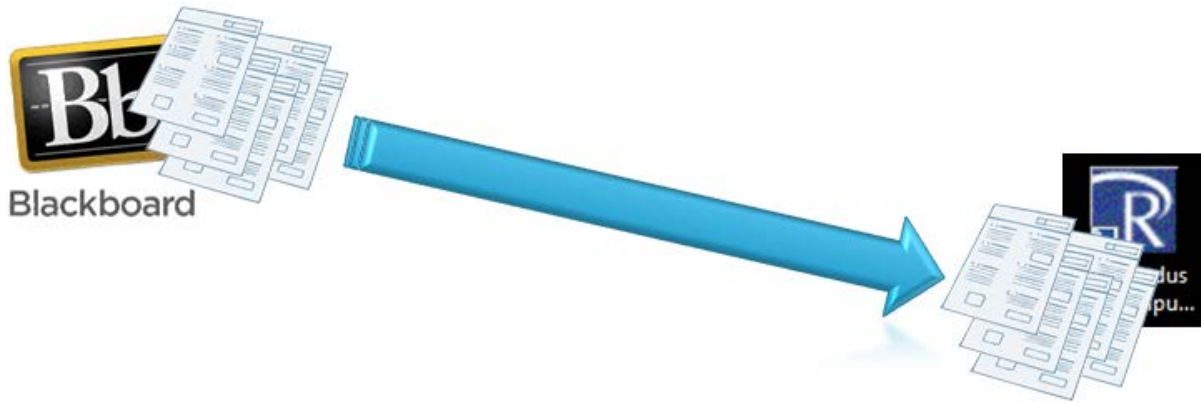


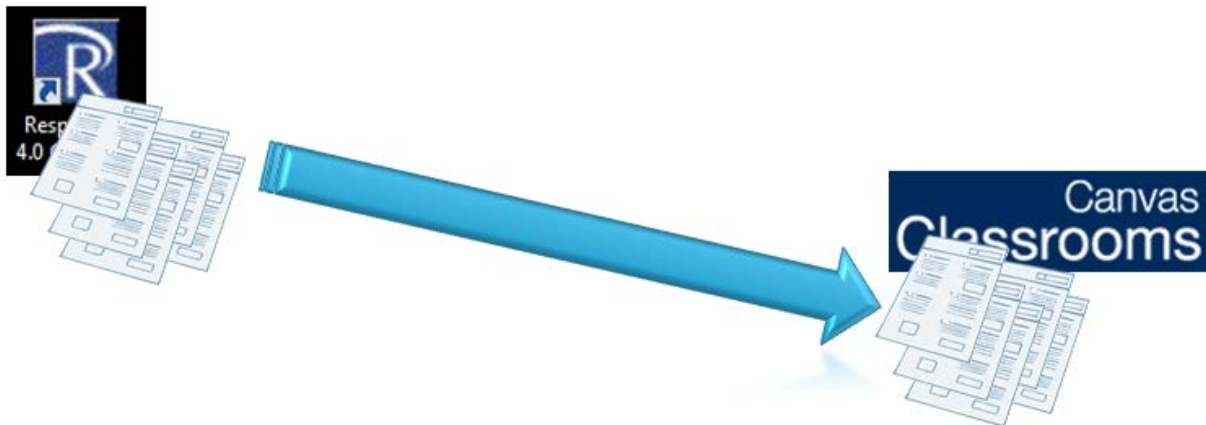
Using Respondus to Migrate Your Tests from Blackboard to Canvas the (More) Efficient Way

Moving tests from Blackboard to Canvas can be done by exporting them from Blackboard to Respondus, and then using Respondus to move them into Canvas. Tests are processed one at a time by Respondus, but you can streamline the process a bit by first moving all your tests from a Blackboard course into Respondus; and then moving them from Respondus into the corresponding Canvas course.

