

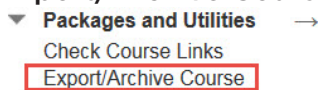
Chalk to Canvas Course Content Migration Workshop, Pt 2 Tests

Method A: Chalk to Canvas Export/Import

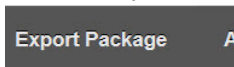
Step I. Download Tests

1. Go to your course in Chalk. If you have Groups in your course, you must **delete all your Groups**, otherwise, export/import will fail.

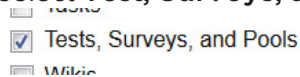
2. On the left navigation, under **Packages and Utilities**, click **Export/Archive Course**.



3. On the Export/Archive Course page, select **Export Package**.




4. On the Export Course page, under **Select Course Materials** section, select **Test, Surveys, and Pools**.



5. Click the blue **Submit** button at the bottom of the page.



6. Look for the Green success bar at the top. You will receive an email when the file is ready for download. It may take up to 1 hour for the zip file to be ready, depending on the size of your quizzes.

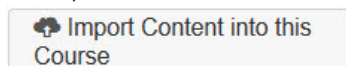
 **Tip:** Leave the other items unselected. Export/Import may fail if the tests are larger than 1GB.

Step II. Upload to Canvas

1. Go to your course in Canvas.

2. Go to **Settings** on the left navigation.

3. On the right, select **Import Content into this Course**. If your window is small, look for the button at the bottom of your screen.





4. On the Import Content page, select **Blackboard 6/7/8/9 export .zip file** as Content Type



5. For **Source**, choose the tests export file you downloaded from Chalk.

6. Choose or create the appropriate **Default Question bank** into which you want the tests be imported into.

 **Tip:** If your import fails, try exporting again, be sure you have deleted all Groups. Live Chat or call Canvas 24/7 hotline at 844-334-6803 for help.

 **Tip: What if Canvas import keeps failing?**
If your import keeps failing, you can use **Respondus** to export/import your quizzes one by one. Instructions at answers.uchicago.edu/search.php?q=respondus.

- Choose the desired options under **Content** and **Options**.
- You can observe the import status under **Current Jobs**. After the import is completed, you can locate your tests under **Quizzes**.



Method B: Via Respondus

Step I. Download Respondus

The University of Chicago has purchased a campus-wide license for current faculty, instructors, and staff who support teaching and learning. The licensing information must be entered each time the Respondus software is installed and when the campus license renews annually on July 31st.

- Log-in to UChicago Box (<https://uchicago.app.box.com/login>) with your CNetID and password.
- Go to **University of Chicago Software** folder.
- Go to **Respondus Installation Program** folder.
- Download and run the **.exe** installation file to install the program.
- When prompted, enter the license information in the **ReadMe-LicenseInfo.txt** file.*

*The licensing information provided here only works with the Campus-wide Version of the software, and NOT with the Single-User Version.

 Tip: Information for Mac Users

Respondus is for PCs only. If you don't have access to one, you can check one out from the Techabr.*

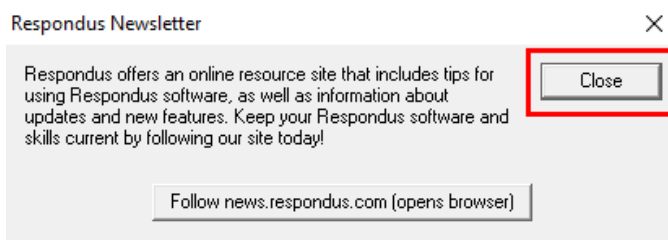
*Starting in Winter Quarter 2017, PCs preinstalled with Respondus will be available for check-out from the Techbar.

