

Canvas Quiz Building with Respondus

Overview

This guide will show you how to create and publish a quiz using **Respondus** to your Canvas course.

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Formatting Quiz Questions

Your quiz questions need to be properly formatted before they can be imported to Respondus. CETL has created two sample files to assist in this process. Please review the files below to decide how you would like to format your document. Sample files can be located online at <http://www.calstatela.edu/cetl/edtech/respondus>.

- [Correct answer identified by asterisk](#)
- [Answer key listed at the end of the document](#)

Once you have formatted your document correctly, begin the process of requesting and installing Respondus Quiz Builder on your computer to publish your quiz to Canvas.

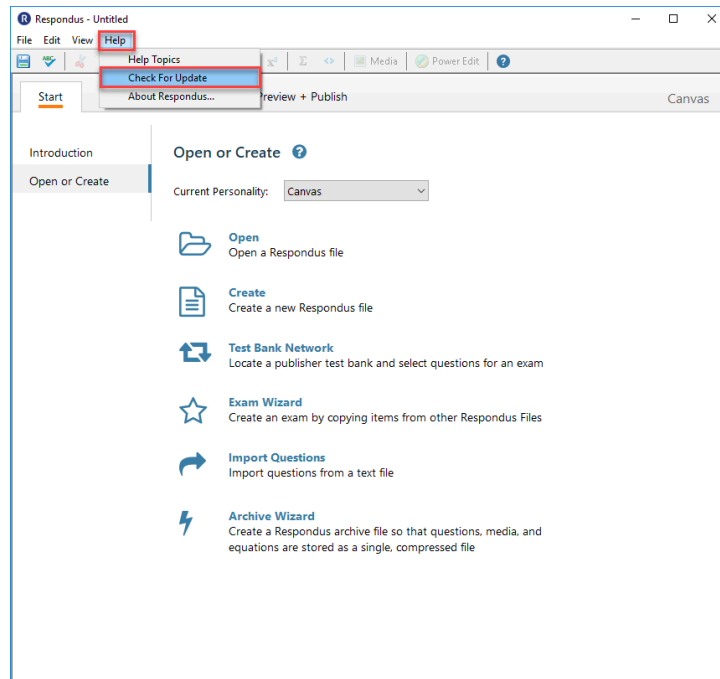
Requesting Respondus software

You will need to [request Respondus Quiz builder](#) to be installed on your campus computer. You will need assistance from your college ITC to complete the installation. An additional copy of Respondus Quiz Builder can be installed on your personal computer for home use. [Additional information on Respondus use](#) at Cal State L.A. can be found online.

Update Respondus

Make sure that your current version of Respondus has been updated. Follow the steps below after you have launched the software. This will need to be done prior to beginning the quiz Publish to Canvas process. Installing updates will require College ITC assistance. The Windows 10 update needs to be installed for the Canvas personality to be available.

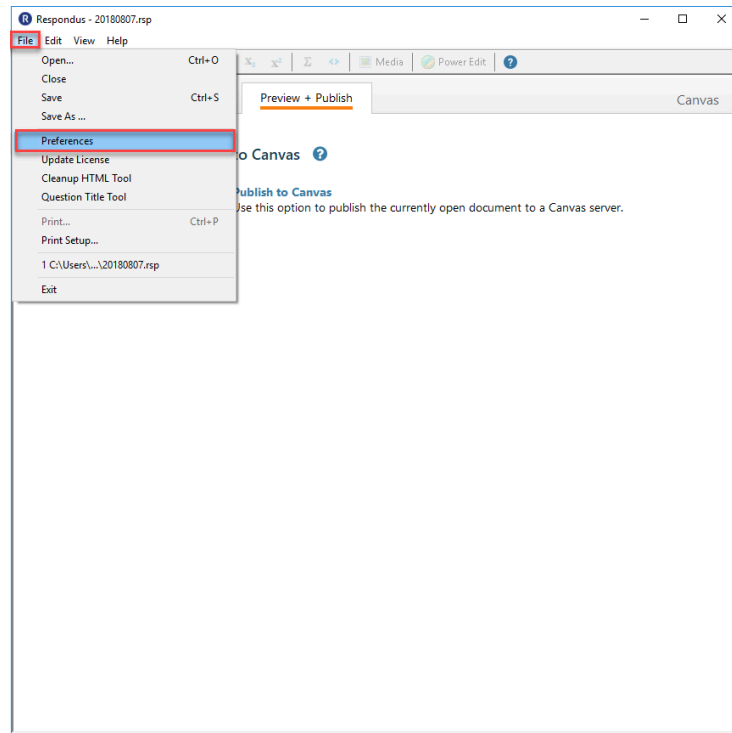
1. Click on the **Help** menu
2. Select the **Check For Update** option



