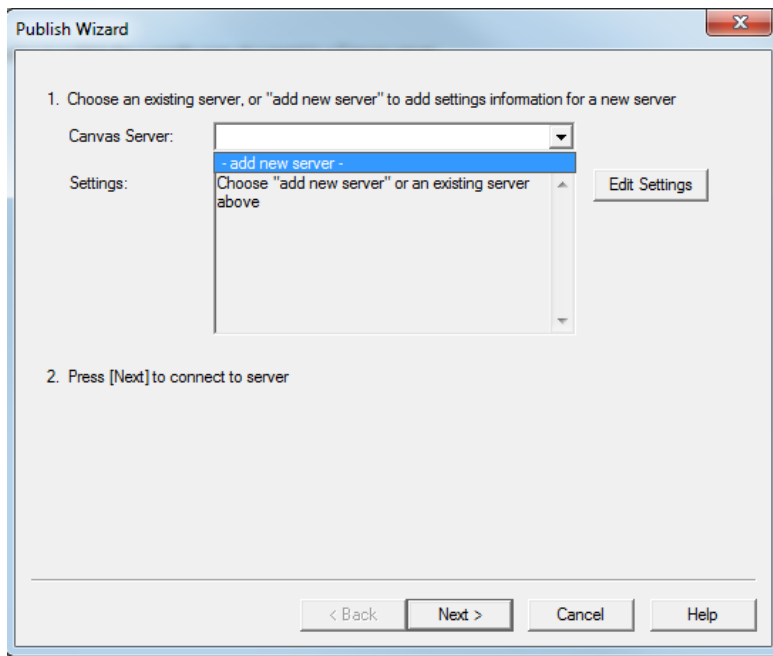


The **Publish to Canvas** wizard is available in Respondus from the **Preview & Publish** menu and it guides a user through the steps of publishing a quiz to MyClasses Learn. You must already have a Canvas course in order to use this task. The following steps will guide you on how to add a server and publish an exam to a single Canvas Course.

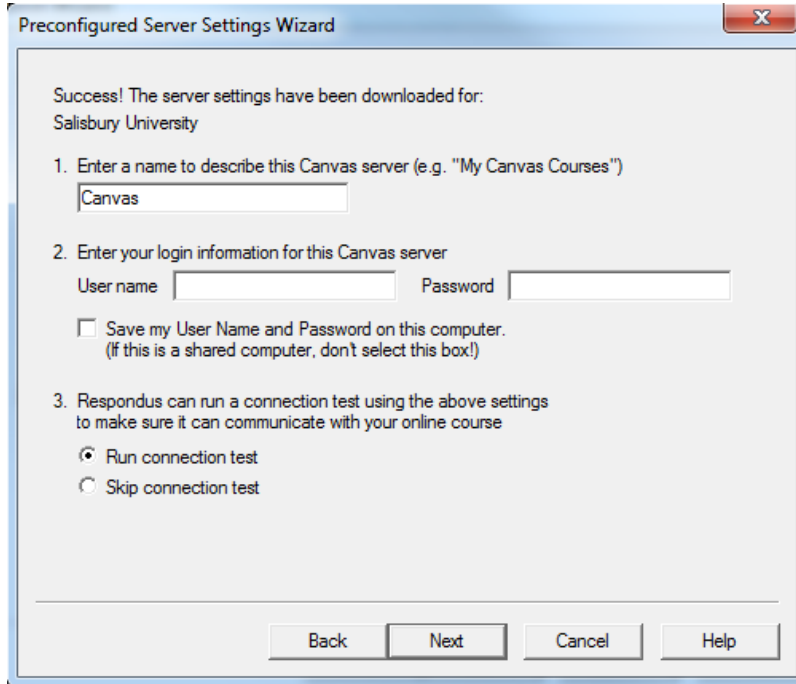
## Publishing an Assessment to Canvas

1. On the Start tab, ensure that the personality is set to **Instructure Canvas**. If this personality is not selected, use the drop down box to select the Blackboard personality.
2. Open the assessment in Respondus and then click on the **Publish & Preview** tab.
3. Click **Publish to Canvas**.
4. Select the **Publish Wizard**.



5. Select MyClasses Canvas as the server. If you do not see a server listed:
  - a. Select the option to **add new server** from the drop down list.
  - b. Select **Yes** to **select preconfigured server settings** and click **Next**.

- c. Follow the Preconfigured Server Settings window and enter your Username and Password and then click **Next**.



