Respondus 4.0 Help Guide for Canvas

Respondus can be used to build and manage quizzes/pools. You can import questions (using the Respondus format) from a Word document or text file and then export those to Canvas as a quiz or question bank.

To familiarize you with the tool, the Respondus icon is pictured right and looks like a blue circle with a white R in it.

Note: If you haven't already installed Respondus, it can be downloaded from the "**DMACC Instructor Resources and Support**" page, located in the **Help** menu in Canvas. Scroll down to the "**Software**" section and select "**Respondus**." (You can also get there by going into the "Instructor Training and Resources" course in Canvas > Modules > Resources > Respondus Products.) The installation information and password are provided there.

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Question Format for Import

For complete details on formatting questions and including images, open Respondus and go to the **Help** menu at the top > **Help Topics**. Then switch to the **Index** tab on the left, scroll down to the bottom, and select **Standard Format for Importing Questions**.

File Setup

- You can use a plain text file (.txt) or a Word document (.docx or .doc).
  - The Word document can contain images, bolding, and italics.
- Do not include any extra information in the document (i.e., remove headings, blanks for names, miscellaneous text from the publisher, instructions for taking the test, etc.).

Basic Question Format

- Question numbers need to be sequential starting with number **1**.
- The question number is followed by either a period **.** or a closing parenthesis **)** followed by one space and then the question text.
- Multiple-choice answer options are then listed, each on a separate line, using **a-t** (or A-T), which are also followed by either a period or a closing parenthesis and one space.
- The correct answer is indicated by an asterisk in front of the letter. Alternatively, you can provide an answer key at the end.

Question Examples and Other Options

The examples below are indented so they stand out. You would not indent them in your file.

> 1. Your question text for multiple choice.
> a. possible answer
> b. possible answer
> *c. correct answer indicated by asterisk before the letter
> d. possible answer
>
> 2) The question format for true/false is the same as multiple choice. Your questions can wrap onto multiple lines and can also include images (in Word documents, not text files).
> a) True
> *b) False

Point Value: Optionally, you can specify a point value. On the line above the question text (and question type indicator), add "Points: 1" (replacing "1" with whatever the point value is). That point value will apply to all questions after it until a new point value is defined.

> Points: 1
> 3. True/false can also be written with just the letter as the answer option.
> *a. T
> b. F

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Title: Optionally, you can add a short title (up to 20 characters) that will be visible to you but not students, such as to indicate the competency the question meets. On the line above the question text (below the question type indicator), add "Title: Text" (replacing "Text" with information).

Feedback: Optionally, you can add correct and incorrect feedback for students using **~** and **@** respectively before adding the answer choices.

> Title: PSY101 CC1.1
> 4. Question text goes here.
> ~ Correct answer feedback follows a tilde.
> @ Incorrect answer feedback follows the at symbol.
> a. possible answer
> b. possible answer
> c. possible answer
> *d. correct answer
> e. possible answer

Other Question Types: For any question other than multiple-choice and true/false, you need to specify which type of question it is. Above the question text, add "Type: " followed by the letter(s). *Each* question needs the type specified unless it is multiple-choice or true/false.

Essays: If you're using an answer key, you would skip the number for the essay question in the key (unless you want to provide general feedback for students).

> Type: E
> 5. Question/instructions for an essay.
> a. Optionally, this answer feedback will be visible to students. Notice there is not an asterisk in front of the "a" because essays need to be manually graded.

> Type: E
> 6. Question/instructions for another essay.

Fill-in-the-Blank: For fill-in-the-blank questions, you'll want to account for spelling variations and any alternatives you will accept (e.g., with or without a hyphen, abbreviations, etc.). Include the correct answer(s) after the question (up to 80 characters).

> Type: F
> 7. This is a fill-in-the-_____. Answer options are not case sensitive.
> a. blank
> b. blank question

Matching: The pairs are correct matches, separated by an equal = sign. If you're using an answer key, you would skip the number for the matching question in the key.

> Type: MT
> 8. Match the definition to the term (or whatever your instructions are).
> a. Definition/question text = Term/answer (up to 100 characters)
> b. Another definition/question = Term/answer
> c. Yet another definition/question text = Term/answer

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Headings or Reused Information: You cannot import headings into Respondus. If there is information that needs to be used to answer multiple questions, consider repeating it in each of those questions, especially if you plan to randomize questions or display them one at a time.

> 9. Read Case 1.1 below and then answer the question that follows.
> Case 1.1: Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi. **You would then include the actual question/prompt, bolded to stand out. Bold and *italics* will be retained.**
> a. something wrong
> *b. something right
> c. something wrong
> d. something wrong
>
> 10. Case 1.1: Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi. **This is a different question/prompt, with a different correct answer.**
> a. something wrong
> b. something wrong
> *c. something right
> d. something wrong

Otherwise, you could add heading information to the quiz in Canvas using "Text (no question)."