 Tip: To install Respondus, just

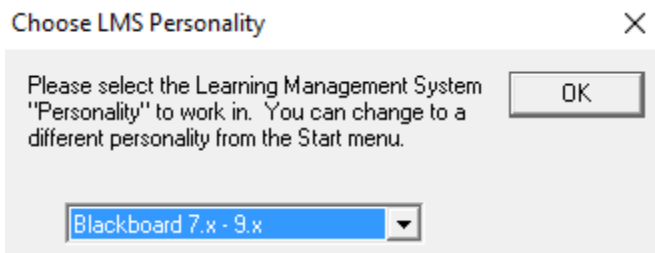
as with any software installation, you will require Admin permissions to the computer.

Step II. Download your tests and surveys from Chalk

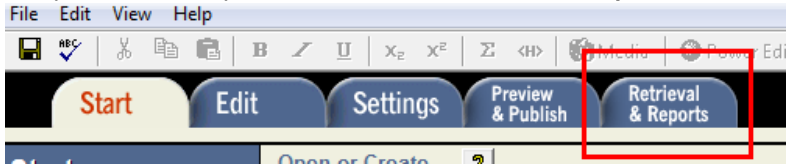
- Open Respondus.
- If this is your first time opening Respondus, it will ask for your Institution Name, Local Support Contact and the Installation password, contact person. Use the information in the **ReadMe-LicenseInfo.txt** you downloaded from Box.
- A prompt will tell you about the Respondus newsletter. Unless you wish to subscribe the newsletter, click **Close**.



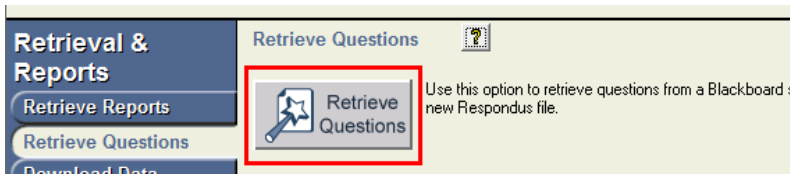
4. **Personality:** Select **Blackboard 7.x - 9.x** (for Chalk) and click **OK**.



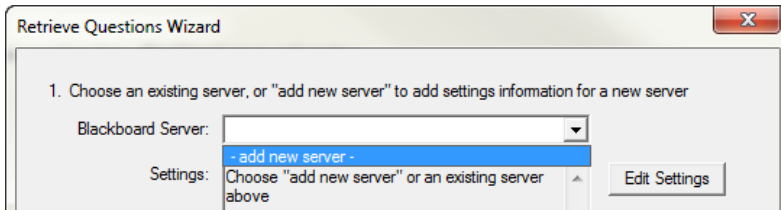
5. Respondus will open. Select the **Retrieval & Reports** tab.



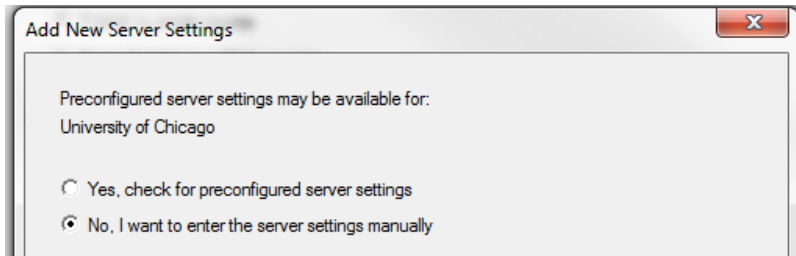
6. Click the **Retrieve Questions** button.



7. You will be prompted to choose a server. If you need to add a server, choose **add new server**:



8. Select **No, I want to enter the server settings manually** and click **Next**.



9. Fill in the form as prompted:
 - i. For (1.) go to chalk.uchicago.edu, after the address resolves to its full URL, copy and paste the entirety.
 - ii. For (2.) go to one of the courses you are an instructor. Copy and paste in the URL from your browser when you are on the main page of your course.
 - iii. For (3.) press “Extract>>”.
 - iv. Under **Description** provide a name for this server (e.g. Chalk Server), and then enter your CNetID and password. Leave the **Remember my User Name and Password** box **unchecked**.
 - v. Click OK.

