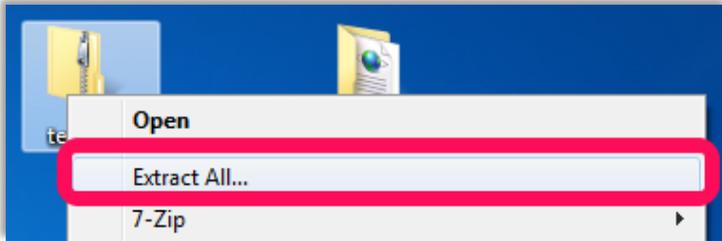


Importing QTI Files into Respondus

1. Locate the QTI file exported from Canvas.



2. Extract the contents of the .zip folder. **Take note of where the extracted file is located.**



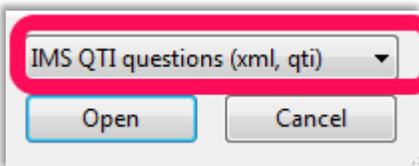
3. In Respondus, click the **Open** button.



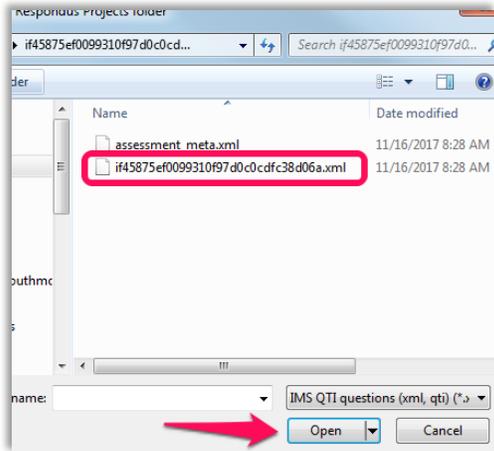
4. Click **Browse**.



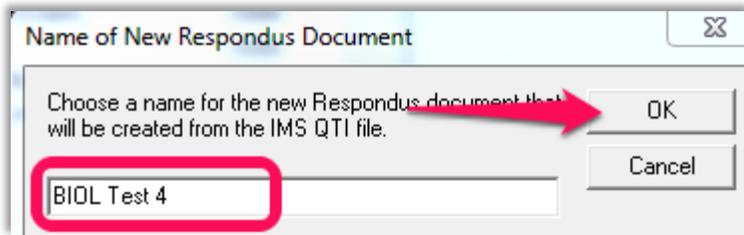
5. Change the file type to **IMS QTI questions** in the lower-right hand side of the window.



6. Find the folder that was **extracted** from the QTI folder.
 Enter the sub-folders “\name-exam-uploads-quiz-export \if45875ef0099310f97d0c0cdfc38d06a”
7. Locate the file “if45875ef0099310f97d0c0cdfc38d06a” and then click open.



8. Title the file in the “Name of a New Respondus Document”, then click **Ok**.



9. The file is now saved. You can open the Respondus file to preview the questions.