Answer Key: If an asterisk hadn't been used above to indicate the correct answer, the answers would need to be listed after all the questions. (Use either the asterisk or "Answers:" list, not both.) As noted earlier, matching and essay questions are skipped in the answer key.

> Answers:
> 1. c
> 2. b
> 3. T
> 4. d
> 6. The optional essay feedback can be provided in the answer key instead of after the question.
> 7. blank
> 7. blank question
> 9. b
> 10. c

If you would like to import other question types, such as Fill in Multiple Blanks (Type: FIB) or Multiple Response (Type: MR), please use the **Help** menu in Respondus.

Sample Files for Import

You can download and use the following files to try importing. Right-click on the text file links and choose "Save Link As" to save them, otherwise they may open in your browser.

- [Sample Word file](#)
- [Sample Word file with answer key](#)
- [Sample text file](#)
- [Sample text file with answer key](#)

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Import Questions

After you have your questions formatted properly, you can import them into Respondus.

1. Open **Respondus**. At the top of the **Start** tab, make sure the "Current Personality" is set to **Canvas**.
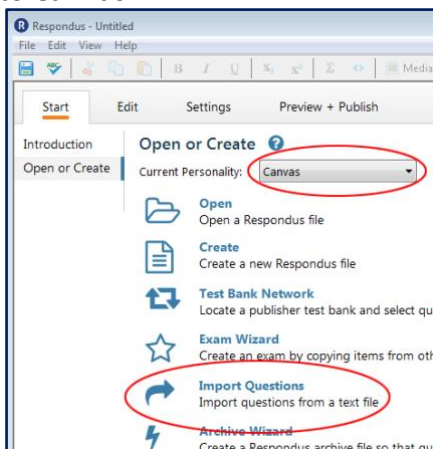
2. Click **Import Questions**.

   a. Click the **Type of file** drop-down menu and select the one that matches your file (e.g., "Microsoft Word 2007 (DOCX)" if the file extension is .docx).

   b. Click the **Browse** button for "File name" to browse and select the appropriate file.

   c. In step 2, type a name for the new Respondus file. You may want to put the course name at the beginning (i.e., "CRJ301 Chapter 1 Quiz") so you can easily tell them apart.

   d. Click the **Preview** button in step 3. If you get an error other than "duplicate question title changed," stop what you're doing, fix the error(s) in the original file, and Preview again before continuing. Common errors are when the question type is wrong/missing, answer is missing, or a question is skipped.

   e. Click the **Finish** button in step 4.

3. Click **OK** on the "File Saved" window.
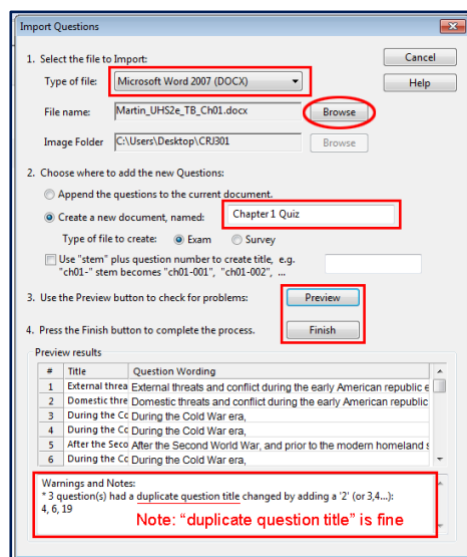
You will then be taken to the **Edit** tab and can make adjustments if needed. In the **Settings** tab you can adjust the settings that you want for the quiz in Canvas, or you can skip that and adjust it after it's in your course.

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Publish to Canvas

1. Click the **Preview + Publish** tab at the top and then click **Publish** on the left.
2. Click **Publish Wizard**.
3. In the window that pops up, leave step 1 with the default "Publish to single course" (unless you used the Settings tab and need to upload the same quiz to multiple courses).
4. For step 2, click the **Canvas Server** drop-down menu and select **add new server**.
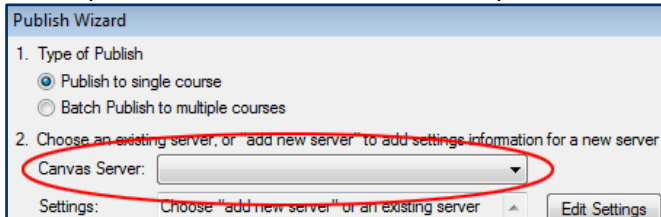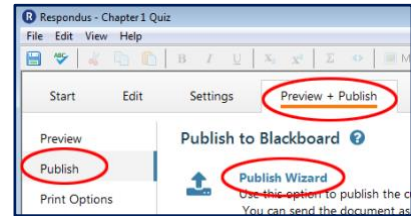
Note: The server setup only needs to be done the first time after you install Respondus. If you already have the server set up and working properly, that server should be selected. In which case, skip to the *Publish to the Course* section below.