First, move all your tests from Blackboard into Respondus



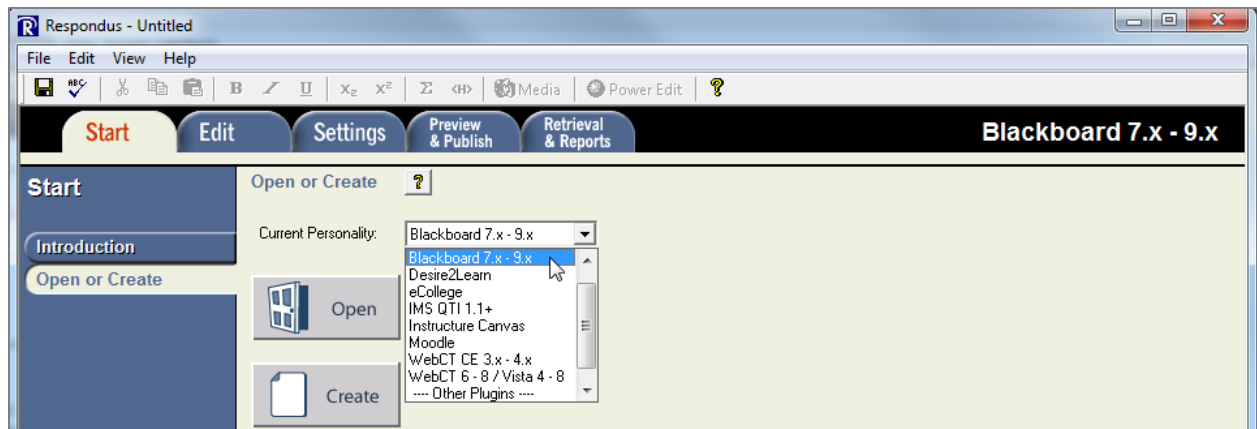
Then, move the tests from Respondus into Canvas



The instructions that follow will illustrate the process to move all of the tests from a single Blackboard course into Respondus, and then move them all into a Canvas course.

First, Move All Your Tests from Blackboard to Respondus

1. Launch Respondus. 
2. On the Respondus Start view, click the **Current Personality** dropdown, and choose **Blackboard 7.x – 9.x**.



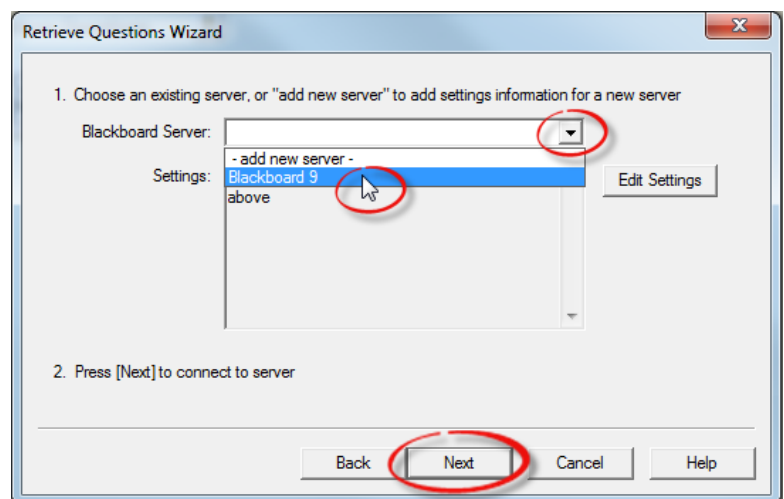
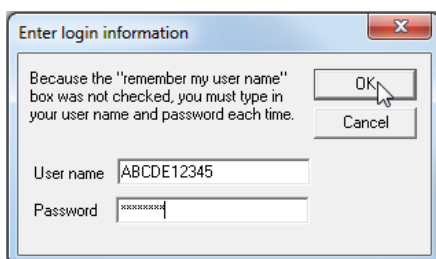
3. Click the **Retrieval & Reports** tab to switch to the Retrieval & Reports view.



4. Click the **Retrieve Questions** button. 
5. In the Retrieve Questions Wizard, click the Blackboard Server dropdown arrow, and choose **Blackboard 9**.

Note: If the only choice is - add new server -, please see the document, [Setting the Blackboard Server in Respondus](#).

