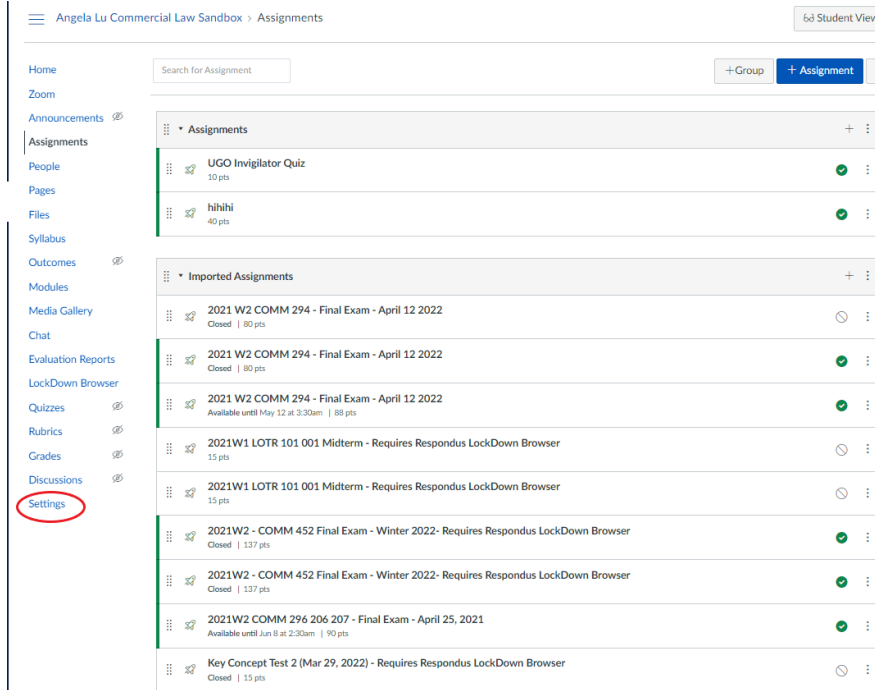


Convert a Canvas Quiz to a Printable PDF for Paper Exams

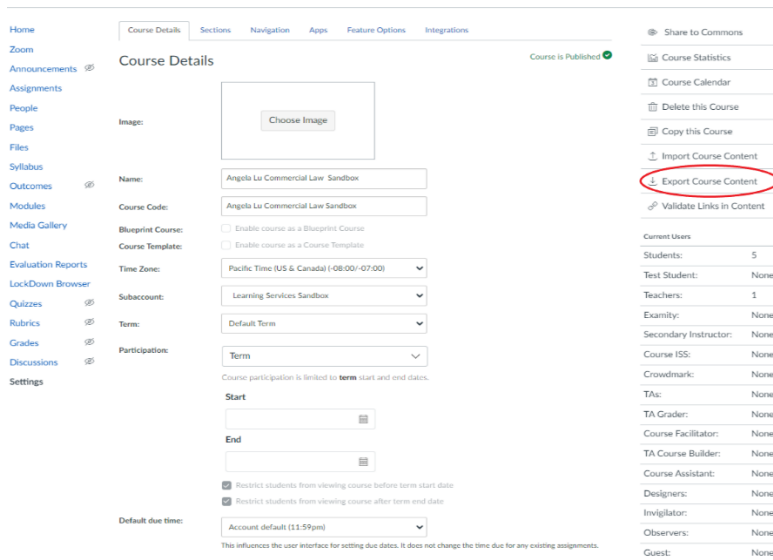
*Make sure you have Respondus Quiz software downloaded on your computer. If you don't have it, you can download it [here](#).

Step 1: Navigate to the Course Settings page



The screenshot shows the Canvas course interface for 'Angela Lu Commercial Law Sandbox'. The left-hand navigation menu is visible, with 'Settings' circled in red. The main content area displays a list of assignments, including 'UGO Invigilator Quiz' and '2021 W2 COMM 294 - Final Exam - April 12 2022'. The 'Settings' option is highlighted in the left-hand menu.

