

## Using Respondus to Retrieve Tests/Surveys from Blackboard and Publish to Canvas

### A. Retrieve Tests/Surveys from Blackboard

1. Open Respondus.
2. In Current Personality drop-down menu, select **Blackboard 7.x - 9.x**.
3. Click **Retrieval & Reports** tab.
4. Click **Retrieve Questions** button.
5. In the server selection window, click **Next**.
6. **Choose Course to Retrieve Questions from** in drop-down menu.
7. Select the **Exam, Survey or Pool** to retrieve from drop-down menu.
8. Enter a name for the new file.
9. Click **Next**.
10. The status will display as the retrieval processes.
11. **Wait** for window to indicate file is saved, then click **OK**.
12. **Wait** for status to display "Completed Successfully."
13. Click **Finish**.
14. Continue to **B. Save/Replace Tests/Surveys to Canvas Format** directions below.

### B. Save/Replace Tests/Surveys to Canvas Format

15. Click **Start** tab.
16. In Current Personality drop-down menu, select **Instructure Canvas**.
17. Click **OK** in "The file you selected..." window.
18. Click on **Replace Current File** or **Save As New File**. If you are saving as a new file, type the new file name in the box next to it.  
NOTE: You will be directed to the test/survey editing window. Test questions can be previewed, edited, or added in this area.
19. Continue to **C. Publish Test/Survey to Canvas** directions below.

### C. Publish Test/Survey to Canvas

20. Click **Preview & Publish** tab.  
OPTIONAL: Test/Survey can be previewed by clicking **Preview the File** button. Click **Close** to return to **Preview & Publish** tab.
21. Click **Publish to Canvas** on left menu.
22. Click **Publish Wizard** button.
23. In the server selection window, click **Next**.
24. Select **Graded Quiz, Question Bank, or Survey**.
25. For a new test/survey, **Create** will be selected and have the same file name that you used when saving. Test/Survey name can be changed by entering a new name in the text box next to **Create**.
26. Leave **Other options** unchecked.
27. Click **Next**.
28. Select **Course Folder** to publish to.
29. Click **Next**.
30. The status will display as the publish processes.
31. **Wait** for status to display "Publish Completed Successfully."
32. Click **Finish**.  
OPTIONAL: Login Canvas course and verify test/survey was published.
33. Continue to **D. Close Instructure File** directions below.

### D. Close Instructure File

34. Click **File** menu, then click **Close**.
35. Click **Yes** in "Save changes to ..." window.
36. Click **OK** to save file.

*Repeat entire process for other tests/surveys to retrieve from Blackboard and publish in Canvas, by clicking the Start tab and beginning at Step 2.*