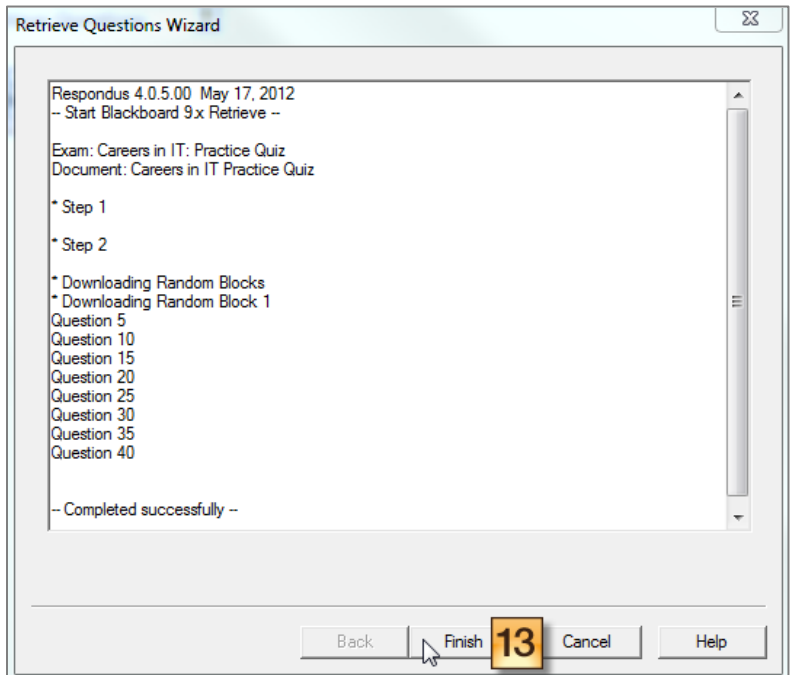
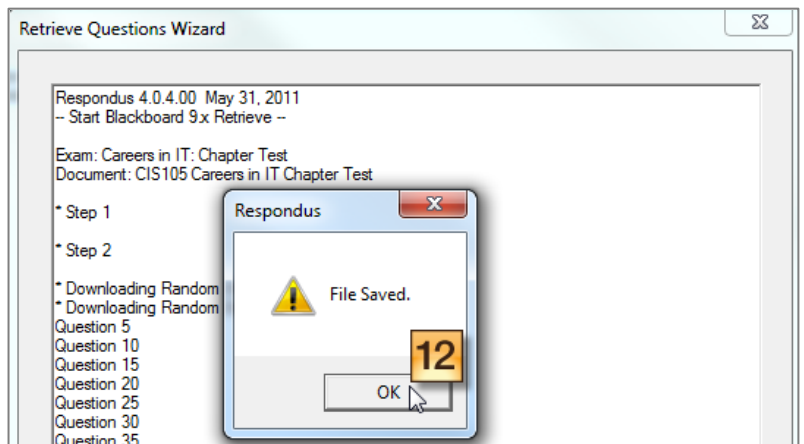
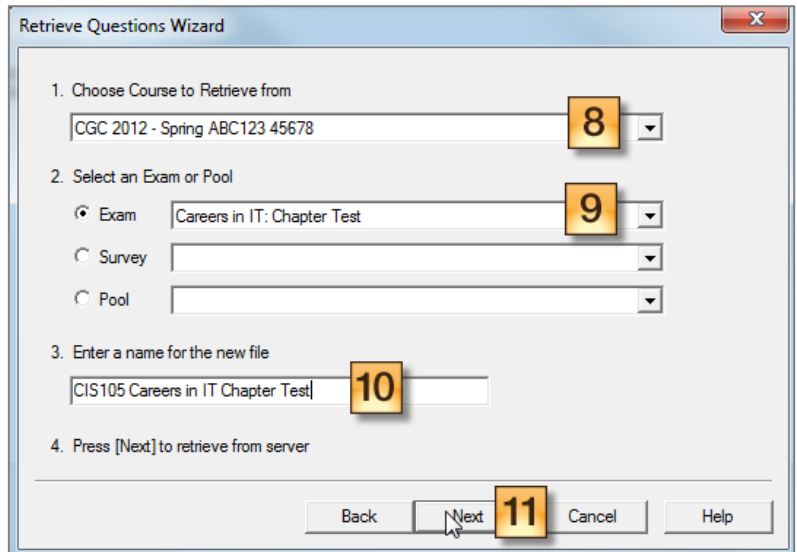
6. Click Next.
7. You will be asked to enter your login information, unless you had Respondus remember it. Please enter your MEID and password, and click OK.



- On the second page of the Retrieve Questions Wizard, under step 1, click the dropdown and choose the Blackboard course that contains the tests/surveys you want to get.

Once you've chosen a course, Respondus builds an index of all of the tests in the course you selected, so it could take a few minutes to load. Be patient, get up and stretch; you'll know it's ready for you to continue once you have your cursor back.

