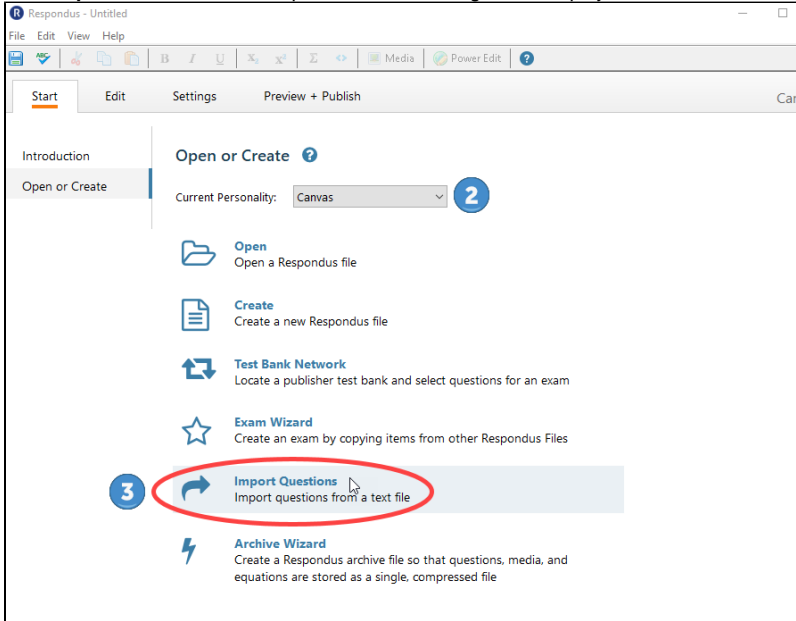


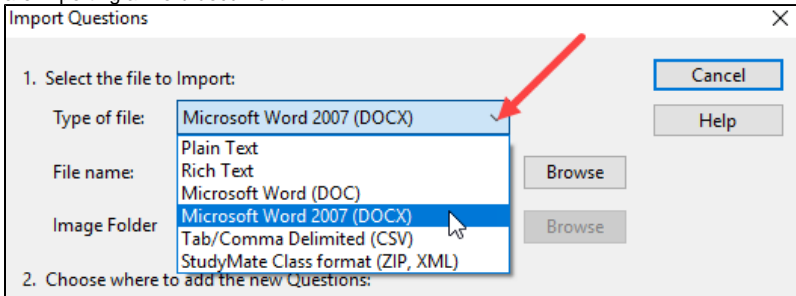
How do instructors import questions into Respondus Exam?

Tell Me

1. If necessary, open Respondus. A splash screen is displayed and then closes automatically
2. Verify that the Current Personality is set to **Canvas**
3. Click **Import Questions**. The Import Questions dialog box is displayed

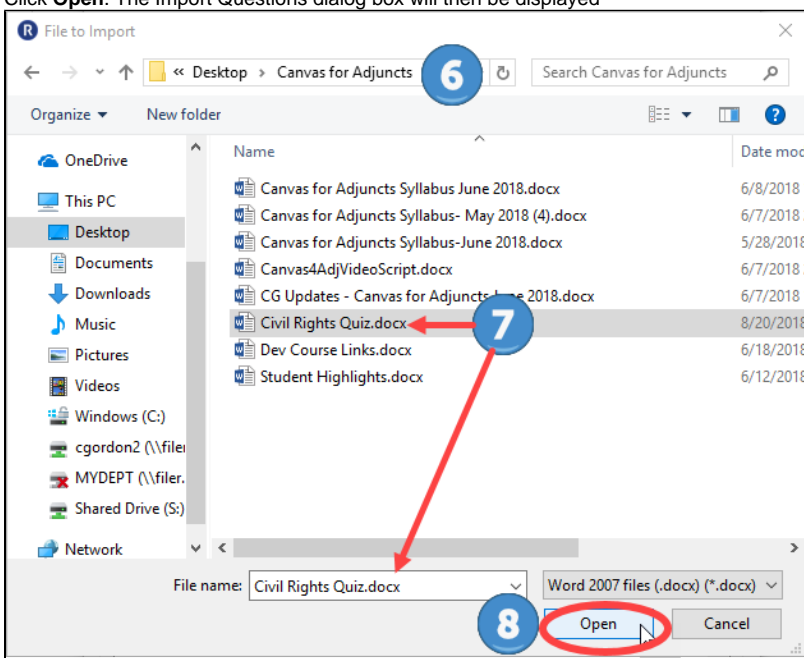


4. In the **Type of file** drop-down list, select the type of the file you are importing. In this example, we chose Microsoft Word 2007 (docx) because we are importing a Word document



