

Downloading a Canvas Quiz or Exam as a PDF for Kurzweil

A Guide for Faculty

What is Kurzweil?

Kurzweil is a test reading software that some students use as an approved accommodation. The software is downloaded on several desktop computers in the testing center and requires an electronic file such as a PDF to set up.

Please Note:

- **Keep Question Order Fixed:** To ensure the reader follows the exam, please disable question and answer randomization in Canvas. If you prefer to randomize the exam for the rest of the class, you can create and assign an unrandomized version specifically for the student using Kurzweil.

Steps to Export a Classic (old) Quiz as a PDF (Without Answer Key)

Step 1: Navigate to the Quiz

Log in to Canvas, select your course, and click **Quizzes** in the course navigation menu. Click on the title of the quiz you want to download.

Step 2: Enter Preview Mode

Click the **Preview** button near the top right. This loads the exam from a student's perspective without showing any answer keys or feedback.

- **Important:** Before previewing the quiz, make sure "Show one question at a time" is NOT selected in the quiz settings. All questions should load on the same page so the entire quiz can be saved as a single PDF.

Step 3: Open the Print Menu

Once all questions load, press the print shortcut on your keyboard:

- **Windows:** Ctrl + P
- **Mac:** Cmd + P

Step 4: Adjust Print Settings

Set the Destination or Printer to "**Save as PDF.**" Uncheck "Headers and footers" if you want to hide the website URL and date stamp.

Step 5: Save the PDF

Click **Save**, select your desired folder on your computer, and save the file.

Step 6: Upload File in AccessWU

See our guide: [How to Upload Exam Files to AccessWU](#)

Steps to Export Canvas “New Quizzes” as a PDF (Without Answer Key):

Step 1: Navigate to the Quiz

Log in to Canvas and find the Quiz that you would like to save as a PDF.

Step 2: Open the Build Page

Click the three-dot menu on the right and select **Build** to open the Build Page.

Step 3: Print Blank Quiz

To download a version of the quiz without the correct answers displayed, choose “**Print Blank Quiz**”.

Step 4: Choose Text Size

Choose between medium, large, and extra-large text.

Step 5: Print Preview

Select “**Print Preview**” to open the print preview menu. This will give you the option to either print the quiz or save it as a PDF.

Step 6: Save as PDF

To save the quiz as a PDF file, click the **SAVE** button.

Step 7: Upload File in AccessWU

See our guide: [How to Upload Exam Files to AccessWU](#)

Questions?

Abby Clonts

DSS Coordinator

a.clonts@wingate.edu

EKS 301