Blackboard Server and Course

To automatically set the server information for your institution:

1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below. (If you type your name & password into a small grey popup window, leave the box blank.)

2. In your browser go to a course you have instructor rights to, then copy the Address into the box below

3. Press Extract

Extract >>

Server name, e.g. "bboard1.univ.edu"

Course ID, e.g. "_2_141"

Login type Login page Institution code

Server Port Secure Server? Yes, HTTPS:// always

Login Port: If HTTPS used only for login, otherwise set to 0

LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443

The information below must be entered manually:

Description Version

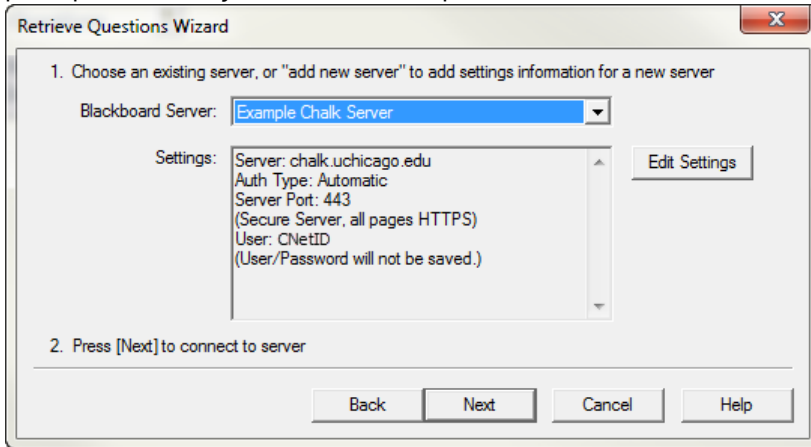
(text to display in the server selection list, e.g. "My Bb server")

User name Password

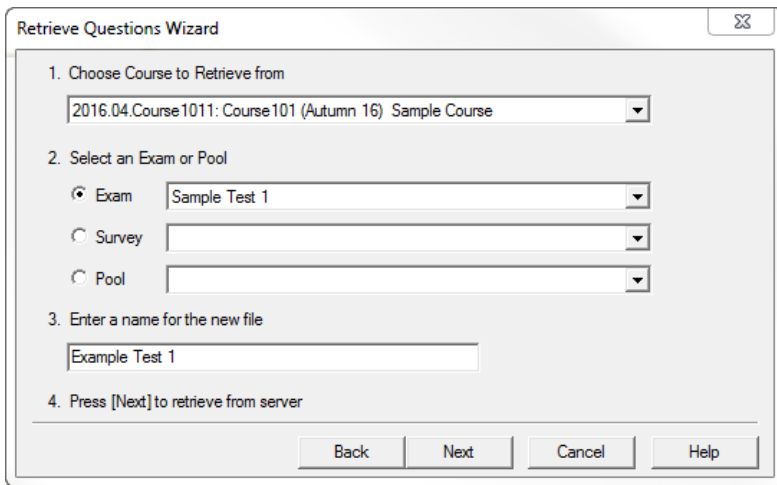
Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!


Buttons: OK, Cancel, Delete

- Under **Blackboard Server** select your server and then click **Next**. If prompted, enter your CNetID and password.