The image shows a Windows-style dialog box titled "Preconfigured Server Settings Wizard". The window has a standard title bar with a close button (X) in the top right corner. The main content area contains the following text and controls:

- Success! The server settings have been downloaded for:  
Salisbury University
- 1. Enter a name to describe this Canvas server (e.g. "My Canvas Courses")  
A text input field contains the word "Canvas".
- 2. Enter your login information for this Canvas server  
User name [text input field] Password [text input field]
- Save my User Name and Password on this computer.  
(If this is a shared computer, don't select this box!)
- 3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course  
 Run connection test  
 Skip connection test

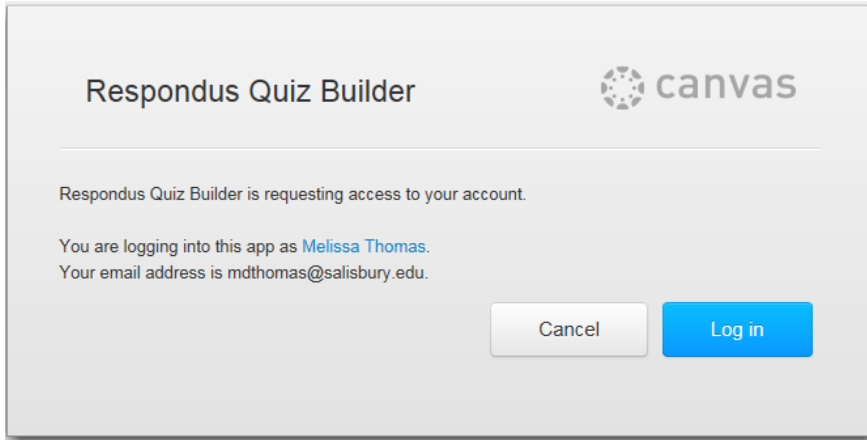
At the bottom of the dialog box, there are four buttons: "Back", "Next", "Cancel", and "Help". The "Next" button is highlighted with a darker border, indicating it is the active or default action.

- d. When the server settings have been downloaded, click **Finish**.
- e. The Instructure Canvas Authorization page will pop-up, enter your username and password for Canvas.

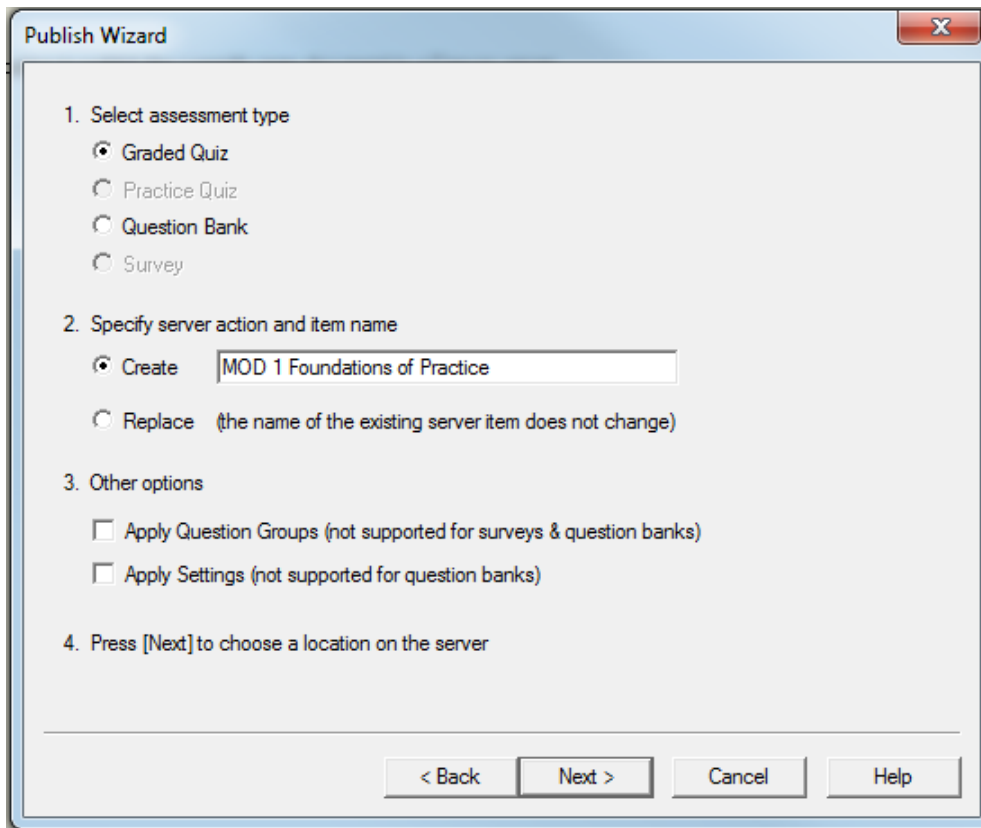


The image shows a web browser window titled "Instructure Canvas Authorization". The page has a dark blue header bar with the title. Below the header, the text "Server: Canvas" is displayed. The main content area features the Salisbury University logo, which consists of the word "Salisbury" in a large, stylized serif font and "UNIVERSITY" in a smaller, all-caps serif font below it. Underneath the logo, the text "Log in to" is followed by the URL "salisbury.instructure.com". Below this, there are two text input fields labeled "Username" and "Password". At the bottom of the form is a dark red button with the word "Login" in white text.

