# Export Exam from ExamSoft

1. Open ExamSoft and navigate to the exam– https://examsoft.com/utnursing
2. Click the **Print/Export** button at the bottom of the screen



3. Choose the following options:
   1. Choose **Exam Taker** as the Export Type
   2. Then, select **.DOC** as the Format type
   3. Choose only the first option: **Multiple Choice/True False Choices**
   4. If you have images that are attachments or other attachments types e.g. a pdf, choose the **in external folder** option
   5. Select the **Indicate Correct Answer (if applicable)** option
   6. Click on **Print/Export** (If it does not export, check your browser settings or try using another browser like Firefox.
4. Save your Zip file to your desktop or designated folder and unzip it.

## Convert Exam to Respondus Format

1. Open the exported Exam document

   Next, you will need to reformat the document. Click on the **Convert To Respondus Format** button in the top right corner and the file will be formatted to a format suitable for Respondus.
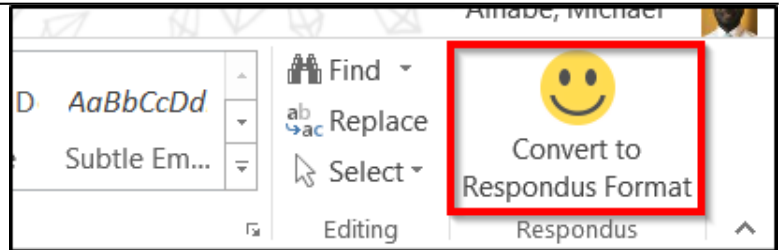


   Under **Other Useful Information** at the end of the document see:
   - **Question Formatting for Importing into Respondus 4.0** for details on formatting different question types before importing into Respondus (includes formatting details for multiple answer/select all that apply questions).

2. **If you have attachments:**

   Images that were within the question stem in ExamSoft will already be embedded in the appropriate question. However, if your exam had images as attachments, embed them into the question stem manually (they will be in the zip file exported from ExamSoft) and remove the placeholder text in the question e.g. '**Attachment:** image_file_name.JPG'.

   For other attachment types e.g. pdfs, you should first import the exam into Canvas as outlined in this document and then adjust the question there. Details on editing the question in Canvas, uploading the file into your course, and linking to the uploaded file can be found in the following Canvas Guide: How do I link course content to a quiz question?
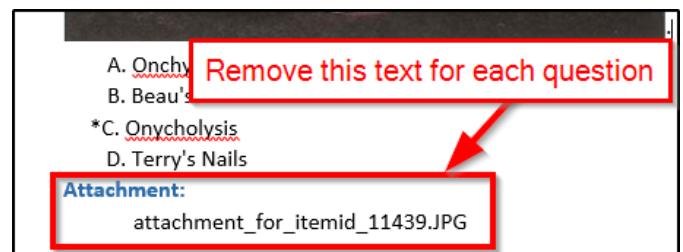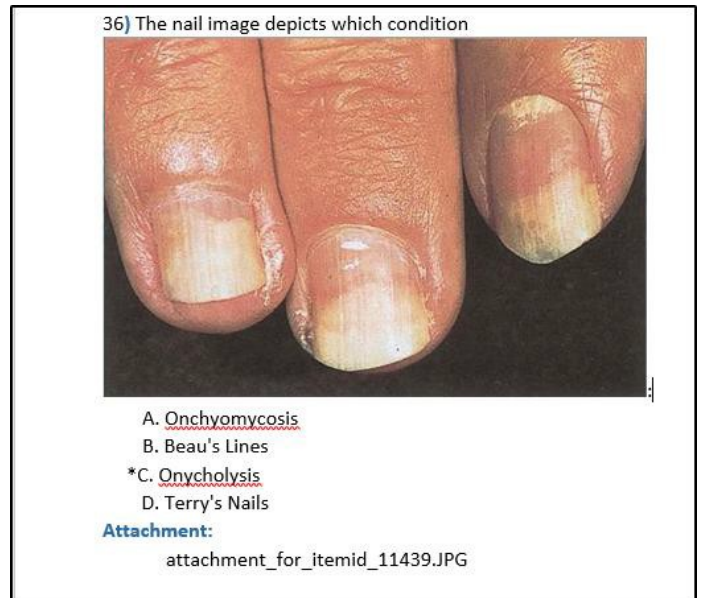
3. You will need to change **Points: XXX** to reflect the point value for each question (e.g.: **Points: 1.67**):
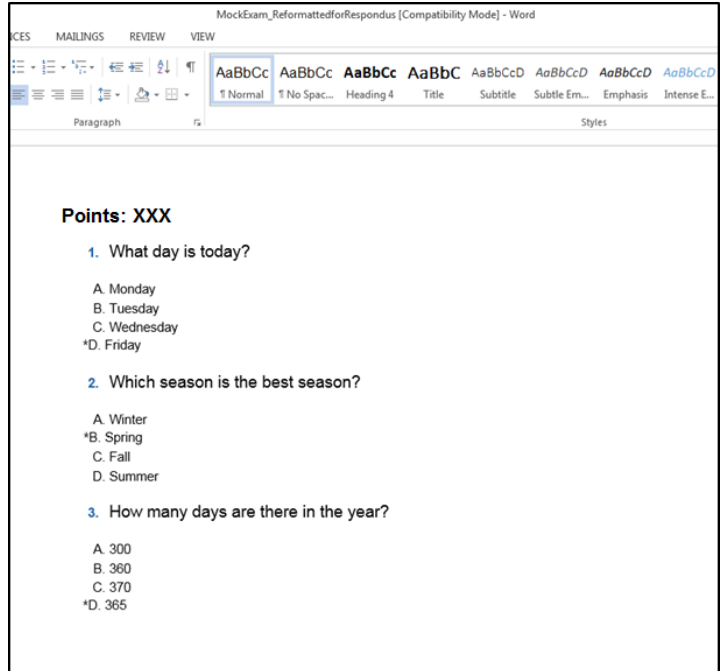