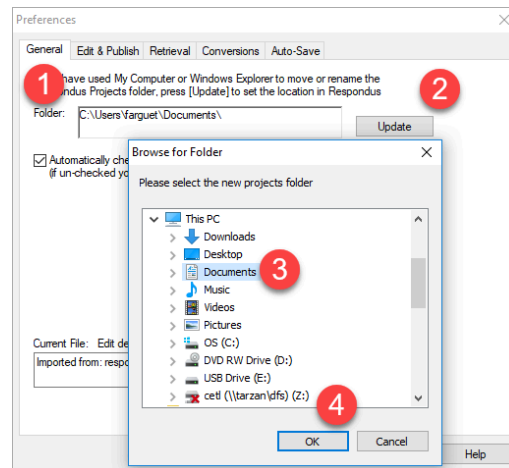
Update Respondus Projects folder

You may need to update the Projects folder to be able to save Respondus quiz files to your computer.

Click on the **File** menu and select **Preferences**.

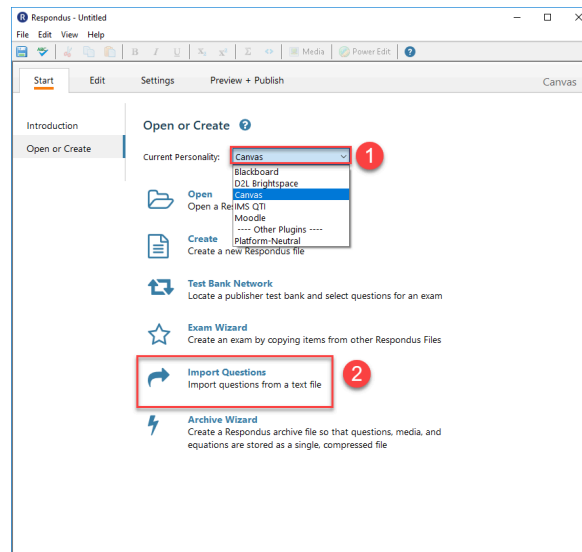


Update the Folder location to User's Documents folder through the **General** tab by clicking on the **Update** button.



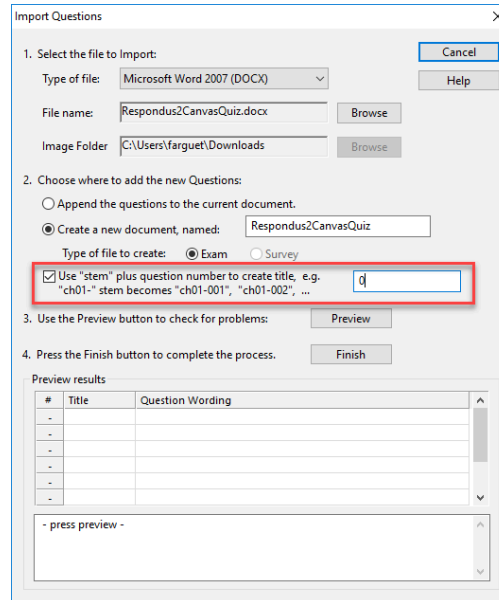
Respondus quiz imported to Canvas

Before beginning the quiz creation process, please select **Canvas** as the Current Personality. Select the **Import Questions** from a text file option to begin the Publish quiz to Canvas process.



Importing Questions

Follow the steps on the **Import Questions** dialog window to import quiz questions to Respondus.



