Respondus 4.0 is a Windows-based authoring tool that allows instructors to create and manage exams that can be printed to paper or exported to a QTI file that can be imported into Canvas.

Many publishers provide QTI files that can be imported directly into Canvas. However, some only provide test banks as a Word doc. Respondus 4.0 can convert a formatted Word doc into a QTI file that can be added as a test bank in your Canvas course.

PREPARE AND FORMAT YOUR WORD DOC

In order to convert a Word doc to a QTI file, it must be formatted in a specific manner.

1. Auto Numbering must be disabled. All question numbers should be entered manually.

2. Questions should be numbered and answers listed with a letter (A., B., etc.).

3. An asterisk should be placed to the left of the correct answer.

4. See the example below:

    1. Type Question 1 here.
    a. Wrong answer
    b. Wrong answer
    c. Wrong answer
    *d. Correct answer

    2. Type Question 2 here.
    a. True
    *b3 False

5. Once you have formatted your Word document, save it as a Word doc or docx.

IMPORT THE FILE TO RESPONDUS

1. Start **Respondus 4.0**.

2. On the Start screen, change the Current Personality: to **IMS QTI**
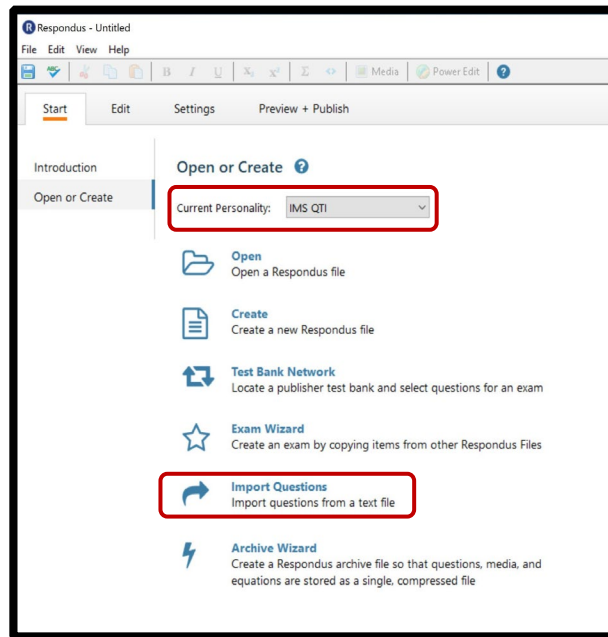
3. Click **Import Questions**.

4. In Step 1, change the **Type of file**: to Word doc or Word docx (this will vary depending on your version of Word).

5. Click **Browse** to locate the Word document file you want to import.

6. In Step 2, be sure **Create a new document** is selected, and type a name for you QTI file.

7. In Step 3, click **Preview**.

8. If you get an error message it will indicate which question(s) need to be adjusted. The most common error message is having duplicate words at the beginning of multiple questions. For example, if three questions start with Which of the following.., this is flagged as a duplicate question. In this case, you will need to open your Word document and edit the duplicate questions to change the wording. After editing the document, **save** it, **close** it and click **Preview** again.

9. Once you have resolved all errors, click **Finish**.

PUBLISH THE FILE

1. Click the **Preview + Publish** tab at the top.

2. Click Save **QTI XML File**.

3. Set your preferences for decimals or percentage. This can be set in Canvas as well when you create a quiz or exam.

4. Select the **QTI XML zip file using IMS Content Packing 1.1.3** option.
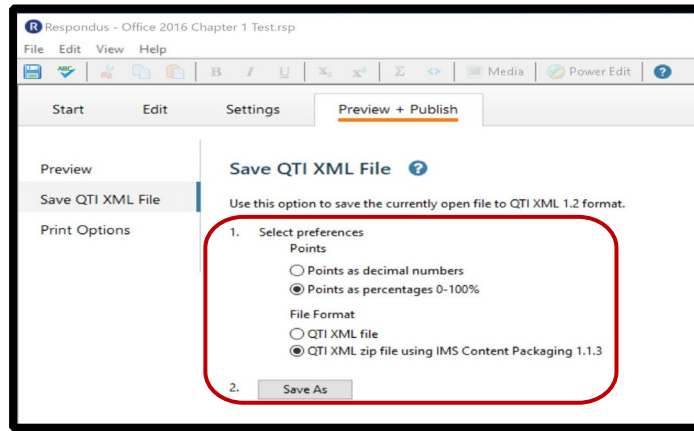
5. Click **Save As**.

6. Choose the location where you want to save your QTI file and click **Save**.
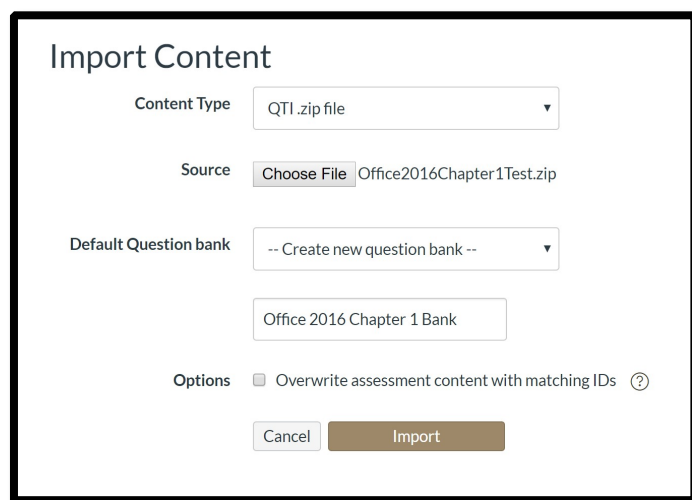
7. **Close** Respondus 4.0.

