Publishing a Quiz from Respondus to Canvas

1. Open **Respondus 4.0 Campus-wide** and make sure the **Current Personality** is **Instructure Canvas**.

![Image showing Respondus interface]

2. Click the **Open** tab, select your test, and click **Open** on the bottom.

![Image showing Open Respondus File]

3. Select the **Preview & Publish** tab at the top of the window, select the **Publish to Canvas tab** in the panel on the left, and then select the **Publish Wizard**.

![](image1)

4. A new window will appear. Click the **dropdown arrow** next to **Canvas Server** and select **add new server**. If you have already added the Canvas Server, skip to **step 8**.

![](image2)
5. In the new window, select **No, I want to enter the server settings manually**, then click **Next**.

6. Without closing the **Respondus windows**, open another **browser** (Firefox or Chrome are recommended), log into **Clemson Canvas** instance at [https://clemson.instrucre.com](https://clemson.instrucre.com), and open the **course** in which you want to import the quiz. Copy the **URL address** for the current page.
7. Return to the **Respondus window** and paste the URL into **Step 2** and then click **Extract**, server connection URL will be auto populated. Type a **description** into **Step 4**, enter your **Clemson username** and **password**. Once you have entered all of the information, click **OK**.

![Screenshot of Respondus window](image1)

8. Click **Next**.

![Screenshot of Publish Wizard](image2)
9. Click **Authorize** to authorize canvas the access to your account.

![Authorize Canvas Access](image)

10. In **Step 1**, select whether you want to upload your question list as a **quiz** or a **question bank**. In **Step 2**, select whether you want to **create** *a new quiz* or *replace* a current quiz. If you want to create a new quiz, type in a **name** for the quiz, then click **Next**.

![Select Assessment](image)
11. Select the course to which you want to add the quiz or question bank, or if you are replacing a quiz or question bank, select the specific object, then click Next.

12. Wait for the window to say that the publishing process is complete and then select Finish.
13. Open your **course**, click **Quizzes** on the course menu, and verify that your quiz or question bank was created or replaced. You can now change the settings of the quiz by clicking the gear next to the quiz name.