Converting Word Doc Exam into Online Exam

Software that can convert a Word doc into a file that can be integrated into an online format for ECampus is called Respondus and is available through TAMU's software store for $0.
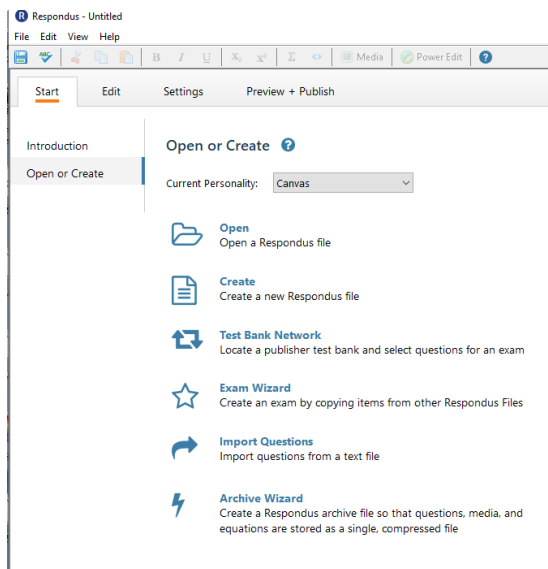
https://software.tamu.edu/

Respondus Instructions

You will receive an email with the link to download Respondus Software. Double Click the "Respondus4Campus" application in the folder that opens and select "Extract All"

Answer the prompts, and when it asks for your institution name, open the PDF file in the pop up folder "Respondus Activation Key for 2019-2020" as it has the information to fill in the Institution, Contact Name and Install Password.

When prompted, select Canvas from the dropdown list.You

should now have a screen like this:

Moving to your exam, please make sure it follows the guidelines in the "Guidelines for Exams to Respondus".

AKA it should be that each question has a number and then a period or parenthesis and that each letter choice has those as well, and that the answers are indicated:

Sample Test

1. Is respondus a good software?
A) Yes
B) No
C) Help
D) Me

2. Is this exam going to work?
A) I
B) Really
C) Hope
D) So

3. Should I convert this to plain text?
A) Yes
B) No
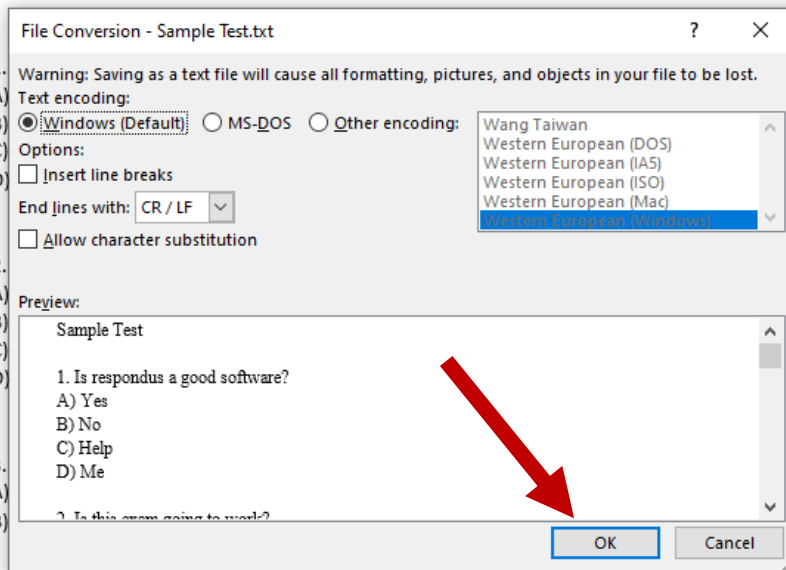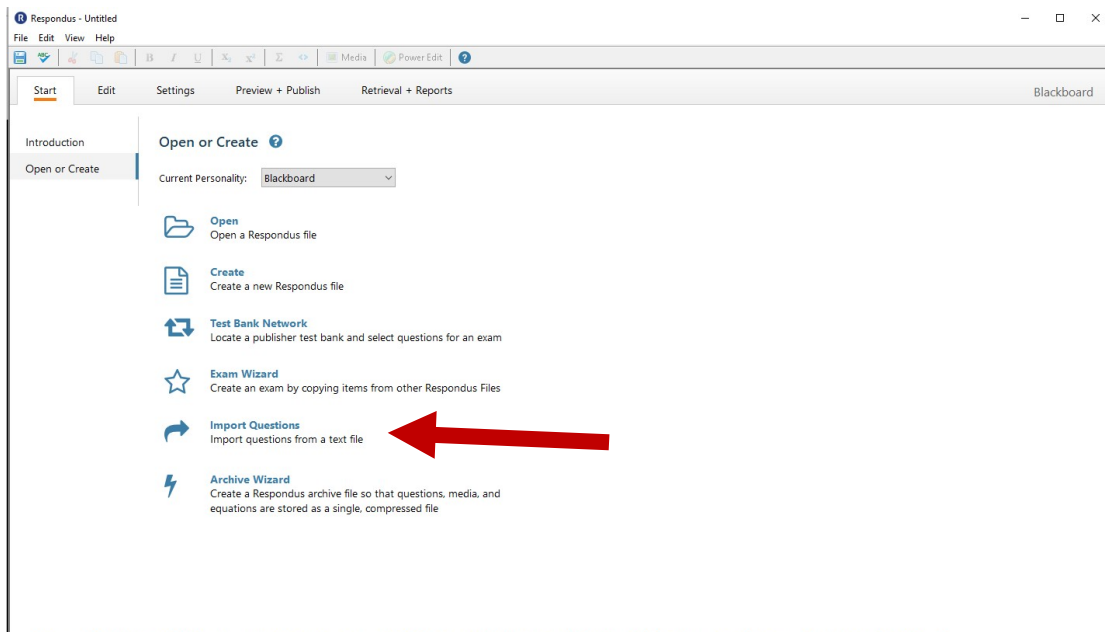
Answers:

1. A
2. D
3. A

You will need to save your doc file into plain text format by going to "Save As" and switching the save file format to "Plain Text". The default settings should be fine to just click "OK", below.
If you have images, save them as jpegs to your computer and delete them from your document for now.

