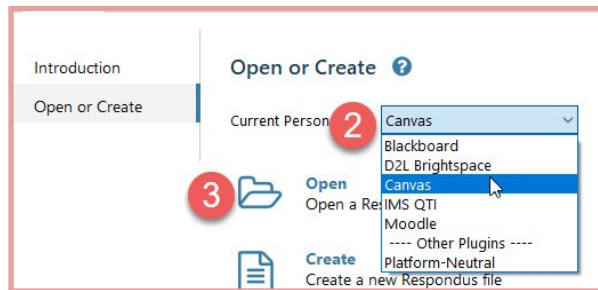
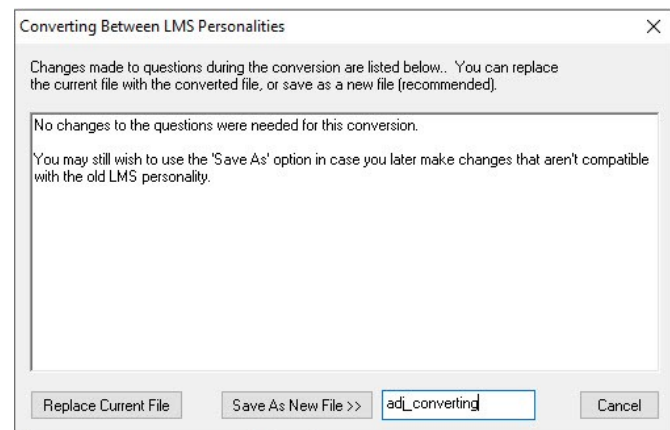
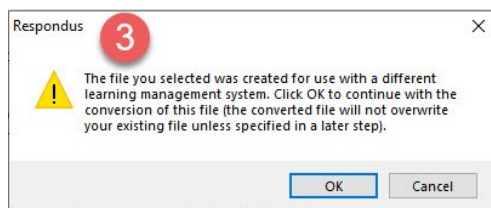


Change Respondus to Canvas

- 1) Start the Respondus 4.0 Application—Once you have licensed it as per the setup guide (if necessary) begin the link to our LMS
- 2) On the **Start** Tab, **Current Personality**, Choose **Canvas** from the drop down



- 3) **Open** any Respondus file—If prompted to convert to a new LMS Personality, do so, use a new file name. When done, you are on the Edit Tab.

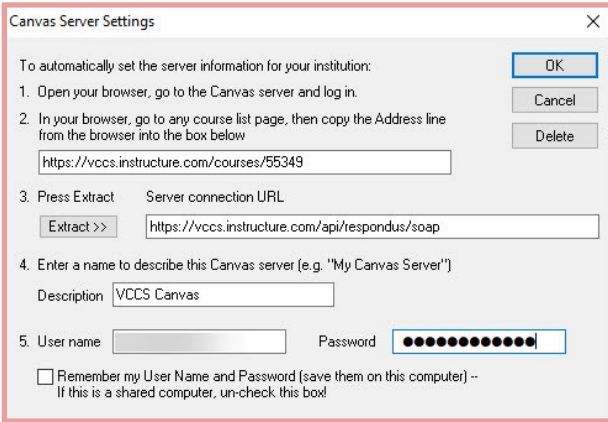


- 4) Click on the **Preview + Publish** tab
- 5) Click **Publish Wizard**



- 6) Set up the following values:
 - a. For **Canvas Server**—Use the Drop down to **Add a New Server**
 - b. When Prompted Enter Server settings manually—Follow on Screen Instructions in the dialog boxes
 - c. Click **OK** when Done.
 - d. Click **Next** to Connect to the Server

From Step 6

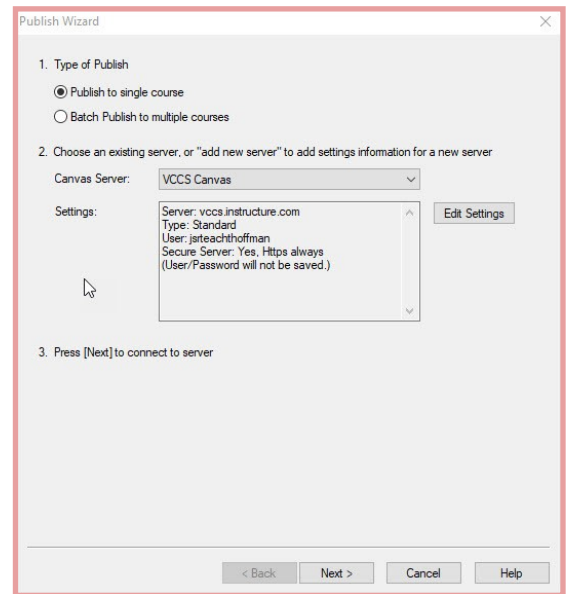


Canvas Server Settings

To automatically set the server information for your institution:

1. Open your browser, go to the Canvas server and log in.
2. In your browser, go to any course list page, then copy the Address line from the browser into the box below
3. Press Extract Server connection URL
4. Enter a name to describe this Canvas server (e.g. "My Canvas Server")
Description
5. User name Password

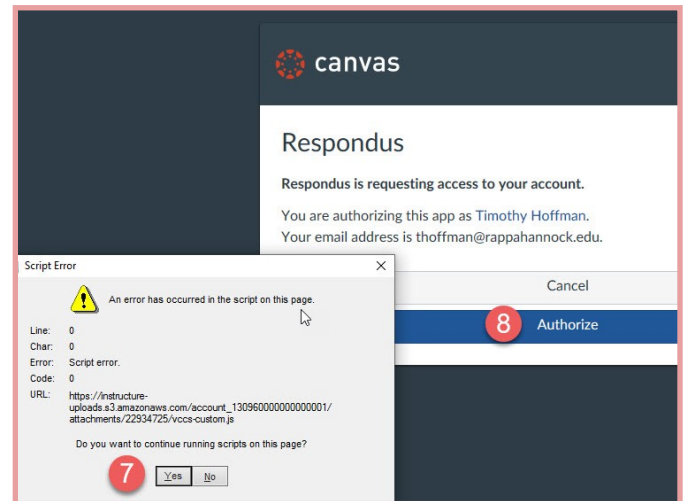
Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!



