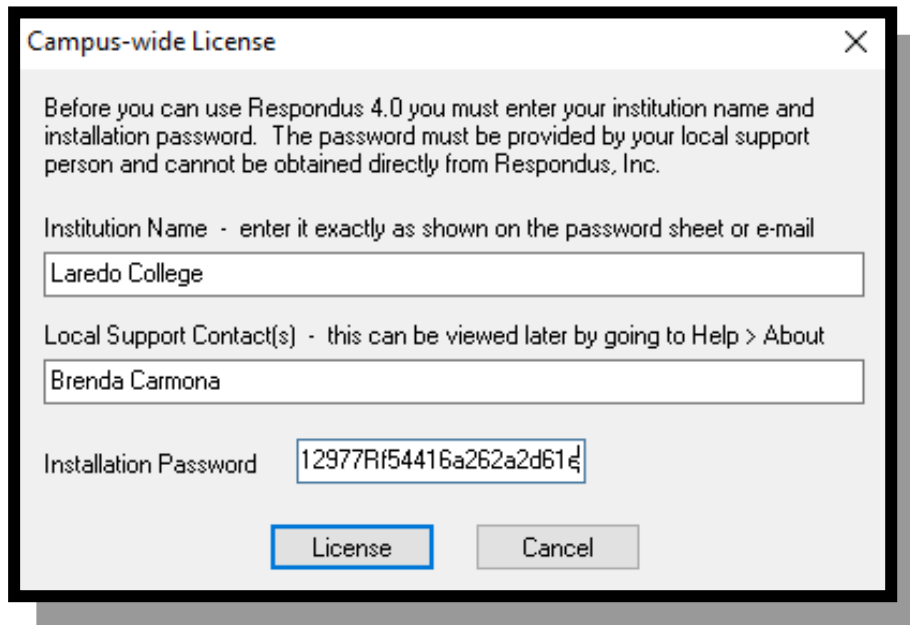


Respondus 4

Creating Online Assessments in Canvas

1. Proceed with installation instructions:
 - a. Download Link: <https://www.keepandshare.com/doc17/24057/respondus4campus-408-07-zip-13-3-meg?da=y>
 - b. Wait for download
 - c. Execute file
 - d. Follow instructions until installation is complete
2. Launch Respondus 4
 - a. Activate Licensing



Campus-wide License

Before you can use Respondus 4.0 you must enter your institution name and installation password. The password must be provided by your local support person and cannot be obtained directly from Respondus, Inc.

Institution Name - enter it exactly as shown on the password sheet or e-mail
Laredo College

Local Support Contact(s) - this can be viewed later by going to Help > About
Brenda Carmona

Installation Password 12977Rf54416a262a2d61e

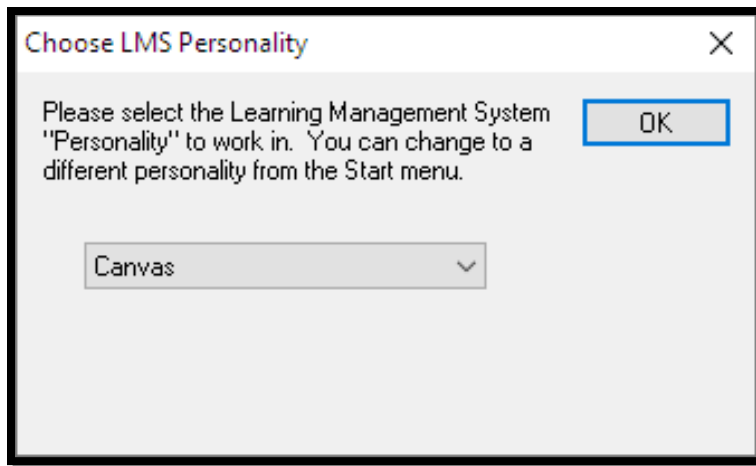
- b. Enter the licensing information listed below.

The licensing information listed below must be entered each time the Respondus software is installed. The password can also be used for the annual renewal of the software.

Institution Name: Laredo College

Local Support Contact(s): Brenda Carmona brenda.carmona@laredo.edu
Hannah Higgins hannah.higgins@laredo.edu

Installation Password: Y2207I655212977Rf54416a262a2d61e (Password valid through the end of: July 2022)



3. Respondus 4 Sample Text File (2nd file sent to you with these instructions)

a.