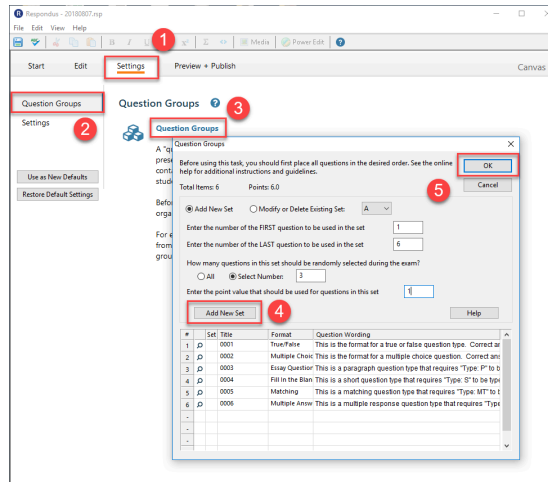
Note: Enable the **Use “stem” plus question number to create title** option to maintain the question order when the quiz is imported into Canvas. Include a “0” in the available field.”

Quiz settings

Randomly select questions for a quiz

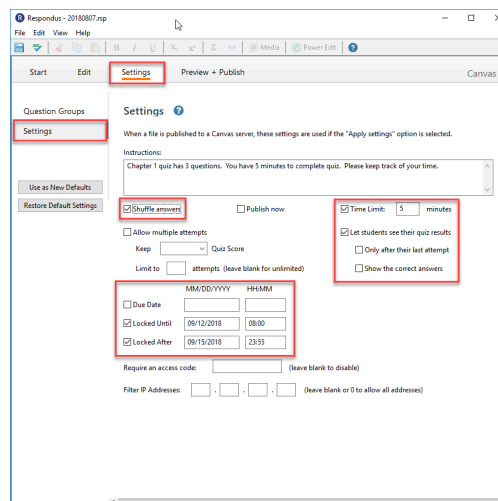
Follow these steps to have quiz questions randomly selected and included in the quiz.

1. Select the **Settings** tab
2. Click on the **Question Groups** button
3. Click on the **Question Groups** button on the main screen
4. Click on the **Add New Set** button when settings have been entered.
5. Click on the **OK** button to complete



General quiz settings

Quiz options should be updated by clicking on the **Settings** button, and reviewing highlighted areas.



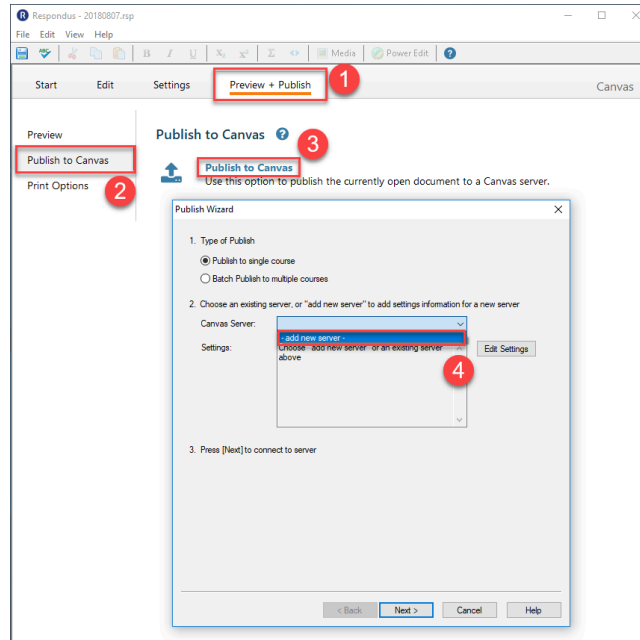
Note: The time setting uses military time. Please pay close attention to the disable and enable checkboxes, time limit, quiz results, Shuffle answers, and availability dates.

Publish to Canvas

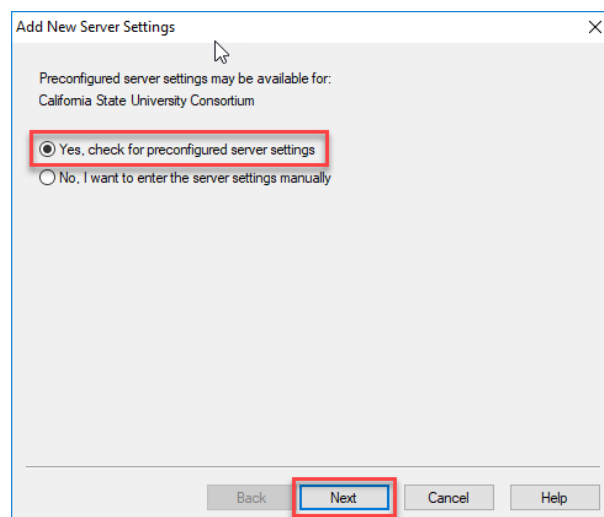
You will need to first establish a server connection to the Cal State L.A. Canvas system before publishing the quiz to Canvas.

