

ExamSoft Export Steps for Import to Canvas

Part 1

1. Login to www.examssoft.com/utcbsn.
2. Click on 'Assessments' at the top.
3. Click on the name of the assessment you want to export.
4. Scroll to the bottom and click on the 'Print/Export' button.
5. At the top make sure 'Exam Taker' is selected for Export Type and 'DOC' format is selected.
6. 'No visible item separation' should be selected for 'Question Layout' in the middle of the window
7. The only square box that should be ticked is 'Indicate Correct Answer (if applicable)' at the bottom right of the window under 'Advanced Settings'
8. Click 'Print/Export' to create a ZIP file.
9. After double-clicking on the file to unzip, open the DOC file with Microsoft Word.
10. Replace all checkmarks with asterisks by copying a checkmark from an answer, going to Edit/Find/Replace, pasting the checkmark in the top field, typing an asterisk in the bottom field, and clicking 'Replace All'.
11. Go through all questions and manually replace the spelled-out question titles (i.e. 'Question #: 1') with the appropriate question number followed by a period ('1.') and make sure that each question is formatted as part of a numbered list.
12. Click 'File' and 'Save As', then make sure the file format is listed as 'Rich Text Format (.rtf)'.

Part 2

13. Open up Respondus and choose 'IMS QTI' for current personality.
14. Select 'Import Questions'
15. Choose 'Rich Text' for file type
16. Browse for the RTF file next to 'File Name'
17. Give the file a name in the 'Create a new document' area.
18. Click 'Preview' (you can ignore any errors about multiple file names)
19. Select 'Finish' and then click 'OK'.
20. Go to the 'Preview + Publish' tab.
21. Click 'Save as' and then choose a destination and file name before clicking 'OK'

Part 3

22. Open your Canvas course and click on 'Settings' in the course menu on the left.
23. Select the 'Import Course Content' option on the right.
24. Choose 'QTI .zip file'
25. Browse for the ZIP file under 'Choose file'
26. Create an associated question bank if desired
27. Click 'Import'
28. When import is complete, go to quizzes and preview to ensure quiz imported correctly.

Note 1: You will need to delete any photos in your test questions before you upload to Respondus. Images must be directly embedded in your Canvas questions.

Note 2: If you have questions with several correct answers, you will need to edit the question in Canvas, change the question type to 'Multiple Answers' and select all that apply.