Publish Wizard

1. Type of Publish
 Publish to single course
 Batch Publish to multiple courses
2. Choose an existing server, or "add new server" to add settings information for a new server
Canvas Server:
Settings:
Server: vccs.instructure.com
Type: Standard
User: jateachthoffman
Secure Server: Yes. Https always (User/Password will not be saved.)
3. Press [Next] to connect to server

- 7) You will need to Authorize this connection in Canvas—likely need to log into Canvas in a new window
If prompted about a script error click Yes to continue.
- 8) Click **Authorize**.
- 9) The window with auto close when done.



canvas

Respondus

Respondus is requesting access to your account.

You are authorizing this app as Timothy Hoffman.
Your email address is thoffman@rappahannock.edu.

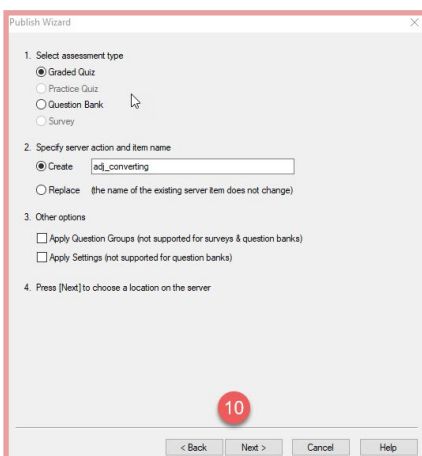
Script Error

An error has occurred in the script on this page.

Line: 0
Char: 0
Error: Script error.
Code: 0
URL: https://instructure-uploads.s3.amazonaws.com/account_13096000000000001/attachments/22534725/vcca-custom.js

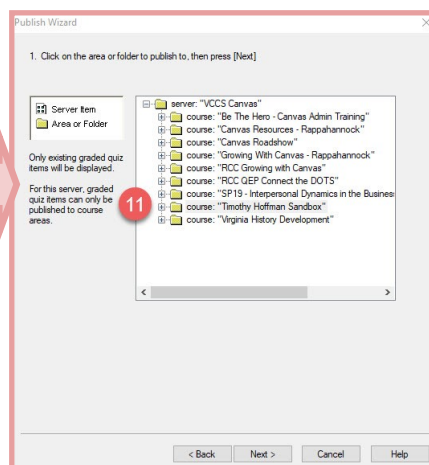
Do you want to continue running scripts on this page?

- 10) In the Respondus dialog, continue publishing to your course.—Select Assessment Type and other desired options—click Next
- 11) Choose where to publish the assessment to (typically course)
- 12) When you see the Completed message, click **Finish**.



Publish Wizard

1. Select assessment type
 Graded Quiz
 Practice Quiz
 Question Bank
 Survey
2. Specify server action and item name
 Create
3. Other options
 Apply Question Groups (not supported for surveys & question banks)
 Apply Settings (not supported for question banks)
4. Press [Next] to choose a location on the server



Publish Wizard

1. Click on the area or folder to publish to, then press [Next]

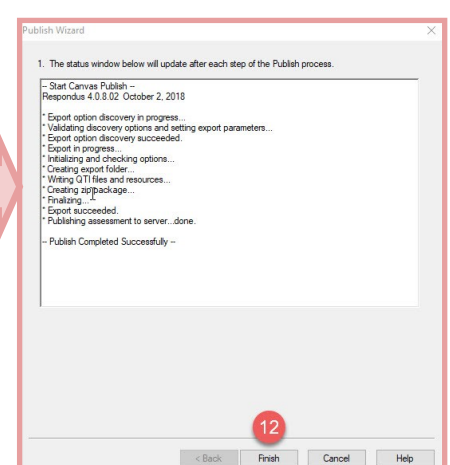
Server Item
Area or Folder

server: "VCCS Canvas"

- course: "Be The Hero - Canvas Admin Training"
- course: "Canvas Resources - Rappahannock"
- course: "Canvas Roadshow"
- course: "Growing With Canvas - Rappahannock"
- course: "RCC Growing with Canvas"
- course: "RCC QEP Connect the DOTS"
- course: "SP19 - Interpersonal Dynamics in the Business"
- course: "Timothy Hoffman Sandbox"
- course: "Virginia History Development"

Only existing graded quiz items will be displayed.

For this server, graded quiz items can only be published to course areas.



Publish Wizard

1. The status window below will update after each step of the Publish process.

— Start Canvas Publish —
Respondus 4.0.8.02 October 2, 2018

- * Export option discovery in progress...
- * Validating discovery options and setting export parameters...
- * Export option discovery succeeded.
- * Export in progress...
- * Initializing and checking options...
- * Creating export folder.
- * Writing QTI files and resources...
- * Creating zip package...
- * Finalizing...
- * Export succeeded.
- * Publishing assessment to server...done.

— Publish Completed Successfully —

