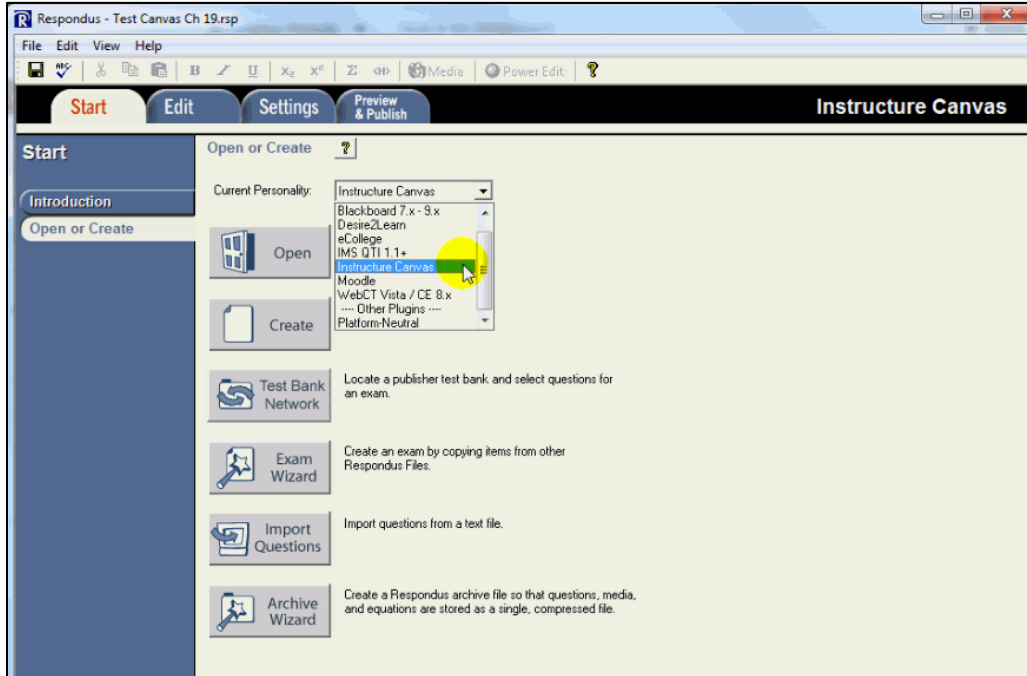


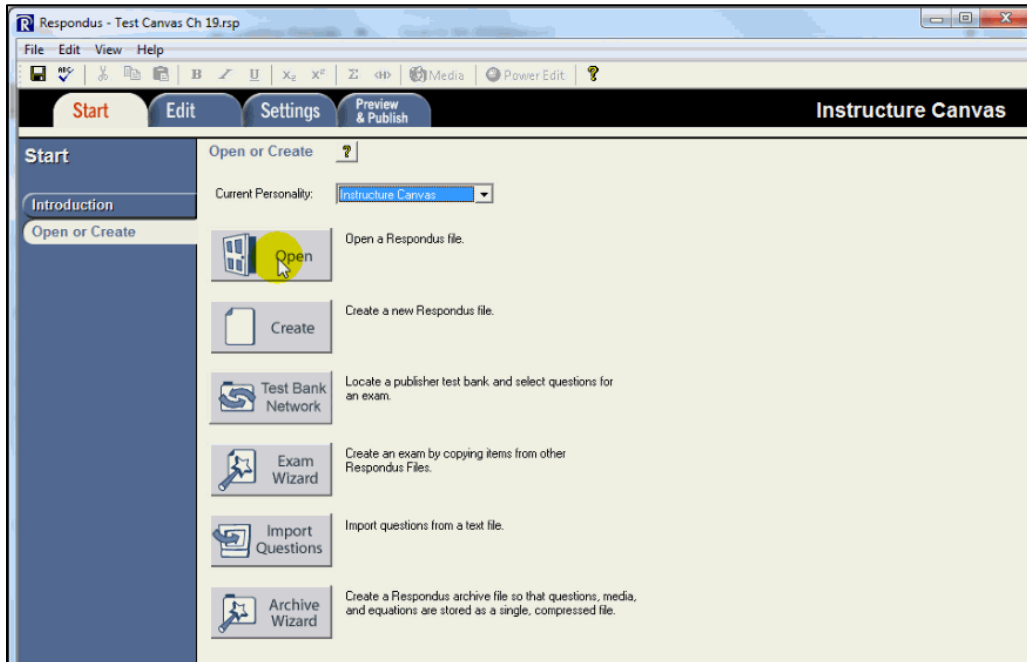
How to upload a quiz to a Canvas course using Respondus

(Note: You need a current licensed Respondus application installed in your computer)

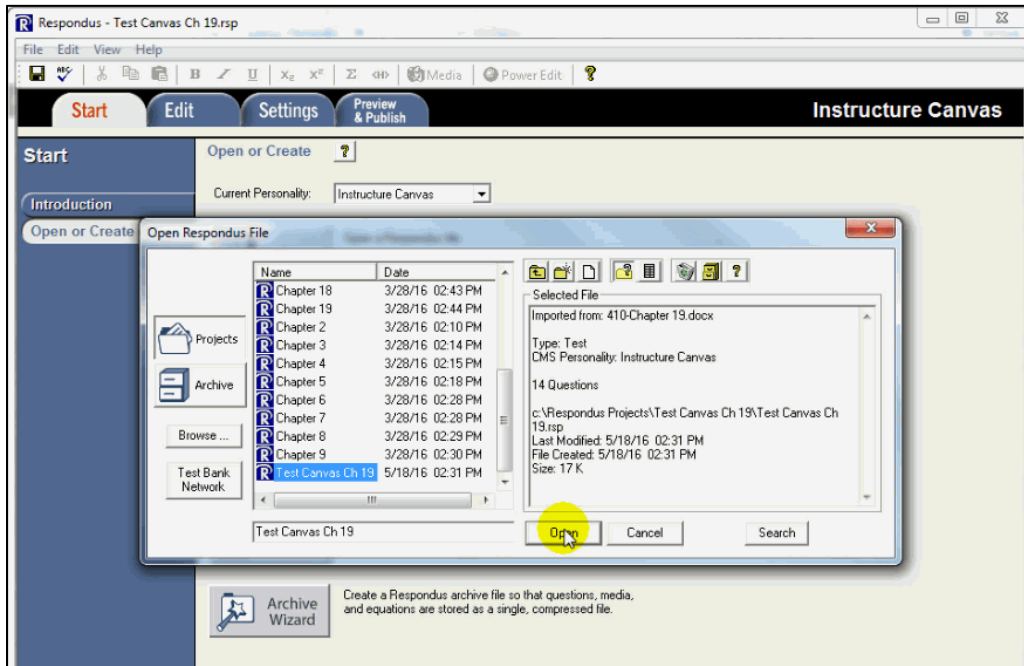
1. In Respondus, select “Instructure Canvas personality”.