4. Save the file in **Word Document** format and close the file afterwards
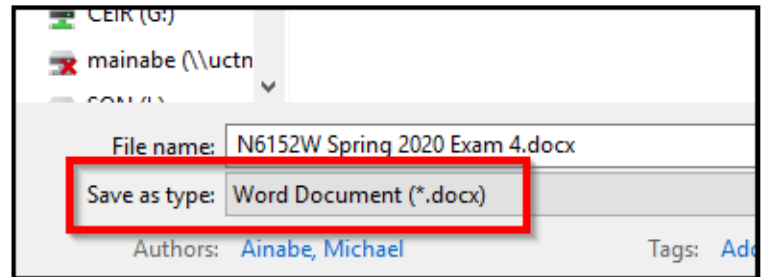
# Importing Questions

1. Open Respondus.
   - If this is the first time you are using Respondus, please refer to the section titled **First Time Setup** at the end of this document for information on getting the program setup.
2. Click **Import Questions**
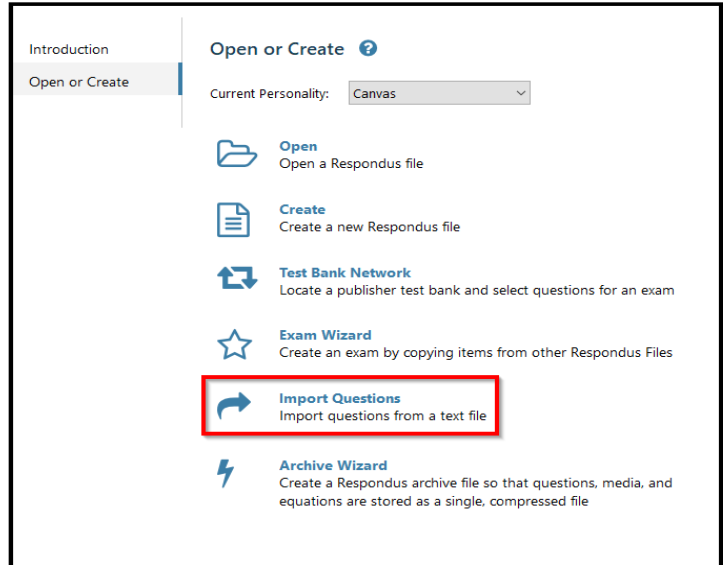
3. Choose the following settings
   1. Type of file **DOCX**. Browse to select your formatted exam file.
   2. Choose where to add questions: Click **Create a new exam document named** and enter in the name of your exam.
   3. Click the **Preview** button. You should see the Preview results section populated with your exam questions and the message, "No warnings." in the field at the bottom of the screen.
   4. Click **Finish** and you will see a box pop up on the screen that says **File Saved**. Click **OK.**
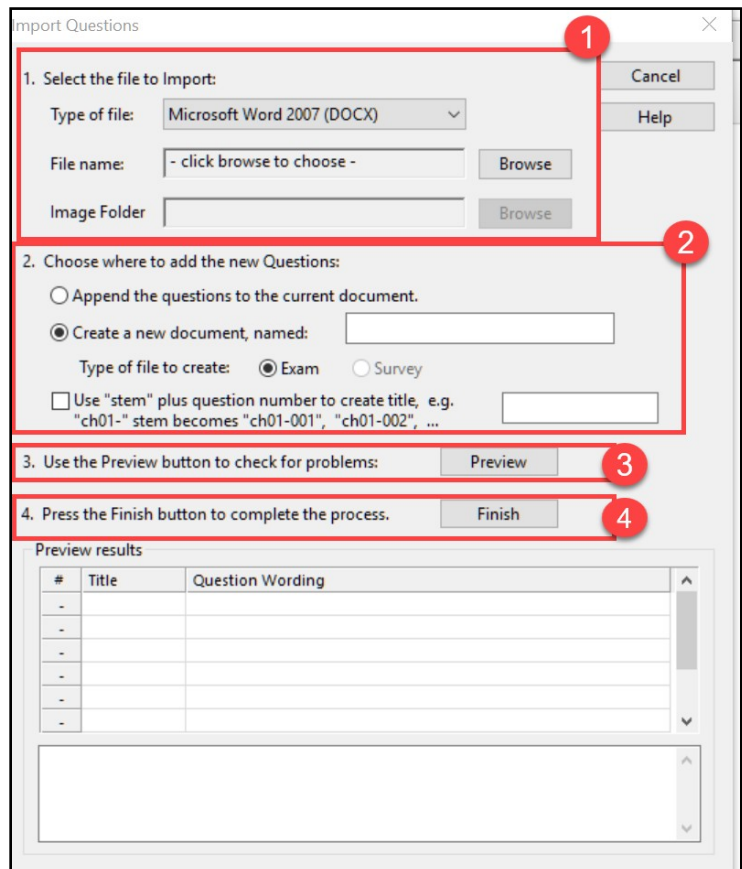
## Publishing your Exam to Canvas