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



The screenshot shows the 'Course Details' page in Canvas. The right-hand side of the page contains a list of actions, with 'Export Course Content' circled in red. The page also displays course information such as 'Name: Angela Lu Commercial Law Sandbox' and 'Course Code: Angela Lu Commercial Law Sandbox'.

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
Announcements	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	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 Reports	Course Export from Apr 6, 2022 2:20PM (file not available)
LockDown Browser	Course Export from Apr 5, 2022 11:10AM (file not available)
Quizzes	Course Export from Apr 4, 2022 2:19PM (file not available)
Rubrics	Course Export from Apr 4, 2022 2:06PM (file not available)
Grades	Course Export from Apr 4, 2022 1:55PM (file not available)
Discussions	Course Export from Mar 29, 2022 10:11AM (file not available)
Settings	Content export files cannot be downloaded after 30 days.

Export Type

Course

Quiz

Select Quizzes to Export

- Quiz 1
- Test
- Test
- UGO Invigilator Quiz

hihhi

Jameswangnt

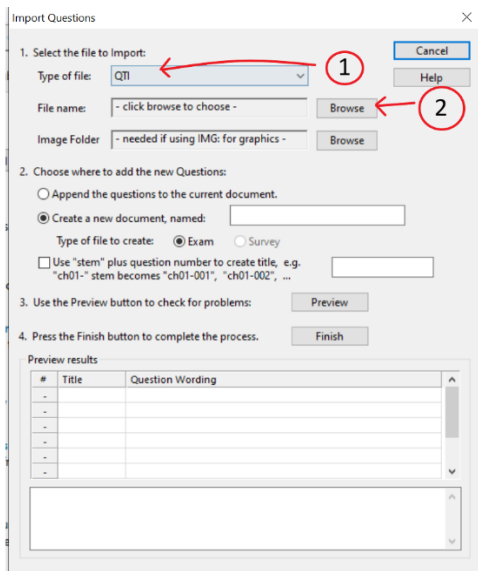
Step 4: Once you select “Create Export”, a blue status bar will appear (1). Once the blue status bar finishes loading, refresh the web page (2).

The screenshot shows the Canvas LMS interface for the 'Content Exports' page. The left sidebar contains navigation icons for Home, Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Help. The main content area lists various export items, including QTI and Course exports from different dates. At the bottom of the page, a blue status bar displays the message 'Your content has been exported.' A red circle with the number '1' is positioned over this status bar. In the browser's address bar, a red circle with the number '2' is positioned over the refresh button.

