

**FACULTY DIRECTIONS  
HOW TO CREATE TESTS IN CANVAS  
AFTER THE TEST BANK HAS BEEN LOADED IN RESPONDUS**

**IMPORTANT NOTE: ALL QUESTIONS ARE BEING LOADED IN THE TEST BANK FUNCTION SO QUESTIONS CAN BE RANDOMIZED. THIS DETERS CHEATING AND IS THE RECOMMENDED WAY TO TEST ONLINE SINCE STUDENTS WILL GET QUESTIONS IN A DIFFERENT ORDER. IF YOU DO NOT WANT THEM RANDOMIZED, YOU WILL HAVE TO INDICATE THAT ON THE EMAIL TO CHALUPA@ETBU WHEN YOU SEND THE FILES. IF YOU DO NOT, YOU WILL THEN RECEIVE THE DIRECTIONS ON HOW TO CREATE THE QUIZ WITHOUT RANDOMIZING. THIS WILL BE A TEDIOUS, TIME CONSUMING PROCESS FOR LONGER TESTS. LETTING US KNOW CAN AVOID THIS.**

**THIS DOCUMENT INCLUDES ALL THE PROCESSES THAT WILL BE DONE BY FACULTY FOR CONSISTENCY TO ASSIST IN LEARNING THE PROCESS**

**1) RESPONDUS 4.0 FORMATTING**

**TO BE DONE BY FACULTY FOR ALL WORD DOCUMENT TESTS (NOT PUBLISHER)**

Respondus is a tool used to import questions from a Word document (or other text file) into Canvas. Rather than manually entering each question into Canvas, Respondus can do it all at once. Respondus requires very specific formatting.

Please format tests that are done on word documents in the following manner:

It is imperative that you include the “Type: ” statements for questions other than single-answer multiple-choice or True/False. Without it, Respondus will assume it is a malformed multiple-choice. “Type:” should appear on the line before the question number and question text. Answers should appear immediately after the question line.

**You must include an asterisk before the correct answer choice with no space after the asterisk.**

**You must include a space after the number of the question.**

**Please separate test pools by document.**

**No more than one occurrence of a number should appear within a single document.**

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(For example, if you have a 1. from Chapter 1 and a 1. From Chapter 2, you will either need to split the test pool into separate documents or renumber the questions.)

General feedback can be imported by placing the tilde “~” symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording

The formatting seems picky and unforgiving, but this is due to the way Respondus handles the automatic processing.

**MS Word users:** you will also need to ensure automatic numbers and automatic letters are turned off, or ensure that Word does not perform this action for you. Disabling this feature can vary from one version of Office to the next, so contact IT for assistance. You may submit your files as .doc, .docx, .txt, or .rtf formats.

## **EXAMPLES OF QUESTIONS CORRECTLY FORMATTED FOR RESPONDUS**

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### **Single-answer, multiple choice.**

1. What color is grass?

a. orange

\*b. green

c. purple

d. pink

### **Multiple-answer, multiple-choice**

You must include the Type: MA line for the system to process as a multiple answer. Denote the correct answers with a \*.

Type: MA

2. Which of the following are cities in East Texas?

\*a. Nacogdoches

\*b. Tyler

c. Ft. Stockton

\*d. Longview

### **True False**

The TRUE must always be the first option with FALSE as the second. Denote the correct answer with a \*.

3. The “T” in ETBU stands for the word Teachers.

a. True

\*b. False

### **Essay**

You must include the Type: E line for the system to process as an essay question. There is no automatic processing for essay questions. The answer field does not need to be fully completed, but Respondus will expect some answer field to process, so “a. This is the answer” would suffice.

Type: E

4. Explain the water cycle.

a. This is the answer.

### **Fill-in-the-blank**

You must include the Type: F line for the system to process as a fill in the blank. Use the \_ characters to denote the blank. All possible correct answers follow with a,b,c order.

