

# PRINT CANVAS TESTS USING RESPONDUS

Canvas currently does not offer a feature where you can print tests/quizzes created in Canvas. A workaround is to use Respondus, an exam creator program, to create printed copies of your Canvas tests. Follow the steps below to create printed copies or to save tests in Word format from quizzes you created in your Canvas courses.

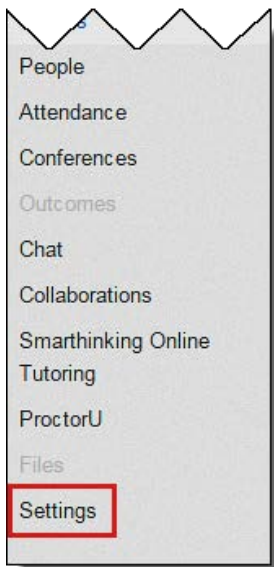
Find information on using and downloading Respondus on the Academic Technology website:

<http://www.easternflorida.edu/faculty-staff/academic-technology/respondus.cfm>

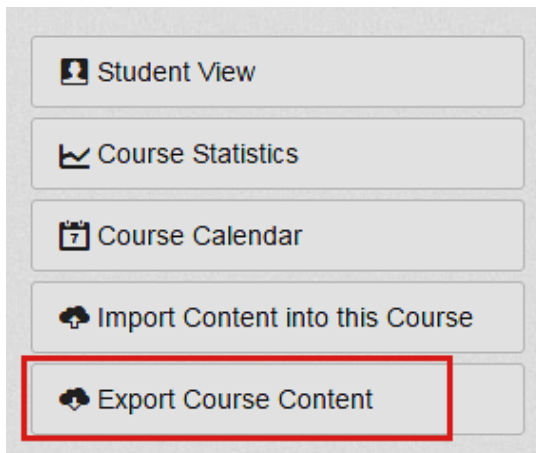
Install Respondus on your computer at home or contact IT support to request the software to be installed on your office computer (**NOTE: Respondus is not available for MAC**).

## EXPORT A QUIZ FROM A CANVAS COURSE

1. Click on Settings at the bottom of the left menu.



2. On the next screen click on 'Export Course Content'.



3. On the export page select 'Quiz'.
4. Uncheck 'All Quizzes'.
5. Check the quiz that you want to export.

**Export Type**

Course

Quiz **3**

**Select Quizzes to Export**

All Quizzes **4**

MODULE 1] Quiz **5**

MODULE 2] Quiz

MODULE 3] Quiz

MODULE 4] Quiz

MODULE 5] Quiz

**Create Export** **6**

6. Click on 'Create Export'.

7. Stay on the page or return later to find the download link for the export file. Click the link to download the zip file to your computer.

**Content Exports**

QTI Export from Jan 22, 2015 10:46am: [Click here to download](#)

## PREPARE THE EXPORT FILE ON YOUR COMPUTER

8. Locate the zip file on your computer after the download.
9. Right-click the zip file and click on 'Extract All'. This will create a folder with the same name as the zip file in the same location as the zip file.
10. Double-click on the new folder to view its contents.
11. Locate a folder with a long name consisting of numbers and letters (example: if9231cccfada04d7ca91ac0e711f49d8). Inside this folder you will see two .xml files. One of them is named the same long name as seen on the folder. You will need this file to import the test into Respondus.

Name ^	Date modified	Type	Size
if9231cccfada04d7ca91ac0e711f49d8	1/26/2015 5:19 PM	File folder	
non_cc_assessments	1/22/2015 3:46 PM	File folder	
QuestionData	1/26/2015 5:19 PM	File folder	
imsmanifest.xml	1/26/2015 5:19 PM	XML Document	5 KB

