Convert a Canvas Quiz to a Printable PDF for Paper Exams

*Make sure you have Respondus Quiz software downloaded on your computer. If you don't have it, you can download it <u>here</u>.

Step 1: Navigate to the Course Settings page

| Angela Lu Commer | cial Law Sandbox > Assignments | 6d Student View |
|-----------------------------------|--|-----------------|
| Home | Search for Assignment + Group | + Assignment |
| Announcements Ø Assignments | II * Assignments | + : |
| People Pages | ii 🕼 UGO Invigilator Quiz | O : |
| Files | ∺ ≾2 hihihi 40 pts | • : |
| Syllabus Outcomes Ø Modules | ii * Imported Assignments | + : |
| Media Gallery | 2021 W2 COMM 294 - Final Exam - April 12 2022 Geneed 80 pts | 0 : |
| Evaluation Reports | 2021 W2 COMM 294 - Final Exam - April 12 2022 General 80 pts | • : |
| Quizzes Ø | III xg? 2021 W2 COMM 294 - Final Exam - April 12 2022 Available until May 12 at 330um 88 pts | o : |
| Rubrics Ø Grades Ø | E 2021W1 LOTR 101 001 Midterm - Requires Respondus LockDown Browser | ⊘ : |
| Discussions Ø Settings | E 2021W1 LOTR 101 001 Midterm - Requires Respondus LockDown Browser | ⊘ : |
| \smile | E 2021W2 - COMM 452 Final Exam - Winter 2022- Requires Respondus LockDown Browser Goed 137 pts | O : |
| | E 2021W2 - COMM 452 Final Exam - Winter 2022- Requires Respondus LockDown Browser Geneel 137 pts | o : |
| | 32 2021W2 COMM 296 206 207 - Final Exam - April 25, 2021 Available until Jun 8 at 2:33am 90 pts | o : |
| | Key Concept Test 2 (Mar 29, 2022) - Requires Respondus LockDown Browser Goed 15 pts | ⊘ : |

Step 2: Select "Export Course Content" on the right-hand side

| Home | | Course Details Sect | ions Navigation Apps Feature Options Integrations | | Share to Common | 5 |
|----------------|------|---------------------|---|-----------------------------|------------------------|--------|
| Zoom | | Course Details | | Course is Published | Course Statistics | |
| Announcement | s Ø | Course Details | | | 3 Course Calendar | |
| Assignments | | | | | | |
| People | | | Choose Image | | Delete this Course | |
| Pages | | Image: | Choose image | | Copy this Course | |
| Files | | | | | 1 Import Course Con | tent |
| Syllabus | | | | | | - |
| Outcomes | Ø | Name: | Angela Lu Commercial Law Sandbox | | Lexport Course Con | tent |
| Modules | | Course Code: | Angela Lu Commercial Law Sandbox | | ୍ Validate Links in Co | ontent |
| Media Gallery | | Blueprint Course: | Enable course as a Blueprint Course | | Current Lisers | |
| Chat | | Course Template: | Enable course as a Course Template | | Students: | 5 |
| Evaluation Rep | orts | Time Zone: | Pacific Time (US & Canada) (-08:00/-07:00) | | | |
| LockDown Bro | wser | | | | Test Student: | None |
| Quizzes | ø | Subaccount: | Learning Services Sandbox | | Teachers: | 1 |
| Rubrics | ø | Term: | Default Term 🗸 | | Examity: | None |
| Grades | Ø | | | | Secondary Instructor: | None |
| Discussions | ø | Participation: | Term 🗸 | | Course ISS: | None |
| Settings | | | Course participation is limited to term start and end dates. | | Crowdmark: | None |
| | | | Start | | TAs: | None |
| | | | | | TA Grader: | None |
| | | | End | | Course Facilitator: | None |
| | | | | | TA Course Builder: | None |
| | | | | | Course Assistant: | None |
| | | | Restrict students from viewing course before term start date | | Designers: | None |
| | | Default due time: | Restrict students from viewing course after term end date | | Invigilator: | None |
| | | Deraux due time: | Account default (11:59pm) | | Observers: | None |
| | | | This influences the user interface for setting due dates. It does not change the time due for | r any existing assignments. | Guest: | None |