1. Click on the **Preview & Publish** tab at the top of the screen.
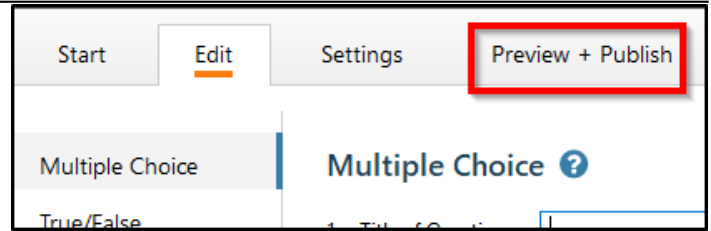
2. Click on the **Publish** option in the left menu and on **Publish Wizard** in the main window area.
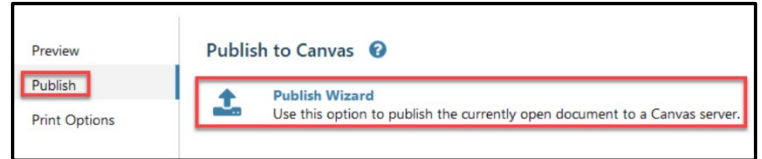
3. Click on the dropdown menu, select **- add new server –**, click **Next**, and go to Step 4.
   **OR**
   Select the Canvas Server you previously setup, click **Next**, and go to Step 6.
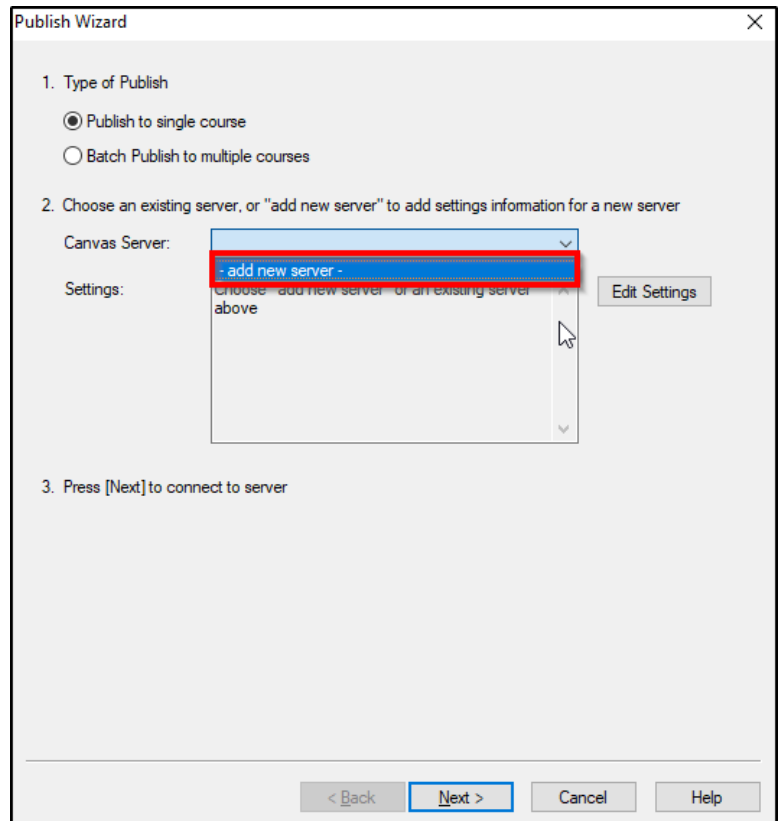
4. Click **Yes, check for preconfigured server settings** then click **Next**
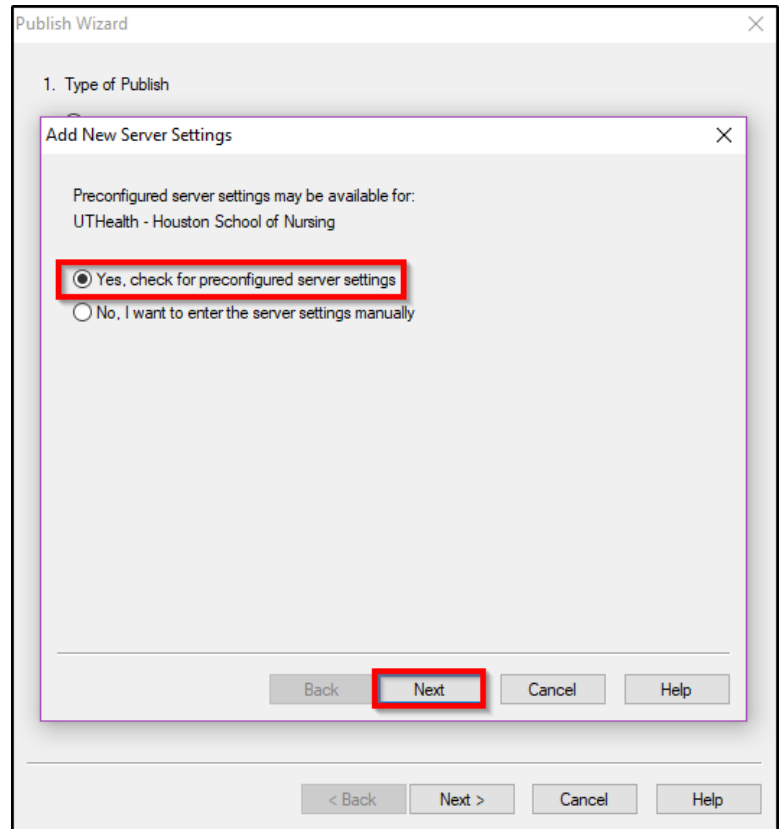