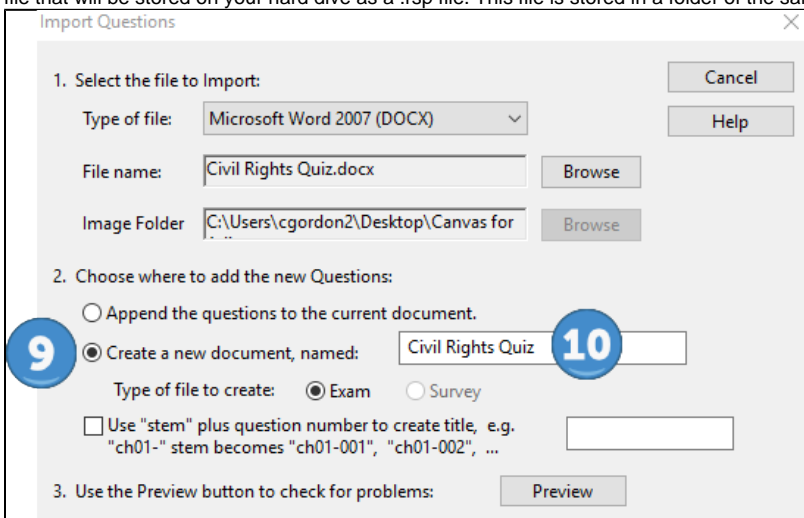
5. Next to the **File Name** text box, click **Browse**. The File to Import dialog box is displayed
6. In the **Look in** drop-down list, navigate to the appropriate folder so that the file you want to import is displayed
7. Select the file so that it is displayed in the **File name** text box

8. Click **Open**. The Import Questions dialog box will then be displayed



9. In the **2. Choose where to add new Questions** area , select the **Create a new document named:** option

10. In the text box, type a new file name. In this example, we have used Civil Rights Quiz. This file name will be the name of the Respondus question file that will be stored on your hard drive as a .rsp file. This file is stored in a folder of the same name in the C:/Respondus folder



11. In the **3. Use the Preview button to check for problems** area, click **Preview**. The questions are imported into the **Preview results** area

1. Select the file to Import: Cancel
Type of file: Microsoft Word 2007 (DOCX) Help
File name: Civil Rights Quiz.docx Browse
Image Folder: C:\Users\cgordon2\Desktop\Canvas for... Browse

2. Choose where to add the new Questions:
 Append the questions to the current document.
 Create a new document, named: Civil Rights Quiz
Type of file to create: Exam Survey
 Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ...

3. Use the Preview button to check for problems: Preview

4. Press the Finish button to complete the process. Finish

12. The Title of each question is the Title you used in the file you imported. If you did not specify a title, then the title is the first 20 characters of the question text, unless you have selected the **Use "stem" plus question number to create title** option
13. Check for any warnings or notes indicating formatting problems that need to be edited. If problems exist, you will need to edit the .txt or .doc file and import the file again

3. Use the Preview button to check for problems: Preview

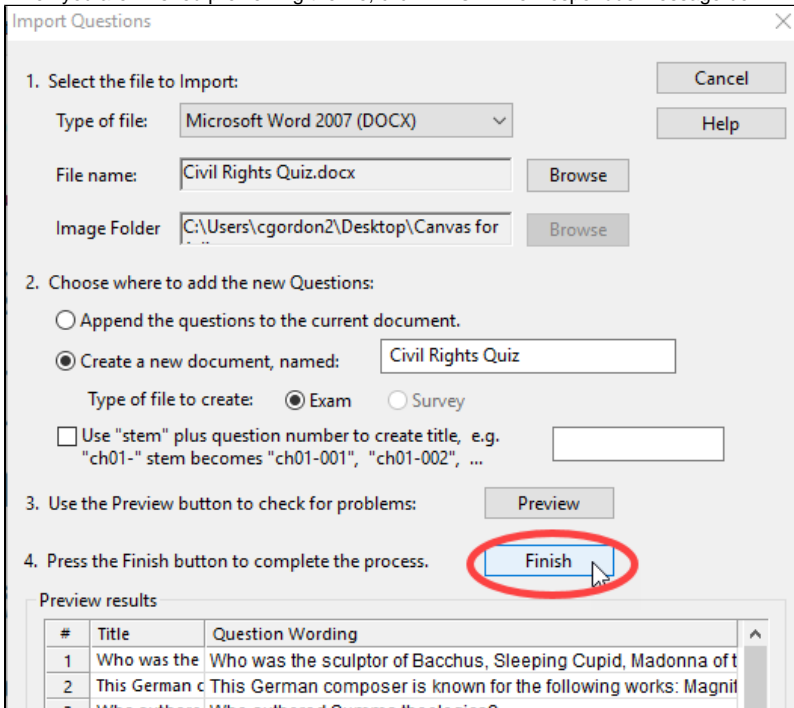
4. Press the Finish button to complete the process. Finish

Preview results

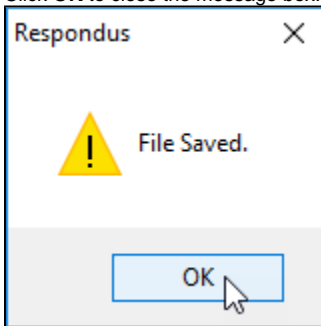
#	Title	Question Wording
1	Who was the	Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of t
2	This German c	This German composer is known for the following works: Magnil
3	Who authore	Who authored Summa theologica?
4	Machiavelli is	Machiavelli is the author of Il Principe, which describes the mear
5	Who discover	Who discovered the vaccine for smallpox?

No warnings. 13

14. When you are finished previewing the file, click **Finish**. The Respondus message box will then be displayed



15. Click **OK** to close the message box. The Edit tab is active



Related FAQs

- [How do students install Respondus LockDown Browser on a Mac device?](#)
- [How can students install Respondus LockDown Browser on Windows devices?](#)
- [How do I use Respondus Lockdown Browser if I only have a Chromebook?](#)
- [What should an instructor do if a student does not have the correct equipment for Respondus Monitor?](#)
- [How do instructors create an online test in Canvas Using Respondus Monitor proctoring service?](#)