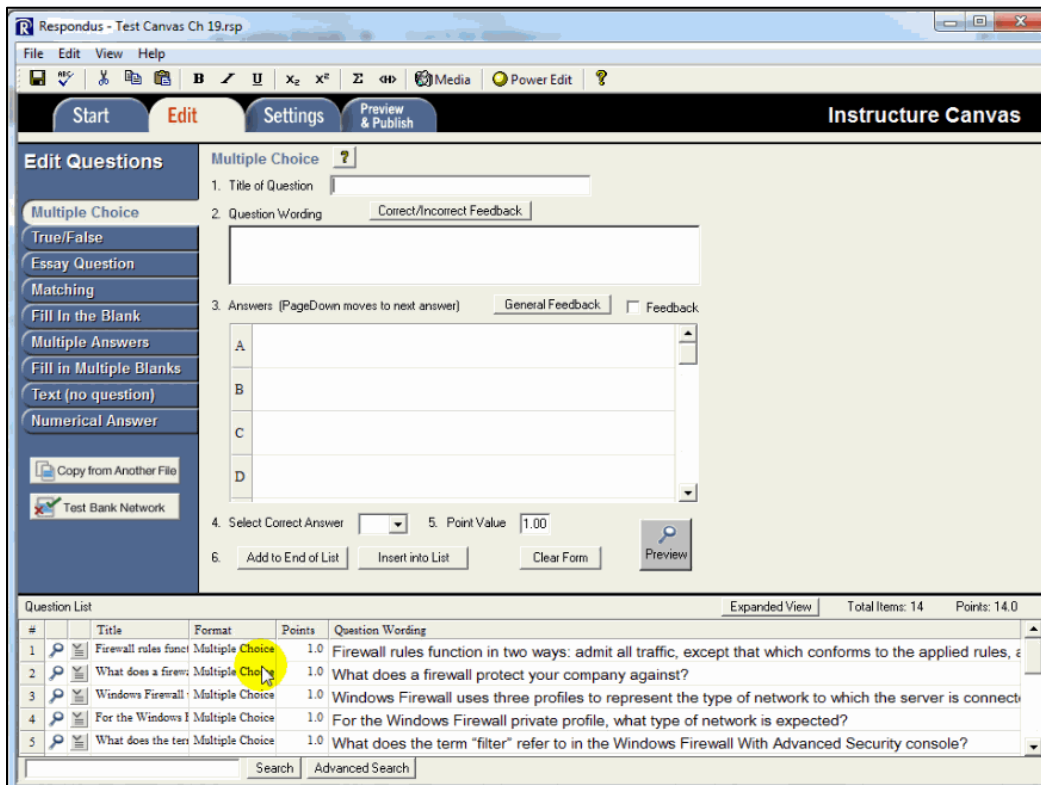
2. Click the “Open” button.



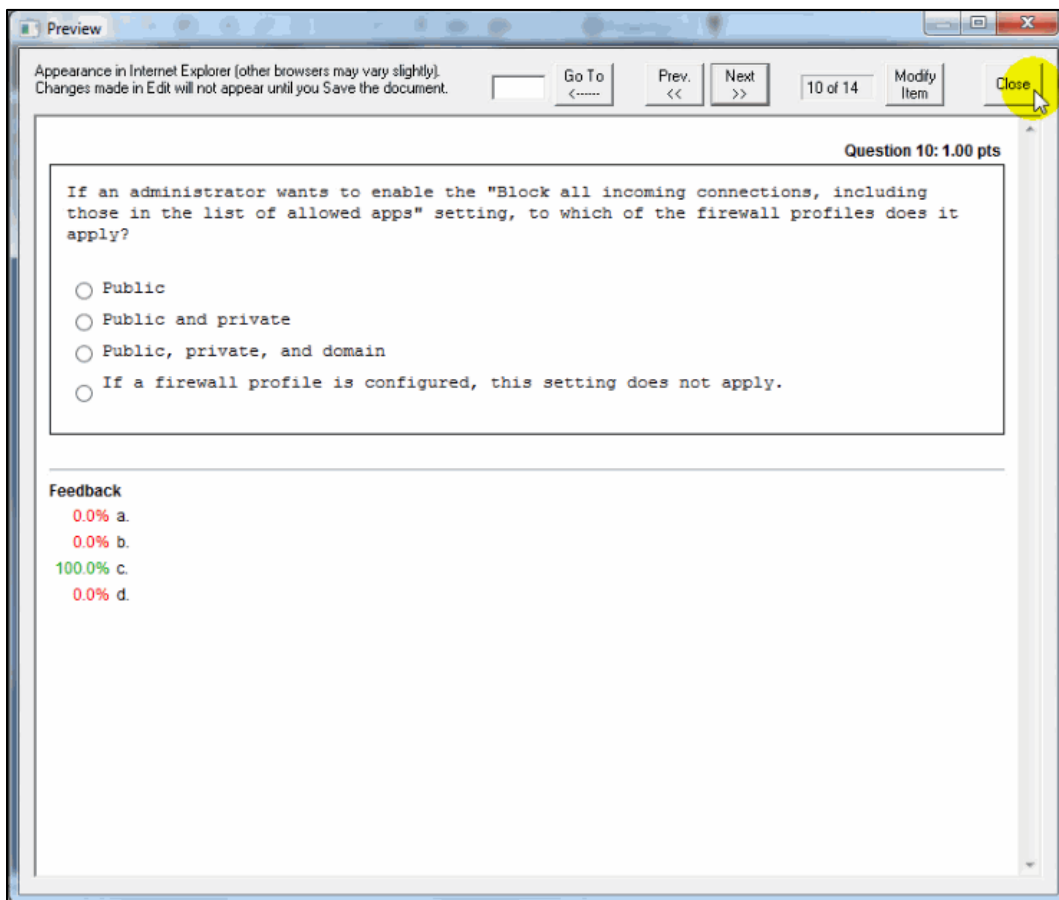
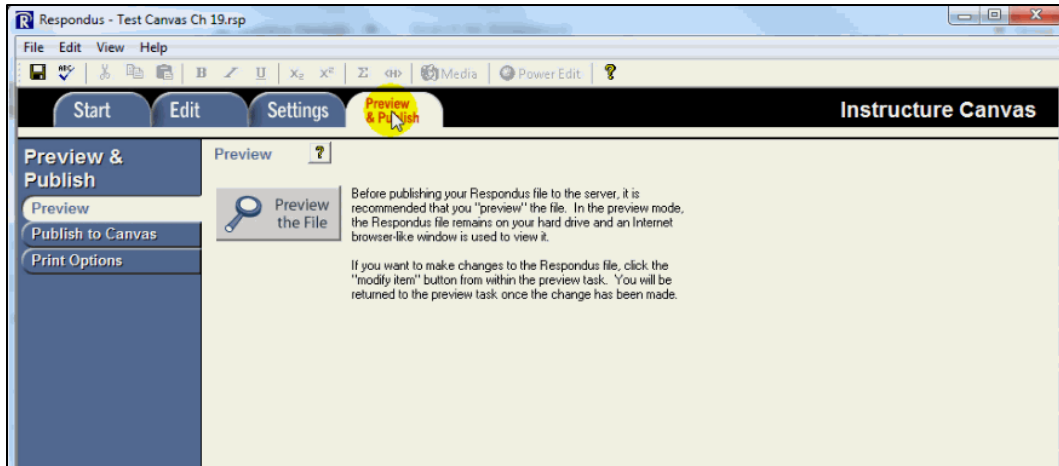
3. Select the quiz to be uploaded, and click "Open".



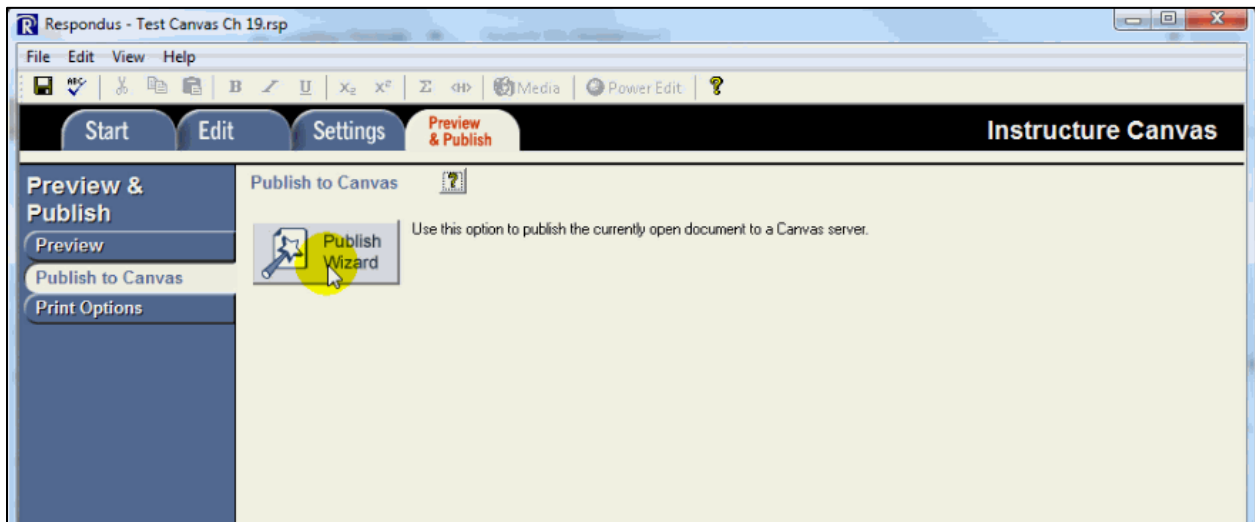
4. Check to ensure there is no error or warning.