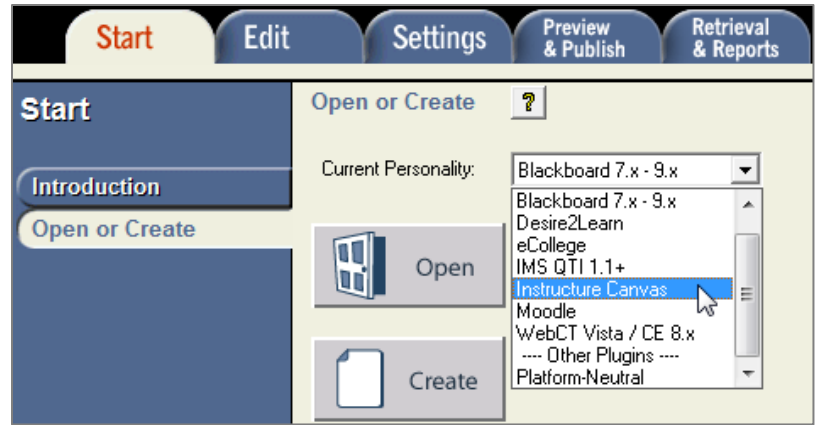
- Under step 2 of the Wizard, click the dropdown area and choose the exam, survey, or pool you want to retrieve.
- Type the name you would like to give the file in Respondus.
- Click the **Next** button. The status will be updated as the test is loaded.
- When you see the File Saved dialog, click OK.
- When you see the message, - **Completed successfully** -, click the Finish button.
- Repeat Steps 4 through 13 for all of the test, surveys, and/or pools you have in your Blackboard course.



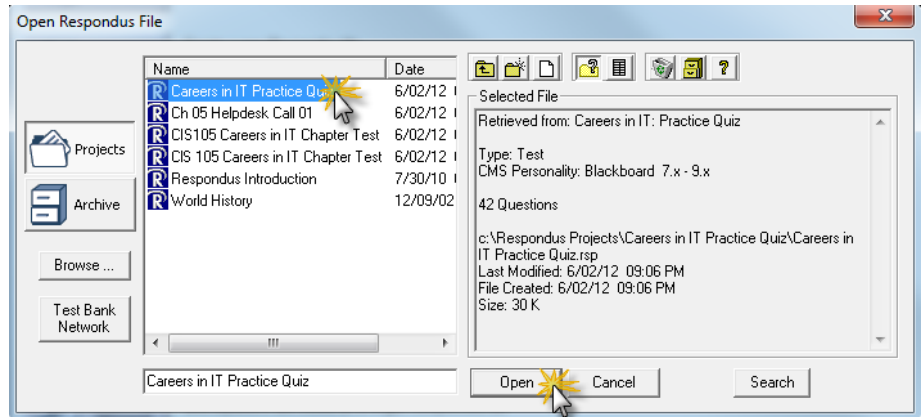
Then, Move Your Tests from Respondus into Canvas

1. In Respondus, click the **Start** tab.
2. Use the **Current Personality** dropdown to choose **Canvas**.

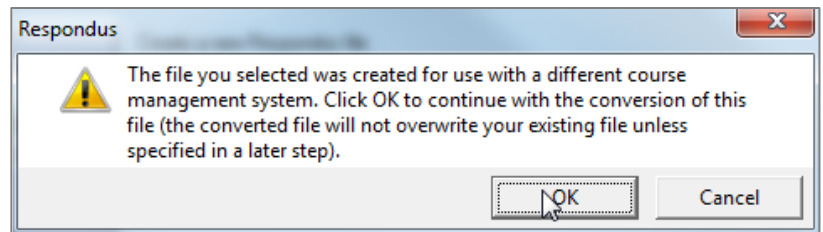
3. Click the Open button.



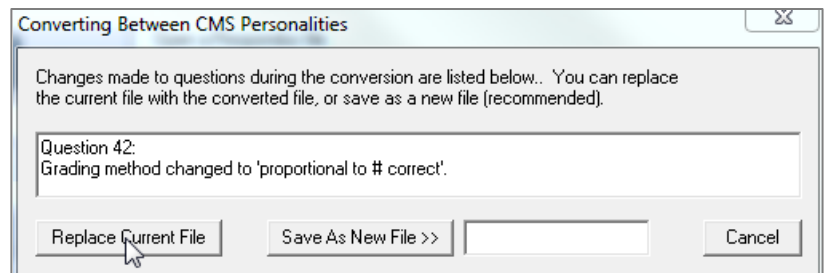
4. In the Open Respondus File dialog, click to select the test you want to publish in Canvas, and click the Open button.