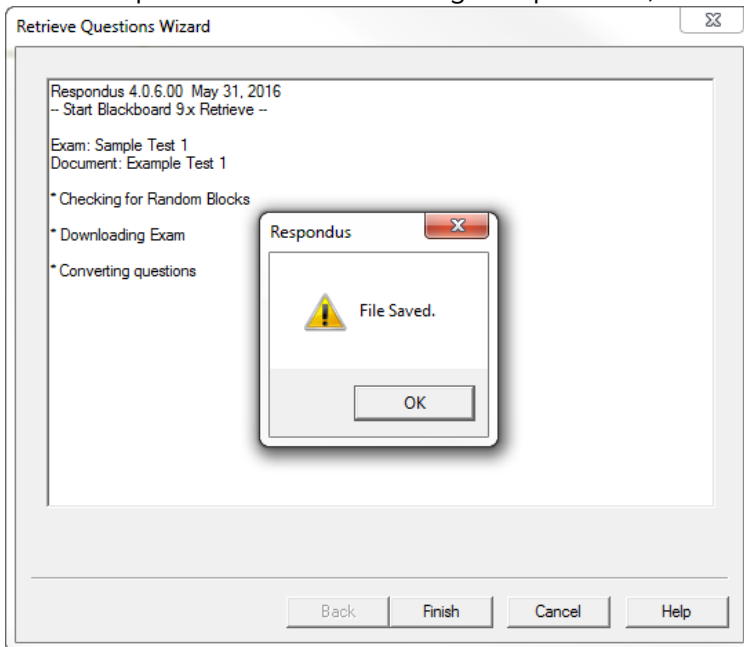



- Select your course, the intended quiz, enter a name for the quiz, and then click **Next**.




 Tip: You can only select courses and Exams for which you have instructor access.

- When Respondus finishes retrieving the questions, click **OK**.



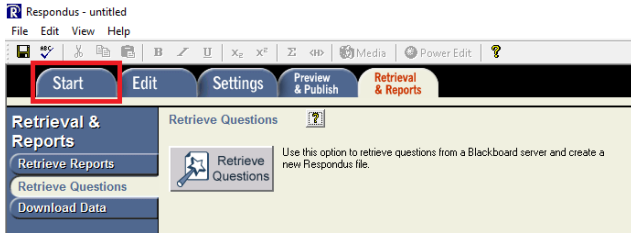
 Tip: If you have more than one test, exam, etc. that you want to migrate over to canvas, it is probably faster to first download all of them from Chalk and then upload all of them to Canvas, instead of downloading and uploading each test in succession.

 Tip: To save another exam, repeat Step II #5-6, and #10-12. (You should be able to choose the Chalk server you have set up and skip #7-9.)

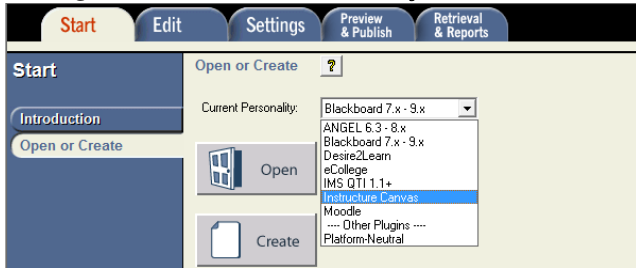
- Click **Finish**.

Step III. Upload your test and surveys to Canvas

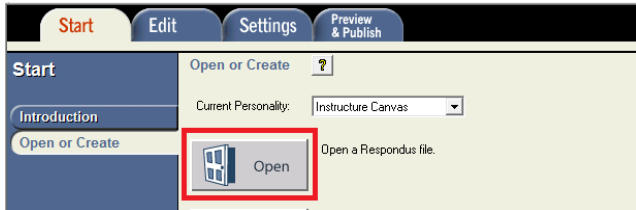
1. Click the **Start** tab.



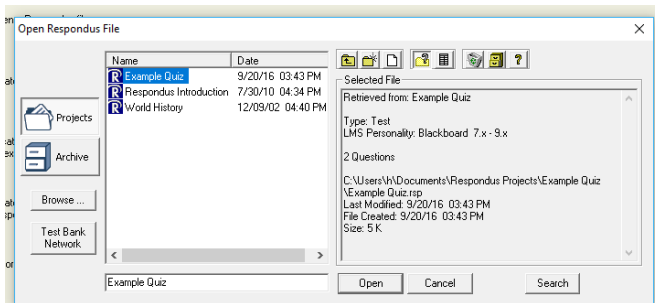
2. Change the **Current Personality** to **Instructure Canvas**.