5. On the following screen:

   **1.** Enter **Canvas** as the server name in the first box
   **2.** In the login information section, enter your Canvas login information
   **3.** Select **Skip connection test**, then click **Next.** On the subsequent screen click on **Next** to complete the setup
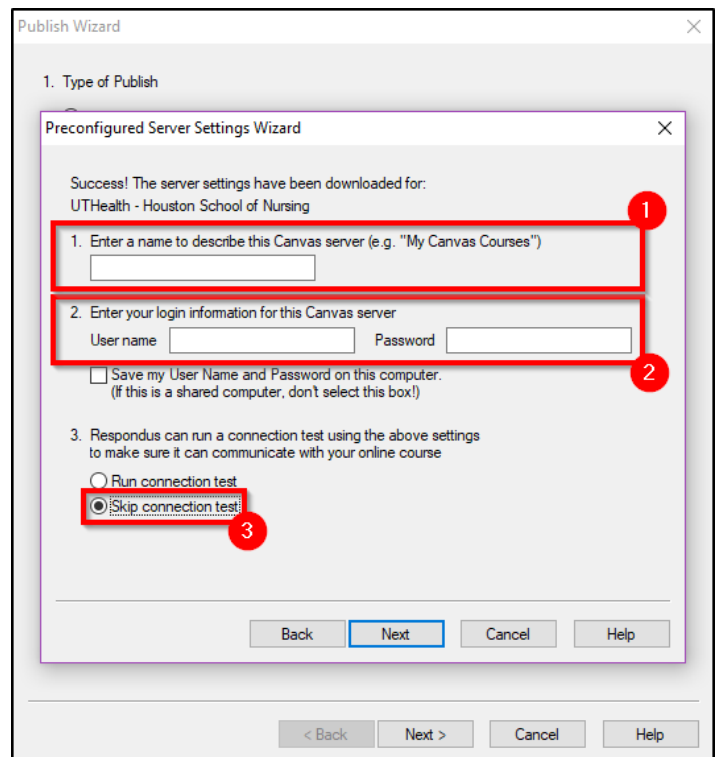
6. A message will popup instructing you to use the browser window to login, click on OK to bring up the Canvas login window. Login when prompted and click **Authorize**. Click Ok in the message window to continue.
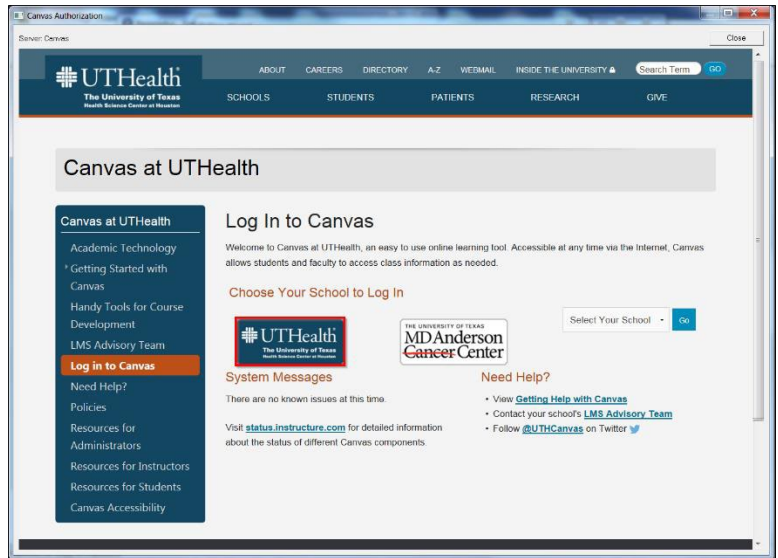