5. In the dialog that displays a warning message beginning with “The file you selected,” click **OK**.



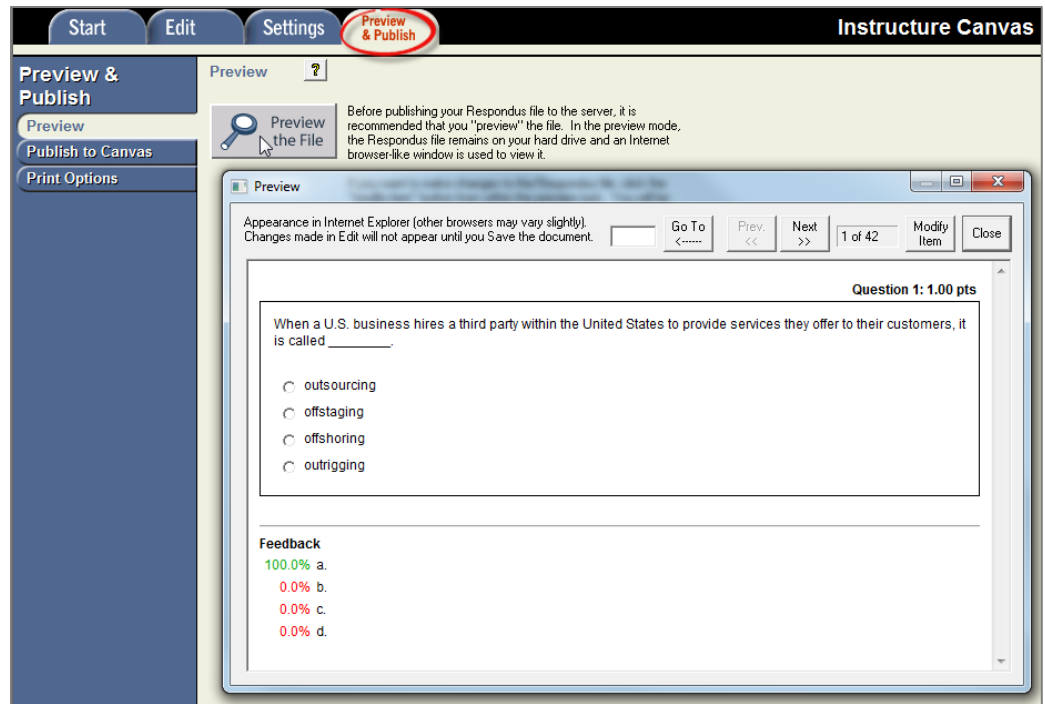
6. You *might* get another dialog entitled **Converting Between CMS Personalities**. If you do, you can safely click Replace Current File, because the whole purpose of this process is to move it from Blackboard (one personality) into Canvas (another personality) and have it work properly in Canvas. (If you don't get such a dialog, continue to step 5 below.)



Note: You will be directed to the **Edit Questions** view. Here, you can preview, edit, or delete existing questions; or add new questions. We recommend that you don't interrupt your migration progress by doing so, though.

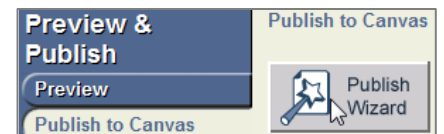
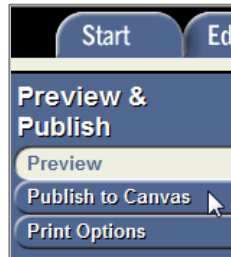
7. Click the **Preview & Publish** tab, to navigate to the Preview & Publish view.

8. Optional: If you want to preview your test, you can do so by clicking the Preview the File button. When you're done, click the Close button in the Preview window.

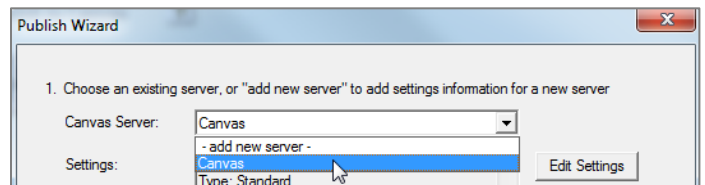


9. Click the **Publish to Canvas** button at the left of the Preview & Publish view.

10. Click the **Publish Wizard** button.

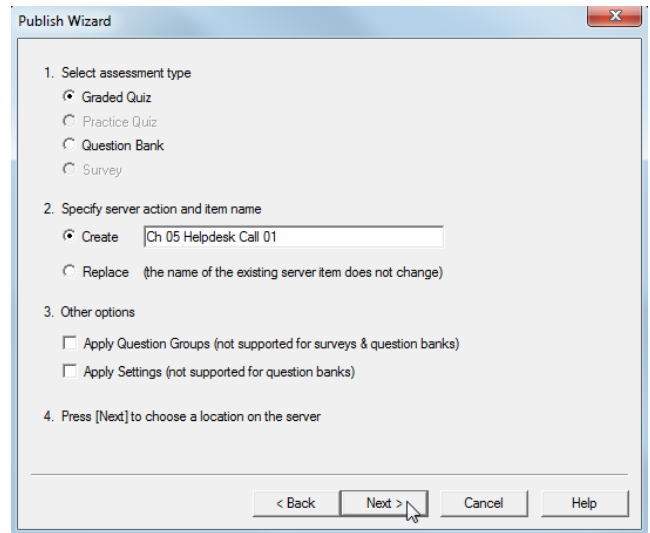


11. Click the Canvas Server drop-down arrow and choose **Canvas**; then click the **Next >** button; then **continue to step 17 below**.