Type: F

5. \_\_\_\_\_ invented the radio and brought it to popularity.

a. Guglielmo Marconi

b. Nikola Tesla

### **Matching**

You must include the Type: MT line for the system to process as a matching question. The left side is as presented to the student, the right side are the options with the correct matches, denoted with the = between them, no space.

Type: MT

6. Match the chemical element with its atomic number.

a. Ge=32

b. O=8

c. B=5

d. Es=99

e. Rn=86

## **2) BUILDING YOUR TEST IN CANVAS ONCE WE HAVE LOADED YOUR TEST BANKS**

**IMPORTANT NOTE:** In order for your test questions to be randomized, all of the questions have been loaded into the test bank function. This gives you significantly more flexibility in creating a test where students get questions in a different order. In addition, it allows you to build one test with multiple types of questions and assign different points to each category.

**CHECK TO MAKE SURE YOUR TEST BANKS ARE IN YOUR COURSE (HAS BEEN LOADED THROUGH RESPONDUS)**

- 1) Go to Quizzes.
- 2) Click on the 3 dots at the top right.
- 3) Click manage test banks

This is where all of the questions we have loaded are. When you create the test, you will be pulling from these. Please ensure the ones you requested loaded are there. The person who loaded it will be in contact with you. Communicate with them if there are issues.

### **CREATING THE NEW TEST**

**NOTE: THIS CAN DIFFER SLIGHTLY IF YOU ARE USING WEIGHTED AVERAGE OR STRAIGHT POINTS IN YOUR GRADEBOOK**

- If you are using straight points, your test value (points) is whatever you want it to Be
- If you are doing weighted averages, **ALL TESTS HAVE TO BE 100 POINTS.**

**This is CRUCIAL to keep the gradebook accurate.**

### **CREATING TESTS: SIMPLE TESTS ONE TYPE OF QUESTION**

- 1) Next you will create a quiz in Canvas.
- 2) Go to Assignments, click + and change type to Quizzes. **DO NOT ENTER POINTS.** Points come from individual questions. If you do not change it to Quizzes, an assignment will be created instead. This is the only thing in Canvas you cannot edit. If you do this, you have to delete the assignment and repeat the process using quizzes.

**NOTE:** If you are using weighted averages, you have to move the Test under the correct Group (i.e. Tests worth 20%). This is critical to ensure your gradebook stays correct.

- 3) Go into More Options.
- 4) Type in instructions and click appropriate settings. Put in the test time.

1 History Overview

Quiz Instructions: [HTML Editor](#)