You will need to close your open exam in the doc form to complete the save to plain text.

You can now upload this text file into Respondus. Open the software and click "Import Questions".

Select Plain Text for type of file.

Click Browse and select your plain text exam file, e.g. "Sample test.txt"

It will ask you to Create a new document , named: X ← You have to type something here

Hit Preview

Import Questions

1. Select the file to Import:

    Type of file: Plain Text

    File name: [click browse to choose -]   Browse

    Image Folder [needed if using IMG: for graphics -]   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

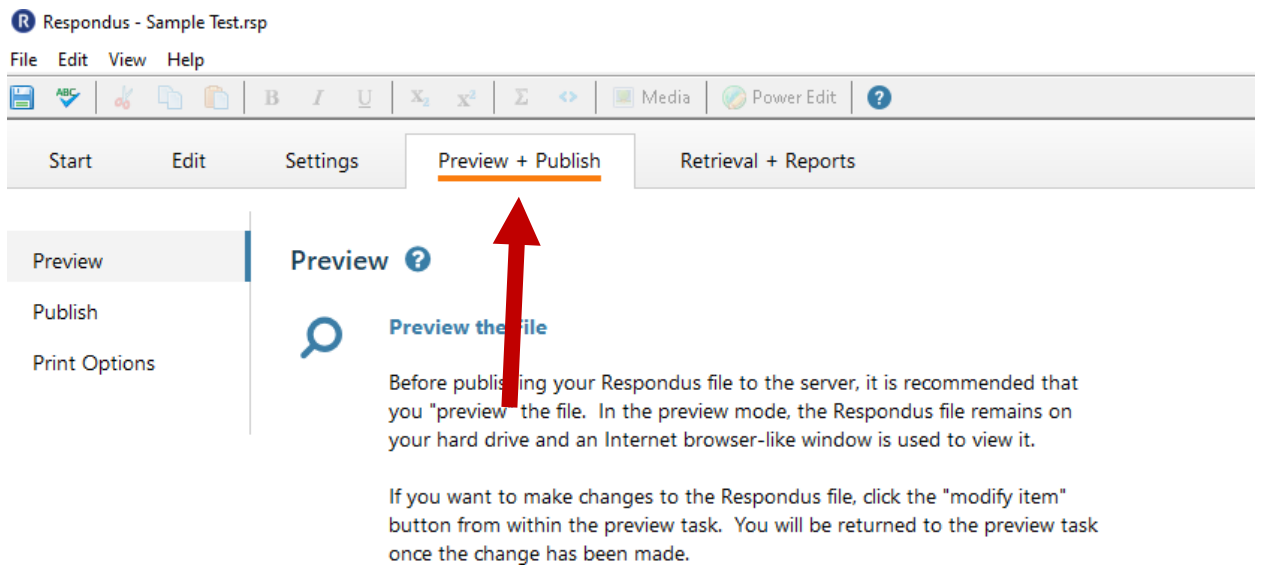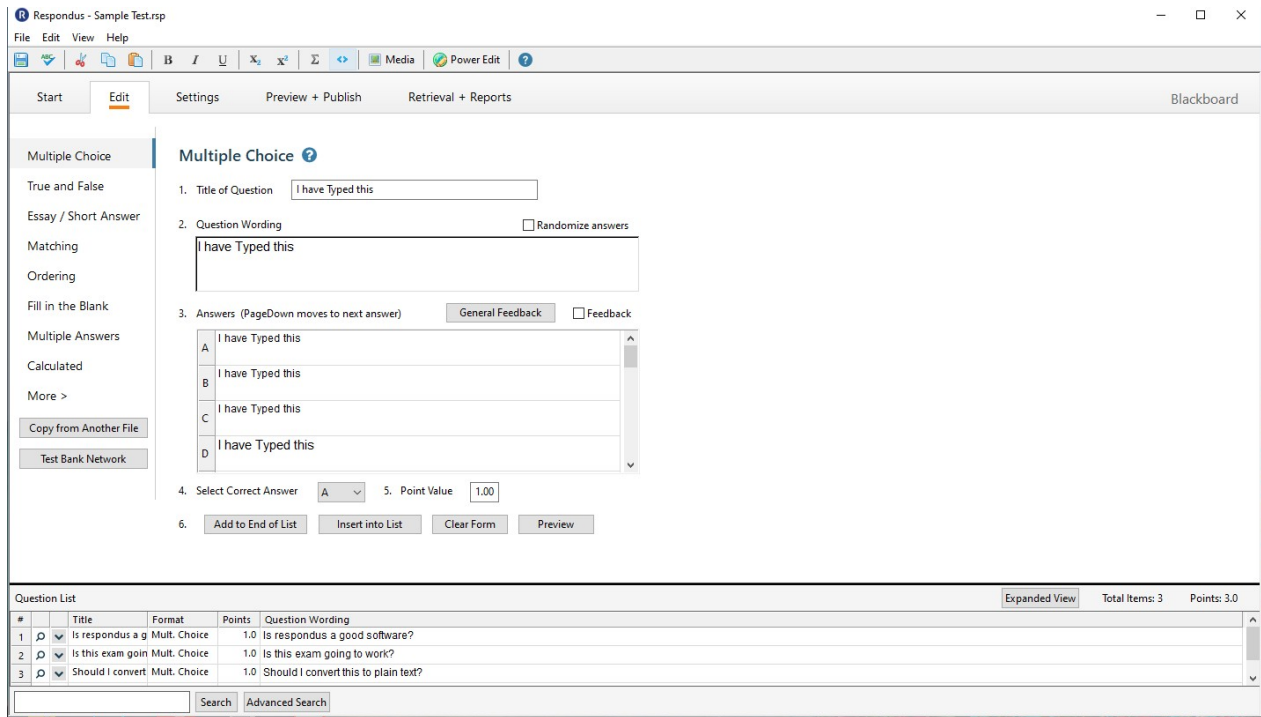4. Press the Finish button to complete the process.   Finish

