Steps to upload a quiz to Canvas using Respondus 4.0:

- 1. Open Respondus 4.0 and make sure the Current Personality is 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. In the box next to Create a new document, named: enter the exam name, this name will appear in Canvas.
- 6. Click Preview
- 7. If there are no warnings, click the Finish button
- 8. Select Preview + Publish from the top menu
- 9. Click Publish from the side menu
- 10. Click Publish Wizard
- 11. Select the radio button for New Quizzes or Classic Quizzes
- 12. Click Next
- 13. For Canvas Server, select –add a new server- from the dropdown menu. (This information can be stored for future use; you must enable this step first to bypass the initial setup later.)
- 14. Select the radio button for No, I want to enter the server settings manually
- 15. Click Next
- 16. Follow the steps to set the server information

Step 1. Open your browser, go to the Canvas server and log in.

Step 2. In your browser, go to any course Canvas Server Settings \times list page, then copy the Address line ΠK To automatically set the server information for your institution: 1. Open your browser, go to the Canvas server and log in. Cancel form the browser into the box 2. In your browser, go to any course list page, then copy the Address line from the browser into the box below Delete https://unt.instructure.com/courses Step 3. Press Extract, the URL should Press Extract Server connection URL match the image Extract >> https://unt.instructure.com/api/respondus/soap 4. Enter a name to describe this Canvas server (e.g. "My Canvas Server") Step 4. Enter a name to describe this Description Canvas Canvas server (e.g. 'My Canvas Server') 5. Username EUID Password Remember my User Name and Password (save them on this computer) --Step 5. Enter your EUID and password If this is a shared computer, un-check this box!

- 17. After you click Ok, login to the Canvas SSO page using your EUID and password
- 18. Once logged in, click Authorize

- 19. Select the course to publish to and the desired settings
- 20. Click Next
- 21. Wait for the window to say Publishing successful for all courses.
- 22. Click Finish

Open your course and verify that your quiz or question bank was created or replaced. Now you may make additional edits to your exam in Canvas as needed.

For additional Respondus 4 help and information, go to: http://respondus.com/products/respondus/demos.shtml