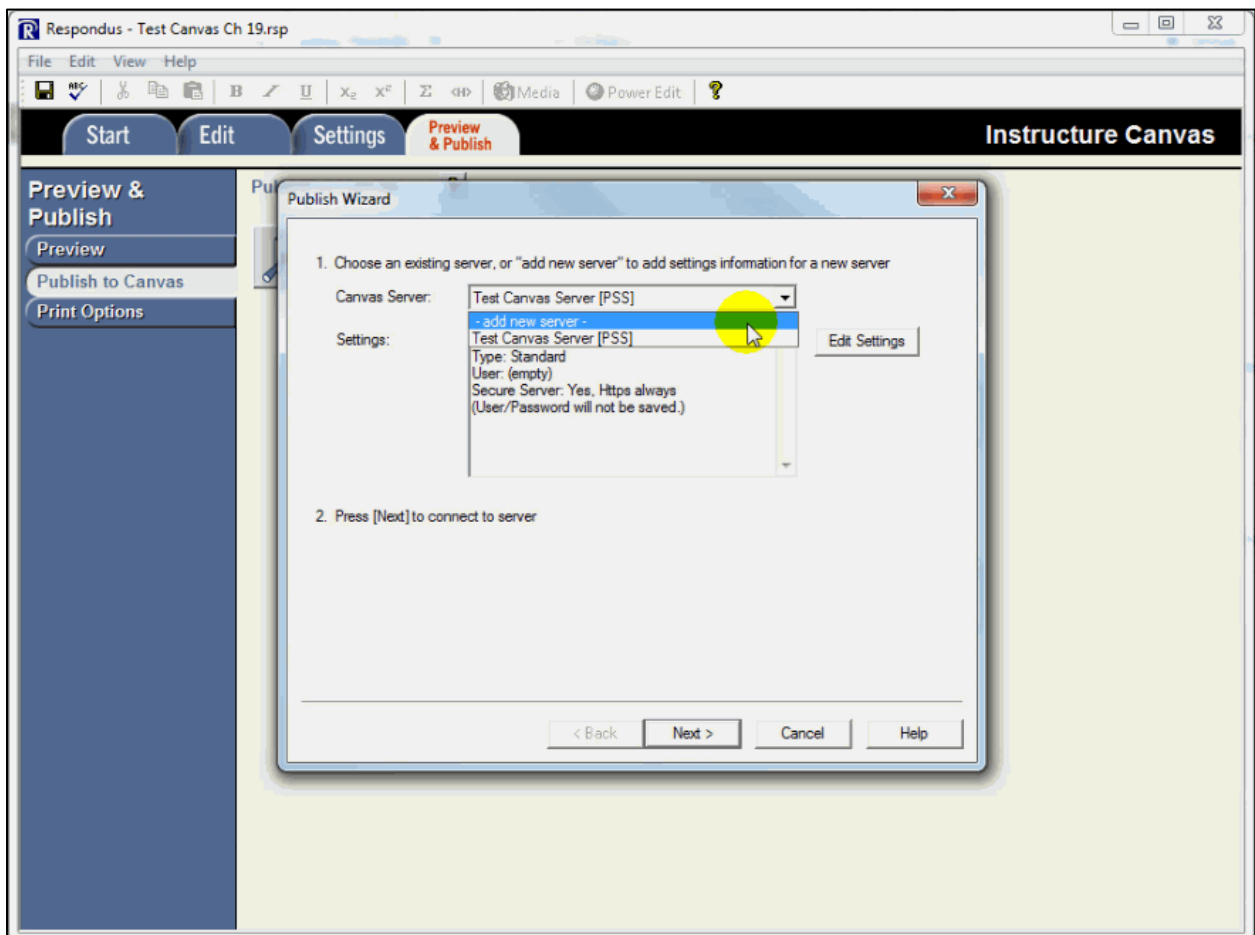
5. Under the Preview & Publish tab, select Preview and click the “Preview the File button” to preview the questions and correct answers; then click “Close” when done.



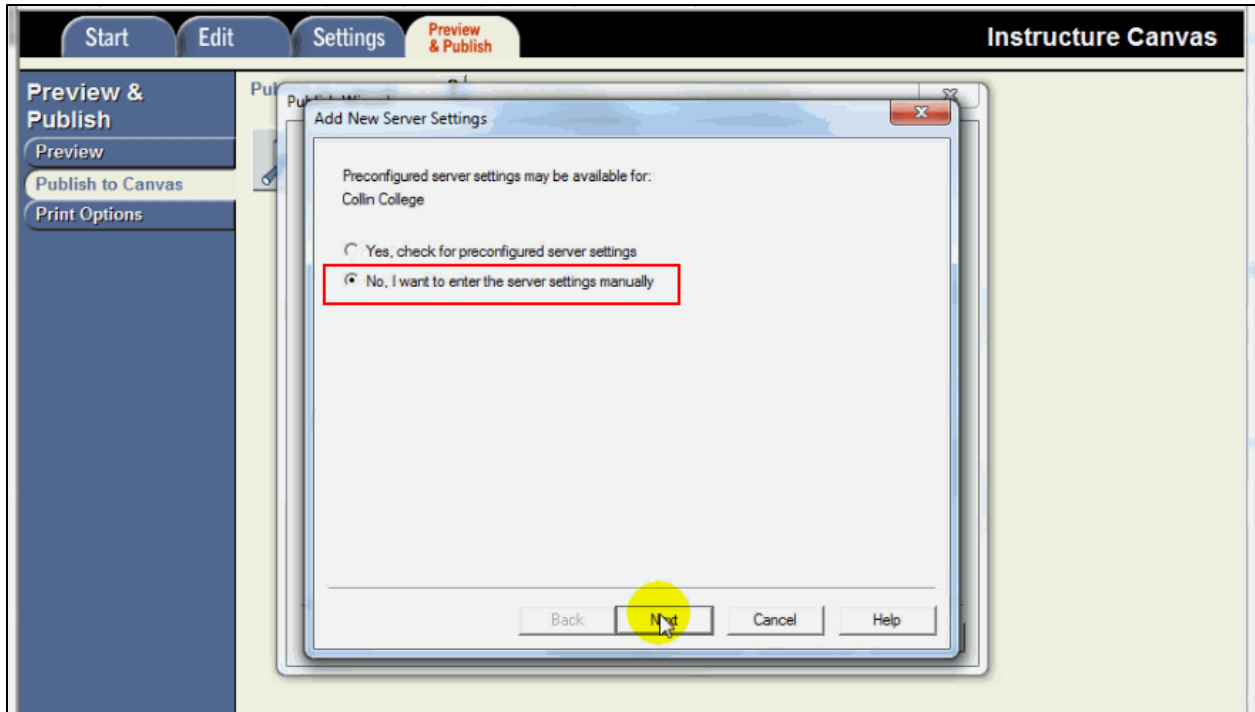
6. Click the “Publish to Canvas” link and then click the “Publish Wizard” button.