7. Click **Graded Quiz** followed by **Create** and type in the desired exam name. Click on the **Next** button.
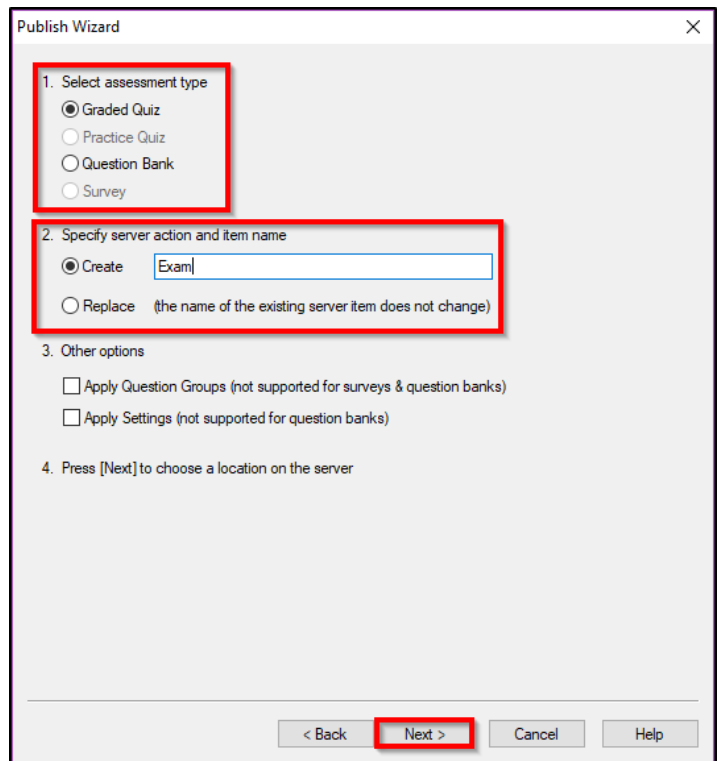
8.  On the next screen, choose your desired course from the dropdown list.
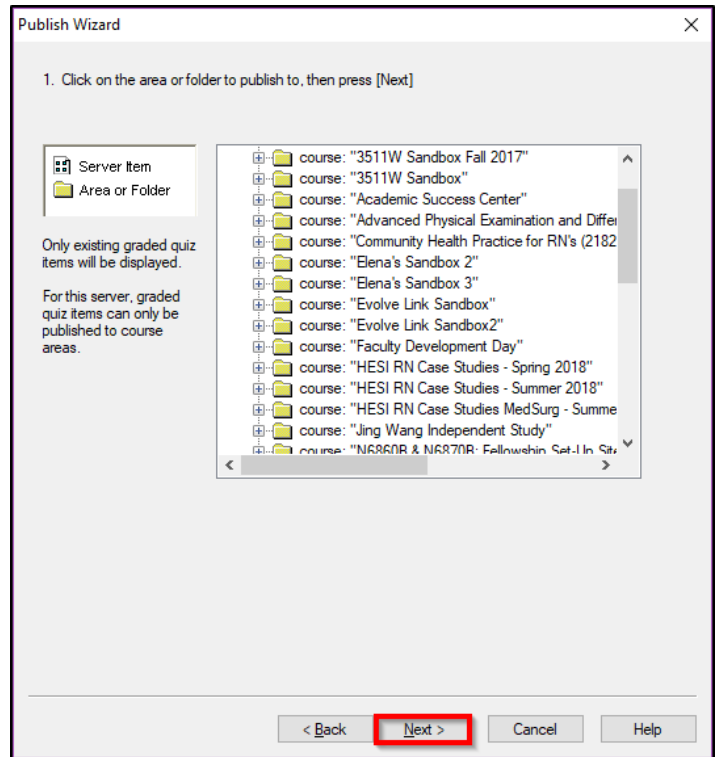
9.  Click **Next** and wait for a few minutes. Do NOT click Finish until you see "-- Publish Completed Successfully --". Click on **Finish** and exit the Respondus program.
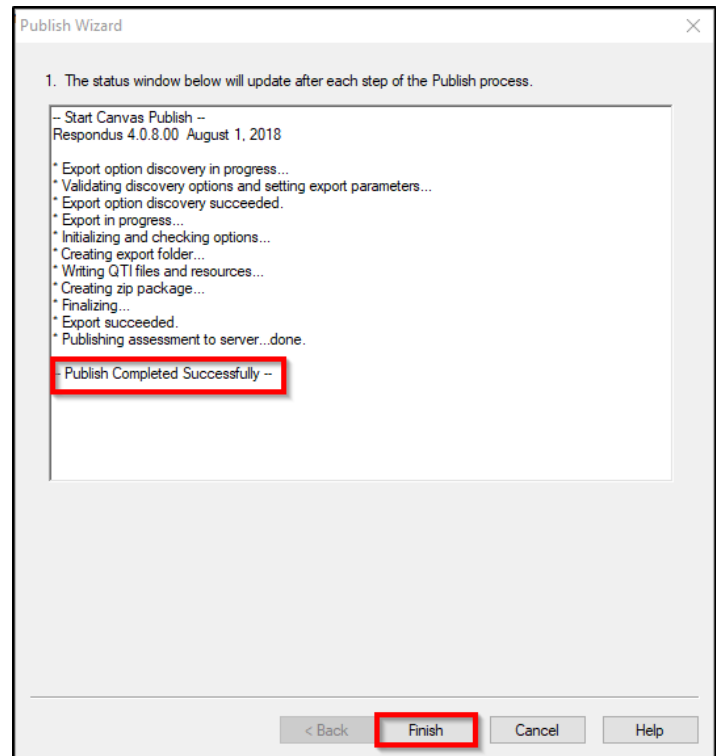
# Recommended Canvas Quiz Settings

