

Configuring Respondus for use with a Free Canvas Instructor Account

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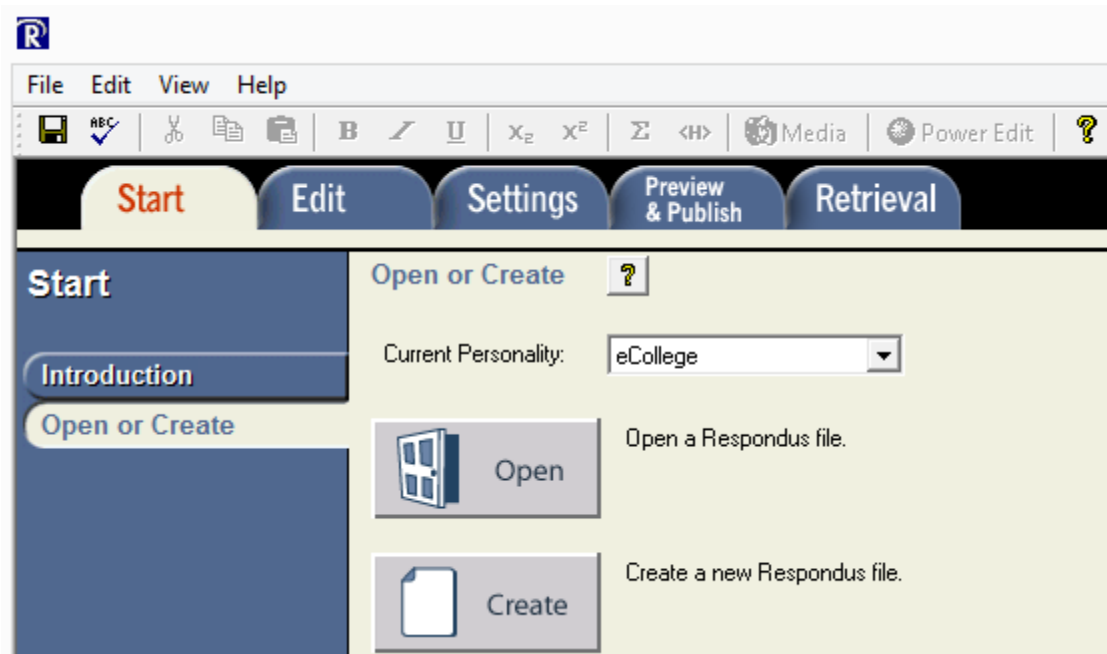
Introduction

The document describes how to change the configuration of Respondus from the eCollege to the Instructure Canvas personality so that questions can be uploaded to a free Canvas instructor account.

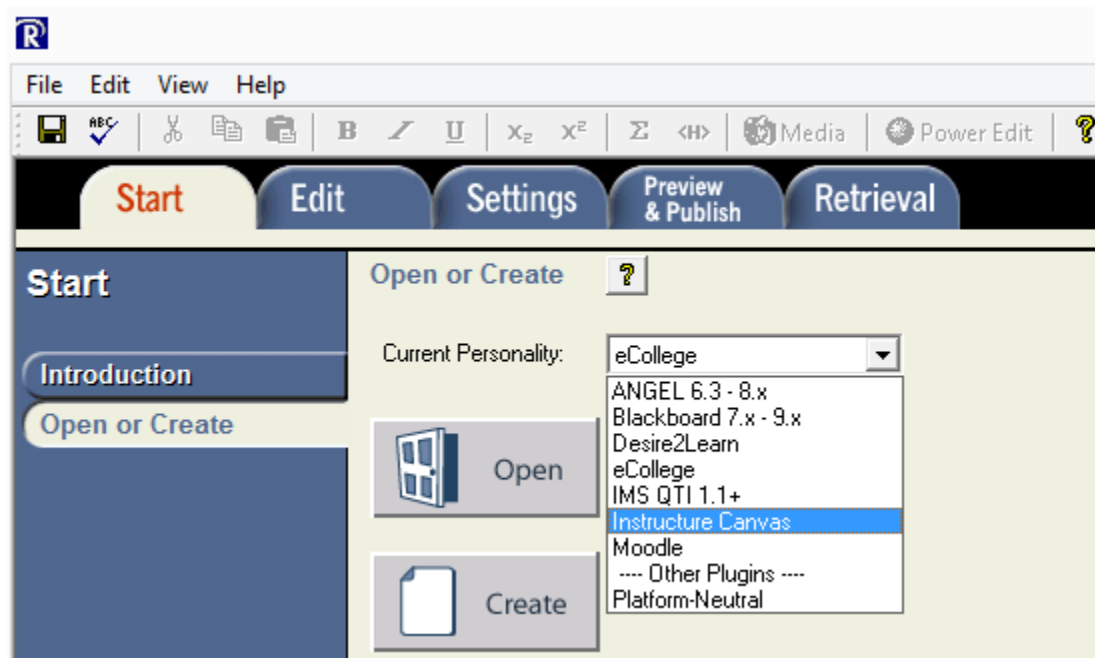
Before using this document you must have already created a free teacher account on Canvas (<http://www.canvaslms.com/try-canvas>) and have created a course within Canvas. You also must have Respondus installed and configured for eCollege. Details on how to do this can be found under Course Home in the “FAC 101 Faculty Support.”