1. (1ST THREE SHORT STORIES "Elephant, Murder, & Lake") - "Shooting an Elephant"- Who is the author of the story?
 - A. E.B. White
 - B. Martin Gansberg
 - *C. George Orwell
 - D. Toby Emmerich
2. What is the setting of the short story "Shooting an Elephant?"
 - A. 1880's Southern U.S.
 - B. 1890's Southern England
 - C. 1910's Lower India
 - *D. 1920's Lower Burma
3. Who is the narrator of the short story "Shooting an Elephant?"
 - *A. George Orwell
 - B. The Elephant
 - C. Orwell's wife
 - D. Martin Gansberg
4. What best describes the author's purpose in writing "Shooting an Elephant?"
 - A. To describe life in Burma
 - *B. To expose the evils of imperialism
 - C. To argue for wildlife conservation
 - D. To promote Disney's "Dumbo"
5. What does the narrator do for a living?
 - *A. He is a British Police Officer in Burma
 - B. He is a bartender at a British Pub
 - C. He sells 'fish and chips' in Burma
 - D. He trains elephants in the circus

4. The Start Tab

- a. Select Import Questions

b.

Import Questions

×

1. Select the file to Import:

Cancel

Help

Type of file:

Plain Text

▼

File name:

- click browse to choose -

Browse

Image Folder

Browse

2. Choose where to add the new Questions:

☐ Append the questions to the current document.

☒ Create a new document, named:

Type of file to create:

☒ Exam

☐ Survey

☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems:

Preview

4. Press the Finish button to complete the process.

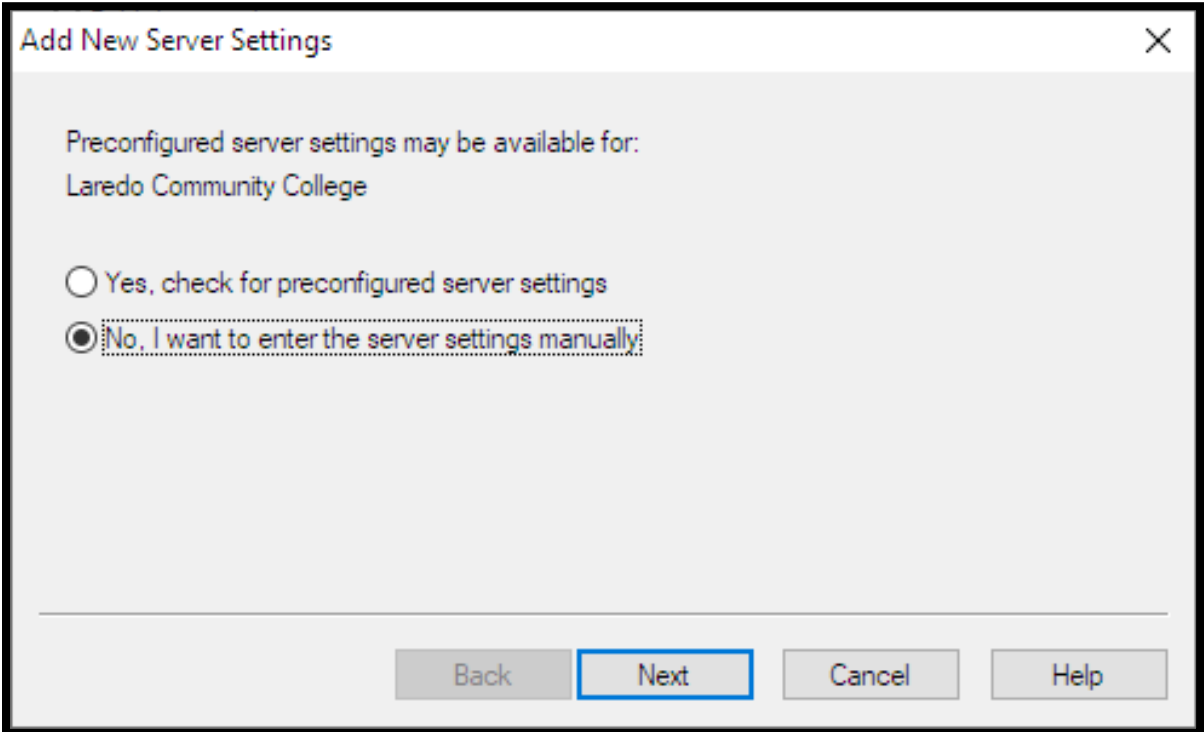
Finish

Preview results

#	Title	Question Wording
-		
-		
-		
-		
-		
-		

5. Review Requirements for each step
6. Click Finish
7. Move to Preview + Publish Tab
8. Preview the file
9. Publish Menu
10. Select Publish Wizard
 - a. Publish to single course
 - b. Edit server settings

c.