**B** *I* U A **A** *I*  $x^2$   $x_2$   $\sqrt{x}$  12pt Paragraph

2

p 0 words

3

Quiz Type **Graded Quiz**

Assignment Group **Assignments**

**Options**

Shuffle Answers

Time Limit  Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

Show one question at a time

**Quiz Restrictions**

Require an access code

Filter IP Addresses

Assign

**Assign to**

Everyone

**Due**

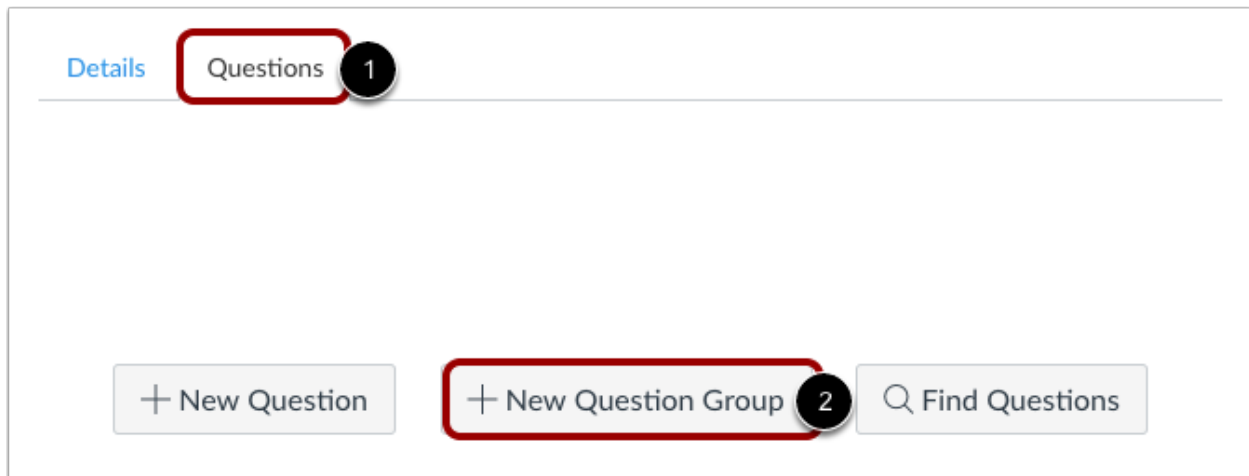
**Available from**  **Until**

**+ Add**

NOTE: Usually for multiple choice questions you allow 1 minute per question; because of internet slowdowns I have been allowing 1 ½ minutes. Fill-in-the-blank questions are approximately the same. For essay questions the average is 15-20 minutes per question.

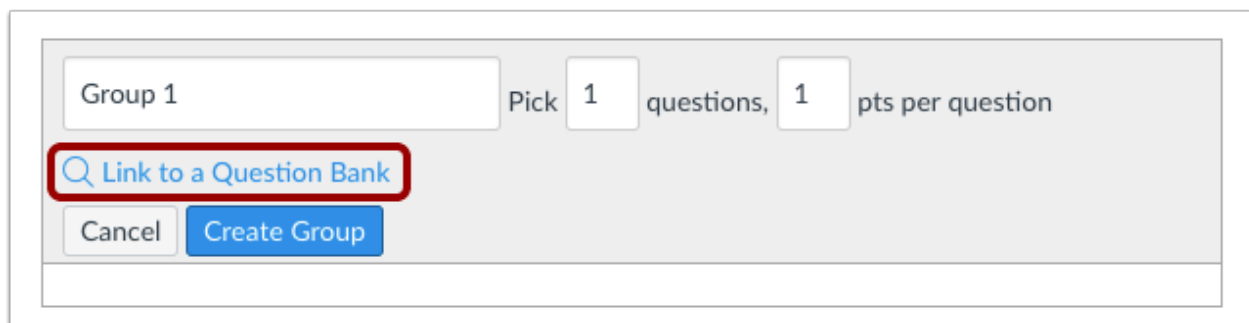
DO NOT Shuffle Questions

- 5) On the top above the text box where you put your directions is a vertical bar. Select “Questions.”
- 6) Select **Create Question Group**. This allows you to randomize. This is the only function you should use.



The screenshot shows a navigation bar with a 'Details' tab on the left. In the center, there is a 'Questions' tab highlighted with a red box and a small black circle containing the number '1'. Below this, there are three buttons: '+ New Question', '+ New Question Group' (highlighted with a red box and a small black circle containing the number '2'), and 'Find Questions'.

- 7) Click **Select Bank**—this will take you to your test banks that have been loaded.
- 8) Enter the point per question and how many questions you want pulled from the bank. For instance, if you have a 50-question test and you are using weighted averages, you would enter 50 questions and enter 2 points for each. **IF YOU USE WEIGHTED AVERAGES IT HAS TO ADD UP TO 100.** If you are using straight points this is not the case.



The screenshot shows a dialog box for creating a question group. It has a text input field containing 'Group 1'. To the right of this field is the text 'Pick 1 questions, 1 pts per question', where '1' and '1' are in separate input boxes. Below this, there is a button labeled 'Link to a Question Bank' with a magnifying glass icon, highlighted with a red box. At the bottom left, there are two buttons: 'Cancel' and 'Create Group'.

- 9) Click Create Group. Then save the test.
- 10)

Group 1 Pick 1 questions, 1 pts per question

🔍 [Link to a Question Bank](#)

Cancel **Create Group**

You now can go back and click on the Test/Quiz and and turn it on when you are ready and enter the due dates.