1. **Quiz Name:** If students will be using ProctorU to take the exam, make sure the Canvas and ProctorU exam names are the same.
2. **Quiz Type:** Graded Quiz
3. **Shuffle Answers:** Chose this to ensure that multiple students do not have the questions on their quizzes in the same order
4. **Time Limit:** Make sure to check the indicator box and enter minutes.
5. **Allow Multiple Attempts**: *Never.* Do not check this box on an official exam.
6. **Let Student see Their Quiz Response**: To ensure exam security do not select.
7. **Show One Question At A Time**: Check this option box.
8. Lock questions after answering: Optional (This mean no backward navigation)
9. **Require Access Code**: Enter an exam password (The password must be different from ExamSoft). If you will be using Respondus LockDown Browser or Honorlock, set the password using the applicable software.
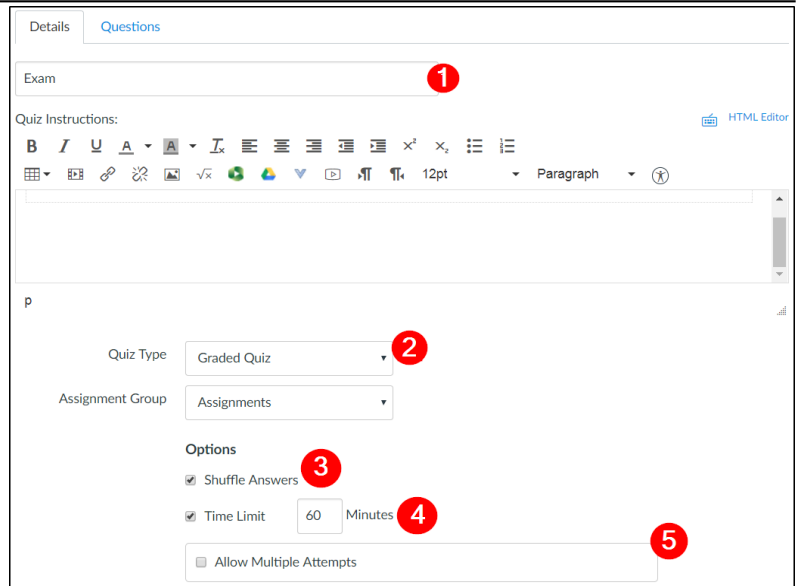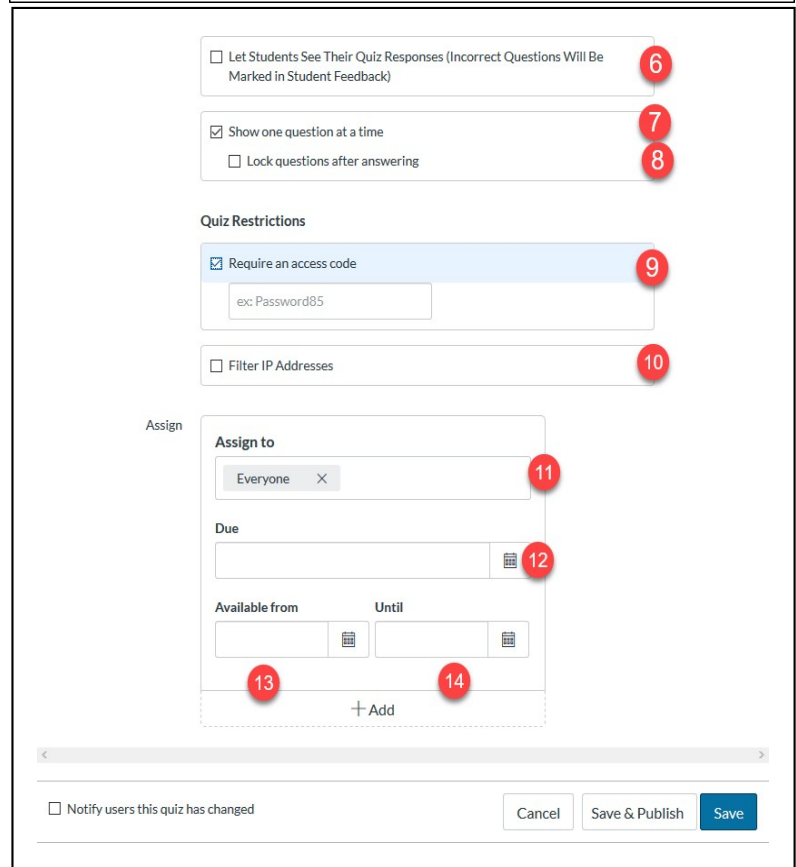10. **Filter IP Address:** Do not select this option
11. **Assign to Everyone:** Optional
12. **Due:** Enter the date and time the quiz is due. Quizzes submitted after this date and time will be marked late.
13. **Available From:** Enter the date and time the quiz will become available to quiz takers.
14. **Available Until:** CEIR recommends you **leave this blank** so that extra time can be added to an active quiz if necessary (in case of connectivity issues, for example). Your access code and time limit will help to ensure exam security in the absence of an available until time.