A dialog box titled "Add New Server Settings" with a close button (X) in the top right corner. The text inside says "Preconfigured server settings may be available for: Laredo Community College". There are two radio buttons: "Yes, check for preconfigured server settings" and "No, I want to enter the server settings manually". The second option is selected. At the bottom, there are four buttons: "Back", "Next" (highlighted with a blue border), "Cancel", and "Help".

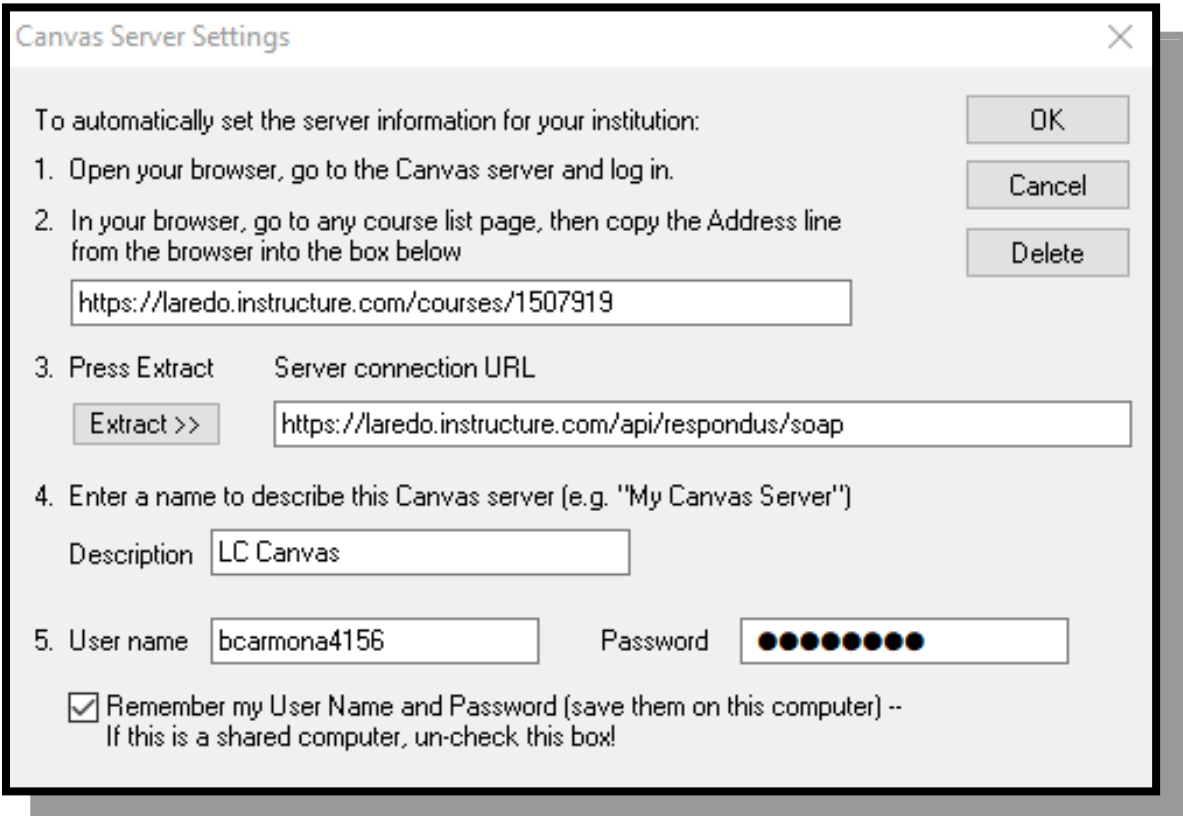
Add New Server Settings

Preconfigured server settings may be available for:
Laredo Community College

☐ Yes, check for preconfigured server settings
☒ No, I want to enter the server settings manually

Back Next Cancel Help

d.



A dialog box titled "Canvas Server Settings" with a close button (X) in the top right corner. It contains instructions for setting up a Canvas server. There are three buttons on the right: "OK", "Cancel", and "Delete". The instructions include a list of steps, a text box for the Address line, a button for "Extract >>", a text box for the "Server connection URL", a text box for the "Description", and text boxes for "User name" and "Password". There is also a checkbox for "Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!".