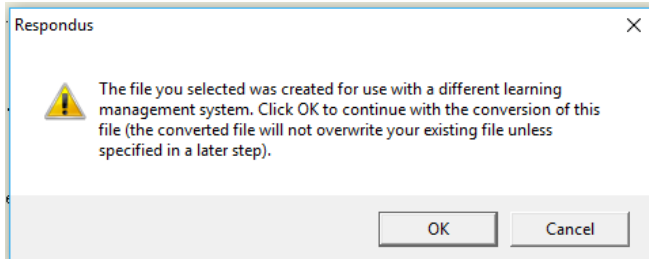
3. Click the **Open a Respondus file** button.



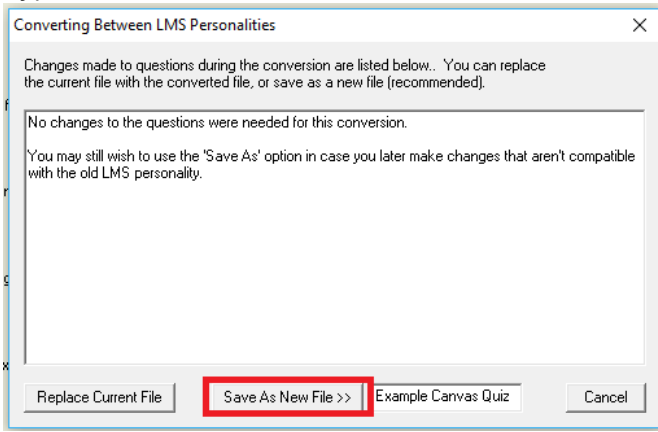
4. Select your test, survey, etc., and click **Open**.



5. A prompt will ask you if you wish to convert the file to the current personality. Click **OK**.

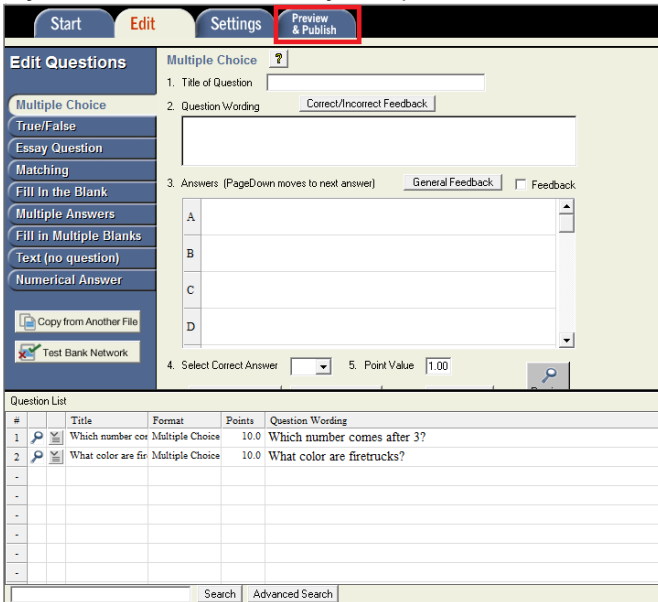


6. Type a name for the file and click **Save as new file**.



Tip: It helps to use a descriptive file name so that it is easy to identify later based on its filename and tell it apart from other tests, exams, etc.

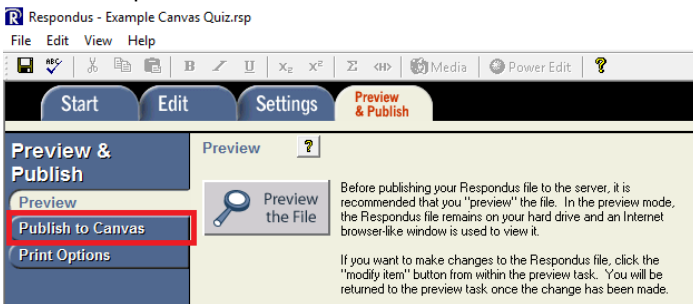
7. If you do not wish to edit your quiz, select the **Preview & Publish** tab.