Cancel

Help

Preview results

#	Title	Question Wording
-		
-		
-		
-		
-		
-		

It will fill in Preview results for each of your questions. If it pops up with errors, try playing around with your formatting to make it more simple. If that doesn't work, give McKensie an email or call mlefevre@bio.tamu.edu, 979-845-7752.
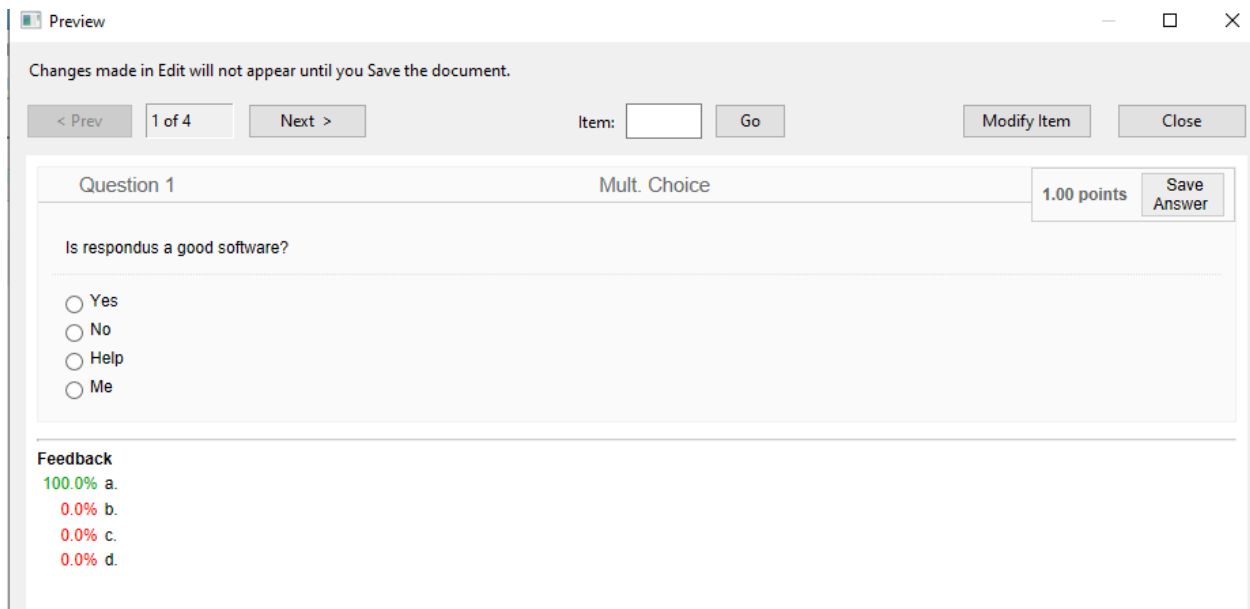
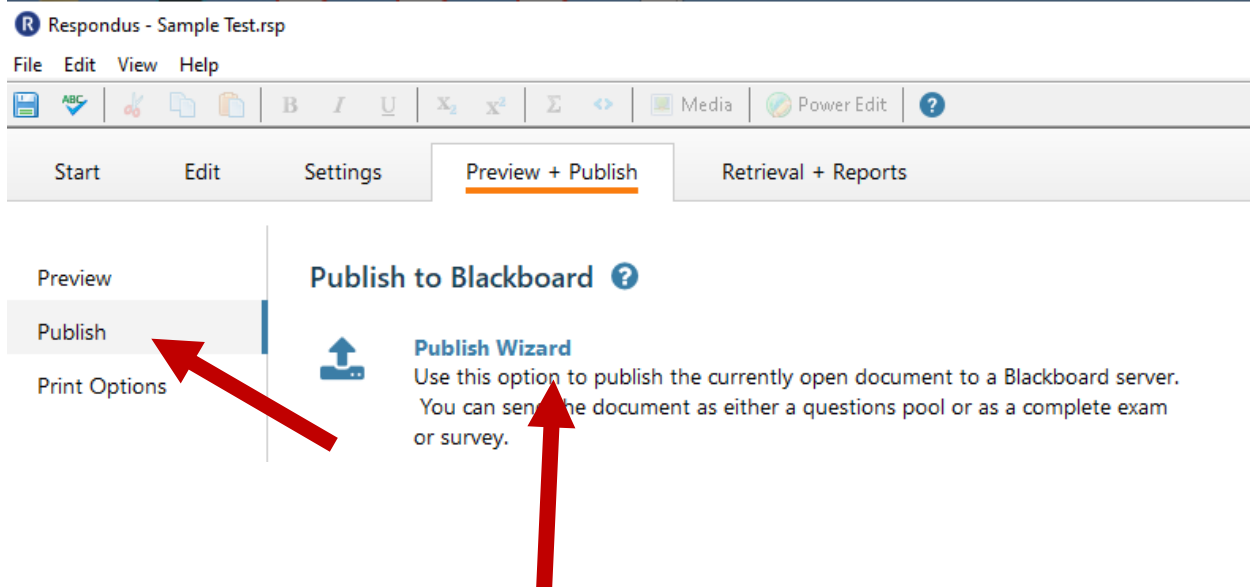When everything looks good hit Finish.

