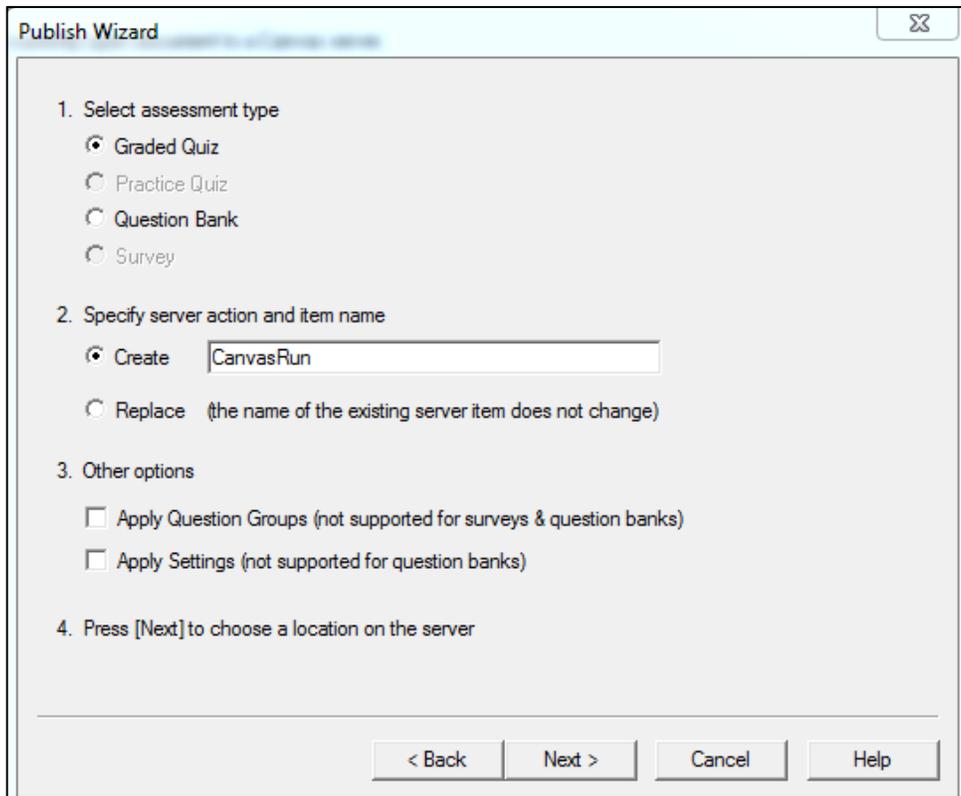
13. After receiving the following confirmation screen click “Finish.”



14. On the next screen accept the default Canvas server you created previously or select it and click next:



15. Continue with the Publishing Wizard to fill in the required fields below:

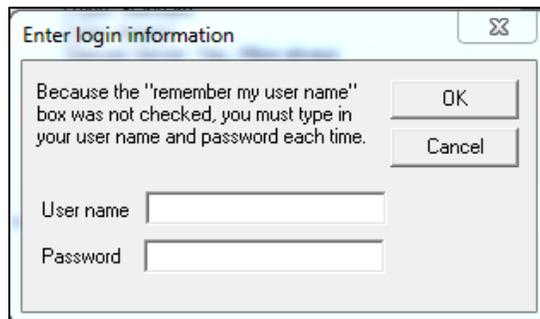


The screenshot shows a dialog box titled "Publish Wizard" with a close button in the top right corner. The dialog is divided into four numbered sections:

- 1. Select assessment type**
 - Graded Quiz
 - Practice Quiz
 - Question Bank
 - Survey
- 2. Specify server action and item name**
 - Create
 - Replace (the name of the existing server item does not change)
- 3. Other options**
 - Apply Question Groups (not supported for surveys & question banks)
 - Apply Settings (not supported for question banks)
- 4. Press [Next] to choose a location on the server**

At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

16. Next, you will be asked to enter your Canvas username and password.



The screenshot shows a dialog box titled "Enter login information" with a close button in the top right corner. The dialog contains the following text and fields:

Because the "remember my user name" box was not checked, you must type in your user name and password each time.