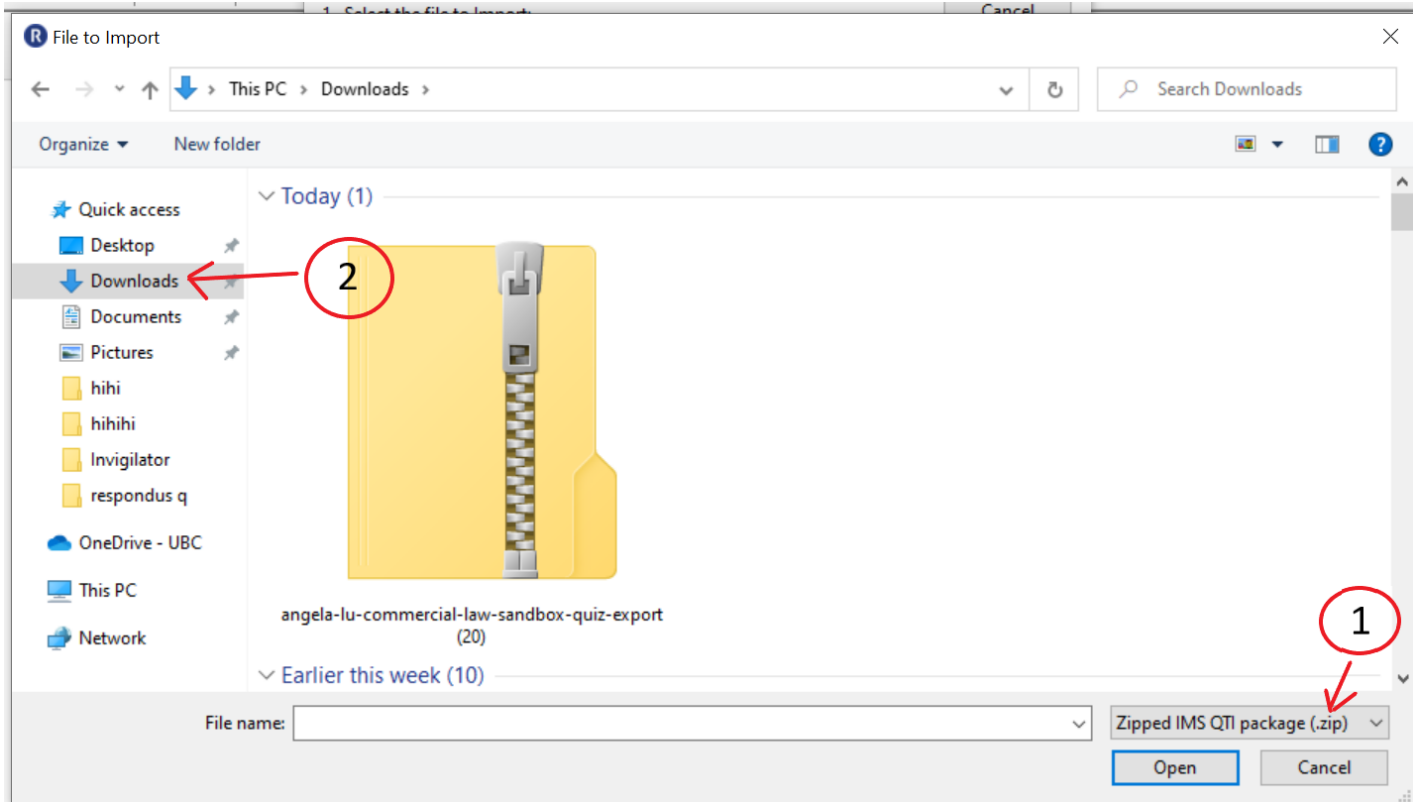
Step 5: Click on the most recent QTI export located at the top to download it to your computer.

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

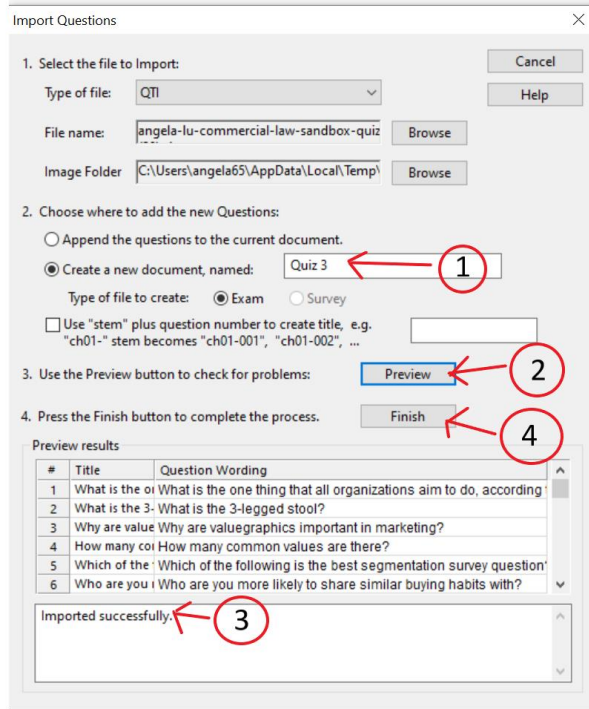
Step 7: Under “Type of file”, select QTI. Under “File name”, select Browse.