1. Set Current Personality in Respondus to Canvas

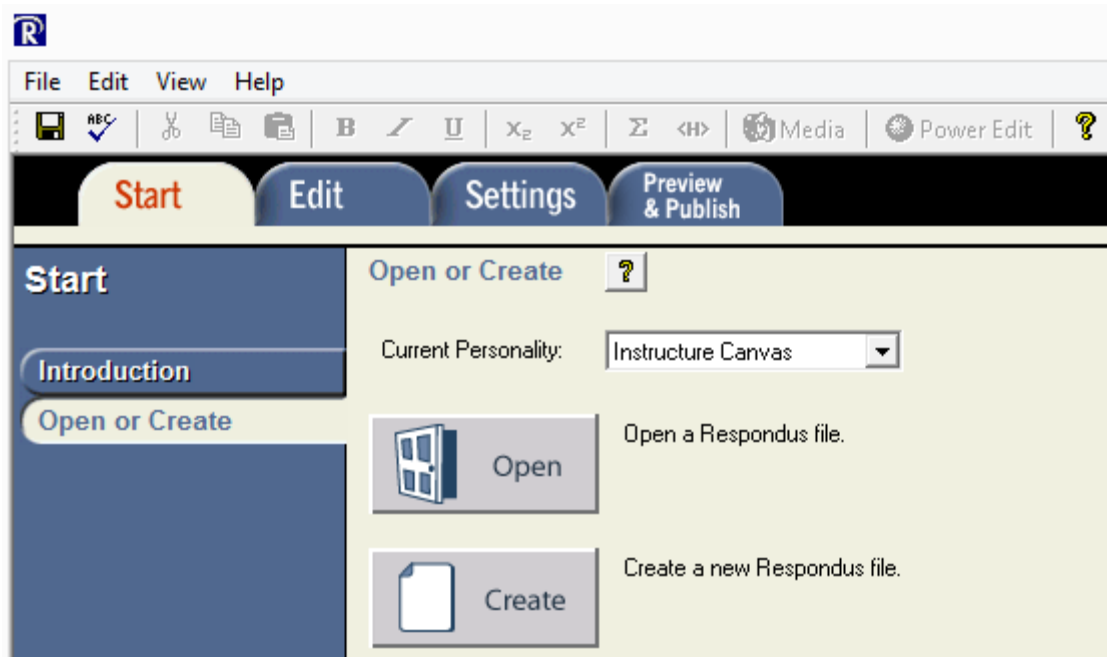
After starting Respondus with the eCollege personality you should see this initial view:



Click on the dropdown menu next to “Current Personality:” and choose Instructure Canvas:

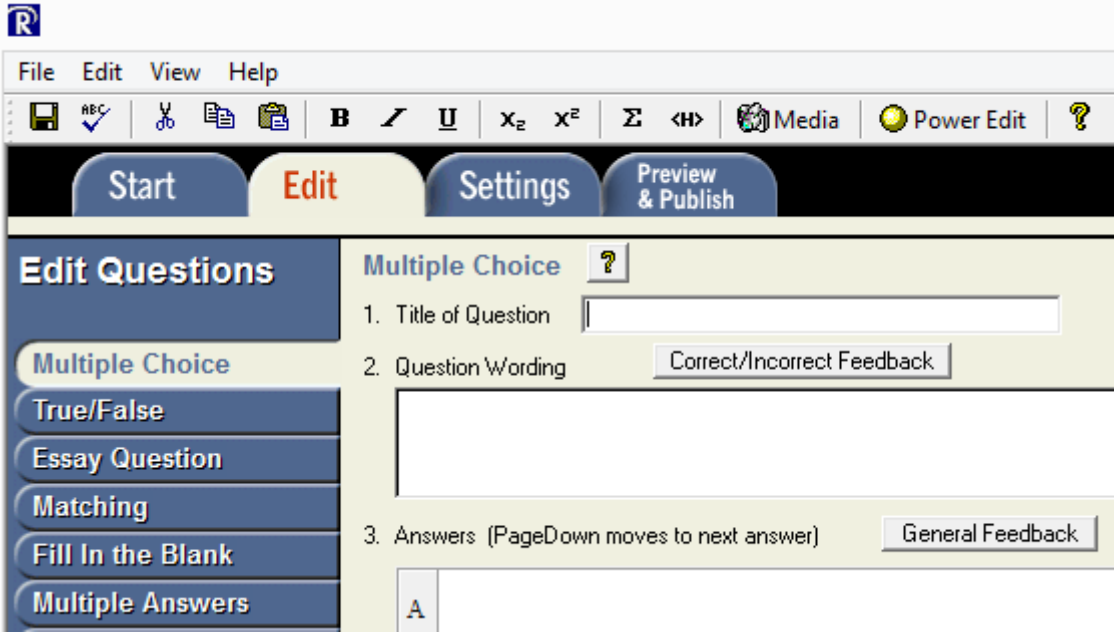


You should now see this:



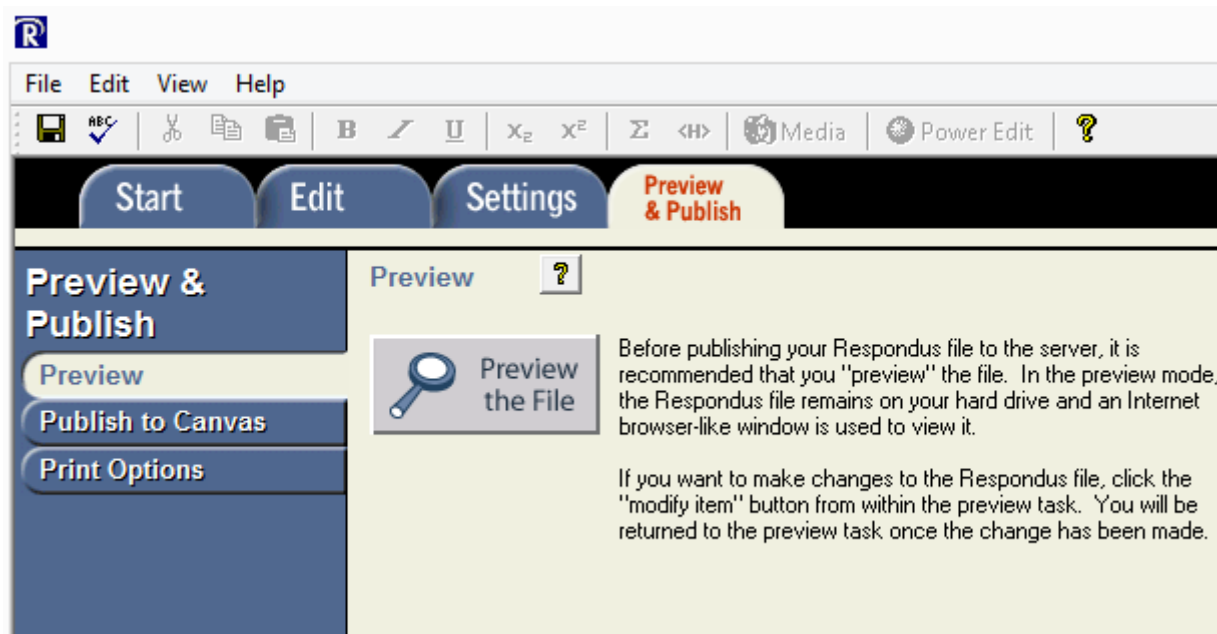
2. Open a Test

Next open a test by clicking on the Open button and selecting any available test. The editing tab should now automatically open:

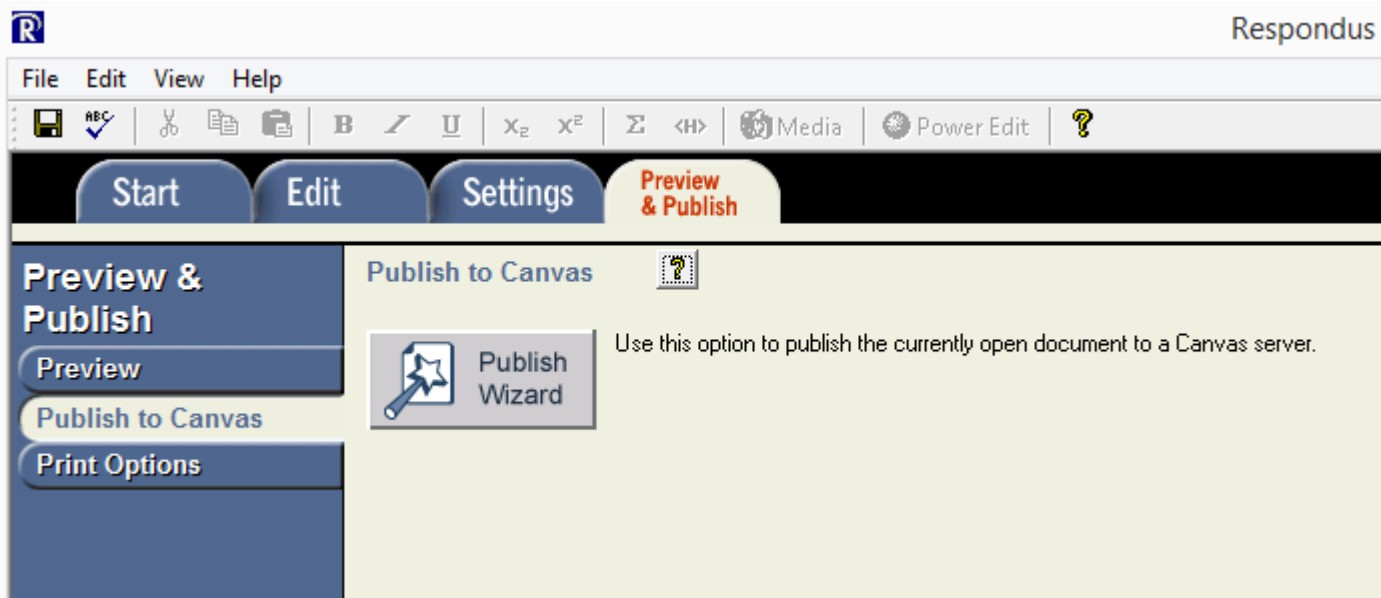


3. Configure Server Settings for Canvas

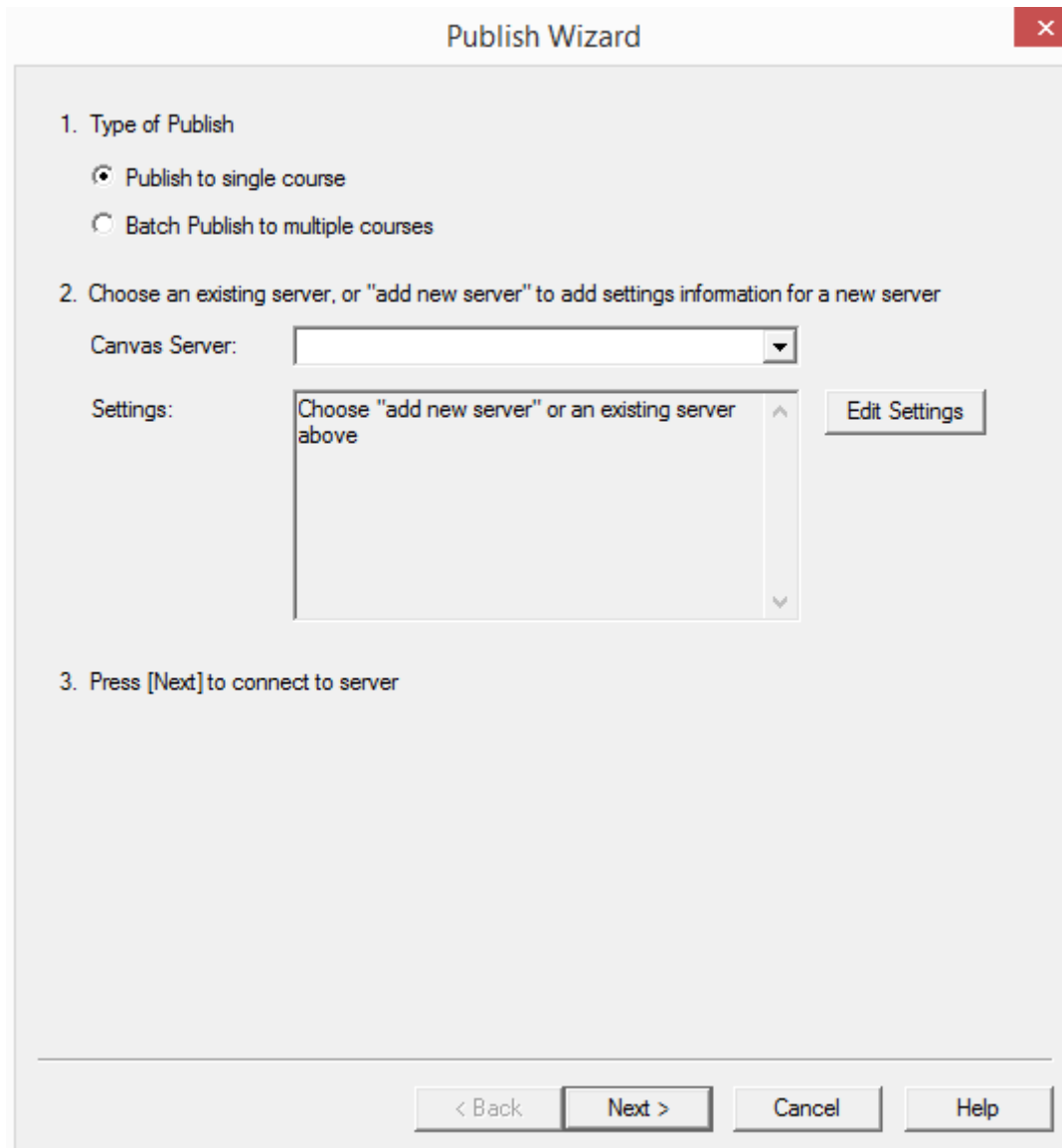
Click on the “Preview & Publish” tab and you should see this. Next Click on the “Publish to Canvas” button in the left-hand toolbar:



You should now see this. Click on the “Publish Wizard” button:



The Publish Wizard windows should appear:



The image shows a 'Publish Wizard' dialog box with a title bar and a close button. It contains three numbered steps:

- 1. Type of Publish**
 - Publish to single course
 - Batch Publish to multiple courses
- 2. Choose an existing server, or "add new server" to add settings information for a new server**
 - Canvas Server:
 - Settings:
- 3. Press [Next] to connect to server**

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Click on the arrow in the drop down next to "Canvas Server:" and select "-add new server-":

Publish Wizard ✕

1. Type of Publish

- Publish to single course
- Batch Publish to multiple courses

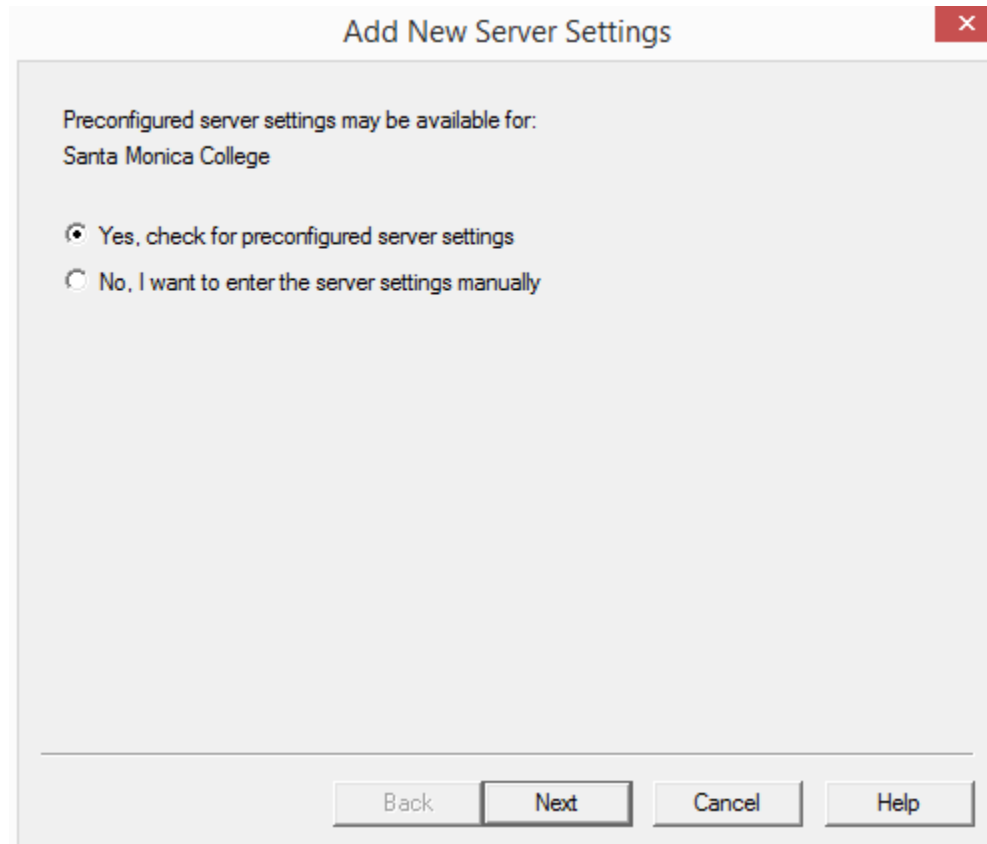
2. Choose an existing server, or "add new server" to add settings information for a new server

Canvas Server:

Settings:

3. Press [Next] to connect to server

This will bring up the following dialog box. Leave the radar button in its default setting and click Next:



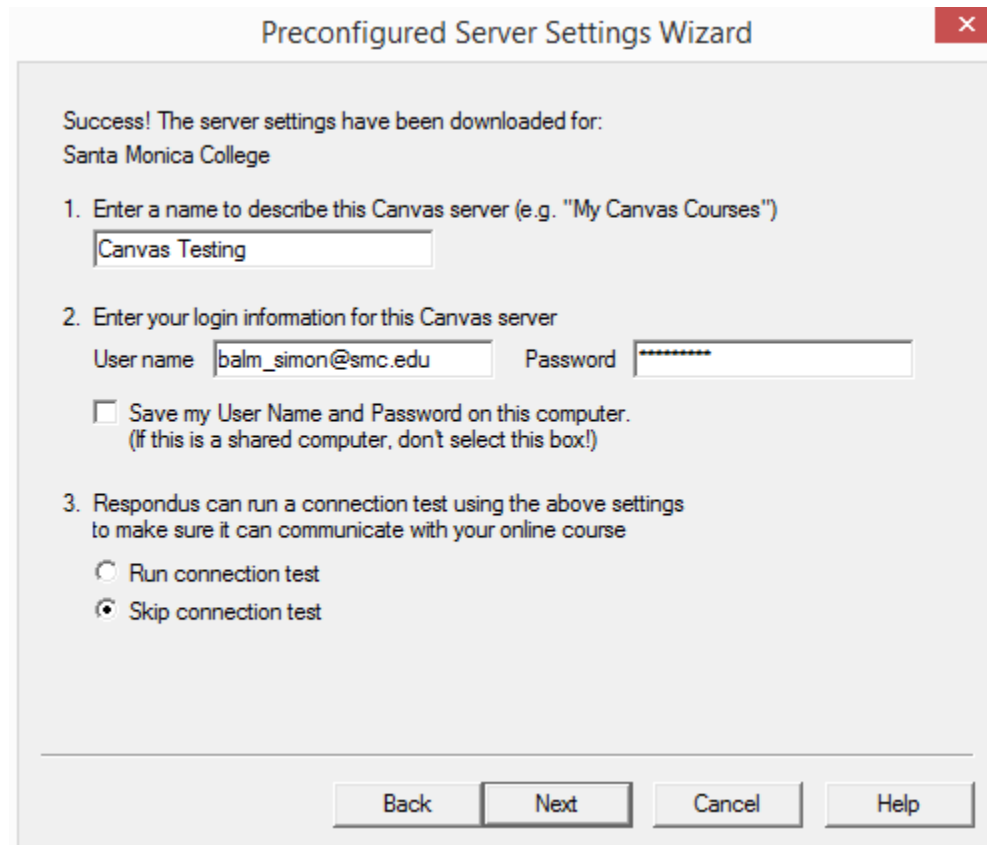
You should now see this:

Preconfigured Server Settings Wizard ✕

Success! The server settings have been downloaded for:
Santa Monica College

1. Enter a name to describe this Canvas server (e.g. "My Canvas Courses")
2. Enter your login information for this Canvas server
User name Password
 Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)
3. Respondus can run a connection test using the above settings
to make sure it can communicate with your online course
 Run connection test
 Skip connection test

Now enter a descriptive name for the Canvas server along with your Canvas username and password (if you are doing this on a public computer, do not check the “Save my User Name and Password...: box) and click on Next:



The image shows a 'Preconfigured Server Settings Wizard' dialog box. It has a title bar with a close button (X) in the top right corner. The main content area contains the following text and form elements:

Success! The server settings have been downloaded for:
Santa Monica College

1. Enter a name to describe this Canvas server (e.g. "My Canvas Courses")

2. Enter your login information for this Canvas server
User name Password

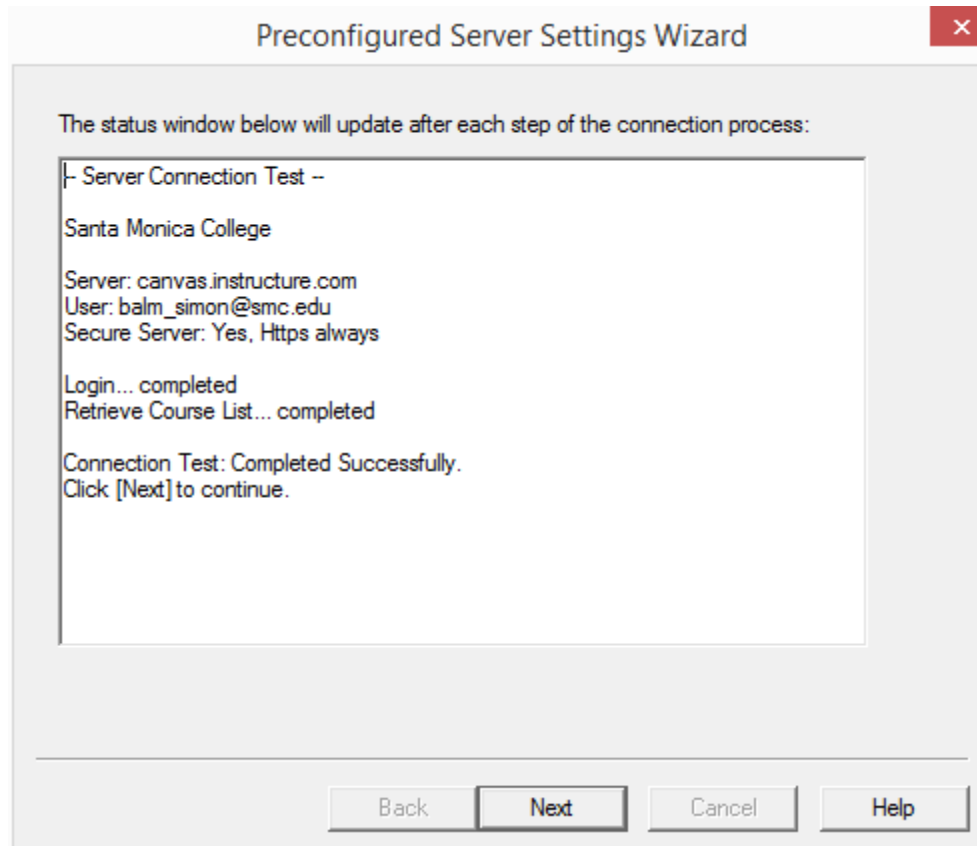
Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)