This will pop up with your questions in edit mode on the software. You can add or edit questions here if you like, or you can move right along to Preview + Publish. Note: You can add other types of questions too, like short answer or essay in the edit page.

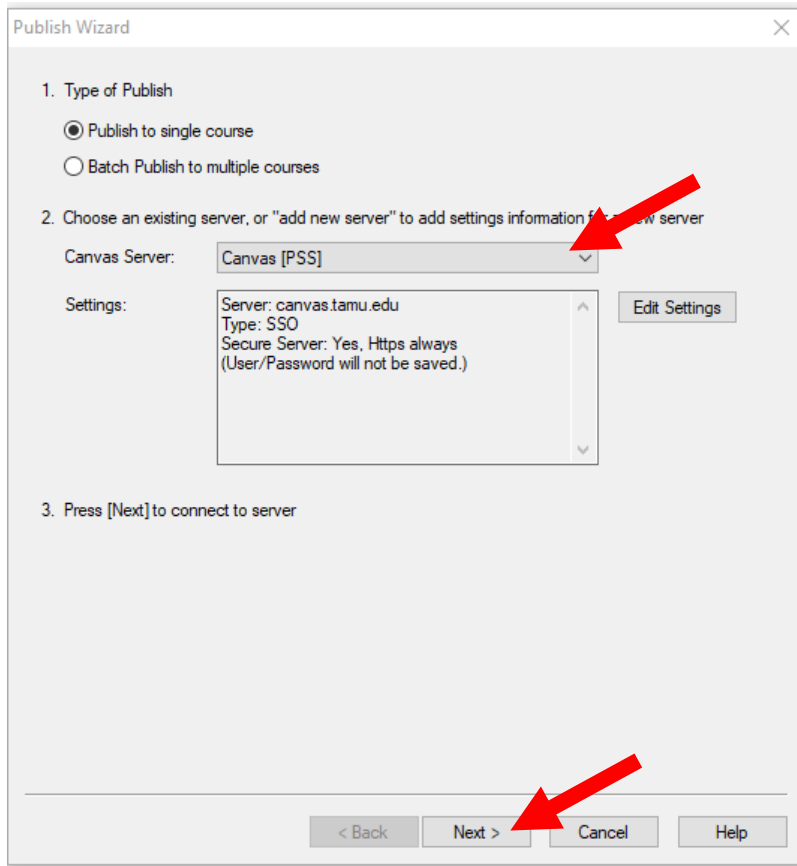By clicking Preview the file, you will get this screen where you can preview each question.

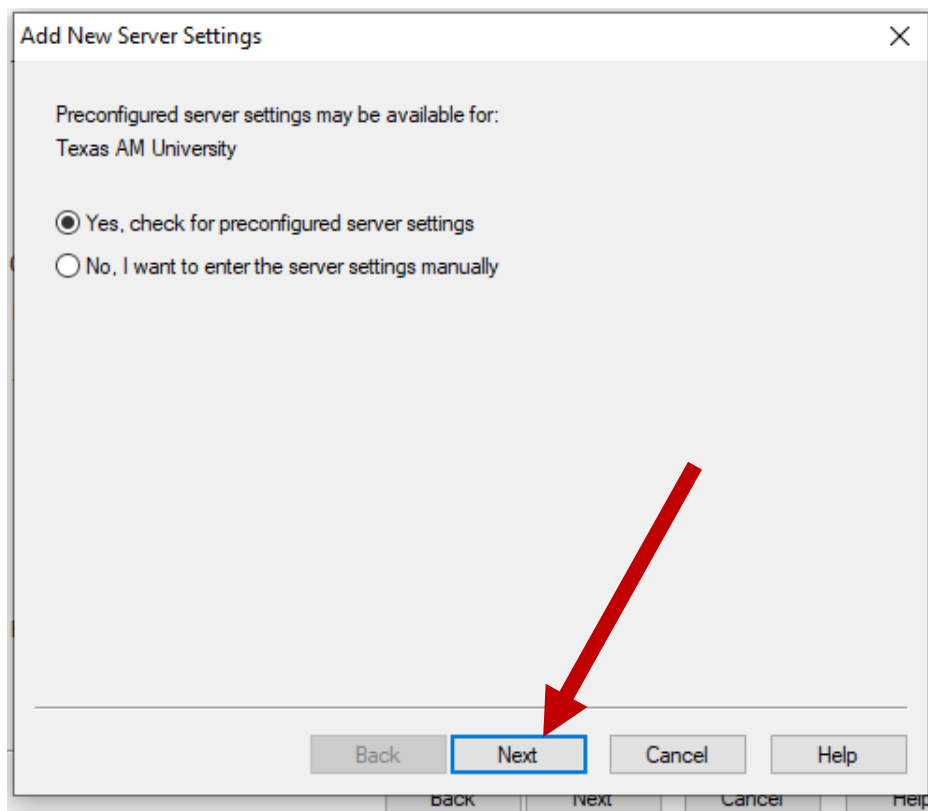Once satisfied with editing, hit Publish on the left side of the page and click "Publish Wizard".

The following pop-up will appear and you can choose whether to publish to one or more courses (Hint: Publishing it this way does NOT publish it for your students. It should publish as hidden until you activate it in Canvas, as we will do later in this document.)

Choose the "Add New Server" from the "Canvas Server" drop down menu, then hit next.

