

Creating Canvas Quiz Question Banks with Microsoft Word and Respondus Quiz Builder

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Part 1: Download and Install Respondus Quiz Builder

Respondus is a Windows-only desktop quiz-making program that allows instructors to create questions offline (not directly inside Canvas sites), and then import them into Canvas. Currently, Respondus Quiz Builder is not available for Mac OSX or mobile device platforms.

The University of Minnesota has a campus-wide license for Respondus software. University instructors and support staff may use it for free. **To get your own copy of Respondus, e-mail canvas@umn.edu and ask for Respondus access.** Canvas Support staff will enroll you into the "Respondus Quiz Tool Information" Canvas course site. You will be able to download the program from there.

Note: In CEHD, you may need the assistance of a Tech Coordinator to install the Respondus software, because it is configured to install under administrative settings and may not function properly if these settings are not corrected for CEHD's server-based file storage environment.

Additional Information: [Canvas: Respondus for Quiz Building Overview](#)

Part 2: Creating a Question Document

Respondus supports six types of imported questions:

- multiple-choice,
- true-false,
- essay,
- short answer,
- matching, and
- multiple response questions.

The plain text, rich text, or MS Word file must be organized in the "Standard Format" before it can be imported into Respondus. In other words, each question in the Word document must be formatted specifically so that Respondus will recognize each question and answer.

As an example, a simple format for a multiple-choice question is:

Title: First President

1. What was the name of the first president of the United States?

- *a. George Washington**
- b. Abraham Lincoln**
- c. George Washington Carver**
- d. Samuel Adams**


Standard Formatting Rules

- **Important note:** Do not use MS Word's automatic formatting feature (e.g. 1, 2, 3 or a, b, c) located in the formatting toolbar. Respondus will not recognize the automatic numbering during the import. Each number or letter must be manually typed.
- Titles must be followed by a colon (:) and a single space. They are limited to 20 characters.
- Each question must start with a number, followed by either a period or a parenthesis and a single space
- Each answer choice must begin with a letter, followed by a period and a single space.
- The correct answer is **preceded by an asterisk**.

- Additional information and details can be added, including feedback.

See the [Official Respondus User's Guide](#) for more details. You can find the *Standard Format for Importing* section on page 41.

Part 3: Importing Questions into Respondus

1. Start Respondus and select **Canvas** as the personality.
2. Select the **Import Questions** option.
3. Choose the Type of File from the drop-down menu.
 - a. Choose Microsoft Word (DOC) or Microsoft Word 2007 (DOCX). You can also use the Microsoft Word 2007 option for later versions (2010, 2013, etc.) of Word.
4. Select the **Browse** button next to "File Name" and navigate to your Word document.
5. Under "2. Choose where to add the new Questions", select the choice that fits the situation:
 - a. Append the questions to the current document (if you were already working in Respondus on other questions and want these additional questions added to that group of questions)
 - b. Create a new document (and type in a title - any title you like, such as "Quiz 2 Questions," etc.)
 - c. If you have NOT given each question a title (see formatting in [Part 2](#), above) then you may select **Use "stem"** to auto-number your questions.
6. Select the **Preview** button. This will check that all questions are properly formatted and there are no problems.
 - a. Correct any warnings or notes that appear in the box at the bottom of the dialog window by returning to the original document and saving your corrections. Begin again with Step 2 above.
7. When **No warnings** are displayed, select the Finish button to import the questions.
8. Questions will be listed at the bottom of the screen.
 - a. To edit an individual question, select the Question Menu  icon and select Edit.
9. Don't forget to save your work!

Additional Information: [Importing Questions with Respondus 4](#) (YouTube, 2:44 mins)

Part 4: Exporting Questions to Canvas

Please make sure to use **the most recent version of Respondus**, which is available for download in the "Respondus Quiz Tool Information" course site.

1. On the **Start** tab, check that the Canvas personality is selected.
2. When you are ready to export, select the **Preview & Publish** tab (across the top).
3. Select the **Preview** option (along the left side), then **Preview the File** option to see approximately how each question in the exam will appear.
 - a. This is not an exact representation of what it will look like in Canvas but is useful in checking any formatting issues such as spacing or font styles and double-checking the correct answers.
4. Select **Close** when you are finished with the preview.
5. Select **Publish** (along the left side navigation) and then the **Publish Wizard** button to begin the process of exporting to Canvas.
6. A new dialog window will open. Select **Publish to a Single Course**.
7. Check that the Canvas server is selected in item 2.

Note: If you have not previously used Respondus Quiz Builder to connect to Canvas, you will need to complete the setup by following the [First Time Server setup instructions](#).

8. Select **Next**. Respondus will prompt you to login to Canvas. Select **OK**.
9. A browser window will launch. Login with your UofM ID and password. Be aware you may be required to use Duo authentication.
10. On the next screen, **Authorize** your Canvas account.
11. You will be returned to Respondus. Select **OK**.
12. Select the assessment type: **Graded Quiz**.
13. Specify the server action and item name and in the **Create** text area, **give your quiz a title**.
14. Select **Next**.
15. In the menu of listed courses, find and select the course site where the quiz belongs.
16. Select **Next**.
17. Respondus will display a process and success message (Note: This may take a few moments).
18. Select **Finish**.
19. Login to Canvas to confirm that the quiz has been successfully created.

Additional Information

- [Canvas: Publish Questions from Respondus Directly to Canvas](#)
- [Publishing to Canvas](#) (YouTube, 4:29 mins)

Part 5. Additional Canvas Quiz Configuration

Once you have created your Quiz, you may wish to further set it up, including due dates, time limits, and other options that Canvas provides for quiz administration. For detailed instructions on configuring and managing a Canvas Quiz, see the [Canvas Quiz Instructor Guides](#).

Get More Information

- [Respondus.com: Official Resources](#) -- Includes Quick Start Guide, Official User Guide, and Tutorial Videos

Help us improve our resources. Take this [one-minute survey](#).