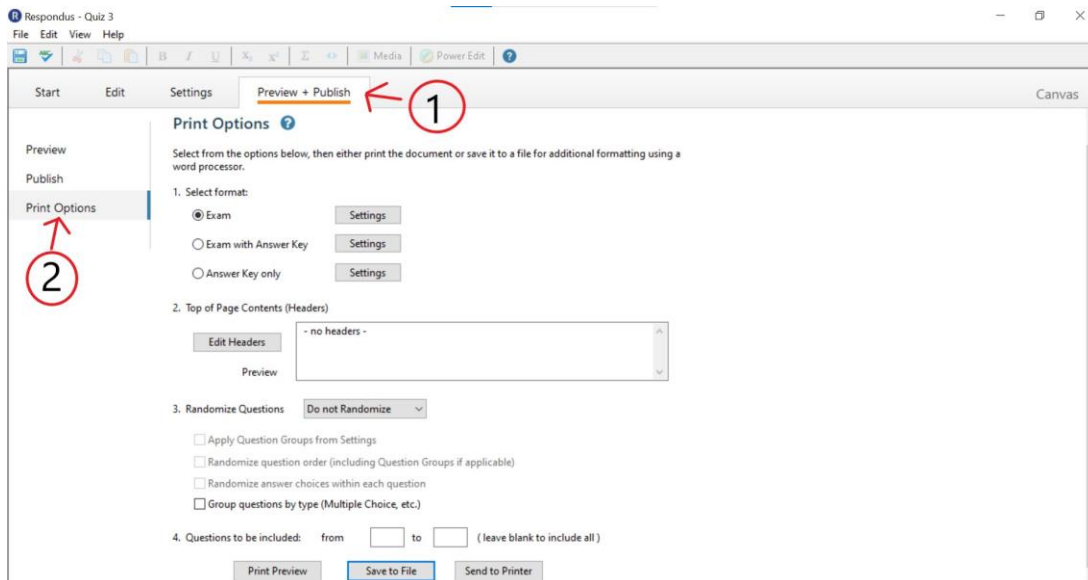
Step 8: In the drop-down menu above the Open button, select “Zipped IMS QTI package (.zip)” (1). Then select your recently exported QTI file in the Downloads folder (2).