**Tip: Before you post the exam for students, make sure that you Preview the exam** to ensure that all questions have imported properly and the settings are correct. As you preview your exam be sure that you check every question for type, accuracy (including images), and correct answer choice.

## Special Accommodation (Additional Exam Time)

If a student requires additional time to complete their exam (Special Accommodations), you can do the following **BEFORE** the student starts their exam. **Moderate this Quiz** is only available after publishing the quiz. **Review the quiz thoroughly before publishing**.
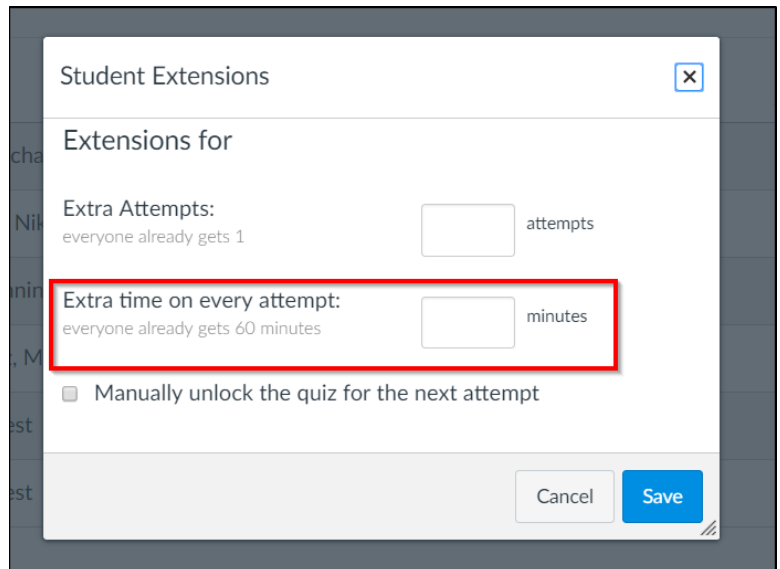
1. Navigate to the quiz and click on **Moderate this Quiz**
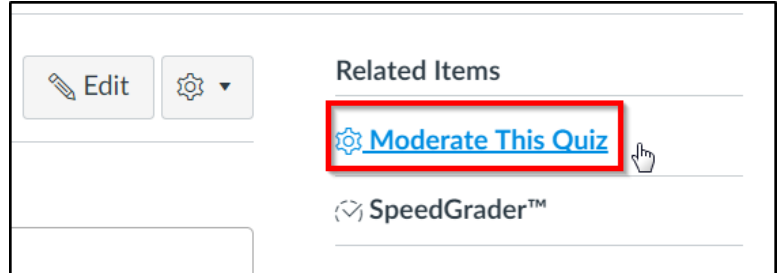
2. Find the student and then click on the pencil icon by their name on the far right side

3. The following window will open giving you the opportunity to give them additional time. The time entered will be added the original time, so, if a student needs 1.5X time on an exam that is 30 minutes (45mins) you would enter 15

4. Once you click on **Save**, you will see the updated time for the student

## First Time Setup - If Respondus is not installed on your system already, open a MSIT ticket for assistance.

Open the Respondus application and enter the following information. You will only need to do this one time.

- **Institution name:** UTHealth - Houston School of Nursing
- **Local Support Contact(s):** Lori Williams, Lori.D.Williams@uth.tmc.edu
- **Installation Password**: ZR821402770-599852705 (This changes annually. Please email CEIRHelp for the password).
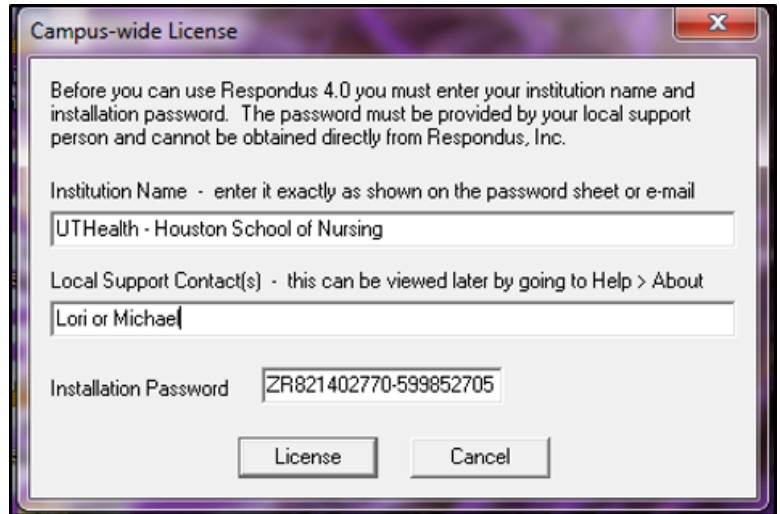
**Note:** You will be informed of the Respondus online resource. If you would like to receive tips, product features and updates, click the **Follow news.respondus.com** button. If not, close the window.
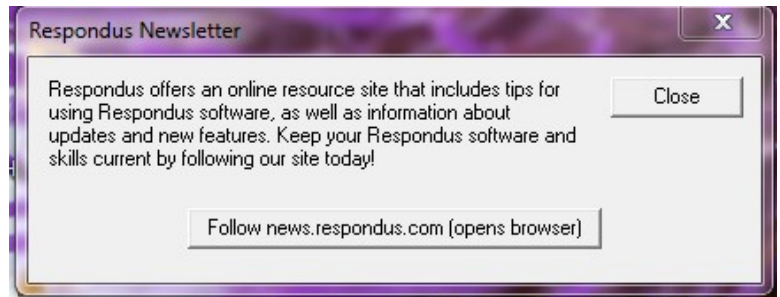
Choose LMS Personality dropdown option as **Canvas** and click **OK**