The following pop up will appear, click the Yes button, then Next:

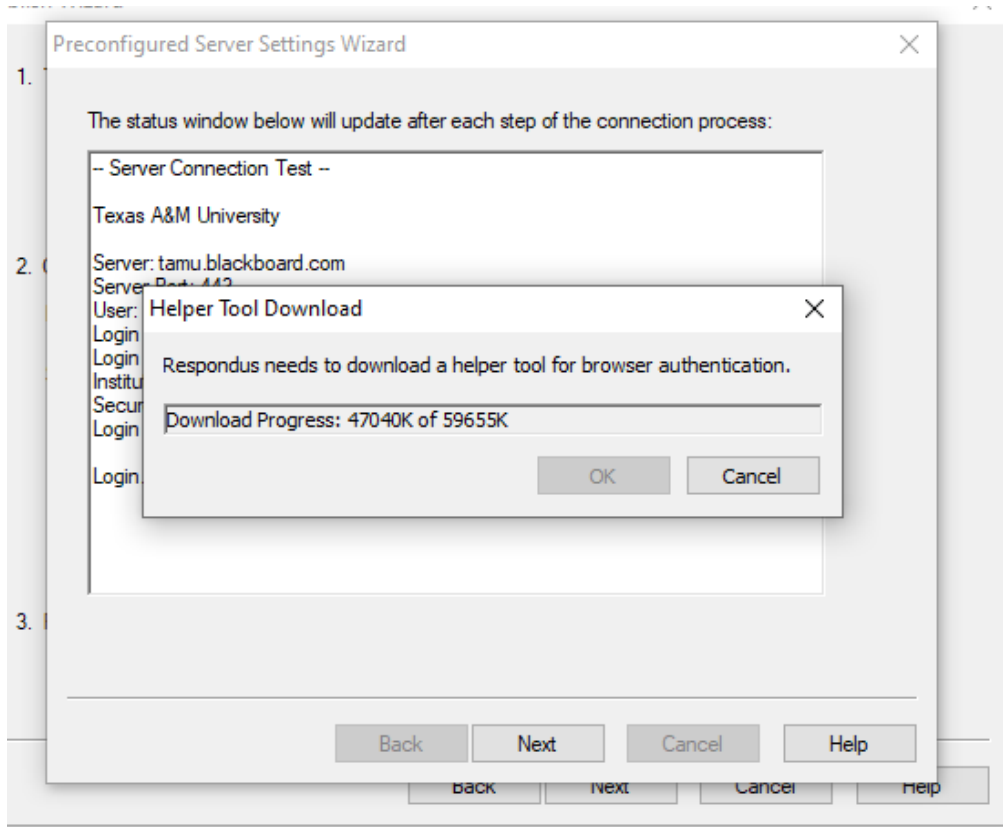Choose "Canvas" from the dropdown Menu on the next

For the next pop-up, give the test a name (NOTE, your pop up will say Canvas instead of Blackboard), and click "Run Connection Test", then Next
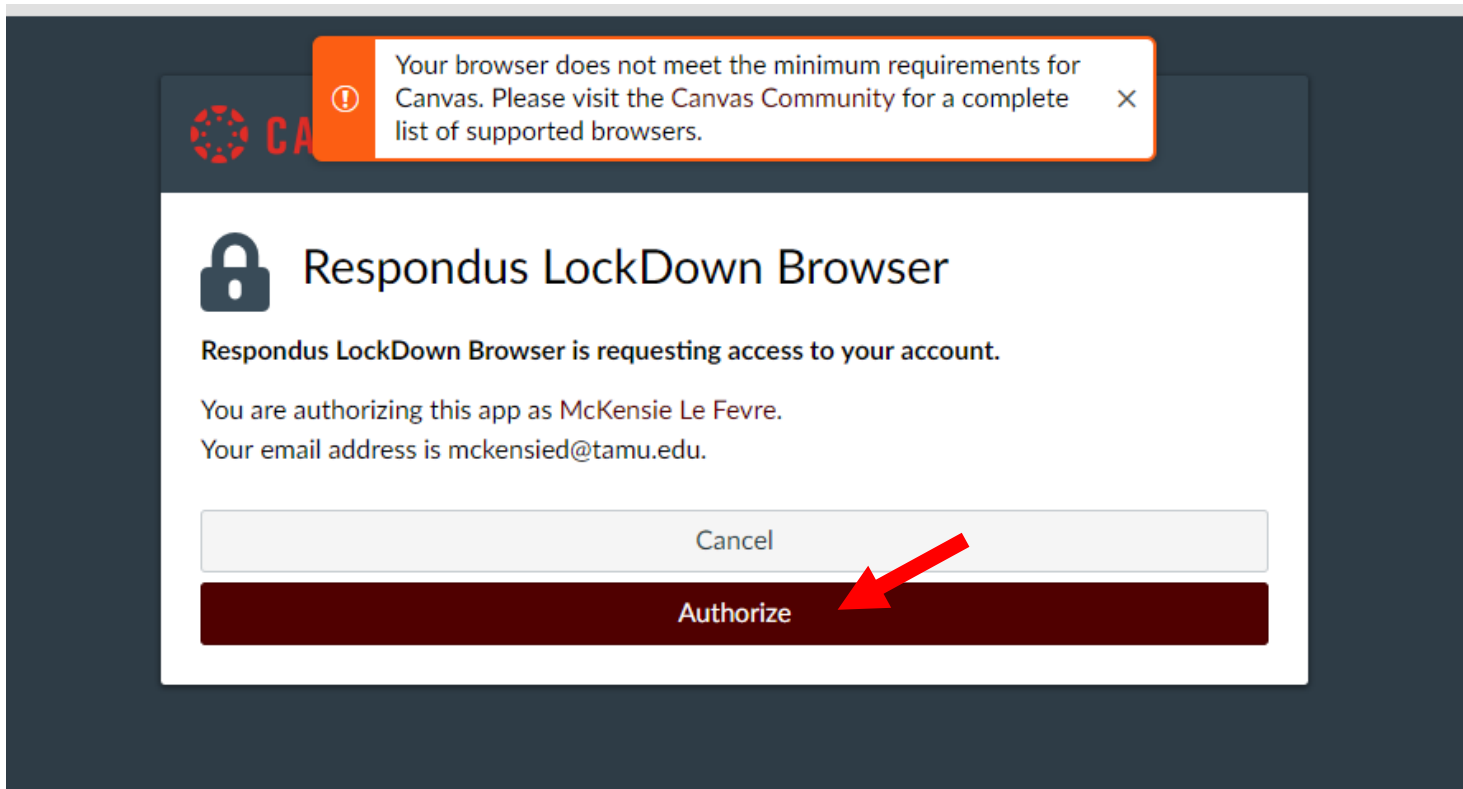

