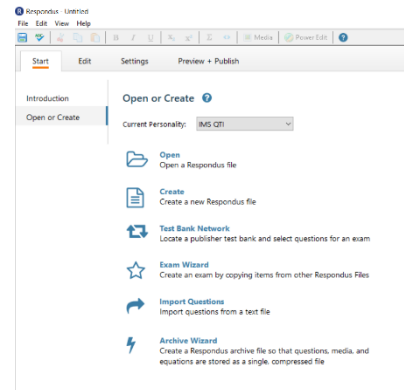
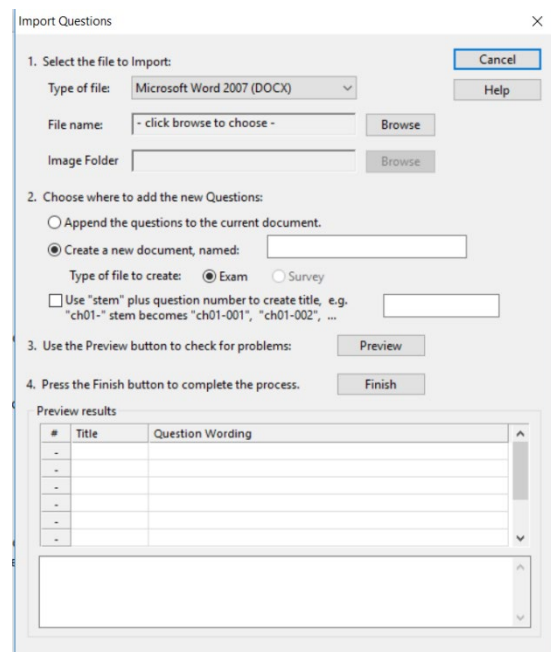


How to Import Word File into Respondus

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.