How to Import Word File into Respondus

- 1. Converting the Word File to QTI
- 2. Open Respondus
- 3. Select Import Questions.

- 4. Select the file type from the drop-down menu
- 5. Assign a name.
- 6. Click Preview.

If you have any errors, you will see them displayed below. If the error indicates duplicate questions begin the same way, you can ignore it. If it is another issue, you will need to fix it. Once any errors (other than the one indicated above) are fixed, click Finish.

- 7. Click Finish.
- 8. Click to select the Preview and Publish tab at the top of window.
- 9. Select Save QTI XML File on the left navigation menu. The file will download to your computer.
- 10. Import the QTI XML File using the steps below.

To Import QTI File to Canvas

- 1. Go to course
- 2. Click Settings
- 3. Click Import course content
- 4. Choose QTI.zip file from Content Type drop-down menu
- 5. Select file to import for Source.
- 6. Choose to Create a New Question Bank for the Default Question Bank and name it.
- 7. Click Import.

You will now find the quiz listed under the Quizzes link. You can find the Question Test Banks under the three-dot-kabob in the upper right corner of the Quizzes page.

	t the file to	Import:		Cancel
Туре	e of file:	Microsoft Word 2007 (DOCX) ~	1	Help
File	name:	- click browse to choose -	Browse	
File	name:	Circk browse to choose	browse	
Ima	ge Folder		Browse	
Choo	ose where to	o add the new Questions:		
OA	Append the	questions to the current document.		
		v document, named:		
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 Preview + Publish

 Introduction
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Open Open a Respondus file

Import Questions

 Test Bank Network Locate a publisher test bank and select questions for an exam

 Exam Wizard Create an exam by copying items from other Respondus Files

Archive Wizard Create a Respondus archive file so that questions, media, and equations are stored as a single, compressed file.