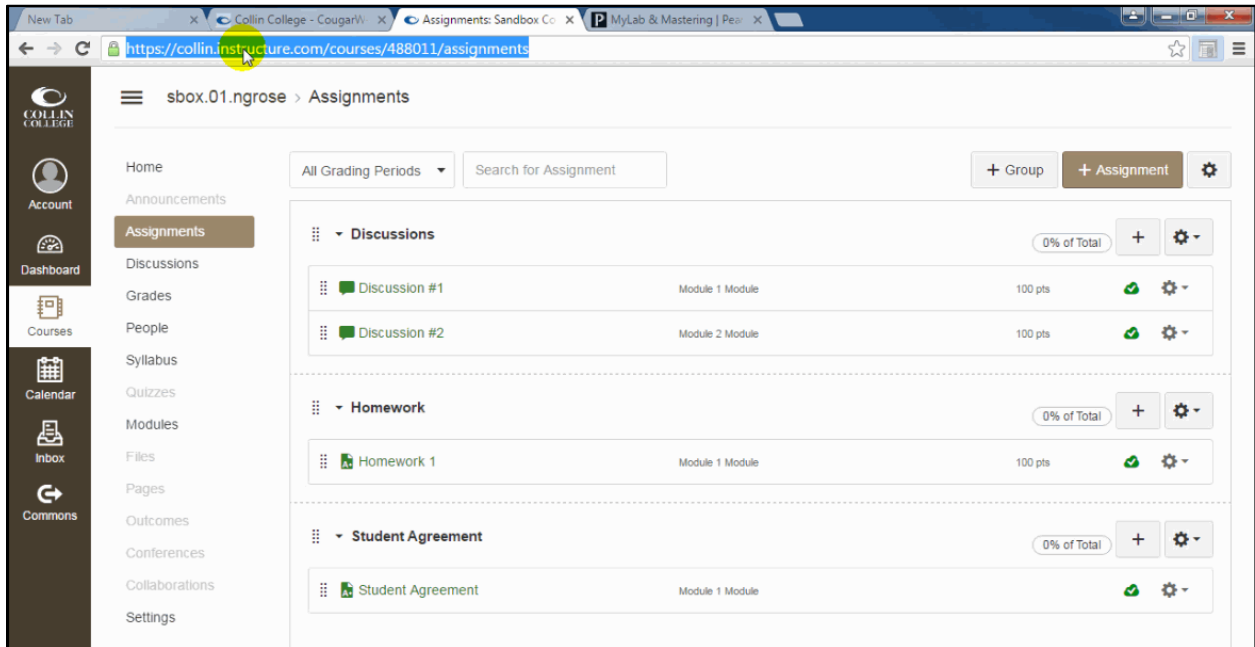
7. In the Publish Wizard window, click the “Canvas Server” dropdown list and select “add new server”.



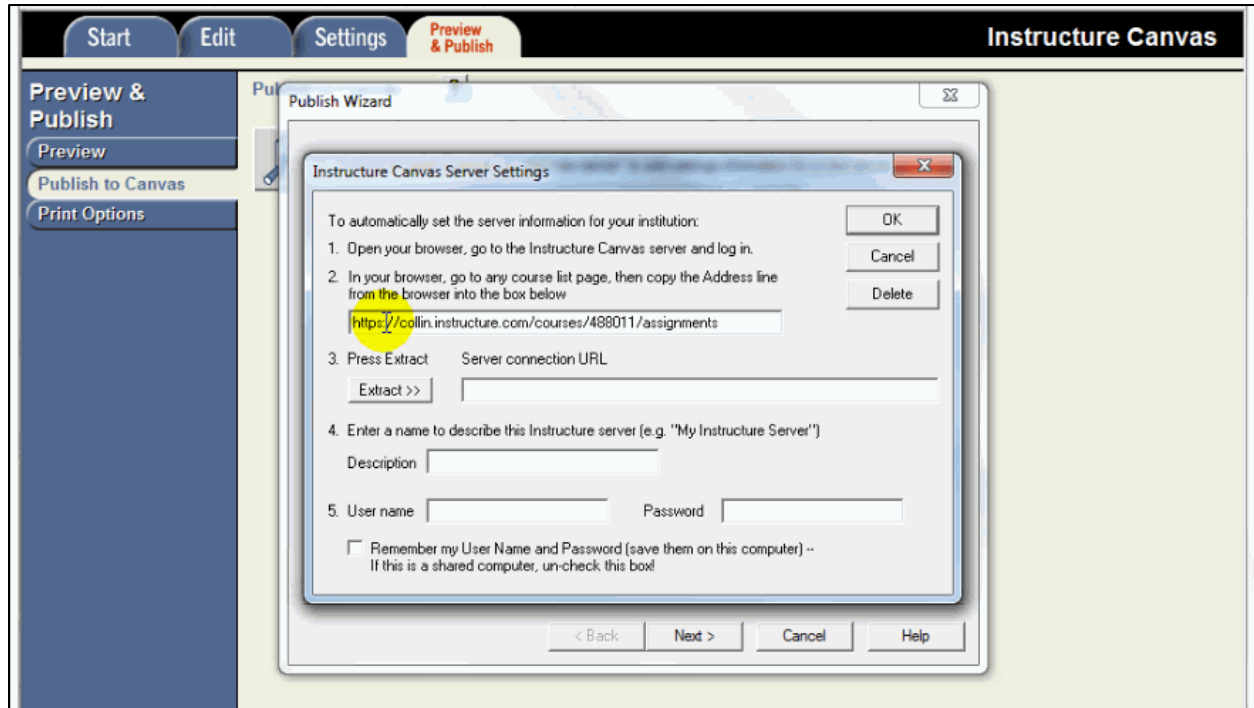
8. A new “Add Server Settings” window displays, select the radio button “No, I want to enter the server settings manually”; and click “Next”.



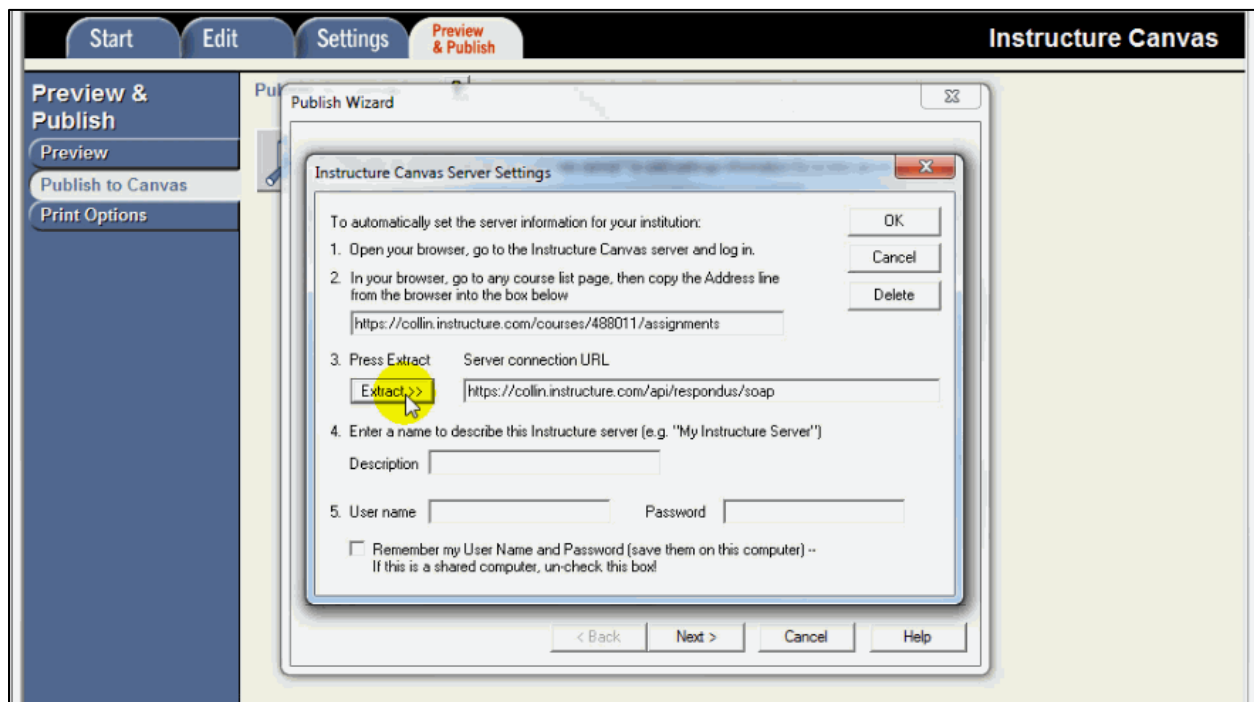
9. Go to a currently opened Canvas course, and copy the URL.