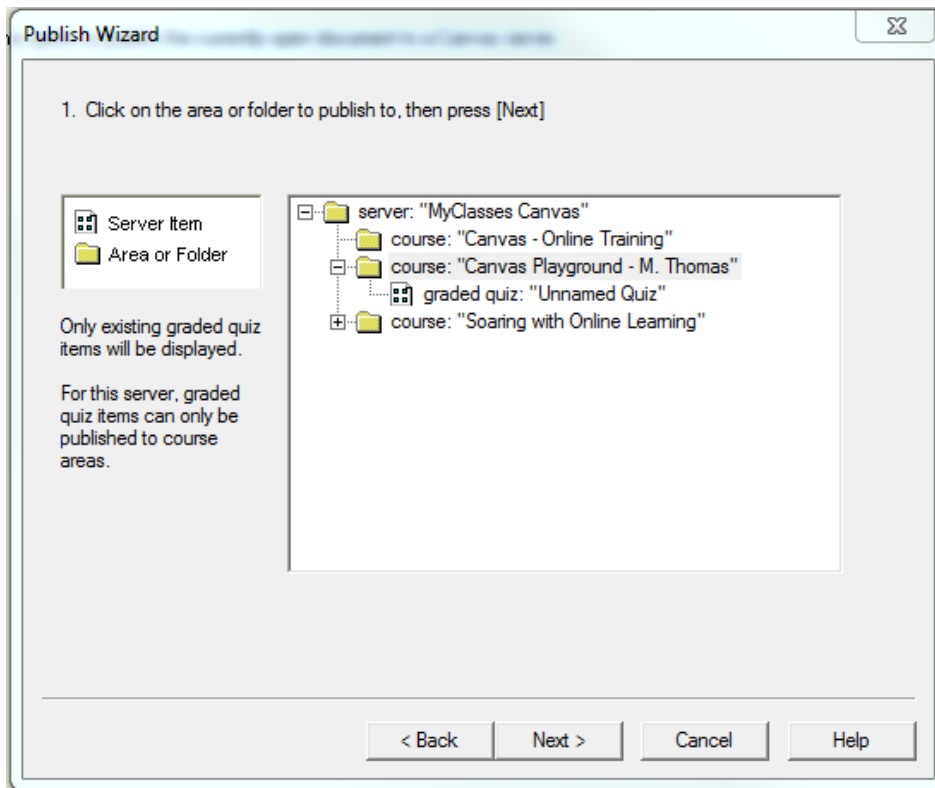
- f. The integration of Respondus and Canvas is through an app. Click **Login** to setup your account to use Respondus with Canvas.



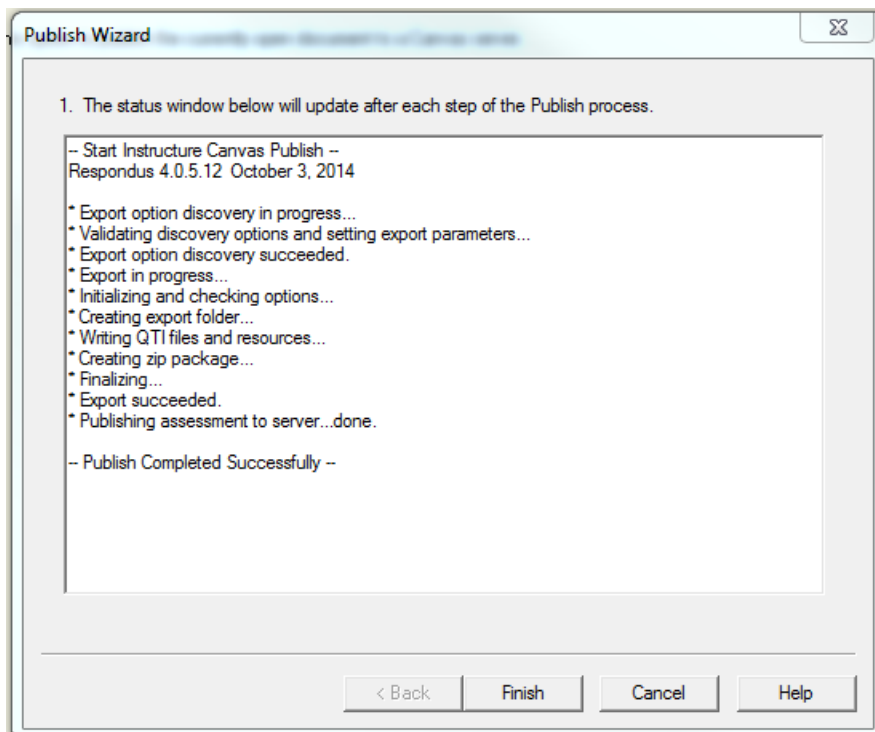
6. Select the assessment type and title for the assessment as it should appear to students.



7. Click **Next**.
8. Select the course where the assessment should appear.



9. Click **Next**.



10. A report will display on the process of publishing. Click **Finish** when the status says Completed Successfully.