

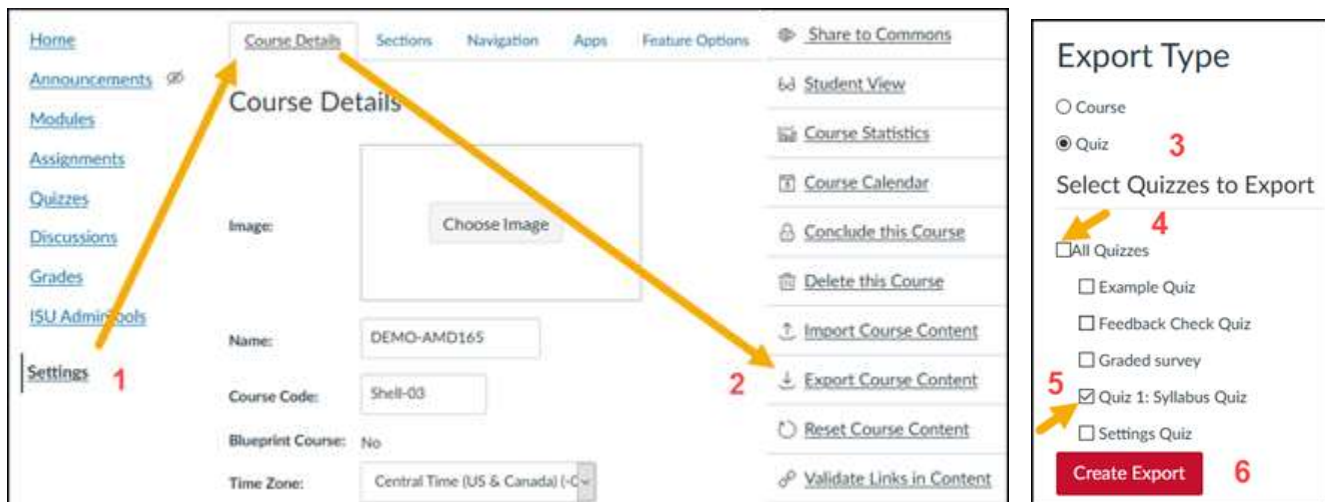
Canvas: How to Export Quizzes to MS Word

Quizzes in Canvas are difficult to print and cannot be downloaded directly to a MS Word format. Quizzes can be exported from Canvas in the QTI format and then imported into Respondus. From Respondus the quiz can be printed. This Guide provides step-by-step instructions for the entire process.

This feature only works with quizzes - not question banks. To download an entire question bank, first create a quiz with all the questions from the question bank in it.

Exporting a Quiz from Canvas

1. Click **Settings**
2. On the Course Details page, click **Export Course Content**
3. Set Export Type = **Quiz**
4. Uncheck the “All quizzes” box
5. Select a single quiz. (You must repeat this process for each quiz you need.)
6. Click the red **Create Export** button.



An export file link will be created: it may be necessary to refresh the screen to see it. An email with the link will also be sent to you.

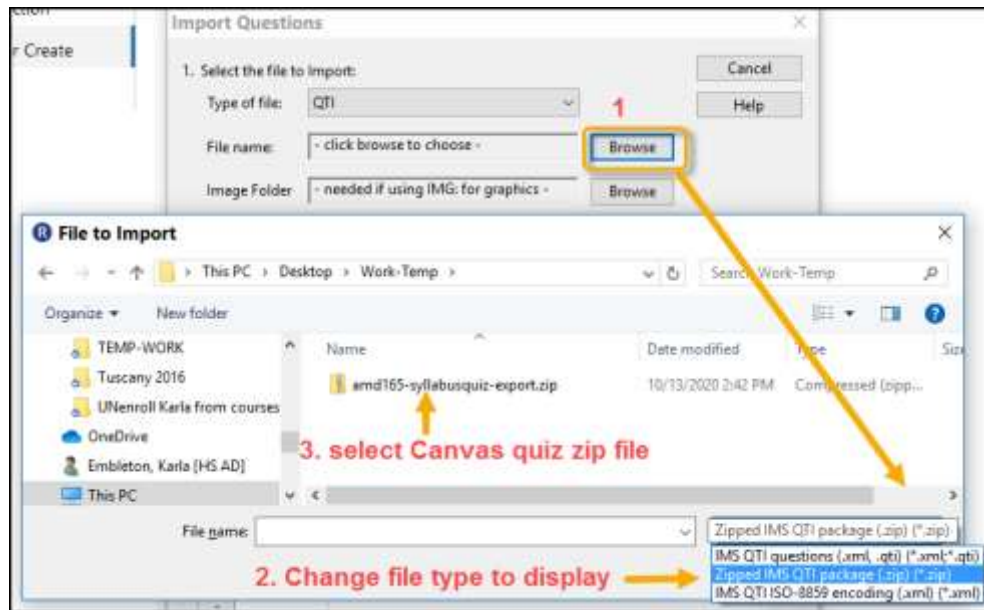


7. Click the QTI link and save the file where you will be able to find it again.
TIP: Rename the file with the actual quiz name!