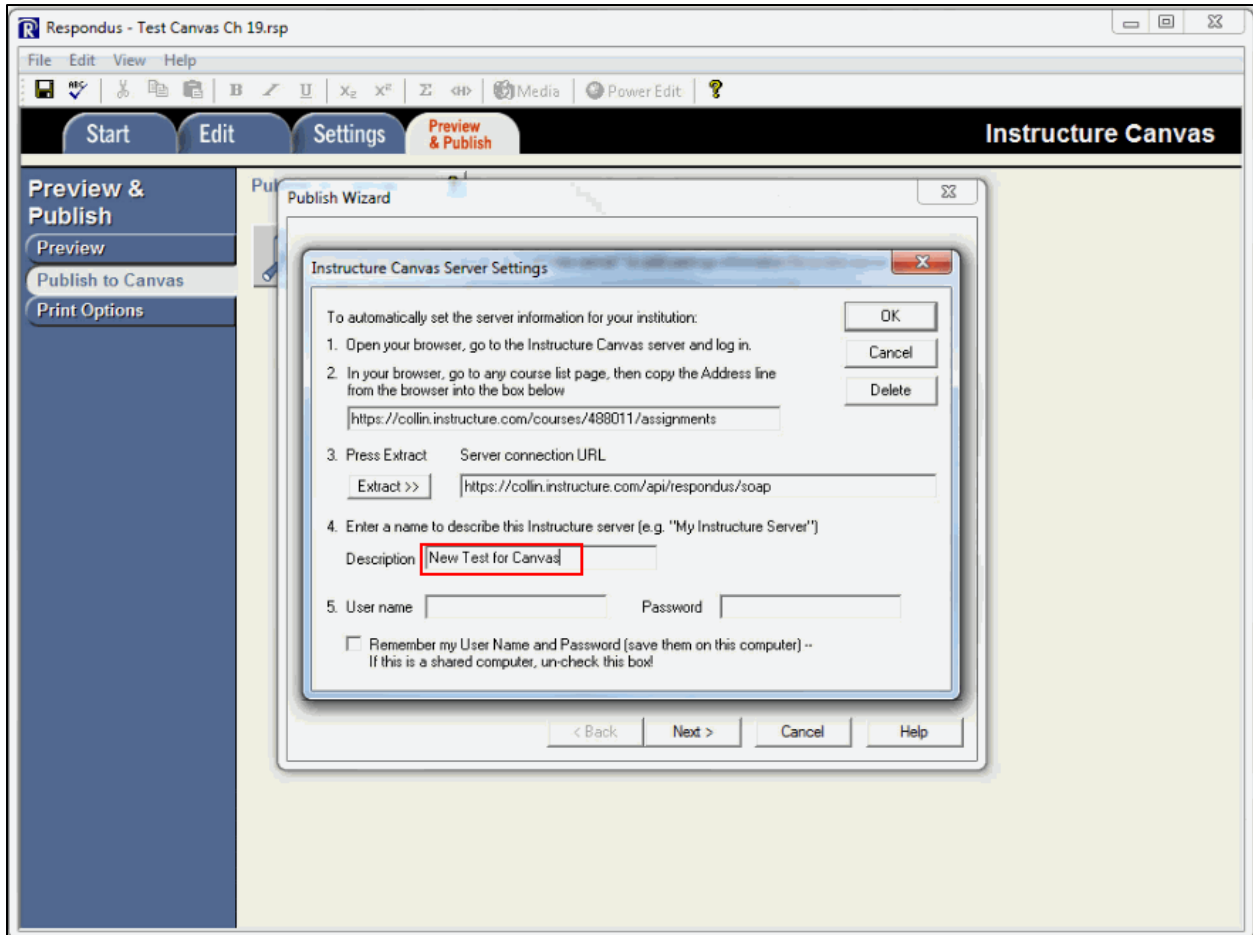
10. Return to the Publish Wizard window and paste the URL to the #2 text box; then hit the “Extract” button under #3.



..... A Server connection URL will appear in the text box.

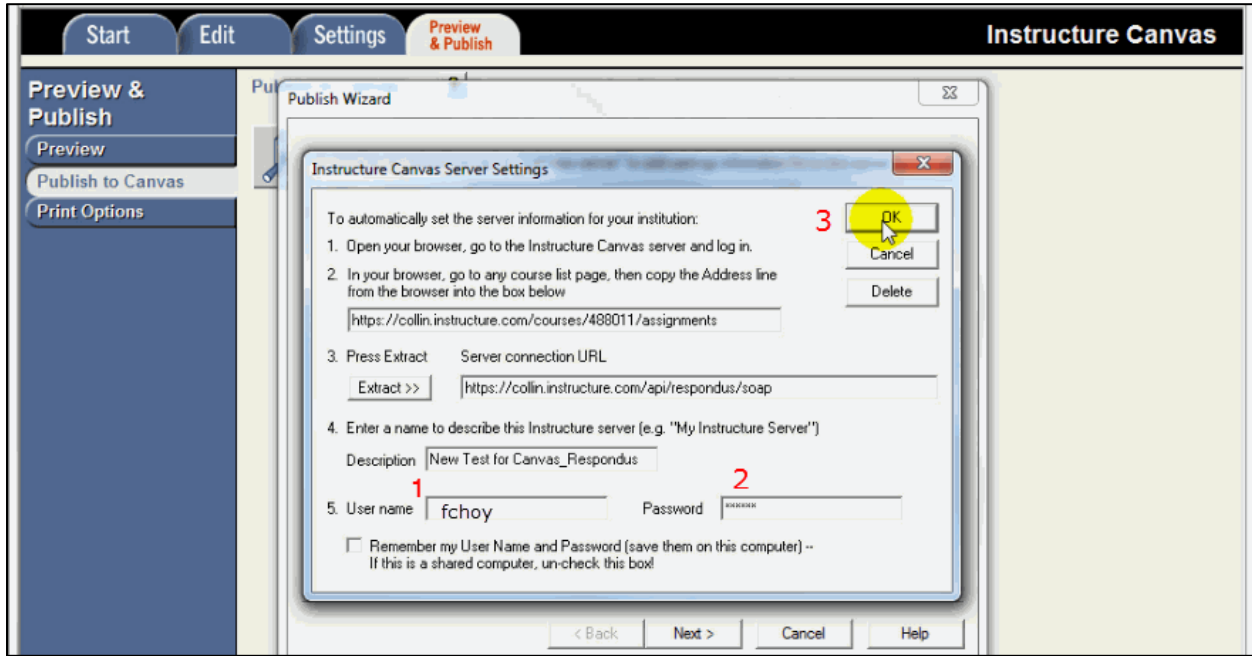


11. Under #4, give a description (name) to this server, e.g. My Canvas Server.
In this example, it is named “New Test for Canvas_Respondus”.