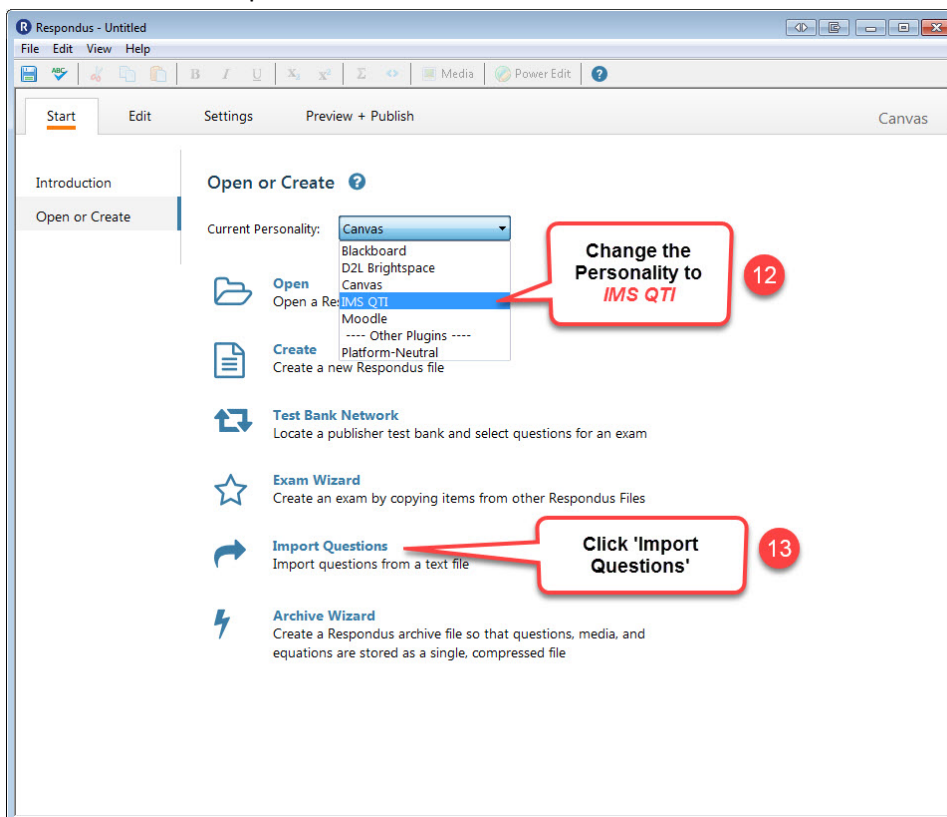
Name ^	Date modified	Type	Size
assessment_meta.xml	1/26/2015 5:19 PM	XML Document	2 KB
if9231cccfada04d7ca91ac0e711f49d8.xml	1/26/2015 5:19 PM	XML Document	26 KB

## RESPONDUS – IMPORT THE CANVAS TEST



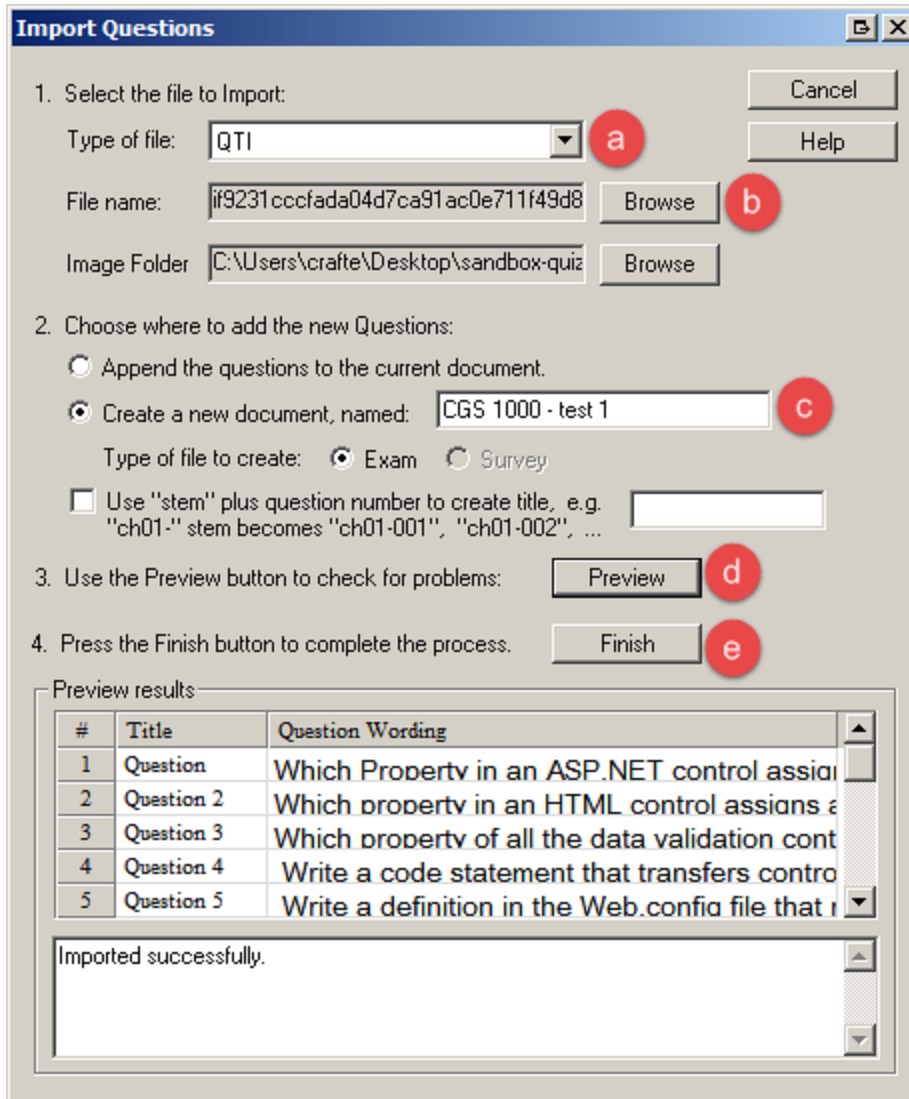
After you exported, downloaded and extracted the Canvas test, you are now ready to import it into Respondus. To get started locate Respondus on your computer and open it.

