**Respondus and Canvas**

To download Respondus:

1. Log in to MyUSF.
2. Click on the Blackboard link.
3. Click on the Content Collection link in the upper right-hand navigation bar.
4. In the left navigation bar, click on the down chevrons next to USF Collection, click on the plus sign + next to institution, click on the plus sign + next to Download Center, click on the plus sign + next to Respondus, then click on the word Respondus.
5. Two files should now appear in the main window:  “Respondus4Campus.exe”and “Respondus 4 Registration Password.txt.”
6. Click on the “Respondus 4 Registration Password.txt” link (not the chevrons), which will open a new browser window/tab. Leave that window/tab open and click back on the Blackboard window/tab which should still be open.
7. Now click on the “Respondus4Campus.exe” link (not the chevrons). This will open a dialog box. Click Run, which should launch the Installation Wizard. Follw the directions provided in the Installation Wizard.

To convert Blackboard quizzes to Canvas quizzes in Respondus:

1. Open Respondus.
2. On the Start tab, Choose “Instructure Canvas” from the Current Personality dropdown menu.
3. Click on the “Open” button.
4. Choose the quiz you want to convert and click Open.
5. Click OK.
6. Type a name for the new quiz and click “Save As New File.”
7. From the Edit tab, you can edit individual questions before you publish the quiz to Canvas.

To import text file quizzes into Respondus:

1. Open Respondus.
2. On the Start tab, Choose “Instructure Canvas” from the Current Personality dropdown menu.
3. Click on the “Import Questions” button.
4. Follow the on-screen instructions.

To create new quizzes in Respondus:

1. Open Respondus.
2. On the start tab, choose “Instructure Canvas” from the Current Personality dropdown menu.
3. Click on the “Create” button.
4. Follow the on-screen instructions.

To publish Respondus quizzes in Canvas:

1. When you are ready to publish a quiz, click on the Preview and Publish tab.
2. Click on the “Preview the File” button.
3. After you are done previewing the questions, click “Close” in the upper right corner.
4. Now click on the “Publish to Canvas” button in the left navigation bar.
5. Click on the “Publish Wizard” button.
6. Choose “-add new server-” from the Canvas Server dropdown menu.
7. Select the “No, I want to enter the server settings manually” radio button and click “Next.”
8. Follow the on-screen instructions for items 1-4.
9. In the boxes next to item 5, enter you MyUSF login credentials.
10. Check the remember my User Name and Password (if you are on your computer).
11. Click OK.
12. Click Next.
13. On the MyUSF login page, enter you MyUSF login credentials.
14. On the Respondus Quiz Builder page, click Login.
15. Click Next.
16. Select the course folder that corresponds with the course your wish to import the quiz into.
17. Click Next.
18. Once “Publish Completed Successfully appears in the Publish Wizard window, click Finish.
19. You can now go into your course in Canvas and edit and publish the quiz.

To use the Respondus LockDown Browser:

1. In Canvas, in the edit quiz mode, check the box next to “Require Respondus LockDown Browser.”

For a video tutorial, click here: <http://guides.instructure.com/s/2204/m/4210/l/40894-how-do-i-import-quizzes-from-respondus-4-0-video>

For additional assistance, please contact the Academy for Teaching and Learning Excellence (ATLE) at [atle@usf.edu](mailto:atle@usf.edu).