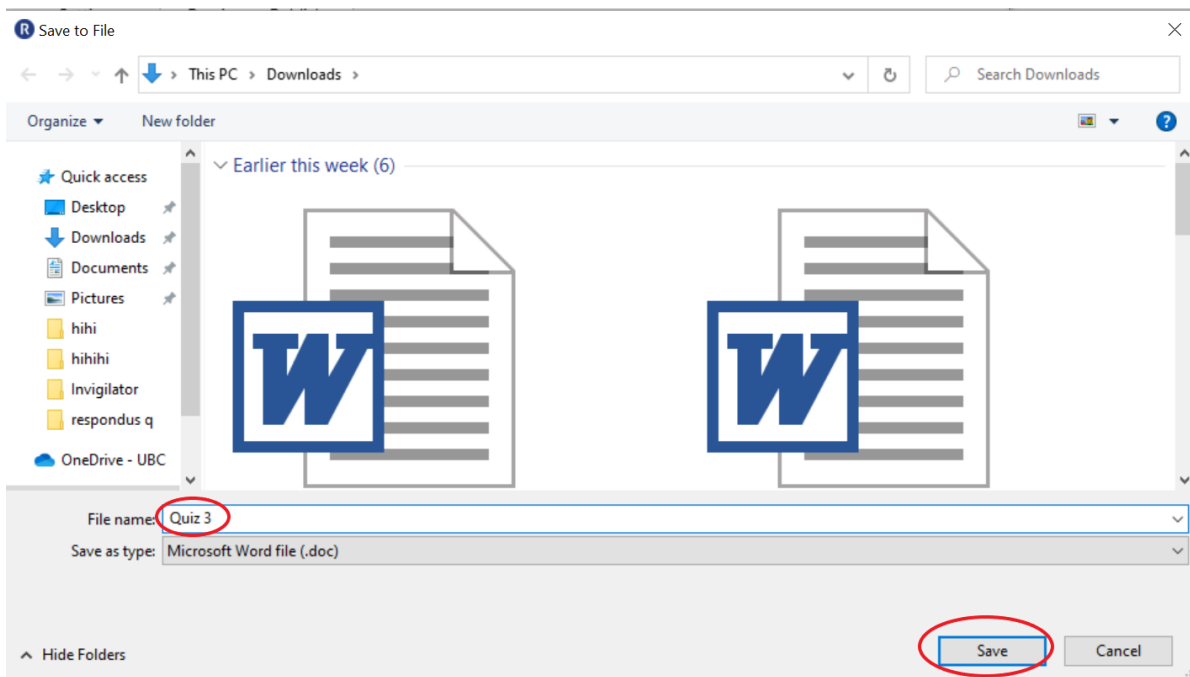
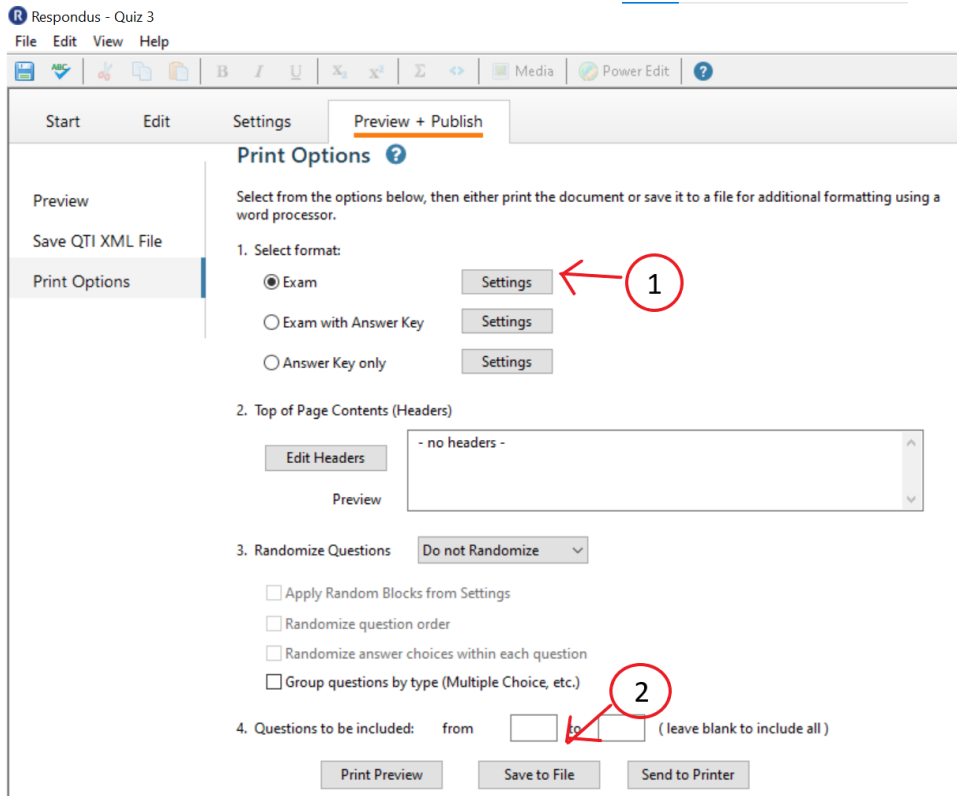
Step 9: Once the file is selected, under “Create a new document”, give a name to the new document (1). For e.g. Quiz 3. Then select “Preview” (2) to make sure there are no problems. Once it says “Imported Successfully” (3), you can select “Finish” (4).



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



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.



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).