Step 3: At the bottom of the page under "Export Type", select "Quiz" and select the quiz you want to export. In this case, we will be selecting the quiz titled "hihihi". Then, select "Create Export".

| Home | | QTI Export from May 9, 2022 10:13AM | |
|-----------------|------|--|--|
| Zoom | ~ | QTI Export from May 9, 2022 10:02AM | |
| Announcement | s Ø | QTI Export from May 9, 2022 9:40AM | |
| Assignments | | Course Export from Apr 7, 2022 10:30AM (file not available) | |
| People | | Course Export from Apr 7, 2022 10:12AM (file not available) | |
| Pages | | Course Export from Apr 6, 2022 3:22PM (file not available) | |
| Files | | Course Export from Apr 6, 2022 3:18PM (file not available) | |
| Syllabus | | Course Export from Apr 6, 2022 3:07PM (file not available) | |
| Outcomes | Ø | Course Export from Apr 6, 2022 2:57PM (file not available) | |
| Modules | | Course Export from Apr 6, 2022 2:47PM (file not available) | |
| Media Gallery | | Course Export from Apr 6, 2022 2:42PM (file not available) | |
| Chat | | Course Export from Apr 6, 2022 2:22PM (file not available) | |
| Evaluation Repo | orts | Course Export from Apr 6, 2022 2:20PM (file not available) | |
| LockDown Brow | vser | Course Export from Apr 5, 2022 11:10AM (file not available) | |
| Quizzes | ø | Course Export from Apr 4, 2022 2:19PM (file not available) | |
| Rubrics | ø | Course Export from Apr 4, 2022 2:06PM (file not available) | |
| Grades | Ø | Course Export from Apr 4, 2022 1:55PM (file not available) | |
| Discussions | ø | Course Export from Mar 29, 2022 10:11AM (file not available) | |
| Settings | | Content export files cannot be downloaded after 30 days. | |
| | | Course Course Select Quizzes to Export | |
| | | | |
| | | Quiz 1 | |
| | | □ Test | |
| | | □ Test | |
| | | UGO Invigilator Quiz | |
| | | Ahihi Diamessanomt | |
| | | Create Export | |

Step 4: Once you select "Create Export", a blue status bar will appear (1). Once the blue status bar finishes loading, refresh the web page (2).



Step 5: Click on the most recent QTI export located at the top to download it to your computer.

| Home | | Content Exports |
|----------------|------|--|
| Zoom | | |
| Announcemen | s Ø | OTI Export from 7 minutes ago |
| Assignments | | QTI Export from May 9, 2022 11:35AM |
| People | | QTI Export from May 9, 2022 11:05AM |
| Pages | | QTI Export from May 9, 2022 10:55AM |
| Files | | QTI Export from May 9, 2022 10:53AM |
| Syllabus | | QTI Export from May 9, 2022 10:44AM |
| Outcomes | Ø | QTI Export from May 9, 2022 10:32AM |
| Modules | | QTI Export from May 9, 2022 10:13AM |
| Media Gallery | | QTI Export from May 9, 2022 10:02AM |
| Chat | | QTI Export from May 9, 2022 9:40AM |
| Evaluation Rep | orts | Course Export from Apr 7, 2022 10:30AM (file not available) |
| LockDown Bro | wser | Course Export from Apr 7, 2022 10:12AM (file not available) |
| Quizzes | ø | Course Export from Apr 6, 2022 3:22PM (file not available) |
| Rubrics | Ø | Course Export from Apr 6, 2022 3:18PM (file not available) |
| Grades | Ø | Course Export from Apr 6, 2022 3:07PM (file not available) |
| Discussions | ø | Course Export from Apr 6, 2022 2:57PM (file not available) |
| Settings | | Course Export from Apr 6, 2022 2:47PM (file not available) |
| | | Course Export from Apr 6, 2022 2:42PM (file not available) |
| | | Course Export from Apr 6, 2022 2:22PM (file not available) |
| | | Course Export from Apr 6, 2022 2:20PM (file not available) |
| | | Course Export from Apr 5, 2022 11:10AM (file not available) |
| | | Course Export from Apr 4, 2022 2:19PM (file not available) |
| | | Course Export from Apr 4, 2022 2:06PM (file not available) |
| | | Course Export from Apr 4, 2022 1:55PM (file not available) |
| | | Course Export from Mar 29, 2022 10:11AM (file not available) |
| | | Content export files cannot be downloaded after 30 days. |
| | | |