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

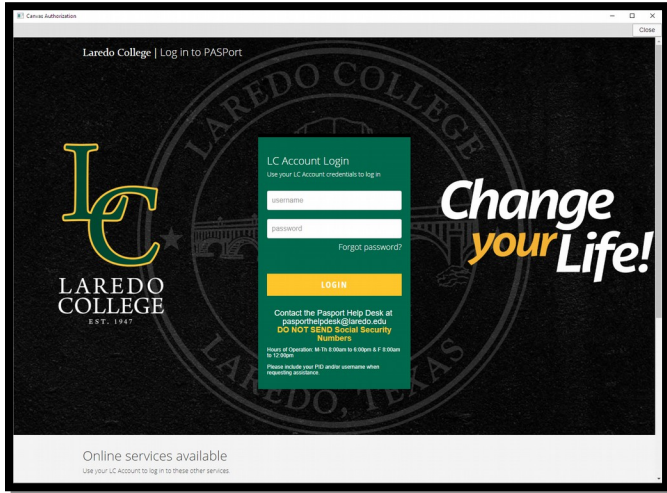
5. User name Password

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

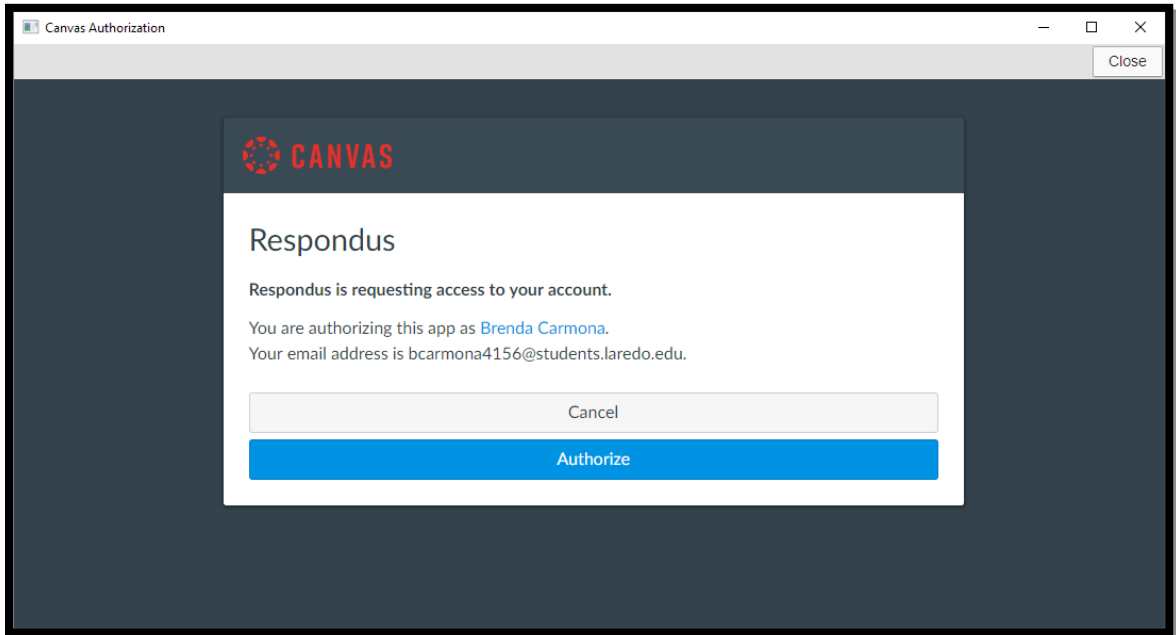
OK Cancel Delete

e. Download Canvas Plugin

f.



g.



h.

The 'Publish Wizard' dialog box is shown with the title bar 'Publish Wizard' and a close button. It contains four numbered steps:

- 1. Select assessment type**
 - ☐ Graded Quiz
 - ☐ Practice Quiz
 - ☒ Question Bank
 - ☐ Survey
- 2. Specify server action and item name**
 - ☒ Create
 - ☐ Replace (the name of the existing server item does not change)
- 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**

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

i.

The 'Publish Wizard' dialog box is shown with the title bar 'Publish Wizard' and a close button. It contains one numbered step:

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

Below the step, there is a large text area containing the following status messages:

```
-- Start Canvas Publish --  
Respondus 4.0.8.06 February 6, 2020  
  
* 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 --
```

At the bottom, there are four buttons: '< Back', 'Finish', 'Cancel', and 'Help'. The 'Finish' button is highlighted with a blue border.

j. Switch to Canvas and build exam.