Don't forget to use the Moderate Function to add attempts or additional time for accommodations.

**DON'T FORGET TO GO BACK AND DELETE THE ORIGINAL TEST IN THE GRADEBOOK THAT WAS BUILT AS AN ASSIGNMENT. OTHERWISE YOUR GRADEBOOK WILL BE INCORRECT.**

### **CREATING TESTS: COMPLEX TESTS WITH MORE THAN ONE QUESTION TYPE SEE SCREEN SHOTS IN PREVIOUS ITEM**

- 1) Next you will create a quiz in Canvas.
- 2) Go to Assignments, click + and change type to Quizzes. **DO NOT ENTER POINTS.** Points come from individual questions. If you do not change it to Quizzes, an assignment will be created instead. This is the only thing in Canvas you cannot edit. If you do this, you have to delete the assignment and repeat the process using quizzes.

NOTE: If you are using weighted averages, you have to move the Test under the correct Group (i.e. Tests worth 20%). This is critical to ensure your gradebook stays correct.

- 3) Go into More Options.
- 4) Type in instructions and click appropriate settings. Put in the test time.

NOTE: Usually for multiple choice questions you allow 1 minute per question; because of internet slowdowns I have been allowing 1 ½ minutes. Fill-in-the-blank questions are approximately the same. For essay questions the average is 15-20 minutes per question.

DO NOT Shuffle Questions

- 5) On the top above the text box where you put your directions is a vertical bar. Select "Questions."
- 6) Select **Create Question Group**. This allows you to randomize. This is the only function you should use.
- 7) Click **Select Bank**—this will take you to your test banks that have been loaded.



- 8) Enter the point per question and how many questions you want pulled from the first test bank (i.e. multiple choice questions) NOTE: True/False questions are treated the same as M/C questions and will be in the same bank.
- 9) Enter the points per question and how many questions you want pulled from the second and subsequent banks bank (i.e. essay or fill-in the-blank questions)

**EXAMPLE:**

You are using weighted averages. The test has to be worth 100 points/percent. You have a test that is 50 m/c questions and 5 essay questions. You would create the first question group, link to the M/C bank and tell it to pull 50 questions at one point each. Click "Create Group." Next, click "Create Group" a second time. Tell it to pull 5 essay questions at 10 points each and link to the essay bank. Click Create Group. Check at the top and you will see that the test is now 100 points.

- 10) Save the test.

You now can go back into the Test/Quiz and and turn it on when you are ready and enter the due dates.

Don't forget to use the Moderate Function to add attempts or additional time for accommodations.

## TEST WITH IMAGES

**Images may or may not go through from Respondus to Canvas. If you have any images in your test you must check it before administering it. This is a time consuming process. I highly recommend you not use images unless you have to.**

- 1) Go to Quizzes
- 2) Click three vertical dots on top right.
- 3) Click Manage Test Banks
- 4) You will see a list of test banks.
- 5) Click on the name of the bank where your test has images.
- 6) All the questions will pop up. Unfortunately the questions are not numbered so you will have to screen by question prompt. Scan for the question to see if the image is there.
- 7) Do this for each bank that has images.

## IF THE IMAGES ARE NOT THERE

- 1) Copy the image that is missing from the test. Save it to your computer as a JPEG File. You have to repeat this for every image that did not come across.
- 2) Go to the Canvas course. Go into Files and upload into this area each one of these images. Make sure you name them so you know what they are.
- 2) Go back into the Test Bank and Find the Question.
- 3) On the left side, when you hover over it you will see a pencil. Click it.
- 4) A tool bar will come up. There is an “EMBED IMAGE ICON”
- 5) Click on this, browse for the image and follow the prompts.
- 6) Click Update Question below the question and you should see the image in the question.
- 7) You only have to save at the question level if you update something in a question. There is not a global save in the test bank function—it saves automatically.

**If you have trouble contact Dr. Halupa and she will set up a Zoom session.**