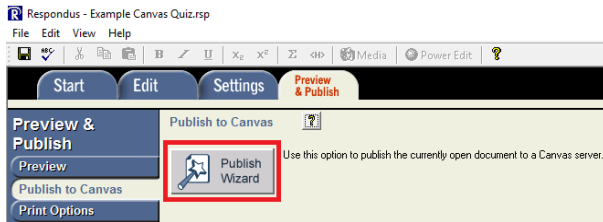
8. Click **Preview the file** to check the content.



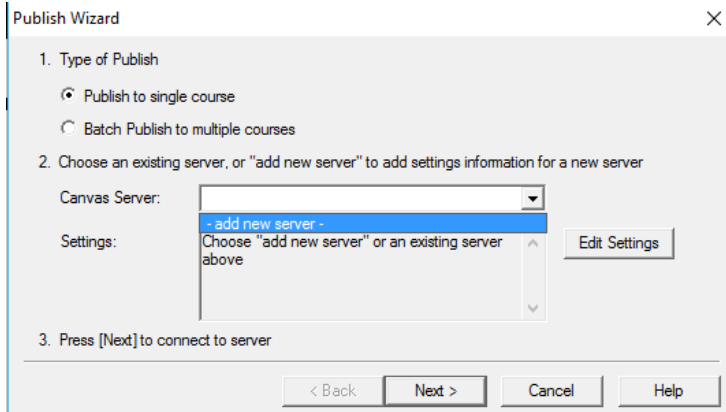
9. Close the preview and click **Publish to Canvas**.



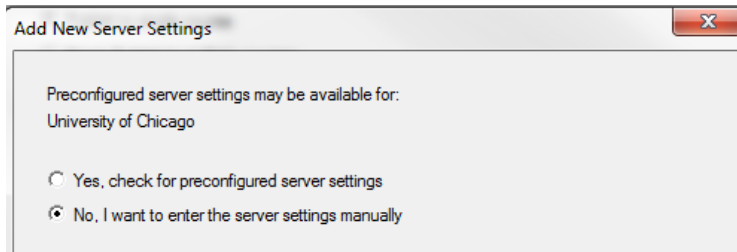
10. Click the **Publish Wizard** button.



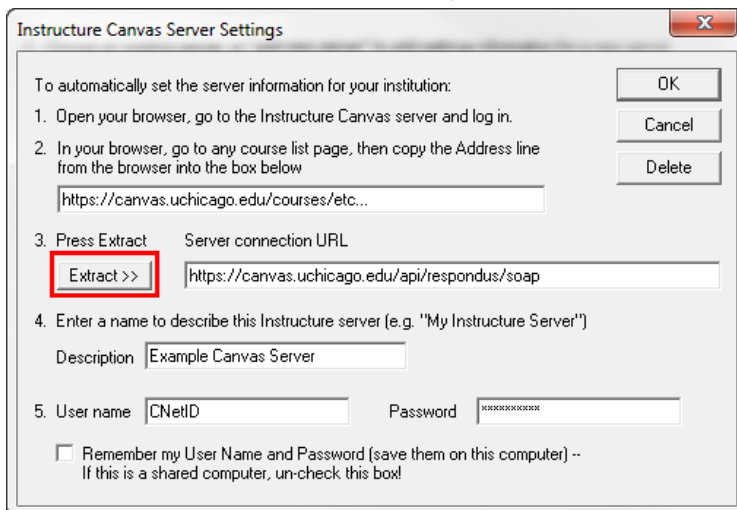
11. Select **Publish to single course** and then **add new server**.