Add New Server

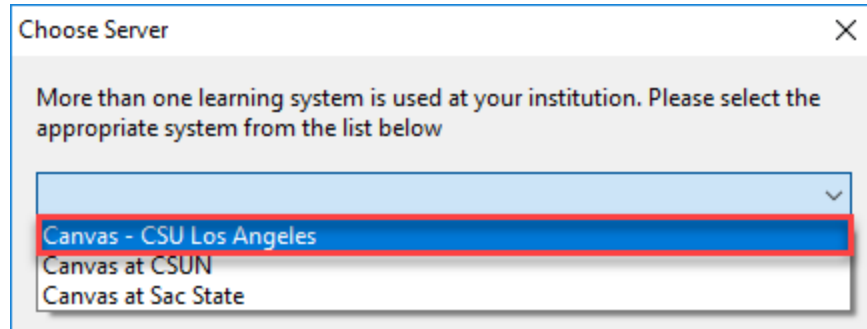
1. Select the **Preview & Publish** tab
2. Click on the **Publish to Canvas** button
3. Click on the **Publish Wizard** button
4. Select the **Add New Server** option from the Publish Wizard window



Select the **Yes, check for preconfigured server settings** option and click the **Next** button



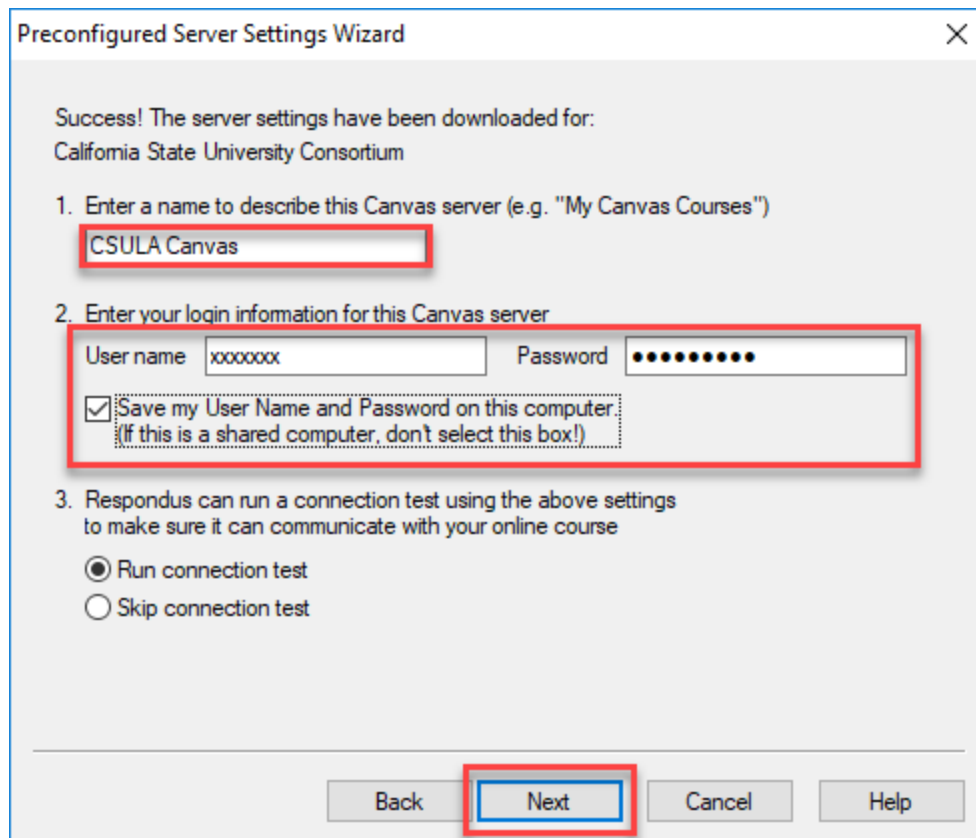
Choose the preconfigure server **Canvas – CSU Los Angeles** settings highlighted below