3. Respondus can run a connection test using the above settings
to make sure it can communicate with your online course

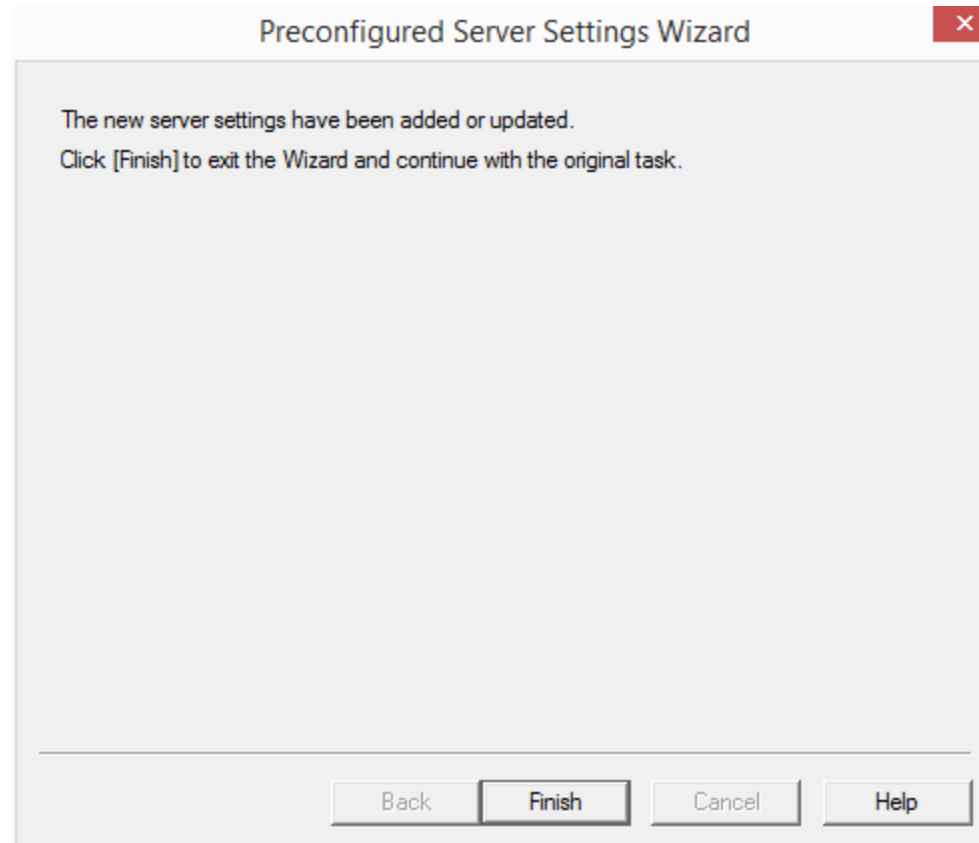
Run connection test
 Skip connection test

At the bottom of the dialog box, there are four buttons: Back, Next, Cancel, and Help. The 'Next' button is highlighted with a dark border.

Hopefully the server connection test will complete successfully. Click on Next:



You should now receive a confirmation that the new settings have been added. Click on Finish:



You are now returned to the Publish Wizard. The new server should now appear. Click on Next:

Publish Wizard

1. Type of Publish

- Publish to single course
- Batch Publish to multiple courses

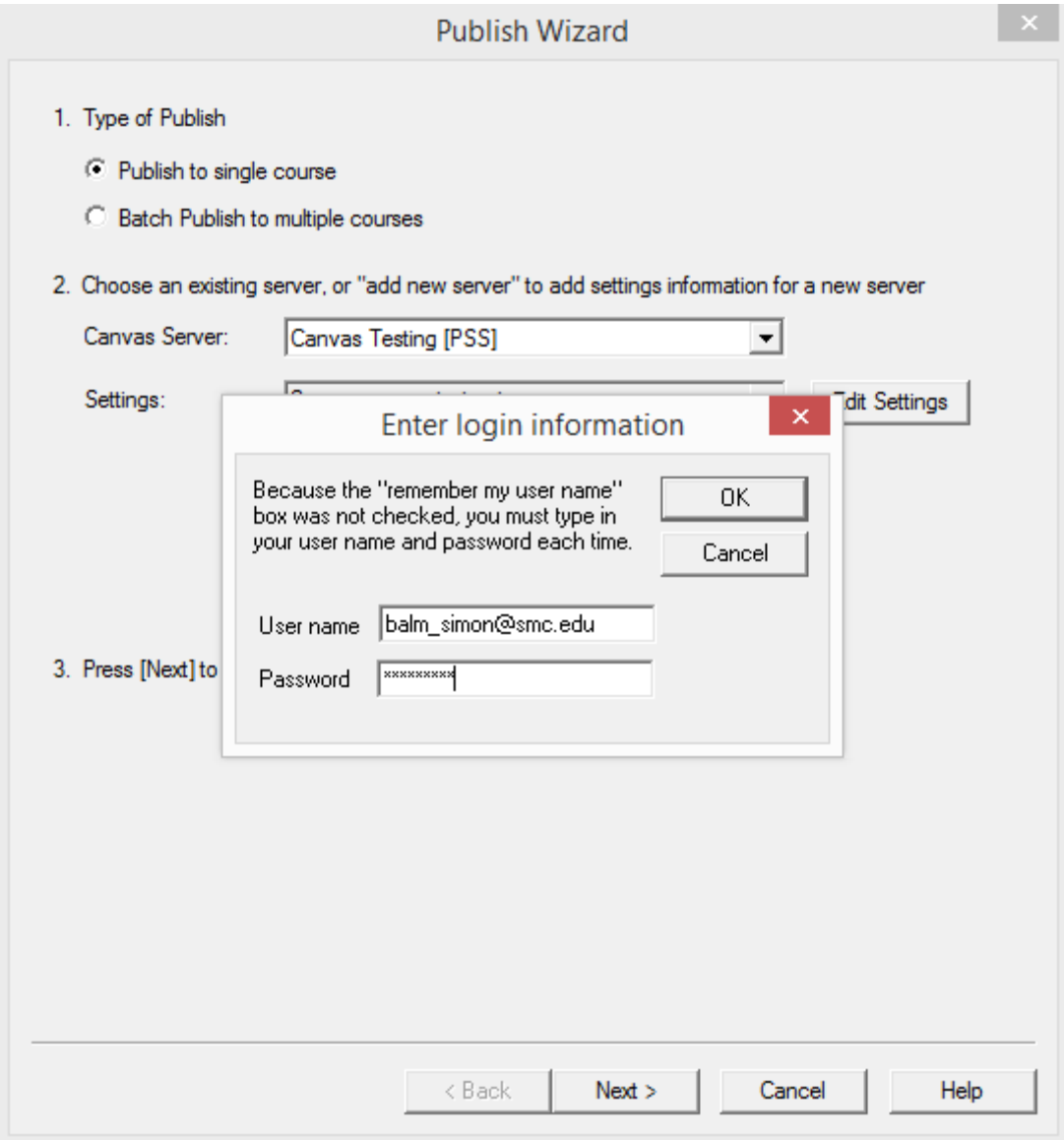
2. Choose an existing server, or "add new server" to add settings information for a new server

