



# Converting Word Document to Canvas questions using Respondus 4.0

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| <b>Date Last Updated</b>   | <i>January 2026</i>               |
| <b>Document Updated By</b> | <i>Examinations &amp; Results</i> |
| <b>Next Review</b>         | <i>January 2027</i>               |

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# UPLOADING AN EXAM PAPER ON CANVAS

Please note that exam paper conversion by Exams and Results is no longer available. Please create your exam paper directly in Canvas.

## Exam paper format

Semester 1 Main, 2024

test-1

**QUESTIONS MUST BE IN THE FOLLOWING FORMAT.**

**SECTION A: MULTIPLE CHOICE QUESTIONS** (1 point each = 2 points total)

Points: 1

1. What is the largest city in the southern hemisphere?

a. São Paulo

\*b. Buenos Aires

c. Rio de Janeiro

d. Jakarta

2. What does the A stand for in ACU?

\*a. Australian

b. Antarctic

c. Australasian

d. Angola

Note: Indicate the correct answer by

- adding an \* in front of the correct answer OR
- placing a list of correct answers at the end of the exam paper.

**Example for answers for MCQ's**

Answers:

1. B

2. A

**SECTION B: ESSAY TYPE/ SHORT ANSWER QUESTIONS** (15 points total)

Type: E

Points: 5

3. Describe three current industrial process used to create hydrogen gas.

Type: E

Points: 10

4. What is the universe made of?

**END OF EXAMINATION**

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## Formatting question numbers

Each question begins with a question number. Please ensure auto-numbering is turned off and the question numbers are plain text. A space should be inserted between the question number (e.g. **1.**) and the question (e.g. **1. Who determined the exact speed of light?**).

## Formatting Multiple Choice Questions

**Labelling answers:** Each answer must begin with a letter, followed by a full stop.

**Indicating the correct answer:** Add an asterisk (\*) in front of the correct answer

**No positional references in answers:** Canvas does not display answer options with letter labels (e.g. **a–d**). As a result, questions cannot refer to responses by their position, such as **"both B and C."** Any questions or answer options that rely on positional references should be reworded so they do not depend on the order or placement of the responses.