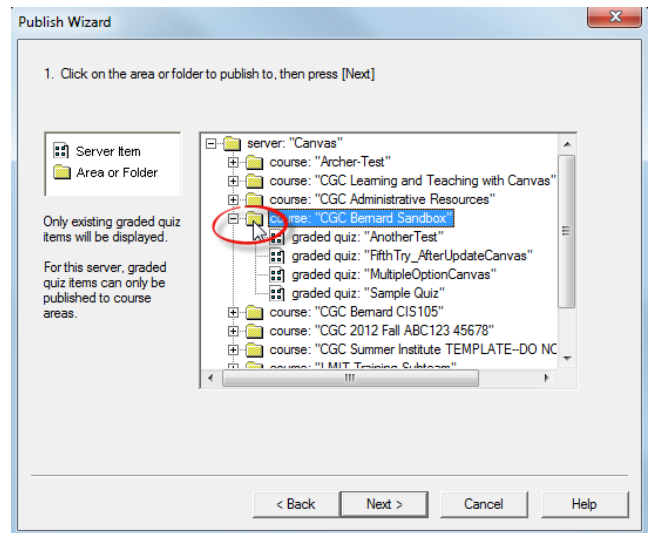


12. In the **Publish Wizard** dialog, you'll have to reenter your MEID and password, then click **OK**. If you previously asked Respondus to remember your username and password, then just click the **Next** button.

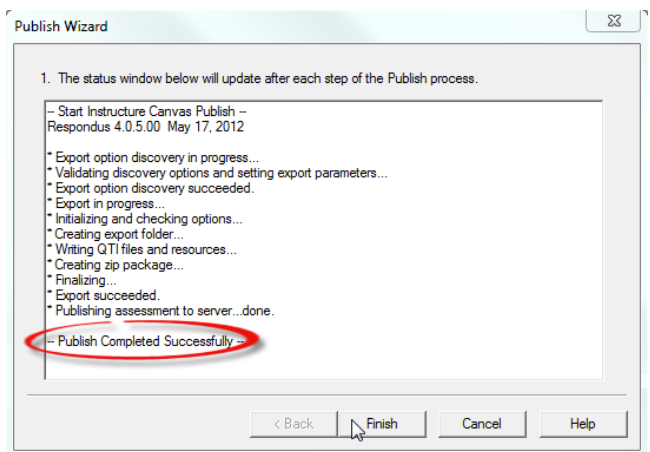
13. Click the radio button to choose the assessment type.
14. The item name should already be set based on the assessment file you chose in step 4, above. You can change it here, if you want to.
15. Click the Next button.



16. Click the folder icon of the folder that represents the course where you want the test to be placed.
17. Click the **Next** button.



18. The status window updates after each step of the Publish process.
 -- Wait, this takes a little while! --
 When you see the message, -- **Publish Completed Successfully** --, click the **Finish** button.



19. Return to the Respondus **Start** tab, and repeat Steps 3 through 18 for all of the tests, surveys, and/or pools you have ready to publish to your Canvas course.

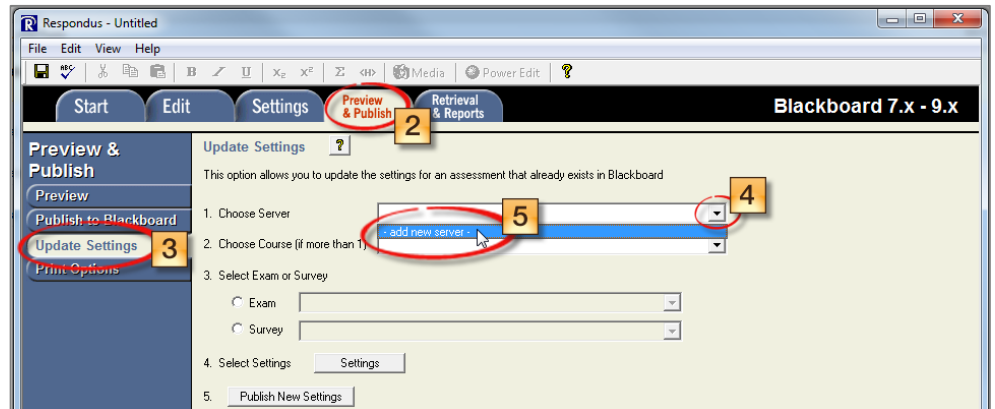


Okay, now you're ready to move on to the next course!