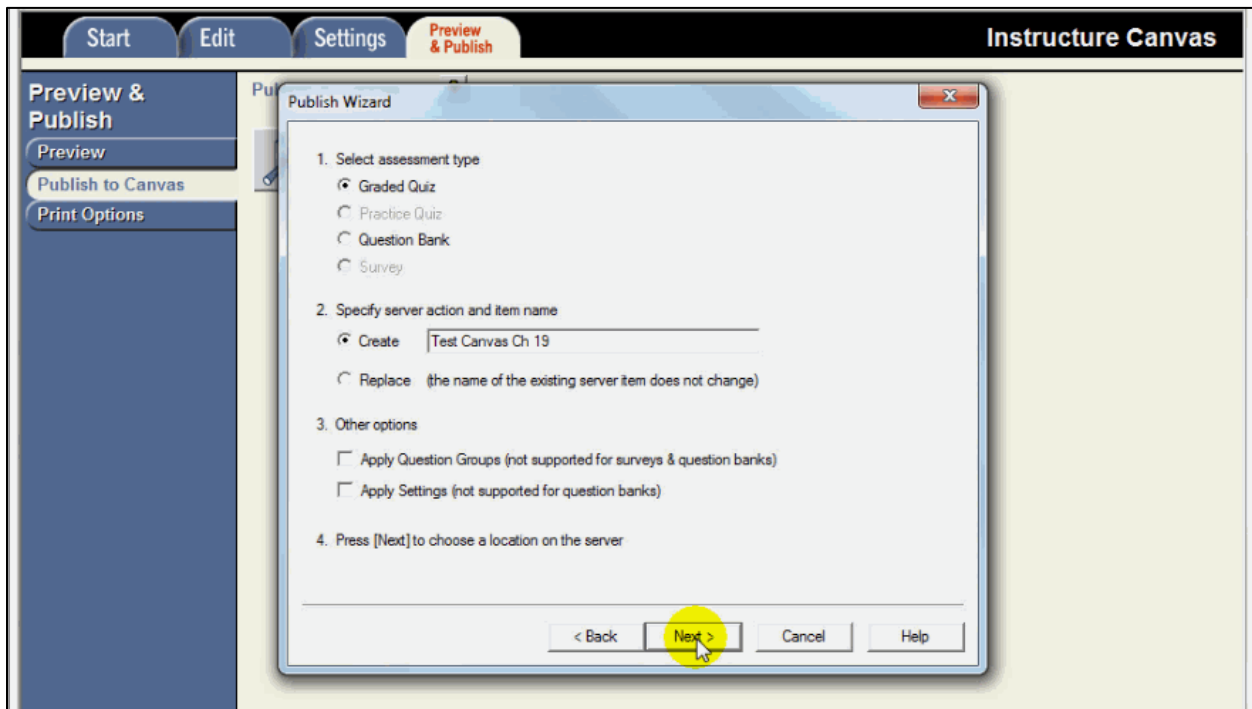


Note: You only have to do it once if you are going to use the same computer for future upload, just select the same server name next time you want to upload another quiz to courses in your Canvas account.

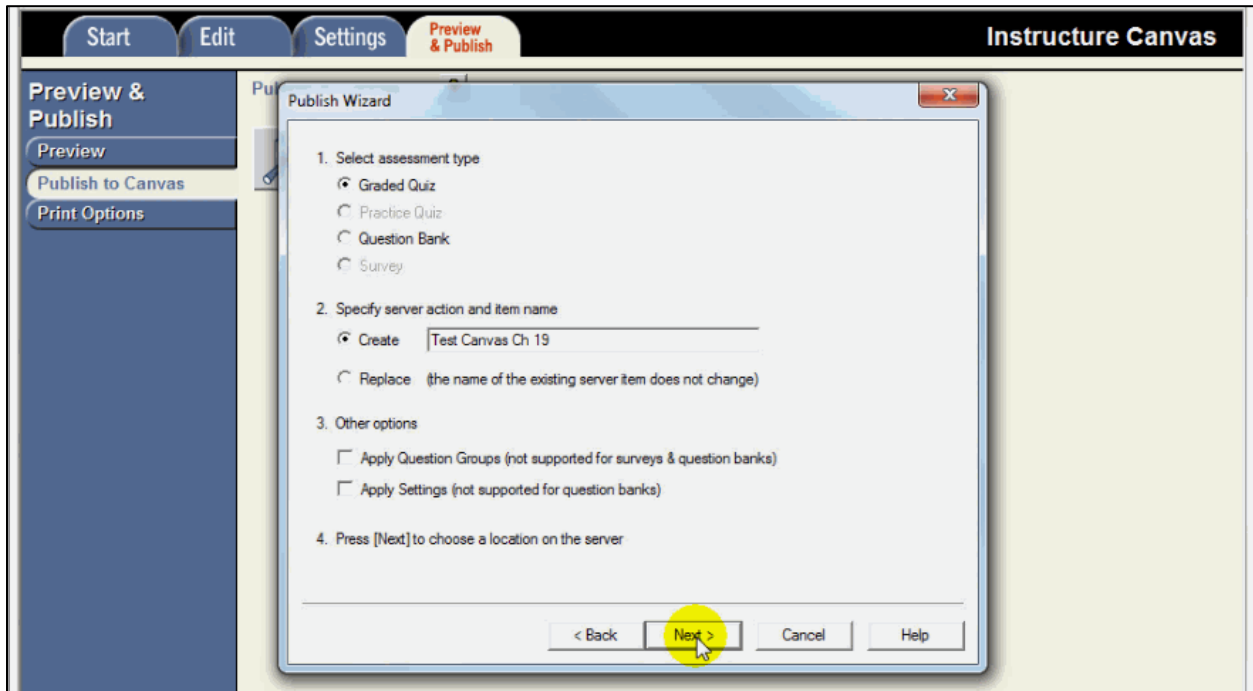
12. Enter your Couragarweb user name as User Name, and the last six digits of your CWID as Password, and click “OK”. (If this is your personal/office computer, you can check the checkbox to remember your password to speed up future uploads. Do not check the checkbox if you are using a public computer.)



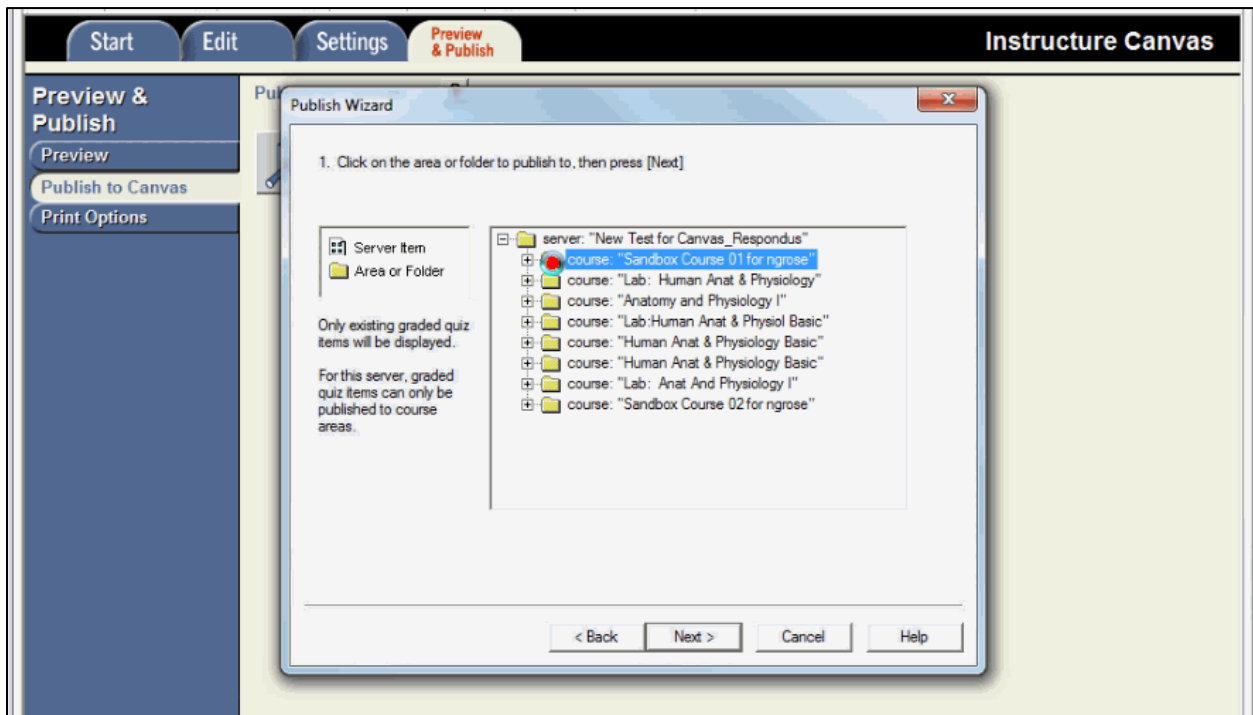
13. Back in the Publish Wizard window, click “Next”.