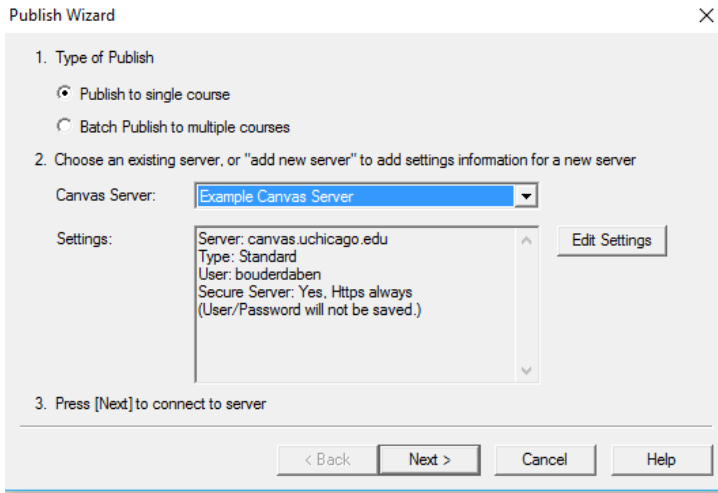
12. Select **No, I want to enter the server settings manually** and click **Next**.



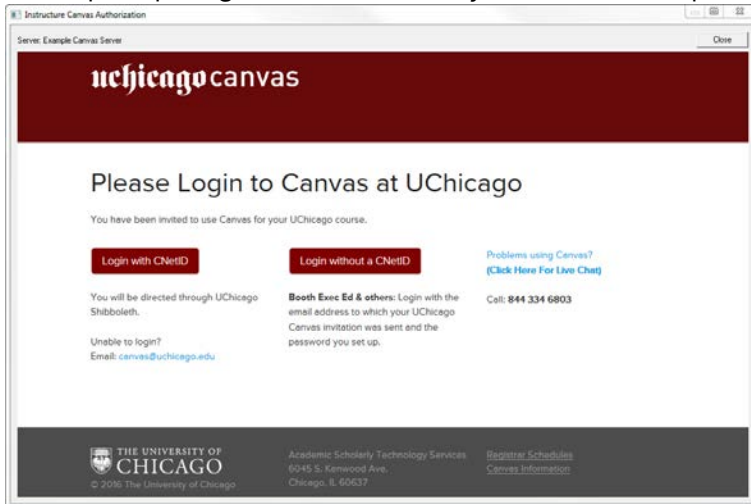
13. Fill in the form as prompted. For the **User name** and **Password**, enter your CNetID and password. Leave the "Remember my User Name and Password" box unchecked. Click **OK**.



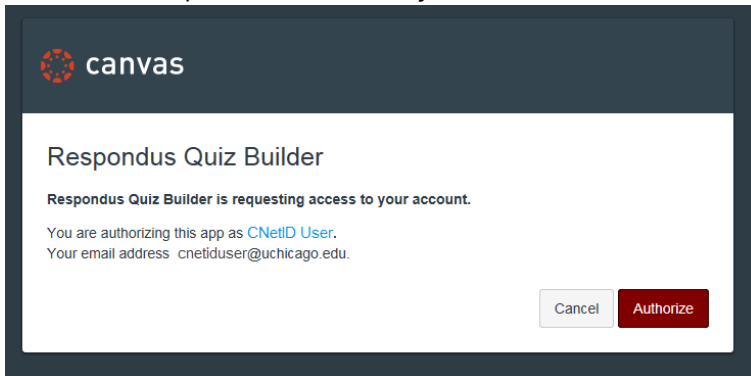
14. Select the server you have just added and click **Next**.



15. When prompt, log-in to Canvas with your CNetID and password.



16. Authorize Respondus to access your Canvas courses.




17. Select the assessment Type and other options. Click **Next**.

18. Select the Canvas course you'd like to import the exam to. Then click **Next**.

19. When the status changes to “**Publish Completed Successfully**,” click **Finish**.

20. Go to your Canvas course to check that the test has migrated successfully.

 **Tip:** To upload another exam, repeat Step III #3-10, and #14-20. (You should be able to choose the Canvas server you have set up and skip #11-13.)