Server Setup Option 1: Preconfigured Settings

1. In the Add New Server Settings window, choose **Yes, check for preconfigured server settings** and click **Next**.
2. For step 1, type in your name or something like "Canvas Upload."
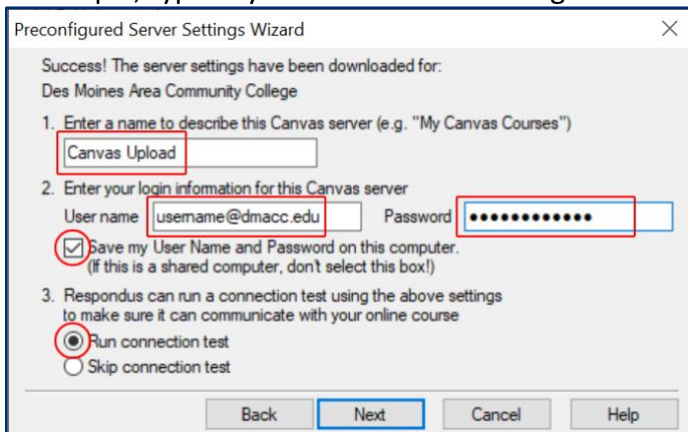
3. For step 2, type in your DMACC email address and password. Select the option to **Save my User Name and Password…**
4. Leave **Run connection test** selected in step 3 and click **Next**.
5. Skip to the *Authenticate and Authorize Access* section below.

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Server Setup Option 2: Manually Configure

If the preconfigured server settings cannot be found, you can configure them manually.

1. In the Add New Server Settings window, choose **No, I want to enter the server settings manually** and click **Next**. The Canvas Server Settings window will appear.
2. In your web browser, go to Canvas (https://dmacc.instructure.com) and log in with your DMACC email and password. Then click **Courses** > **All Courses**.
   a. Copy the full text in the address bar at the top of the browser.
   b. Paste that into the step 2 box in Respondus.
3. Click the **Extract** button in step 3.

4. For the **Description**, type in your name or something like "Canvas Upload."

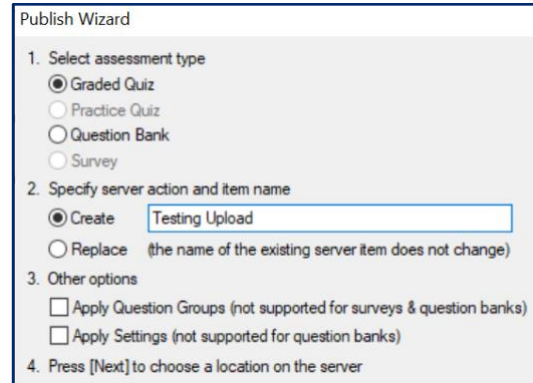

5. For step 5, type in your DMACC email address and password. Click the checkbox to **Remember my User Name and Password…** so you don't have to type it in every time.
6. Click **OK**.

Authenticate and Authorize Access

1. The first time you connect, a window will pop up with the message "Log into your learning system using the browser window." Click **OK**.
   a. If you get a window stating "An additional authentication module is required…" click **OK** to download it. If you're on a DMACC computer, you'll need Tech Support (x7300) to log in and authorize the installation.
2. Then in the Canvas Authorization window that pops up, log into your DMACC account (requires 2-factor authentication).
3. You should then get a message about Respondus requesting access to your account. Click **Authorize**.
4. *Preconfigured server only:* Click **OK**. You will see a "Connection Test: Completed Successfully" status. Click **Next** and then **Finish**.
5. Whatever you typed for the "Description" will be selected in the Canvas Server drop-down menu. ("[PSS]" will be added for Preconfigured Server Settings.) Click **Next**.

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Publish to the Course

1. In the Publish Wizard window, "Graded Quiz" should be selected. If you would prefer a pool of questions, select "Question Bank."
2. For step 2, adjust the quiz name as needed.
3. Leave the options deselected in Step 3. (Alternatively, if you used the Settings tab in Respondus, select the "Apply Settings" option.)
4. Click **Next**.
5. Select the course where you want the quiz and click **Next**.
6. After the window shows "Publish Completed Successfully" near the bottom, click **Finish**.

This will put the quiz in your Canvas course in Quizzes (or Question Banks). You will then need to add the quiz to the appropriate module (from Add > Quiz), adjust the settings, and publish it.

Need Help?

Contact one of our instructional designers.

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