Setting the Blackboard Server in Respondus

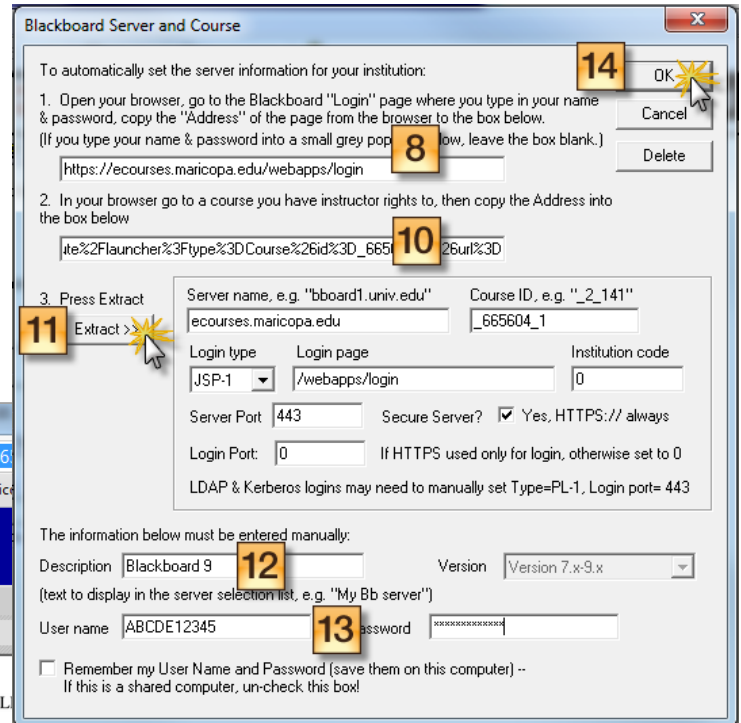
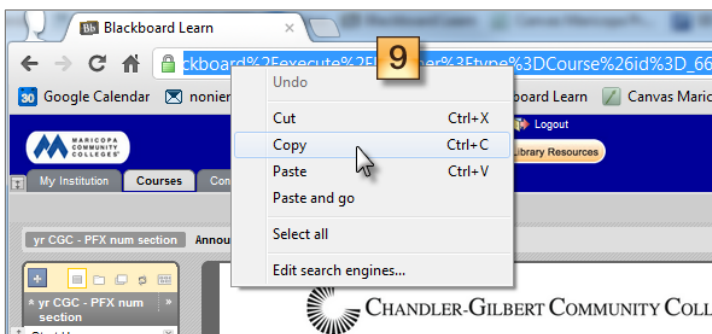
Before you use Respondus with Blackboard, you need to set the server (one time only). Here's how:

1. Launch Respondus.
2. Click the Preview & Publish tab.
3. Click the Update Settings Tab.
4. Click the dropdown arrow for the Choose Server field.
5. Select – add new server –



6. On the Add New Server Settings dialog box, select No, I want to enter the server settings manually

7. Click Next.
8. In the first box on the Blackboard Server and Course dialog, enter the Blackboard login: `https://ecourses.maricopa.edu/webapps/login`
9. Switch back to Blackboard for just a moment; log into a Blackboard course to which you have instructor access; and copy the URL.



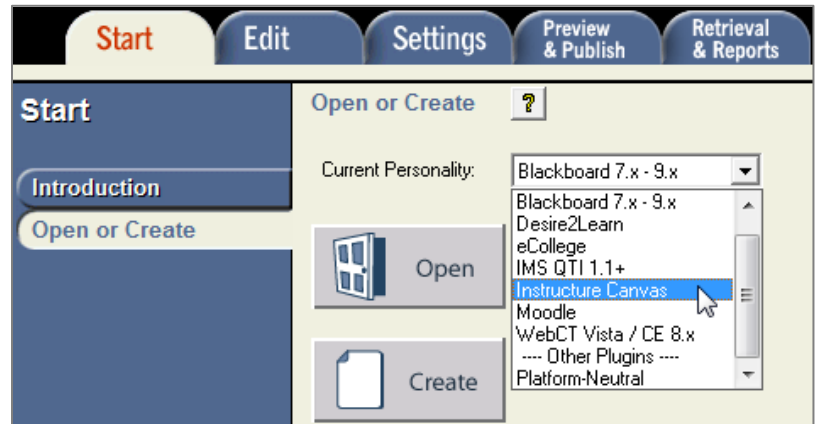
10. Return to the Respondus Blackboard Server and Course dialog, and paste the URL you just copied into the step-2 box.
11. Click the **Extract>>** button under step 3 of the dialog.
12. In the **Description** box, enter `Blackboard 9`
13. Enter your MEID in the **User name** box, and your MEID password in the **Password** box. (DO NOT have Respondus remember your password on a campus computer!)
14. Click the **OK** button.