IMPORT THE QTI FILE INTO CANVAS

1. Click on the course card for the course you would like to add the question bank to.

2. Click **Settings**.

3. From the Course Details tab, click **Import Course Content**.
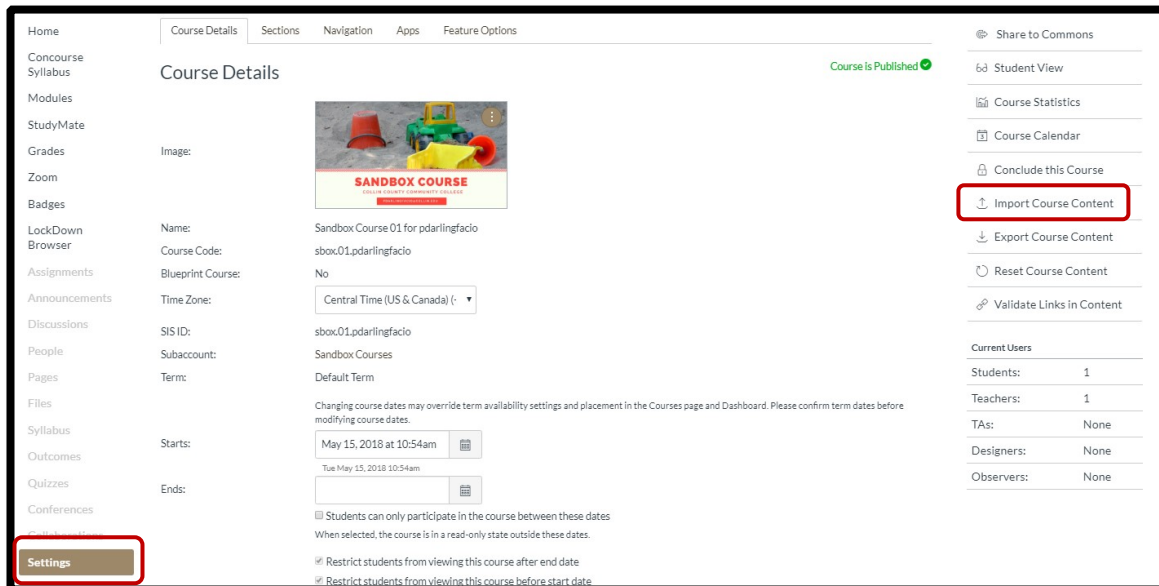
4. From the Content Type drop-down, choose **QTI .zip file**.

5. Click **Choose File** to locate the Respondus zip file you created and saved.

6. Select a Question Bank or click –Create new question bank–.

7. Click **Import**.

Import Content

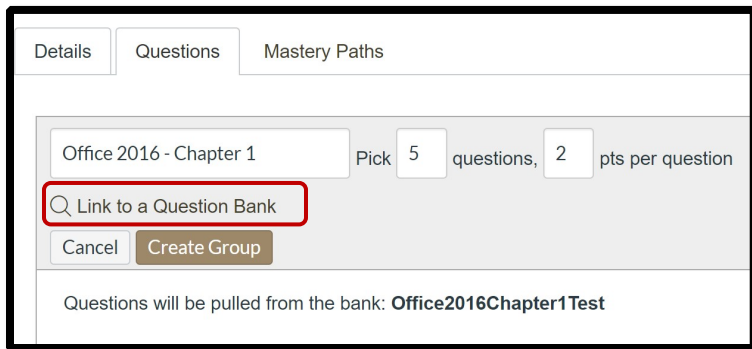|	
Content Type	QTI .zip file ▾
Source	Choose File Office2016Chapter1Test.zip
Default Question bank	-- Create new question bank -- ▾
	Office 2016 Chapter 1 Bank
Options	☐ Overwrite assessment content with matching IDs ⑦
	Cancel Import

8. Once the import is complete, it will show Completed in green on next to the name of the zip file. If you have more than one question bank to load, repeat the steps above.

CREATE A QUIZ USING THE BANK

1. Click **Quizzes** on the course navigation.

2. NOTE: When you import a question bank, Canvas will automatically create a quiz with all questions from the bank. The quiz is not published and can be deleted so you can create a more specific quiz.

3. Click the **+ Quiz** button to create a new quiz.

4. Enter the **quiz details**. This can include the name of the quiz or exam, directions, due date, open and close date, etc.

5. Click the **Questions** tab.

6. Click **+ New Question Group**.

7. Type a descriptive name for the group, such as the course and chapter number.

8. Select the number of questions you want to use from the group and the point value per question.

9. Click the **Link to a Question Bank** link.

10. Locate the Question bank you uploaded from the Respondus zip file and click **Select Bank**.

11. Click **Create Group**.

12. Repeat these steps for any additional banks you want to add this quiz.

13. Click **Save & Publish** or **Save**.