OLD DOMINION UNIVERSITY

Canvas: Respondus 4.0 Integration

Respondus is a powerful tool for creating and managing exams that can be printed on paper or published directly to Canvas. Download the application (if you don't already have it) at <u>www.odu.edu/ts/software-services/respondus</u>. (The same application you used with Blackboard can be used with Canvas.)

 From the Respondus 4.0 screen, select **Canvas** from the Current Personality. Select **Open** (to work with an existing Respondus file) or **Create** (to build a new test).

| Respondus - IIIII.rsp | | |
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| File Edit View Help | | |
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| Start Edit | Settings Preview + Publish | |
| Introduction | Open or Create 👔 | |
| Open or Create | Current Personality: Canvas | |
| | Open Open a Respondus file | |
| | Create Create a new Respondus file | |
| | Test Bank Network Locate a publisher test bank and select questions for an exam | |
| | Exam Wizard Create an exam by copying items from other Respondus Files | |
| | Import Questions Import questions from a text file | |

2. From the top, select the **Preview + Publish** tab, then click **Publish** on the left. Next, click **Publish Wizard**.

| Respondus - V | World History.rsp |
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| File Edit View | Help |
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| Start | Edit Settings Preview + Publish |
| Preview Publish Print Options | Publish to Canvas @ Publish Wizard Use this option to publish the currently open document to a Canvas server. |

Information Technology Services

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- 3. In the Publish Wizard,
 - (1) select Type of Publish (to a single course or to multiple courses),
 - (2) select add new server under Canvas Server, and
 - (3) click **Next**.

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| 1. Type of Publish | | |
| Publish to sing | gle course | |
| Batch Publish | to multiple courses | |
| 2. Choose an existin | ng server, or "add new server" to add settings information for anew server | |
| Canvas Server: | • add new server • | |
| Settings: | Choose "add new server" or an existing server block b | |
| 3. Press [Next] to co | onnect to server | |
| | | |
| | | |

4. Select Yes, check for preconfigured sever settings, and click Next.



- 5. In the Preconfigured Server Settings Wizard,
 - (1) enter a name for the server,
 - (2) enter your MIDAS ID and password,
 - (3) run connection test, and
 - (4) click **Next**.





6. Click **OK** to continue.



7. Log in with your MIDAS credentials (and two-factor authentication if prompted).



8. Click Authorize.

| Respondus LockDown Browser Respondus LockDown Browser is requesting access to your account. | |
|--|--|
| Respondus Lockbown blowser is requesting access to your account. | |
| You are authorizing this app as Your email address is@ODU.EDU. | |
| Cancel | |
| Authorize | |



9. Return to the Respondus window, and click **OK**.



10. Click Next.



11. Click Finish.





12. When you are returned to the Publish Wizard, click **Next**.

| olish Wizard | | |
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| 1. Type of Publish | | |
| Publish to single | e course | |
| O Batch Publish to | o multiple courses | |
| 2 Channel an antation | | 6 |
| Choose an existing | server, or add new server to add settings in | romation for a new server |
| Canvas Server: | ODU Canvas [PSS] | ~ |
| Settings: | Server: canvas.odu.edu Type: SSO Secure Server: Yes, Https always | A Edit Settings |
| | (User/Password will not be saved.) | |
| | | |
| | | \checkmark |
| 3 Press [Nevt] to con | ment to server | |
| o. These [next] to com | | |
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13. Click **OK**.

| Type of Publish Publish to single course Batch Publish to multiple courses Concose an existing server, or "add new server" to add settings infomation for a new server Canvas Server: ODUCanvas (PSS) Settings: Server: canvas adu adu Edit Settings Respondus Log into Canvas using the browser window, then close the window and click OK to continue. OK OK | Publish Wizi | ard | | | | > |
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| Respondus Log into Canvas using the browser window, then close the window and click OK to continue. 3. Press OK | Settin | gs: | Server: canvas.odu.edu | ^ | Edit Settings | |
| Log into Canvas using the browser window, then close the window and click OK to continue. | | Respondus | LIVDe: SSU | | × | |
| 3. Press | | | Log into Canvas using the browser wi window and click OK to continue. | ndow, then clos | e the | |
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- 14. Log in with your MIDAS credentials, then Authorize canvas access.
- 15. Select an assessment type, chose to create or replace the test, and select any other options. Click **Next**.





16. Select the course you want to publish to, then click **Next**.



17. That's it! Click Finish.



You should now see the test in your Canvas course.

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If you have any questions or concerns, please contact itshelp@odu.edu.