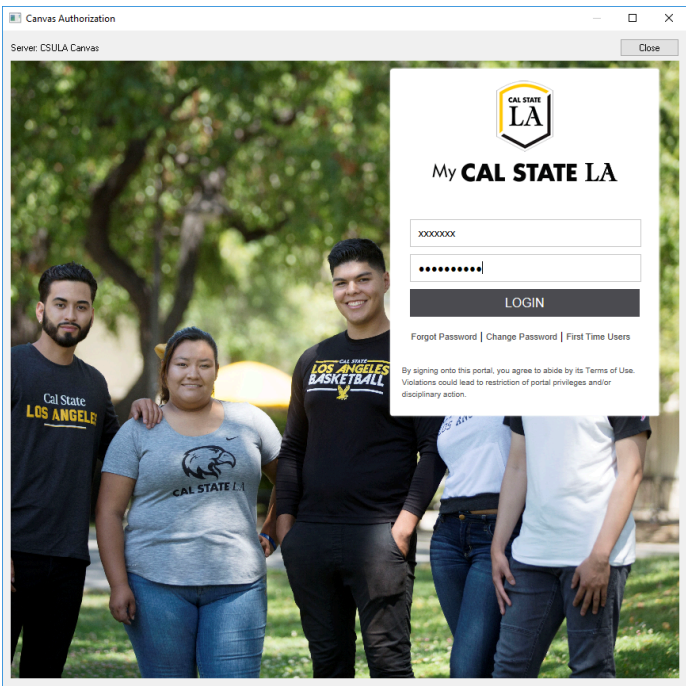
On the following Preconfigured Server Settings Wizard window:

1. Enter a desired name to describe the Canvas server
2. Include your Cal State L.A. username and password
3. Click on the **Save my User Name and Password on this computer** checkbox