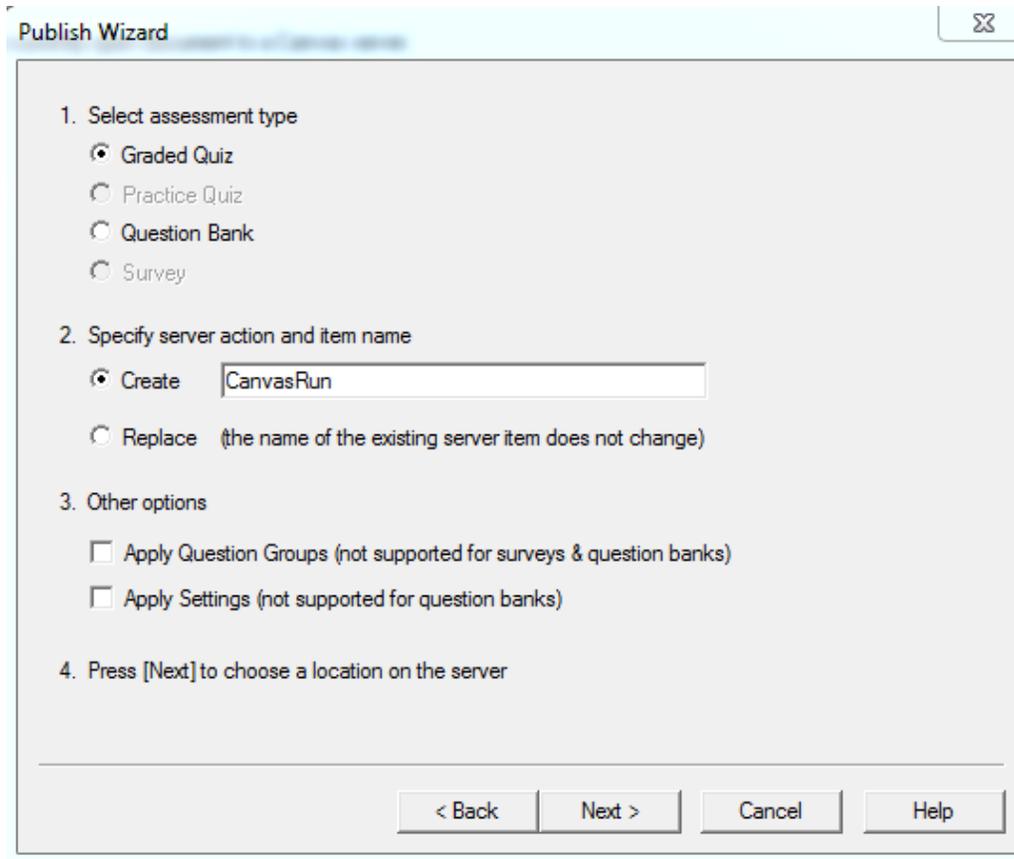
OK

Cancel

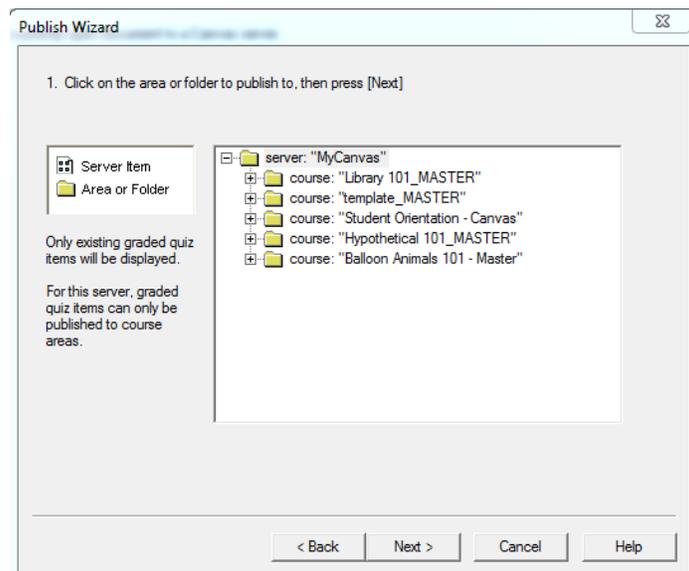
User name

Password

17. The next screen asks that you 1) select the assessment type, 2) Specify sever action and item name and 3) Other options which can be ignored and configured later in Canvas. Click Next to continue with the wizard.



17. Choose a course to publish to and type the name of the exam. Click “Next.”



17. A message in the status window should show that the process was successful. Click **Finish**. Check for your test in Canvas in the course you published it to, under **Quizzes** in course navigation. Follow the steps to set quiz options and publish it in the tutorial, "[What options are available for Quizzes?](#)" at:

<http://guides.instructure.com/s/2204/m/4152/l/41475-what-options-are-available-for-quizzes>