**Please contact CEIR to assist with the initial set- up if these instructions are not sufficient**

# Other Useful Information

## Question Formatting for Importing into Respondus 4.0

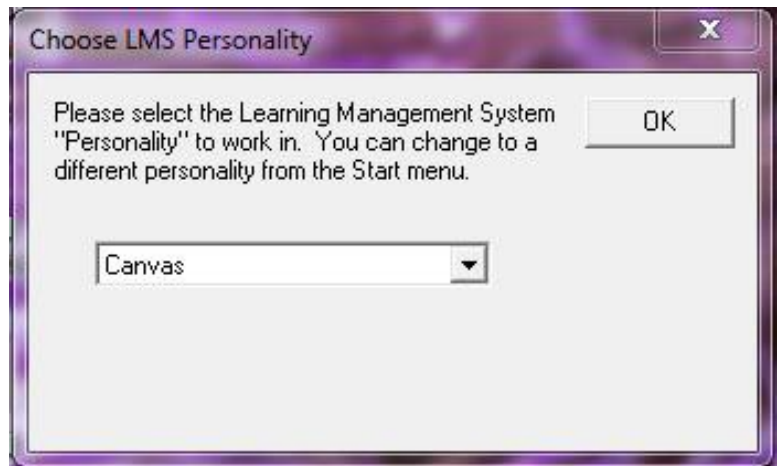| Question Type | Directions | Example |
|---|---|---|
| Multiple Choice | Questions begin with the question number, followed by a period or parentheses (not both), one space between the period or parentheses, the actual text for the question, end with a question mark.<br><br>Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses, the actual text for the Answer, and an asterisk in front of the indices to specify which answer is correct. | 1. Who determined the exact speed of light?<br>a. Albert Einstein<br>*b. Albert Michelson<br>c. Thomas Edison<br>d. Guglielmo Marconi |
| True / False | Questions begin with the question number, followed by a period or parentheses (not both), one space between the period or parentheses, the actual text for the question, end with a question mark.<br><br>Answers should begin with the letter A-Z, followed by a period or parentheses, one space between the period and the parentheses, the actual text for the answer and an asterisk in front of the indices to specify which answer is correct. | 1. Albert Michelson determined the exact speed of light?<br>*a. True<br>b. False |
| Multiple Answer | Questions should begin with the following: "Type:", then one space, and a designation of "MA" on the first line. The formatting of the question stem and answer options should be the same as a multiple-choice question type except multiple answers have an asterisk in front. | Type: MA<br>1. The nurse cares for a client diagnosed with a right-sided cerebrovascular accident (CVA) with dysphagia. Which of the following actions by the nurse reflects appropriate care for the client (Select all that apply)?<br>a. The nurse assesses the client's ability to swallow.<br>b. The nurse positions the client at a 45-degree angle.<br>*c. The nurse offers the client scrambled eggs.<br>*d. The nurse turns off the television. |
| Essay or Short Answer | Questions should begin with the following "Type:", then one space, and a designation of "E" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question | Type: E<br>4. How is the Mechleson-Morely experiment related to Albert Einstein's theory of relativity?<br>a. In 1887, Albert Michelson……… |
| Matching | Questions should begin with "Type:", then one space, and a designation of "MT" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.<br><br>Each answer (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period or a parentheses. The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer. | Type: MT<br>4. Match the correct name to the discovery or theory.<br>a. Michelson-Morely = Speed of light<br>b. Einstein = Theory of relativity<br>c. Marconi = radio waves |
| Fill in the Blank | Questions should begin with the following "Type:", then one space, and a designation of "F" on the first line; on the second line place the question number, followed by a period or parentheses (not both), one space between the period or parentheses, and the actual text for the question.<br><br>Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer. | Type: F<br>5. Who is known as the "father of television"?<br>a. Zworykin<br>b. Vladimir Zworykin<br>c. Vladimir Kosma Zworykin |
| **Images** | Questions with embedded images will be imported directly from Word (non RTF)<br><br>If these images were cropped inside Word, the full image is imported, not the cropped image. If you only need a portion of an | |

| | |
|---|---|
| | image, crop it outside of Word (in Paint for example) then put it in the Word document prior to importing to Respondus. |
| **Hints / Tips** | • If you are working in Word file that is using automatic numbering, it may be difficult for you to insert the asterisk where needed. In that case highlight the area that is numbered automatically and remove numbers / letters (format menu > bullets & numbers>choose NONE). Then insert the numbers and letters manually.<br>• Crop all of your pictures before inserting them into Word.<br>• Be extra careful about spacing in Microsoft Word. Too many spaces after a period WILL result in an error.<br>• Always check in Canvas after publishing to make sure the test is actually in the course. |