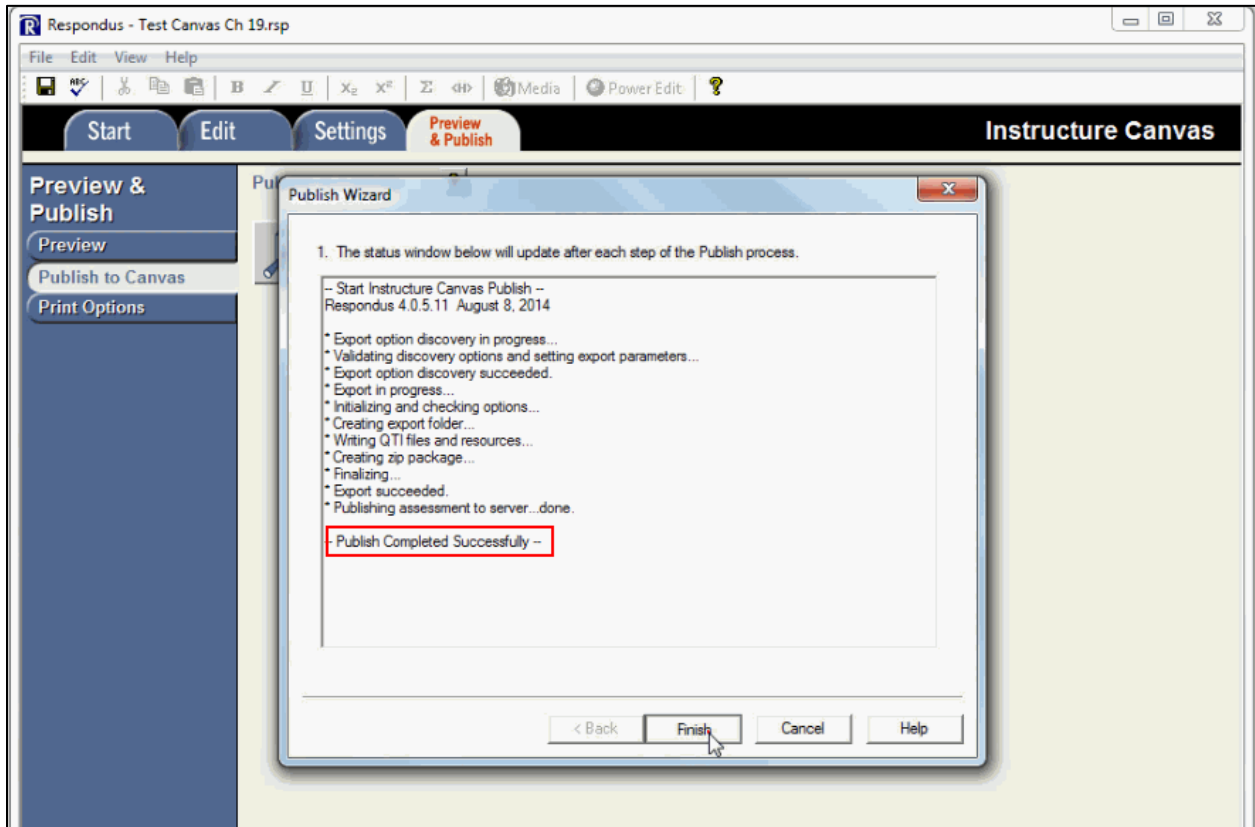
14. In the next window, select the assessment type (e.g. Graded Quiz), Specify service action and item name (e.g. Create >Test Canvas Ch 19), Other Options (suggest leave blank and do it within Canvas later), and click “Next”.



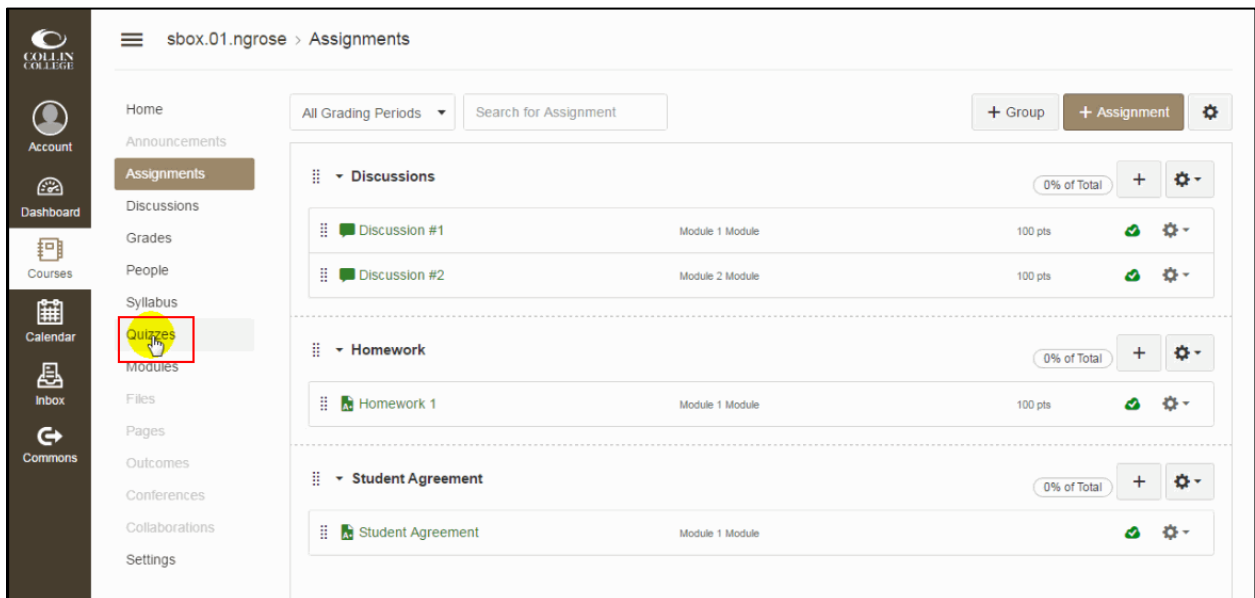
15. In the next window, select the course you want to upload the quiz to, and click “Next”



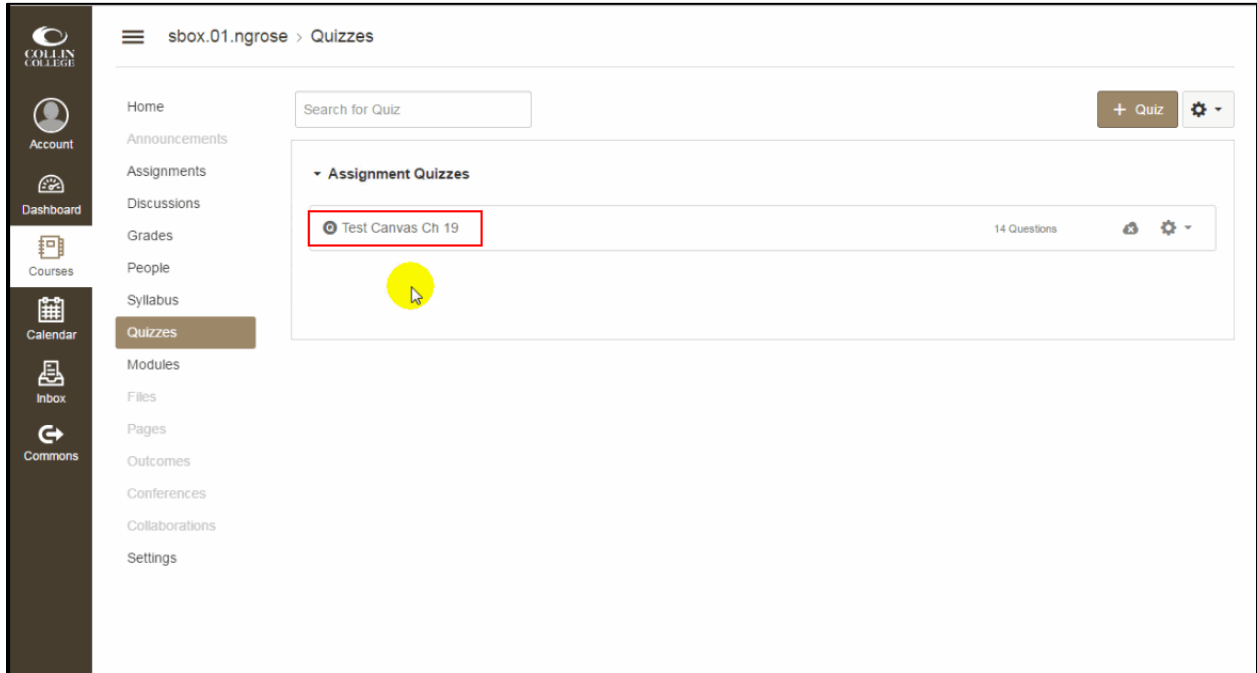
16. Wait until the status window displays “Publish Completed Successfully”, then click “Finish”