12. Click on the drop-down menu next to 'Current Personality' and change it to '*IMS QTI*'.
13. Click the 'Import Questions' button.



14. A dialogue box appears. Follow these steps:

- a. 'Type of file' – select QTI
- b. 'File name' – browse to the file identified in step 11
- c. 'Create a new document, named:' – enter a name for the Respondus file you are about to create
- d. Click on 'Preview' to import the questions and check for errors
- e. If it says 'Imported Successfully', all questions will be added to the test file. Click on 'Finish'



15. After you clicked on 'Finish' you will be taken to the 'Edit' tab in Respondus. You can check your questions and make any edits before creating your paper copy.

## RESPONDUS – CREATE A PAPER COPY OF THE TEST

You can use the following steps to create paper copies of tests you created in Respondus, imported from Canvas (*using the steps above*) or created using a publisher test bank in Respondus format.

16. To get a printed version of the test and/or answer key (or to save it as a Word file), go to the 'Preview & Publish' tab.

The screenshot shows the Respondus software interface. The 'Preview + Publish' tab is selected, indicated by a red arrow. The main editing area is for a Multiple Choice question. The question fields are:

- Title of Question: [Text Input]
- Question Wording: [Text Area]
- Answers (PageDown moves to next answer):
  - A: [Text Input]
  - B: [Text Input]
  - C: [Text Input]
  - D: [Text Input]
- Select Correct Answer: [Dropdown Menu]
- Point Value: 1.00
- Buttons: Add to End of List, Insert into List, Clear Form, Preview

At the bottom, there is a 'Question List' table with the following data:

#	Title	Format	Points	Question Wording
1	Q-001	Mult. Choice	1.0	The nurse is reviewing the functions of the ovaries, uterus, clitoris, and vagina with a group of nursing students. What
2	Q-002	Mult. Choice	1.0	The nurse is instructing a preadolescent client about the organs of the female reproductive system. What should the r
3	Q-003	Mult. Choice	1.0	The nurse is reviewing a client's electronic medical record and notices that the client has recently experienced dyspa

17. Click on 'Print Options'.

The close-up shows the 'Print Options' button highlighted with a red box. The interface includes the following elements:

- Start
- Edit
- Preview
- Save QTI XML File
- Print Options (highlighted)

18. On the 'Print Options' page you will be able to select to print the exam, exam with answer key or answer key only. Plus other options including creating paper copies where the questions are listed in random order. You can print the test or save to file.