Canvas Server:

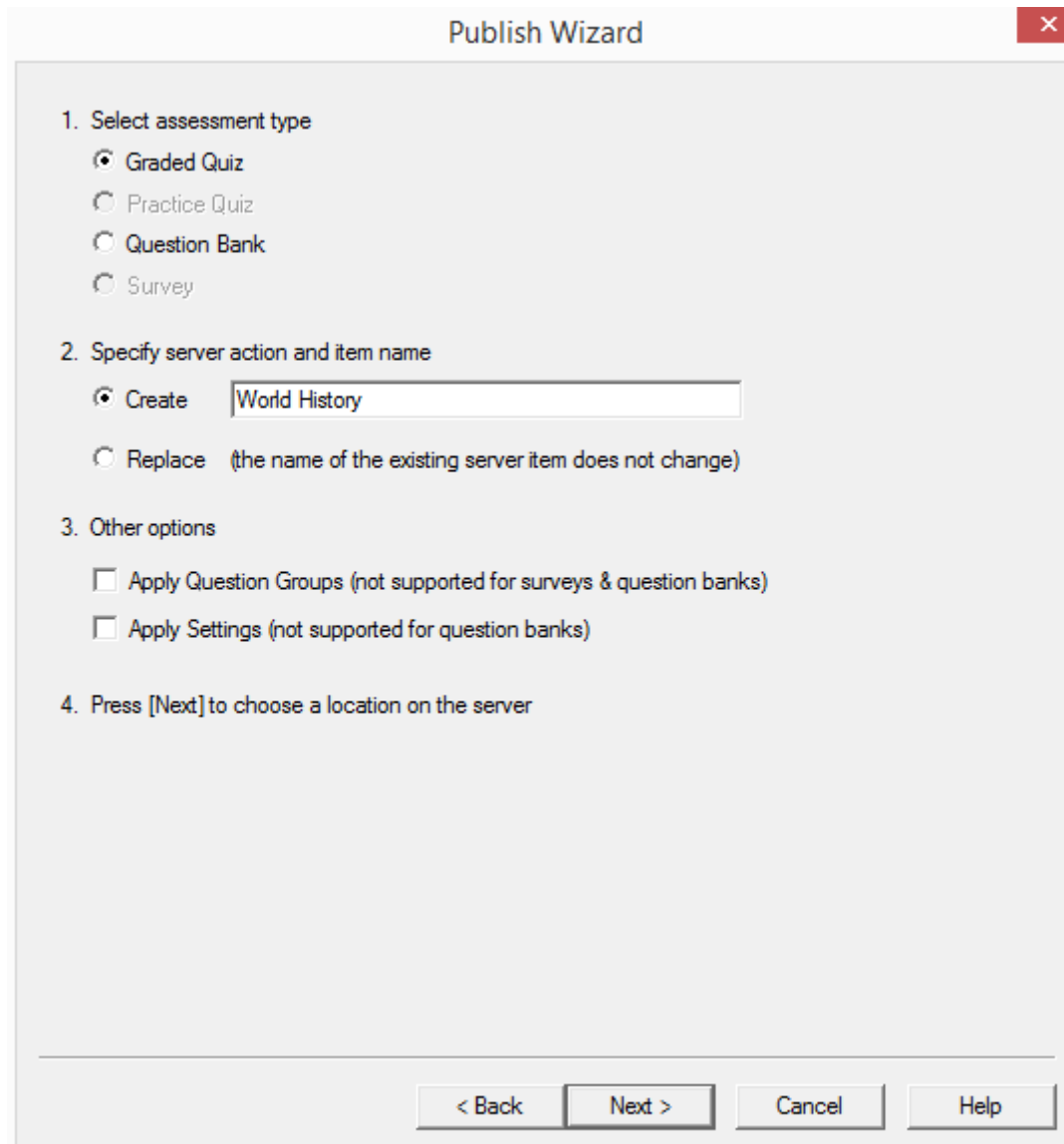
Settings:

3. Press [Next] to connect to server

You will now be prompted to enter your Canvas user name and password . Fill in the information and click on OK:



The following window will appear. Click on Cancel:

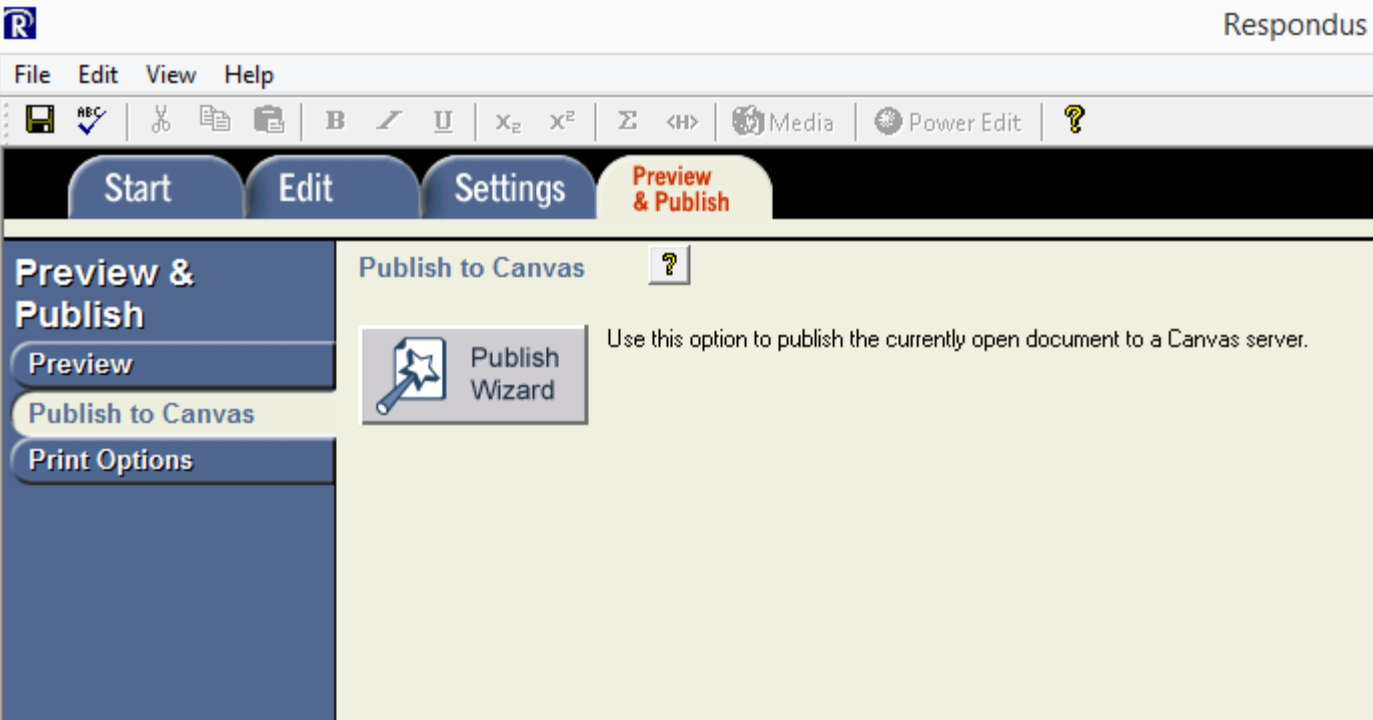


The image shows a 'Publish Wizard' dialog box with a title bar containing the text 'Publish Wizard' and a red close button with a white 'X' icon. The dialog is divided into four numbered steps:

- 1. Select assessment type**
 - Graded Quiz
 - Practice Quiz
 - Question Bank
 - Survey
- 2. Specify server action and item name**
 - Create
 - Replace (the name of the existing server item does not change)
- 3. Other options**
 - Apply Question Groups (not supported for surveys & question banks)
 - Apply Settings (not supported for question banks)
- 4. Press [Next] to choose a location on the server**

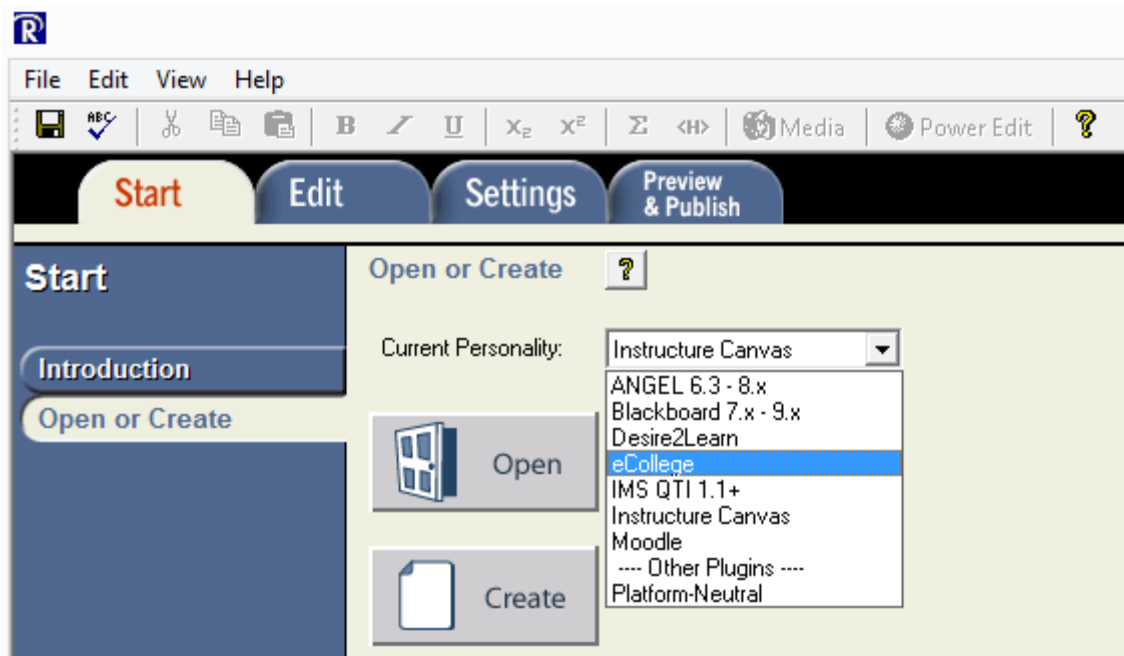
At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a dark border.

The dialog box disappears and you are returned to the “Preview & Publish” window. Respondus is now configured for use with a free Canvas instructor account.



4. Return Current Personality to eCollege (optional)

The return the current personality for use with eCollege, click on the Start tab and choose eCollege from the “Current Personality:” dropdown menu (this should always be done on a public computer so Respondus is set up correctly for the next user):



If you are prompted to save the current test just click on the No button. You are now back using the eCollege personality. :