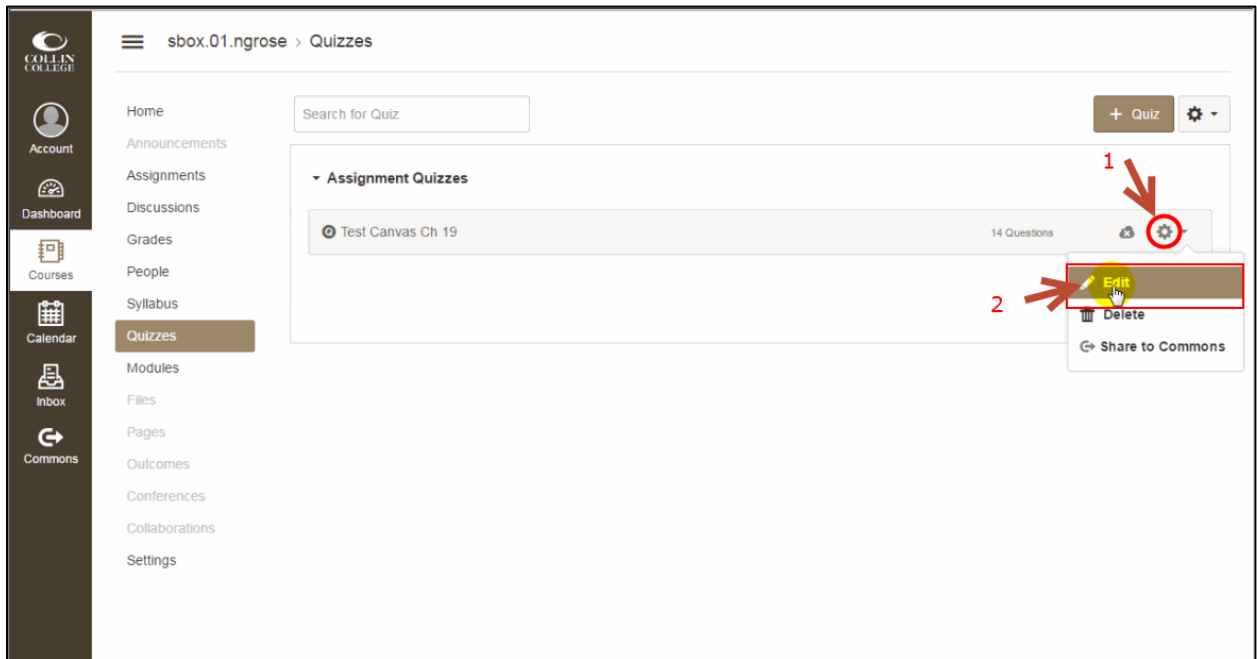
17. Go to the Canvas course and click the Quizzes link in the Course Navigation bar.



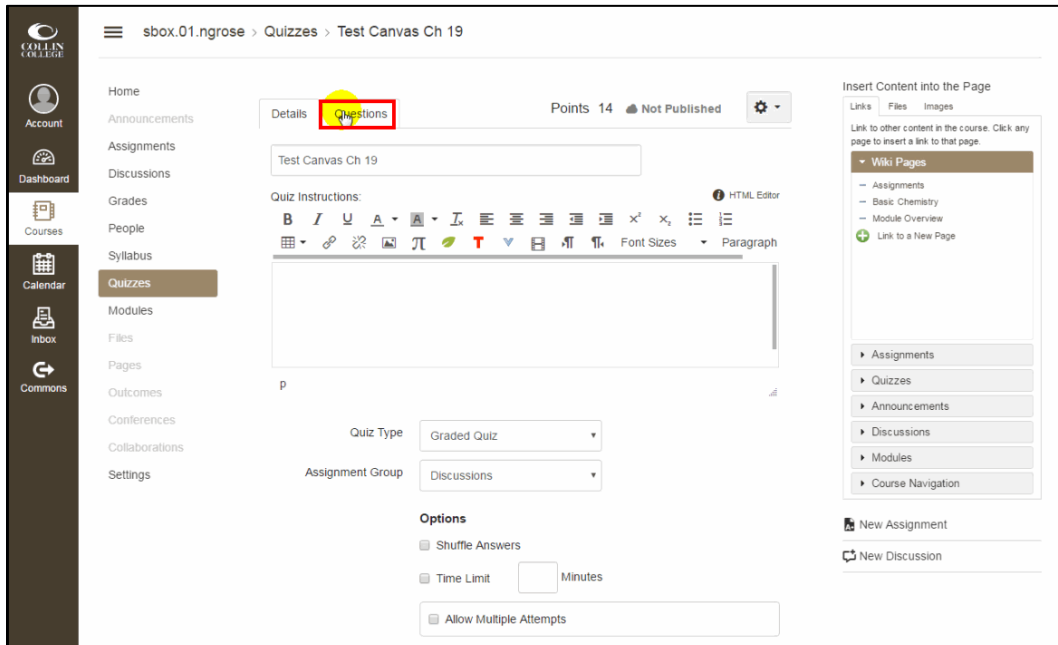
18. The quiz is successfully imported into the Quizzes repository.



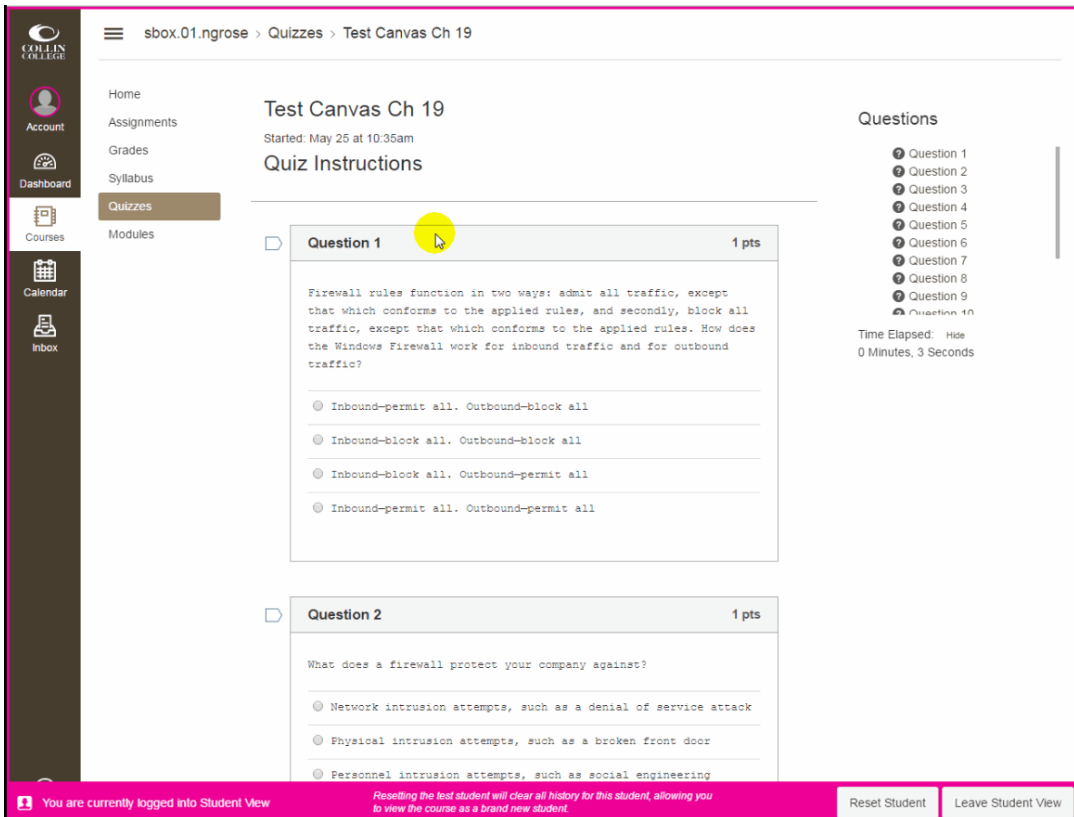
19. Click on setting icon and select the "Edit" button.



20. In the Quiz page, click the Questions tab to preview/edit the questions if needed.



21. Check Student View of the quiz



-End-