Step 6: Open up Respondus Quiz and under Current Personality, select "IMS QTI" (1). Then, select "Import Questions" (2).



Step 7: Under "Type of file", select QTI. Under "File name", select Browse.

| | Questions | | | | | | | | |
|---|---|------------|----------------|-----------------------|--------|------------------|----------|-----|-----|
| 1. Selec | ct the file to | Import: | 1 | | | 1 | | Can | cel |
| Тур | e of file: | QTI | 4 | | \sim | Ŀ | | Hel | р |
| File | e name: | - click b | rowse to choo | ose - | | Brows | 4 | -(| 2) |
| Ima | age Folder | - needed | d if using IMG | : for graphics | - | Brows | : | | |
| 2. Cho | ose where t | o add the | new Question | ns: | | | | | |
| 0, | Append the | questions | to the currer | nt document. | | | | | |
| | Create a new | v docume | nt, named: | | | | | | |
| | Type of file | to create: | Exam | Survey | r | | | | |
| | | | | to create title, | e.g. | | | | |
| | chui- ster | m become | s "ch01-001", | , "ch01-002", | | | | | |
| | | | check for pro | | | review | | | |
| 3. Use | the Preview | button to | | oblems: | F | review Finish | | | |
| 3. Use 1 4. Press | the Preview | button to | check for pro | oblems: | F | | | | |
| 3. Use 1 4. Press | the Preview s the Finish | button to | check for pro | oblems: e process. | F | | | | ^ |
| 3. Use 1 4. Press Previe | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | ^ |
| 3. User 4. Press Previe | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | ^ |
| 3. Use 1 4. Press Previe | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | ^ |
| 3. Use 1 4. Press Previe 4. - | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | ^ |
| 3. Use 1 4. Press Previe - - | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | < < |
| 3. Use 1 4. Press Previe - - | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | < < |
| 3. Use 1 4. Press Previe - - | the Preview s the Finish ew results | button to | check for pro | oblems: e process. | F | | | | • |

Step 8: In the drop-down menu above the Open button, select "Zipped IMS QTI package (.zip)" (1). Then select your recently exported QTI file in the Downloads folder (2).



Step 9: Once the file is selected, under "Create a new document", give a name to the new document (1). For e.g. Quiz 3. Then select "Preview" (2) to make sure there are no problems. Once it says "Imported Successfully" (3), you can select "Finish" (4).

| | | el |
|--|--|--|
| e of file: | QTI ~ Help | 0 |
| name: | angela-lu-commercial-law-sandbox-quiz Browse | |
| ge Folder | C:\Users\angela65\AppData\Local\Temp\ Browse | |
| ose where to | add the new Questions: | |
| ppend the | questions to the current document. | |
| Create a new | document, named: Quiz 3 | |
| Type of file | to create: Exam Survey | |
| | |) |
| 2231-012 | Question Wording | |
| Title | | ^ |
| | e of What is the one thing that all organizations aim to do, according | ^ |
| What is the | | ^ |
| What is the What is the | e of What is the one thing that all organizations aim to do, according | ^ |
| What is the What is the Why are va | e of What is the one thing that all organizations aim to do, according e 3-What is the 3-legged stool? | ^ |
| What is the What is the Why are va How many | e of What is the one thing that all organizations aim to do, according 3 What is the 3-legged stool? Jue Why are valuegraphics important in marketing? | ^ |
| What is the What is the Why are va How many Which of t | What is the one thing that all organizations aim to do, according What is the 3-legged stool? Why are valuegraphics important in marketing? How many common values are there? | ^ ~ |
| | ge Folder se where to ppend the reate a new Type of file lse "stem" p ch01-" stem he Preview the Finish b | pe Folder C:\Users\angela65\AppData\Local\Temp\ Browse se where to add the new Questions: ppend the questions to the current document. reate a new document, named: Quiz 3 1 Type of file to create: © Exam Survey se "stem" plus question number to create title, e.g. ch01-" stem becomes "ch01-001", "ch01-002", he Preview button to check for problems: Preview 2 the Finish button to complete the process. Finish 4 |