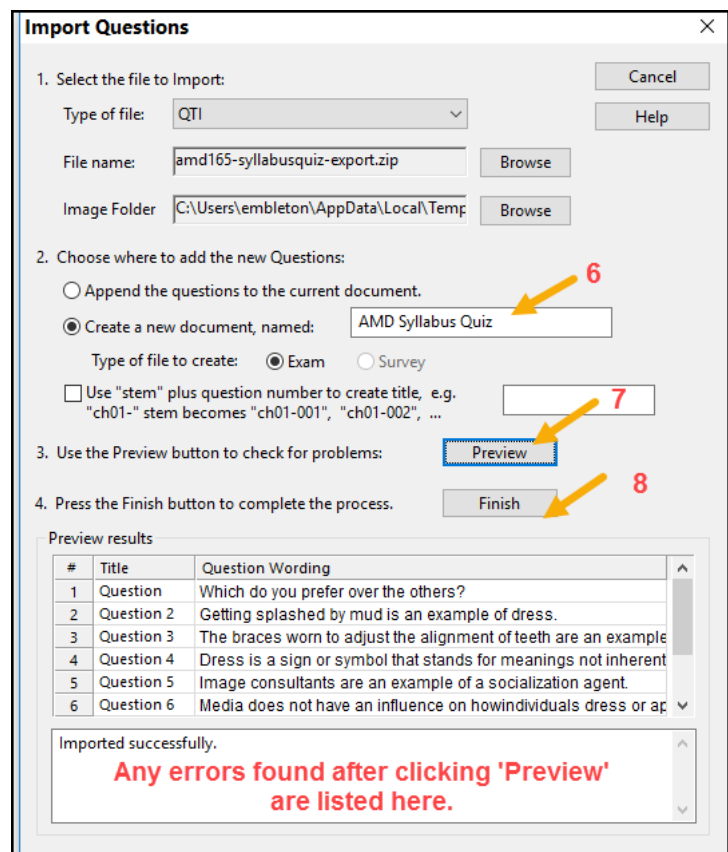
Importing a zipped QTI file into Respondus

1. Open Respondus. ([How to download Respondus using ISU license](#))
2. Make sure you are on the **Start** tab with **Open and Create** highlighted in the left column.
3. Set **Current Personality** = IMS QTI

4. Click **Import Questions**
5. Find the downloaded file by clicking **Browse**
 - > change the **file type to display** to “Zipped IMS QTI package (.zip)”
 - > selecting the quiz file exported from Canvas
 - > click Open



6. Enter a name for the new Respondus file you are creating – include the course and quiz name.
7. Click **Preview** and review any warning messages listed on bottom of screen.
 - a. Make a note of these. You cannot edit the zip file so any edits will need to be made after the Respondus file is created.
8. Click **Finish** to create the new Respondus file.



Exporting a Respondus question bank file to Word

Now that you have created a Respondus file you can preview it, edit it, and export it in various formats.

1. Click the **Preview + Publish** tab on the top menu.
2. Click **Preview the File** and examine each question, noting where edits need to be made. You will need to click the **Close** button to leave this view.
 - Some edits can be done in Respondus – such as correcting typos or changing answers.
 - Other edits, such as adding images back into questions, may be easier in the final Word file.
 - New questions can also be added to complete the file. The Canvas export only handles multiple choice questions. Matching and open ended questions could be added back in at this stage.
3. Click Print Options

The screenshot shows the 'Print Options' tab in the Respondus interface. The left sidebar has 'Print Options' selected. The main area contains the following sections:

- 1. Select format:** Three radio buttons: 'Exam', 'Exam with Answer Key' (selected), and 'Answer Key only'. Each has a 'Settings' button to its right. A red arrow points from the text 'Select type of file to create' to the radio buttons.
- 2. Top of Page Contents (Headers):** An 'Edit Headers' button and a 'Preview' section showing a sample header: 'Page 1 Header: (Left-justified) AMD Syllabus Quiz (Right-justified)'. A red arrow points from the text 'Can add header with text in left and right columns' to the 'Edit Headers' button.
- 3. Randomize Questions:** A dropdown menu set to 'Do not Randomize' and four checkboxes: 'Apply Random Blocks from Settings', 'Randomize question order', 'Randomize answer choices within each question', and 'Group questions by type (Multiple Choice, etc.)'. A red arrow points from the text 'Can create multiple variations of question order. For each variation, save both a question-only and a key file.' to the dropdown menu.
- 4. Questions to be included:** A range selector with 'from' and 'to' input boxes, followed by '(leave blank to include all)'. A red arrow points from the text 'Save as Word file and continue to tweak/edit.' to this section.