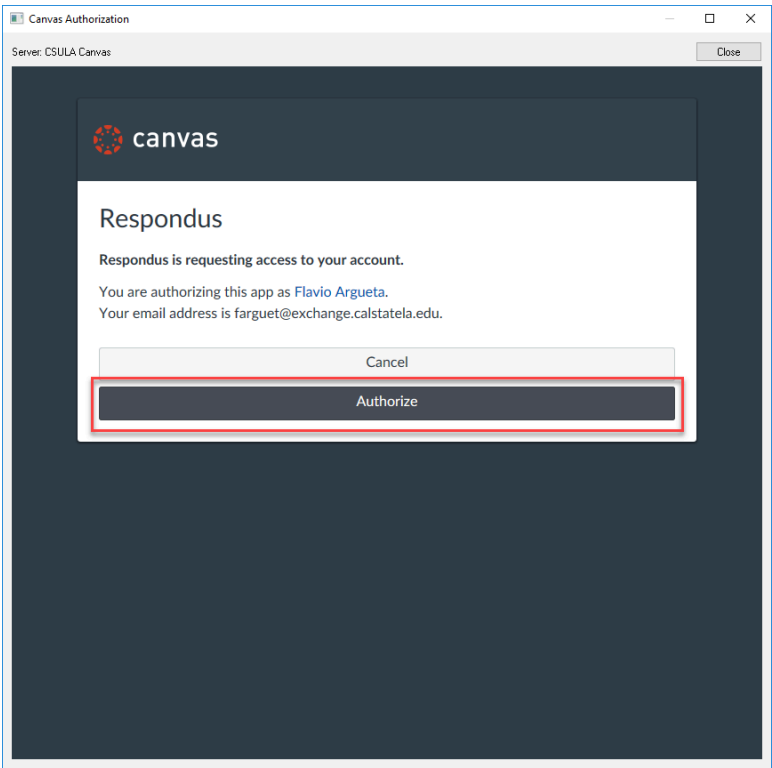
Click the **Next** button to continue



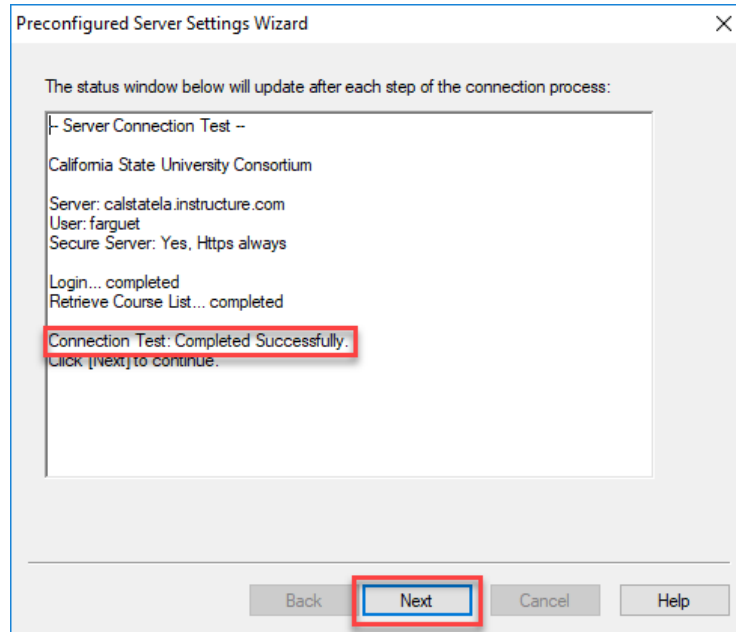
A browser login window will appear. Enter your AD network credentials. This window will disappear after your login credentials have been authenticated.



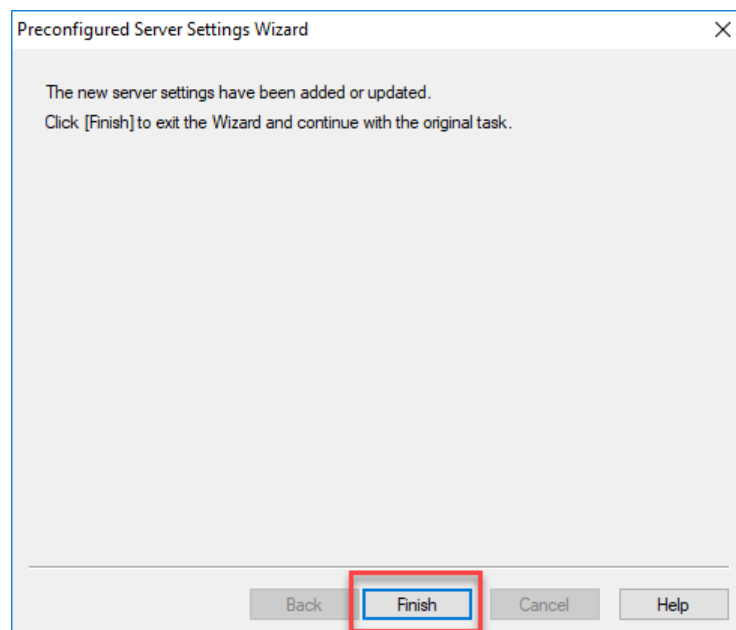
A Canvas Authorize window will display on initial setup.



Click the **Next** button to continue



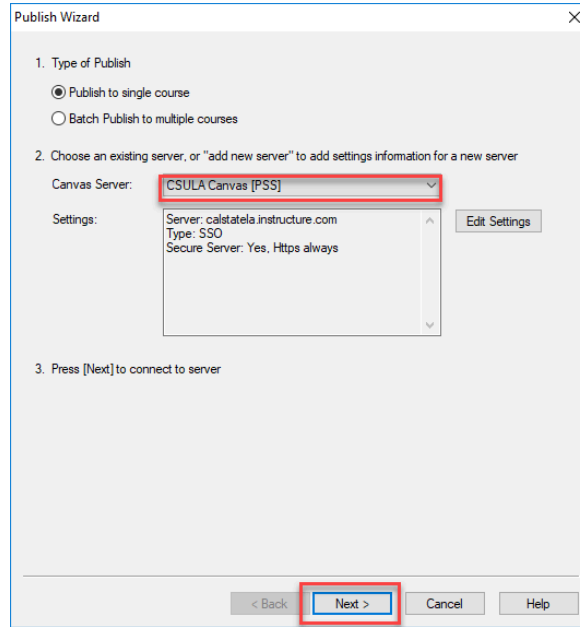
Click on the **Finish** button to complete testing the connection



Publish your quiz to Canvas

The server you added will now be selected on the Publish Wizard window.