Step 10: Go to "Preview + Publish" and select "Print Options".

| 🖪 Respondus - Quiz 3 | | 100 | ٥ | × |
|----------------------|--|-----|-------|---|
| File Edit View Help | B I U X ₃ X ¹ Z O Media 🔗 Power Edit | | | |
| Start Edit | Settings Preview + Publish | | Canva | s |
| | Print Options 😨 | | | ^ |
| Preview Publish | Select from the options below, then either print the document or save it to a file for additional formatting using a word processor. | | | l |
| | 1. Select format: | | | |
| Print Options | Exam Settings | | | |
| T | O Exam with Answer Key Settings | | | |
| (2) | Answer Key only Settings | | | |
| $\mathbf{\Theta}$ | 2. Top of Page Contents (Headers) | | | |
| | - no headers - | | | |
| | Preview | | | |
| | 3. Randomize Questions Do not Randomize ~ | | | |
| | Apply Question Groups from Settings | | | |
| | Randomize question order (including Question Groups if applicable) | | | |
| | Randomize answer choices within each question | | | |
| | Group questions by type (Multiple Choice, etc.) | | | |
| | 4. Questions to be included: from to (leave blank to include all) | | | |
| | Print Preview Save to File Send to Printer | | | |

Step 11: Under "Select Format", select Exam (1). Go to "Save to File" (2) and give a File Name (e.g. Quiz 3). Then save the file.

| File Edit View Help | | |
|---|---|------|
| 🗄 🍫 🖌 🖒 🖺 | B I $\underline{\cup}$ X_2 \underline{x}^2 $\overline{\Sigma}$ \Leftrightarrow $\overline{\blacksquare}$ Media \textcircled{O} Power Edit \textcircled{O} | |
| Start Edit | Settings Preview + Publish | |
| | Print Options 😧 | |
| Preview | Select from the options below, then either print the document or save it to a file for additional formatting using a | |
| Save QTI XML File | word processor. 1. Select format: | |
| Print Options | Settings | |
| | Exam with Answer Key Settings | |
| | Answer Key only Settings | |
| | | |
| | 2. Top of Page Contents (Headers) - no headers - | |
| | Edit Headers | |
| | Preview | |
| | 3. Randomize Questions Do not Randomize V | |
| | Apply Random Blocks from Settings | |
| | Randomize question order | |
| | Randomize answer choices within each question | |
| | Group questions by type (Multiple Choice, etc.) | |
| | 4. Questions to be included: from (leave blank to include all) | |
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| | PC > Downloads > ✓ ♂ > Search Downloads ■ | ~ (2 |
| This P This P Quick access Desktop Downloads Documents Pictures hihi hihii hihiii Invigilator respondus q OneDrive - UBC | PC > Downloads > V V Search Downloads Earlier this week (6) | • (2 |
| | PC > Downloads > V V Search Downloads Earlier this week (6) | - |
| | PC > Downloads > V V Search Downloads Earlier this week (6) | • |

Step 12: To access the word document, go to the File Explorer and select name of the Quiz.

Note: Respondus tends to change apostrophes into different symbols so make sure to double check the contents of the quiz. It also changes the font of Question Titles so you can also go in and change the font to make it uniform.

Step 13: In the Word Doc, select "File" (1), select "Save as" (2) on the left hand side, and select where you want to save the PDF by selecting "Browse" (3). For ease of access, we will be saving it under "Desktop". Once you select where you want to save the PDF, under "Save as type" (4), select "PDF" and then click "Save" (5).