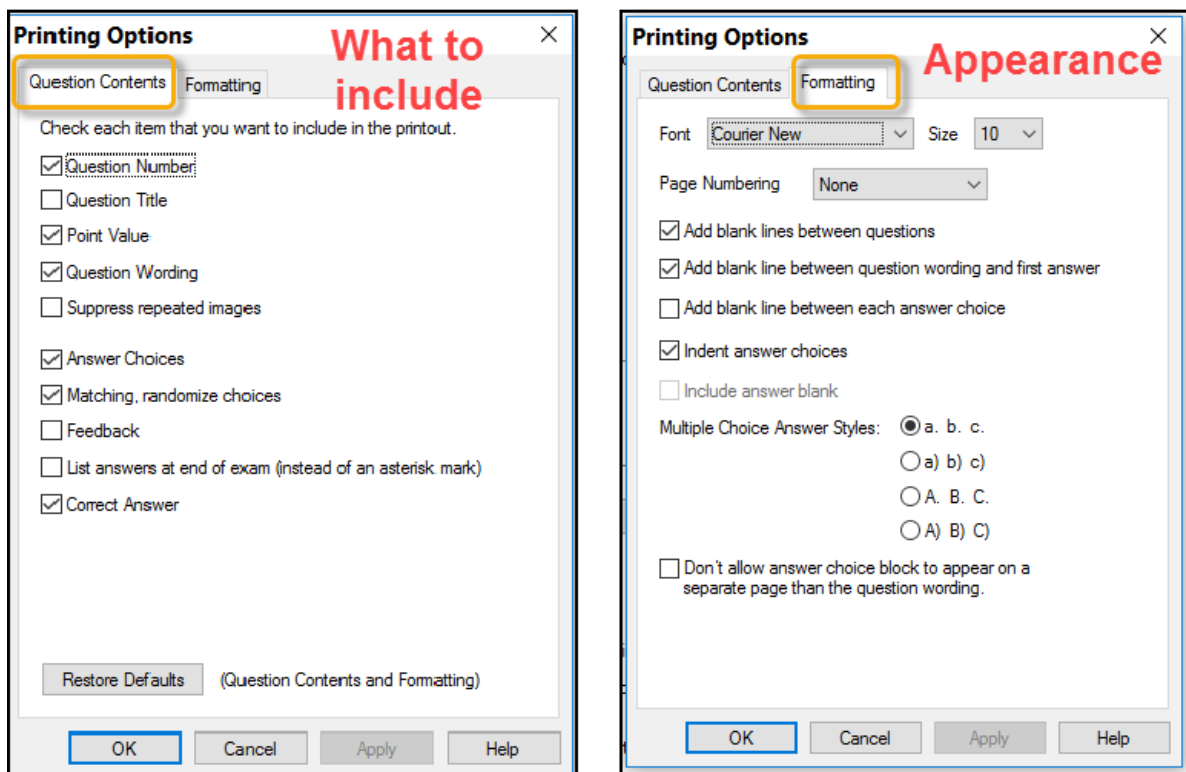
At the bottom are three buttons: 'Print Preview', 'Save to File', and 'Send to Printer'.

Overview:

On the Print Options page specify the exam format you want, adjust its print and appearance settings, and header information for your file, indicate if questions should be randomized or only a subset should be used. Preview your file and then make any tweaks necessary before saving and printing.

Suggestions:

1. Plan to save your quiz as a file (doc, rtf, pr txt) – there will likely be additional editing necessary before it can be printed and this gives you a stored copy to refer back to.
2. Pick what you want to save.
 - You will want to save an Exam with Answer Key = instructor version
 - You may also wish to save an Exam (without answer key) = Student version
 - If there are a lot of edits to make, it is easier to save and edit the version with the key, edit it in Word and then make a copy for the student with the answers stripped out.
3. Click the Settings button and adjust the question content and the text appearance before saving the file. This can save you a lot of editing time later.



4. Add header information to the file you are creating
 - Header info appears in a two column table at the top of the word file.
 - This information can be edited later in the saved file.
 - Things to include: course name, quiz name, semester, year, and note if it's the KEY.

REMINDER:

If you use Respondus to upload tests to Canvas remember to switch the personality back to Canvas, see first step of Importing a Quiz in Respondus