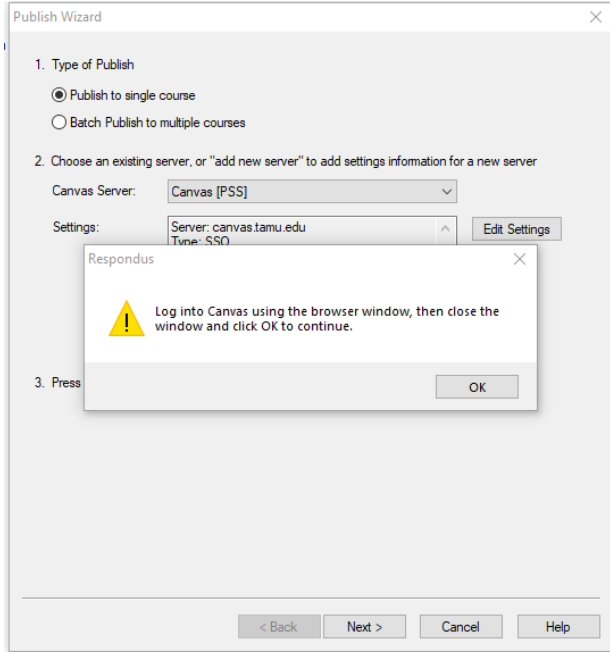The pop-up will appear and ask that you log in to Canvas, click "OK"
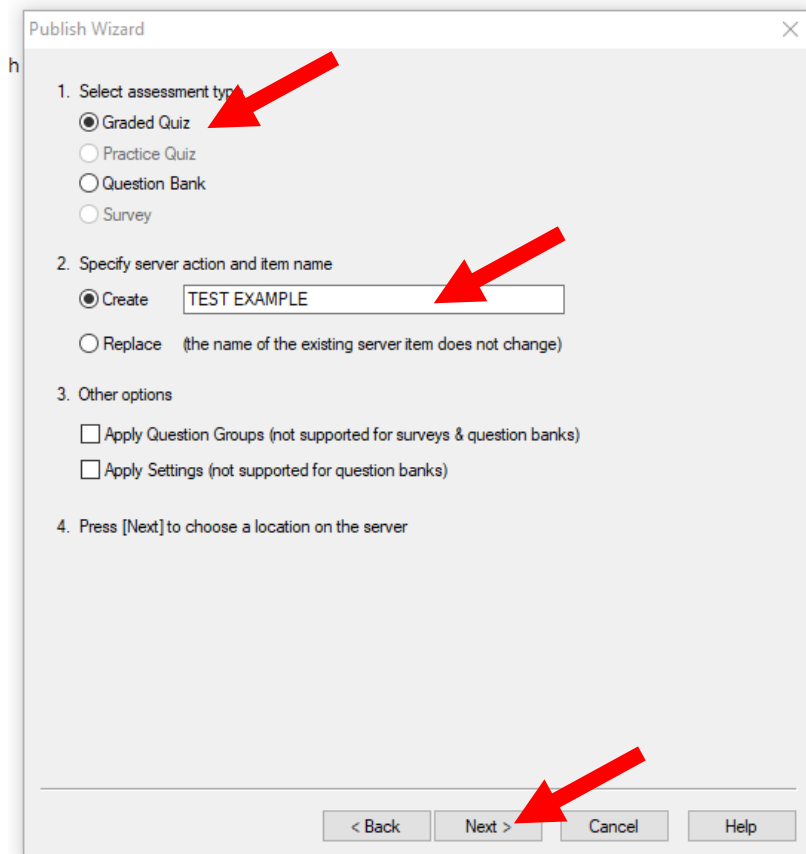
Click "OK" to start the Download