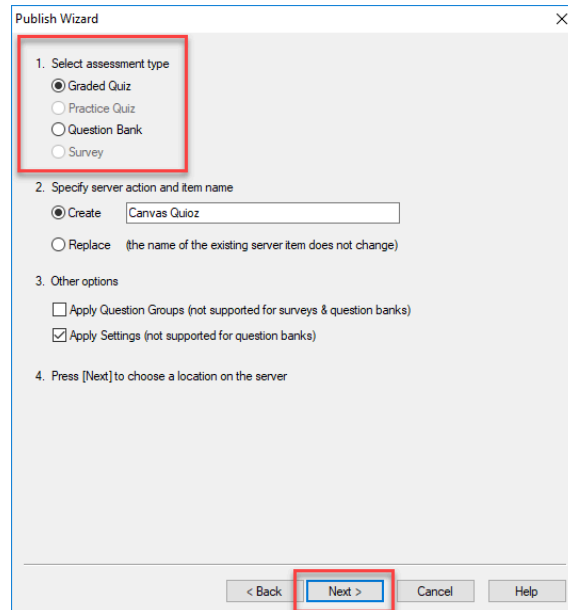
Select the Canvas Server connection you created, click on the **Next** button to continue to the next window



The screenshot shows the 'Publish Wizard' window at step 2. The title bar says 'Publish Wizard'. Step 1, 'Type of Publish', has two radio buttons: 'Publish to single course' (selected) and 'Batch Publish to multiple courses'. Step 2, 'Choose an existing server, or "add new server" to add settings information for a new server', has a 'Canvas Server:' dropdown menu with 'CSULA Canvas [PSS]' selected. Below this is a 'Settings:' section with a list box showing 'Server: calstatela.instructure.com', 'Type: SSO', and 'Secure Server: Yes, Https always'. An 'Edit Settings' button is to the right. Step 3, 'Press [Next] to connect to server', is at the bottom. The bottom navigation bar has four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a red rectangle.

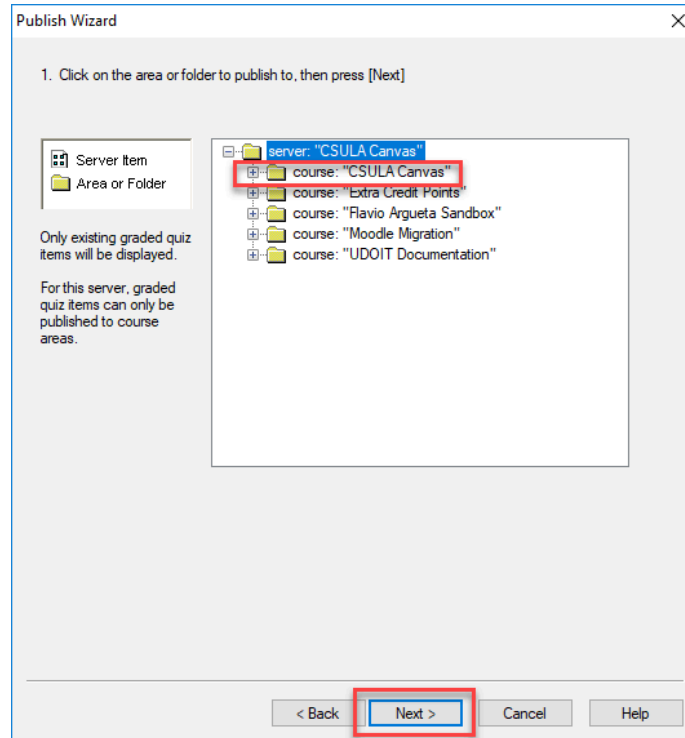
Follow the instructions on the Publish Wizard window. It is important that you select **how the questions will be added to the course; as a Graded Quiz or Question Bank**.

Click on the **Next** button



The screenshot shows the 'Publish Wizard' window at step 3. The title bar says 'Publish Wizard'. Step 1, 'Select assessment type', has four radio buttons: 'Graded Quiz' (selected), 'Practice Quiz', 'Question Bank', and 'Survey'. This section is highlighted with a red rectangle. Step 2, 'Specify server action and item name', has two radio buttons: 'Create' (selected) and 'Replace (the name of the existing server item does not change)'. A text box next to 'Create' contains 'Canvas Quiz'. Step 3, 'Other options', has two checkboxes: 'Apply Question Groups (not supported for surveys & question banks)' (unchecked) and 'Apply Settings (not supported for question banks)' (checked). Step 4, 'Press [Next] to choose a location on the server', is at the bottom. The bottom navigation bar has four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a red rectangle.

Select the course folder to publish the quiz/question bank, then click on the **Next** button.



Click on the **Finish** button once the quiz has been successfully Publish to the course. Log in to Canvas and access your course to review the published quiz. By default the quiz is unpublsh.