That's all there is to it.

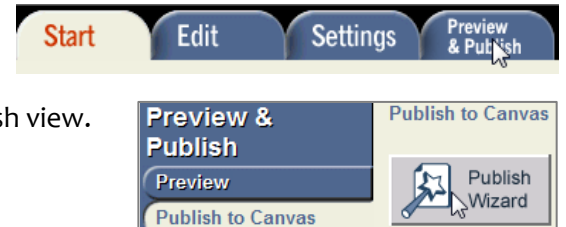
Setting the Canvas Server in Respondus

Before you use Respondus with Canvas, you need to set the server (one time only). Here's how:

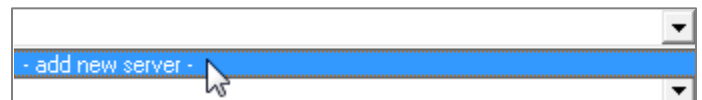
1. In Respondus, click the **Start** tab.
2. Use the **Current Personality** dropdown to choose **Instructure Canvas**.



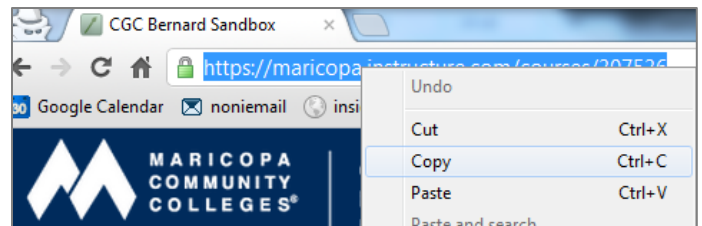
3. Click the **Preview & Publish** tab.
4. Click the **Publish to Canvas** button at the left of the **Preview & Publish** view.
5. Click the **Publish Wizard** button.



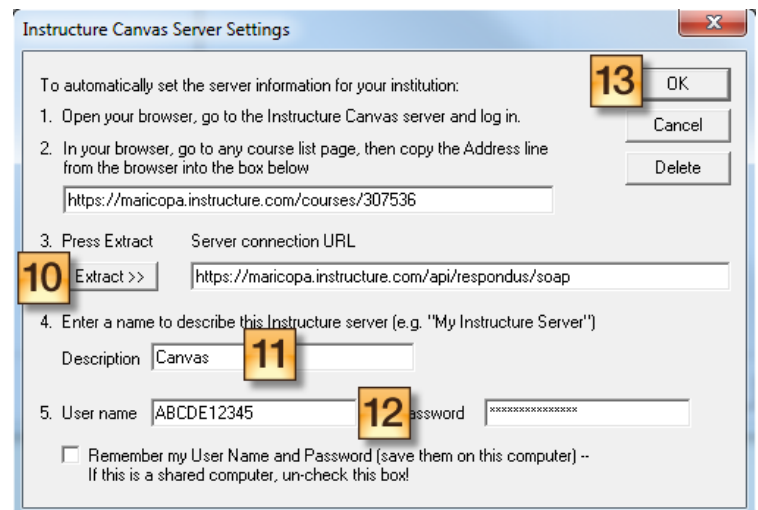
6. Click the **Canvas Server** dropdown arrow, and select **add new server** -
7. On the **Add New Server Settings** dialog box, select **No, I want to enter the server settings manually**, then click **Next**.
8. Switch back to Canvas for just a moment; select a course in which you have instructor access; and copy the URL.
9. Return to the Respondus **Instructure Canvas Server Settings** dialog, and paste the URL you just copied into the step-2 box.



7. On the **Add New Server Settings** dialog box, select **No, I want to enter the server settings manually**, then click **Next**.
8. Switch back to Canvas for just a moment; select a course in which you have instructor access; and copy the URL.



9. Return to the Respondus **Instructure Canvas Server Settings** dialog, and paste the URL you just copied into the step-2 box.
10. Click the **Extract>>** button under step 3 of the dialog.



11. In the **Description** box, enter **Canvas**
12. Enter your MEID in the **User name** box, and your MEID password in the **Password** box. (DO NOT have Respondus remember your password on a campus computer!)
13. Click the **OK** button.

That's all there is to it.