This will cause a pop up of Canvas, log in now using your howdy username and password.
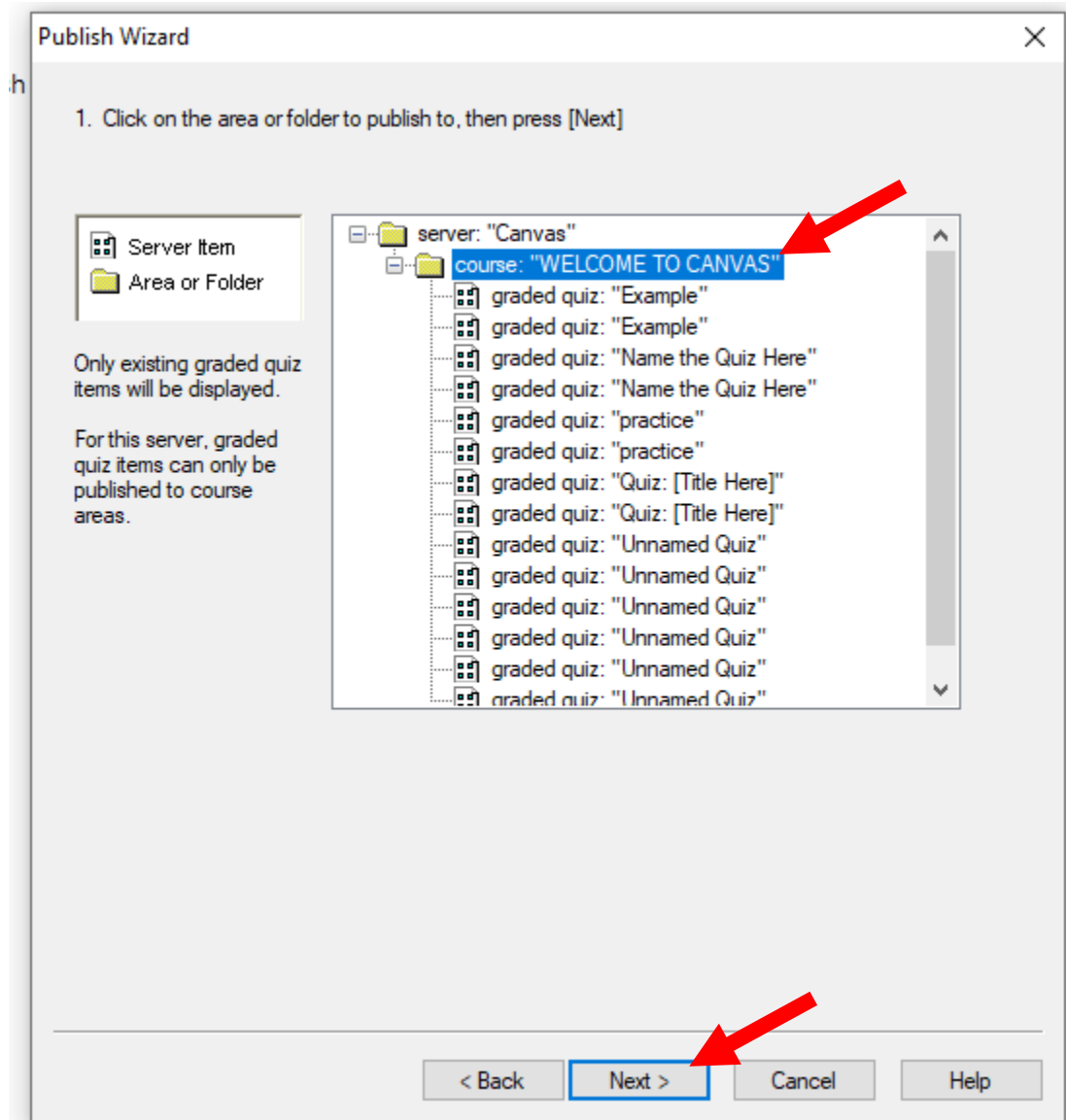
Click "Authorize". This will cause the pop up to disappear and you will now click the "OK" button again:
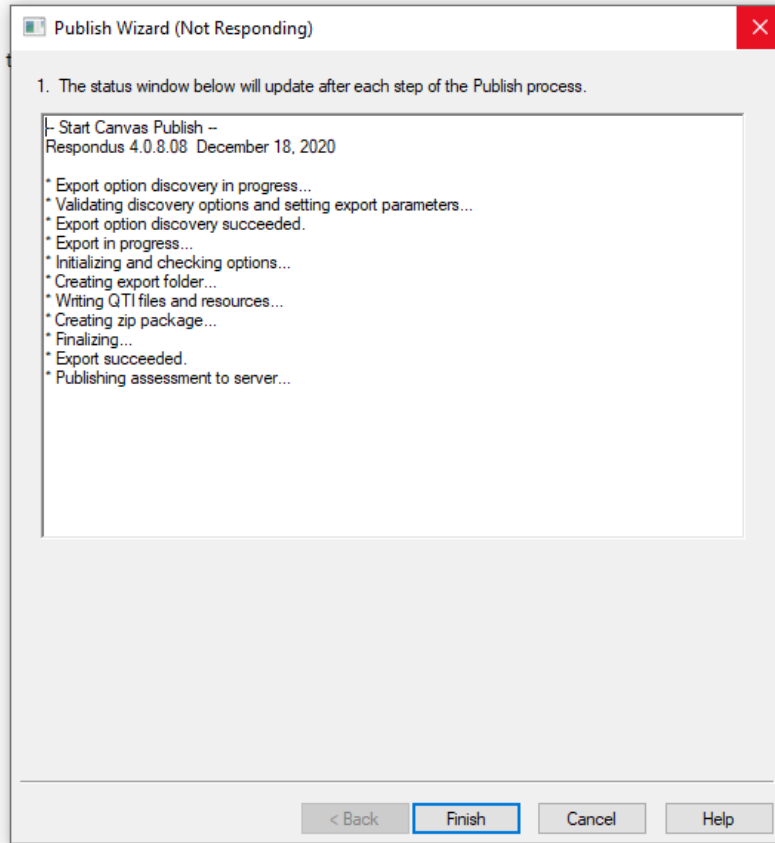