### Example:

Points: 1

1. What is the largest city in the southern hemisphere?

a. São Paulo

\*b. Buenos Aires

c. Rio de Janeiro

d. Jakarta

2. What does the A stand for in ACU?

\*a. Australian

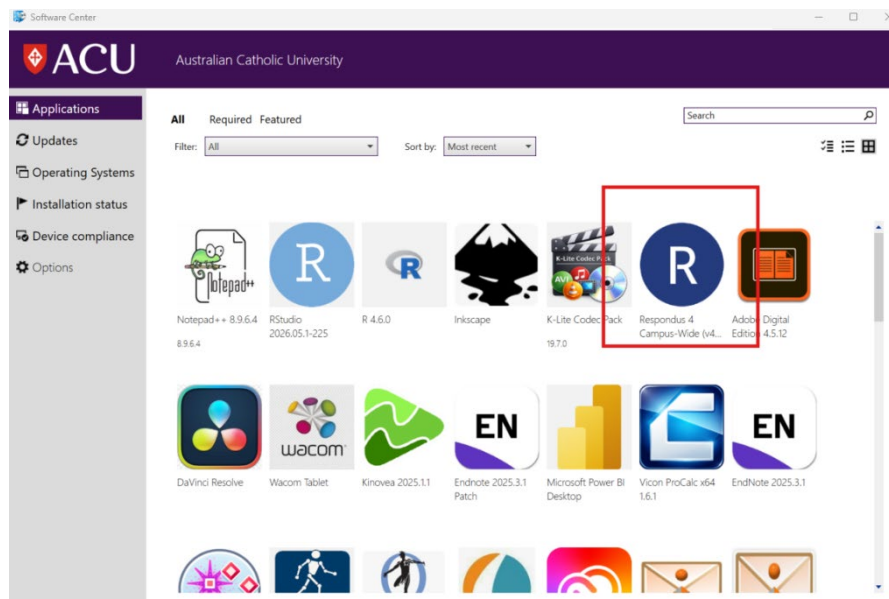
b. Antarctic

c. Australasian

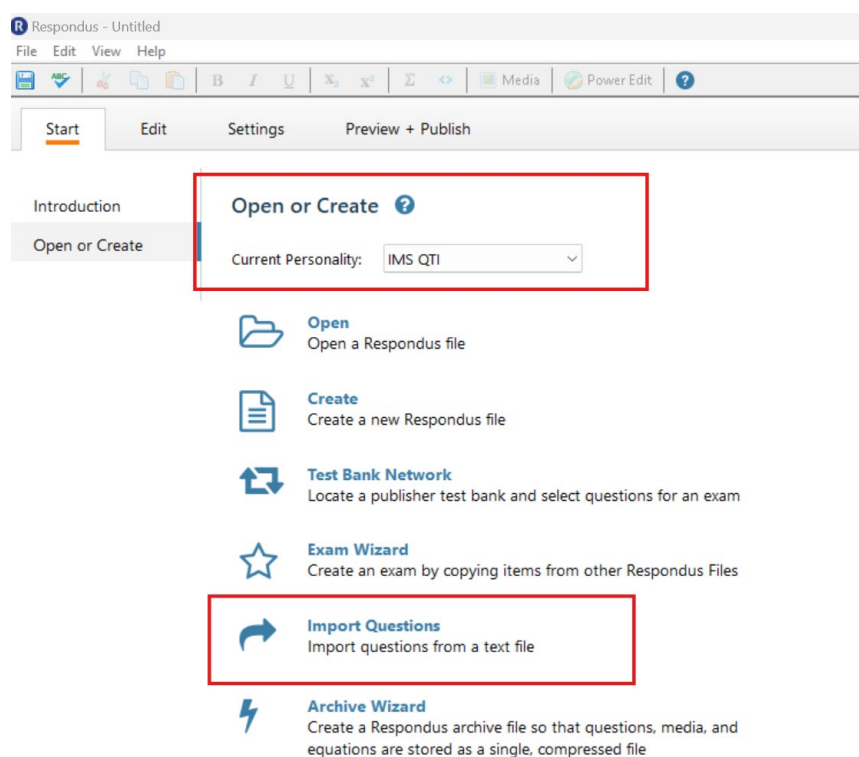
d. Angola

## Uploading Word Document on Respondus 4.0

1. Respondus 4.0 Campus Wide is available in Software Centre for all staff. Please ensure you have this software installed to convert your Word document into a Canvas quiz.



2. Open Respondus 4.0, select "**IMS QTI**" as the current personality, then click **Import Questions**.



3. Set the **file type** to "Microsoft Word 2007 (docx)".
4. Click **Browse** and select the saved Word document.
5. Select "**Create a new document, name:**", then enter the name you would like the quiz file to have in Canvas.
6. Click **Preview**.
7. You will be taken to the preview page. If you would like to make any changes before the import file is created, click **Modify**.

The screenshot shows the 'Import Questions' dialog box with the following elements:

- 1. Select the file to Import:**
  - Type of file: Microsoft Word 2007 (DOCX) (dropdown menu)
  - File name: - click browse to choose - (text field) with a **Browse** button next to it.
  - Image Folder: (text field) with a **Browse** button next to it.
- 2. Choose where to add the new Questions:**
  - ☐ Append the questions to the current document.
  - ☒ Create a new document, named: Quiz name (text field)
  - Type of file to create: ☒ Exam ☐ Survey
  - ☐ Use "stem" plus question number to create title, e.g. "ch01-" stem becomes "ch01-001", "ch01-002", ... (text field)
- 3. Use the Preview button to check for problems:** with a **Preview** button.
- 4. Press the Finish button to complete the process.** with a **Finish** button.
- Preview results** section containing a table with 3 columns: #, Title, and Question Wording. The table has 6 rows, all with dashes in the # and Title columns. Below the table is a large empty text area.

Buttons at the top right: Cancel, Help.

## Importing the quiz file on Canvas

1. Navigate to your course on Canvas.
2. From the side bar menu, select “Settings”.
3. On the right side, click “Import Course Content”.
4. In the Import Content page, select “QTI.Zip file”, then the file you have saved from Respondus 4.0.
5. Leave options unticked then click “Add to Import Queue”. *(A notification will appear confirming the migration is queued)*

### Import content

Use the Import Content tool to migrate course materials from other sources into this course.

 Previously imported content from the same course will be replaced. Manually added content will remain.

Select Content Type

QTI .zip file

Source \*

↑

Choose File

Drag and drop or browse your files

No file chosen

Default question bank

Select question bank

Options

- ☐ Convert content to New Quizzes ?
- ☐ Overwrite assessment content with matching IDs ?

Clear

+ Add to Import Queue

6. Go to modules and navigate to your exam.
7. Select “Edit”
8. Toggle to “Questions” and add “+New Question Group”.
9. Select the imported question group.
10. Click "Select Bank" and click "Save" button, that is the complete manual import process in Respondus 4.0.