This will bring you to the following menu, double check everything on your end looks right. I never mess with the other options area, I leave those blank, hit Next:
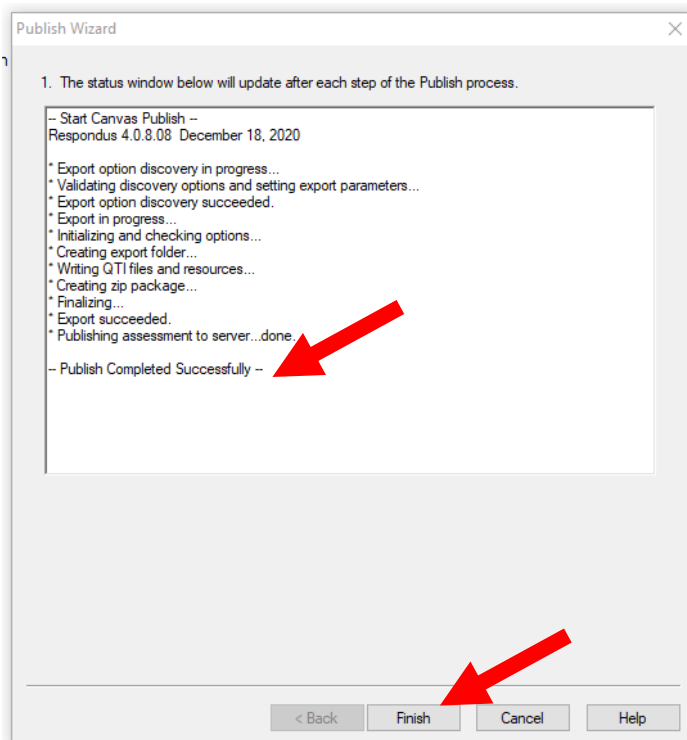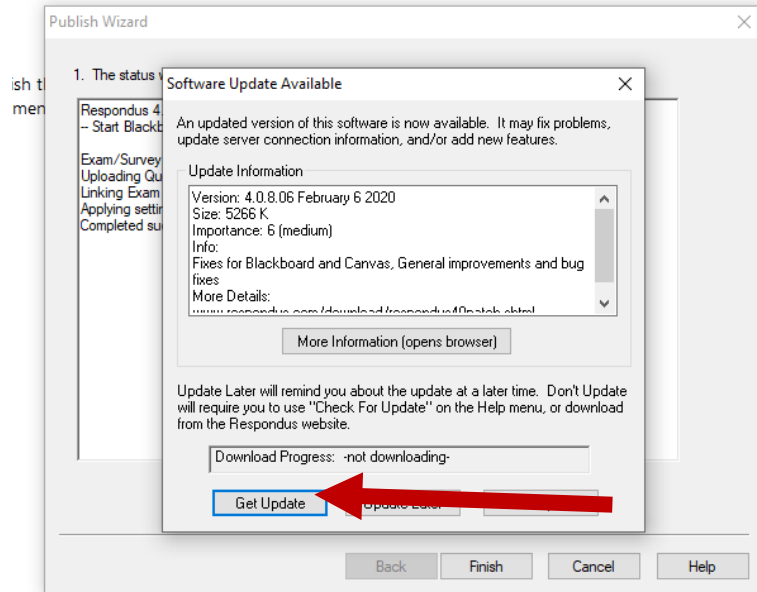
Here you will click on your Course and choose which folder you want the exam to go in on Canvas,shown below, then hit Next. If you do as I have demonstrated, and just clicked the course Folder and not inside it, this will send the unpublished exam to your Quizzes area in Canvas. It will not publish it. Instructions at the bottom of the document show how to find the quiz and change the settings to publish it in the right area.
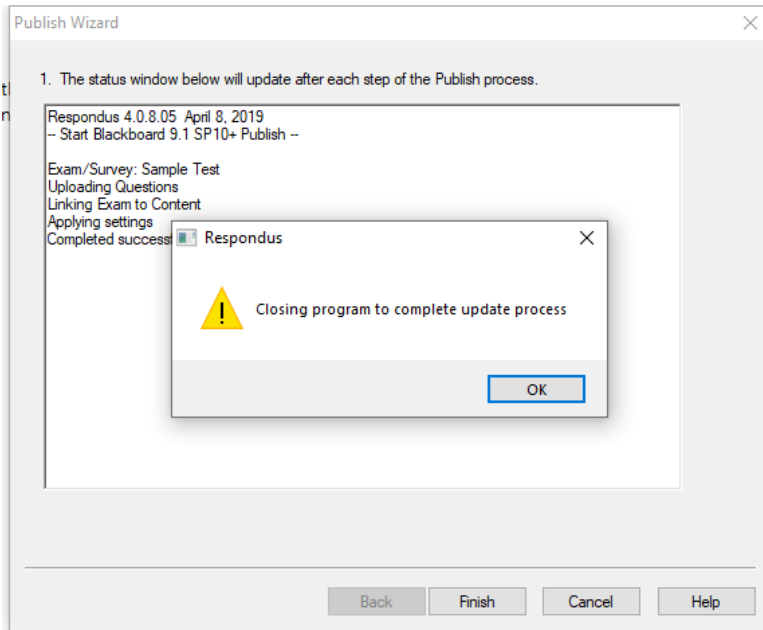
It will show the above window, DO NOT click Finish until it is completed and says "Publish completed successfully, then click "Finish":

If it's your first test it will ask you to update, this is okay and go ahead and do it by clicking "Get Update".

Once it's done updating your exam should successfully have been added to Canvas. Go to your course in Canvas and open the module or quiz area where you sent the exam. Again, if you followed these instructions then you will open your canvas course and click the "Quizzes" area:

Your exam should be there, and hidden from students for now.

Click the three vertical dots to Edit
:

From here you can edit the Test options or the questions themselves.
You can add the images you want in your exam and you can set the settings for the exam dates, times, etc.

For a breakdown of the options for exam settings, go to https://www.bio.tamu.edu/wp-content/uploads/2020/11/Exam-Quiz-Assignments-in-Canvas.pdf

To add the exam to an area where students will see it when it begins, add it to a Module from the Modules page:

Select the + button in the Module where the exam will be, you can add a new Module and call it Exams:

Choose Quiz on the pop up menu:

Select the exam, then click "Add item"

This will post the exam in the Module, but it will not publish it until the settings say to open:

Please email McKensie Le Fevre mlefevre@bio.tamu.edu with any questions