Canvas New Quizzes

Using the New Quizzes feature in Canvas, teachers can create assessments using a variety of questions types. New Quizzes assessments display as assignments in the Assignments page and can be duplicated.

To create a new assessment using New Quizzes,

- Click **Assignments** in the Navigation pane.
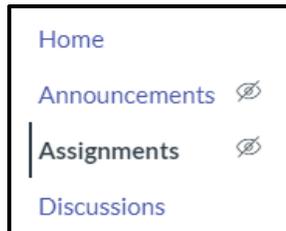
- Click the **+ Quiz/Test** button at the top of the page.

- Enter the name of the assessment.

- Enter the number of points the assessment is worth.

- Click the Assignment Group dropdown to select an assignment group other than the default "Assignment."

- The assessment is assigned to everyone in the class by default. To assign it to individual students, click the X next to Everyone and click the names of the students needing to take the assessment.

- Enter a due date.

- To make this assessment available only during a certain time period, enter the dates in the Available from section.
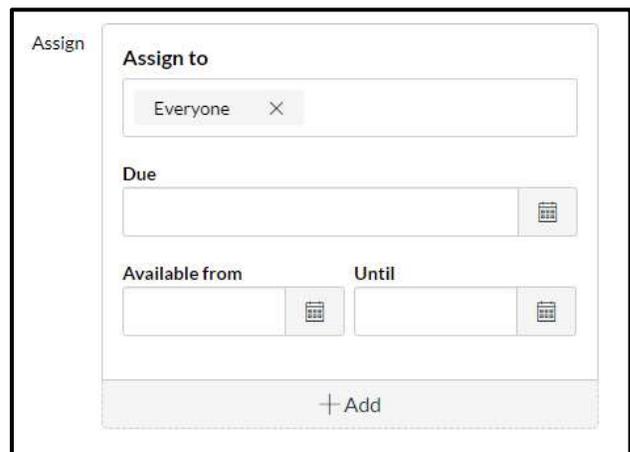
- Click **Save**.

- On the Build page, you can edit the title and description of the assessment, view your question item banks, align the assessment to outcomes, preview the assessment from the student's view, and navigate through the assessment.

- Click **Add Instructions** to enter directions for the student, then click **Done**.

- To add content to the assessment
  - Click the + button.
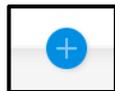
  - To insert content from an item bank, click the Item Bank button.

  - To create a new question, select a question type
    - Categorization – requires students to place answers in the correct categories
    - Essay – requires students to enter a text response
    - File Upload – requires students to upload a file
    - Fill in the Blank – these questions can have multiple blank spaces and include various answer types
    - Formula – requires students to type in the correct numerical answer
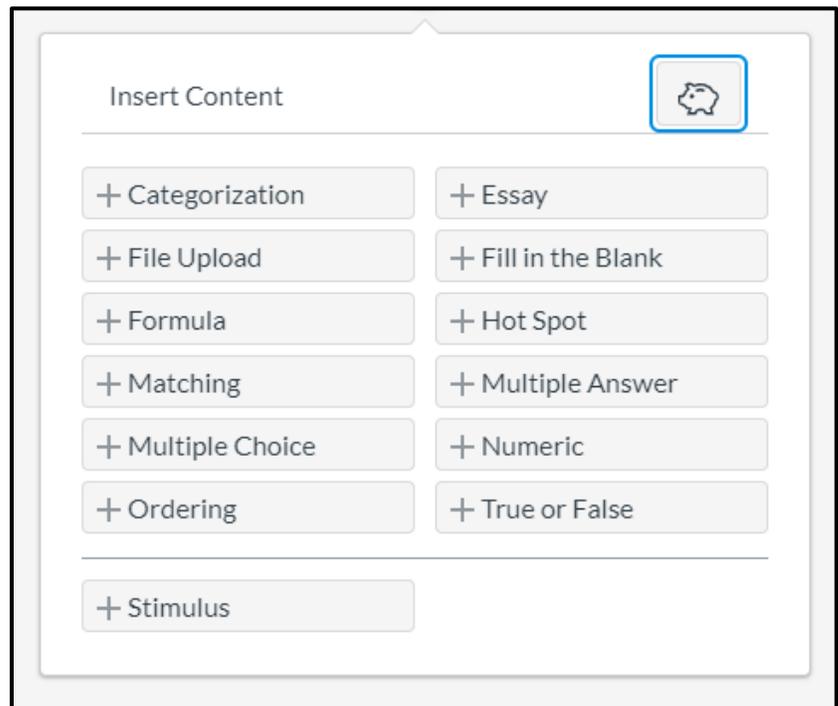
- Hot Spot – requires students to identify a specific area in an image

- Matching – requires students to match answers from a drop-down menu

- Multiple Answer – similar to multiple choice, but there are multiple correct answers (students must get all answers correct to receive full credit; partial credit is not awarded if any incorrect choices were selected or correct answers were not selected)

- Multiple Choice – requires students to choose from several answers

- Numeric – allow students to submit answers that contain numbers, text, and/or symbols

- Ordering – requires students to place answers in a specific order

- True or False – requires students to choose a true or false response for a question

o Enter a question title, the question, and the answer(s).

o Depending on the question type, you may be able to select options that adjust how the question is displayed to students, such as shuffling answer choices.

˅ Options

☐ Show on-screen calculator
☐ Vary points by answer
☐ Shuffle Choices
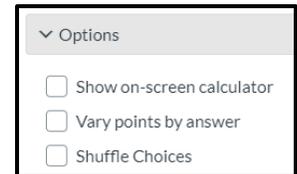
o If desired, change the point value of the question.

1 ˄˅ Points

o Click **Done**.

Cancel Done
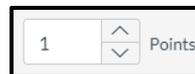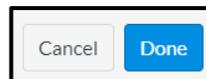
o To remove a question from the assessment, click the **Delete** icon at the end of the question title.

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- To find and organize assessment items using Question Navigator,

    o Click the expand icon on the left to view the question numbers, type, point total, question stem, and the total question points.

    o To view an individual question, click the question itself.

    o To reorder questions, click and hold the move icon and drag the question to where you want it.
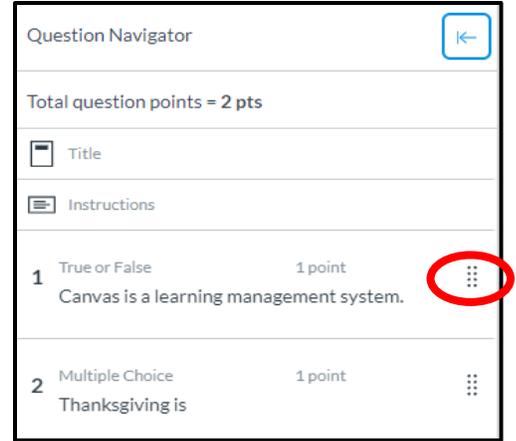
    o Click the Settings tab to manage settings for your assessment.

        ▪ **Shuffle Questions** – if this setting is turned off, questions will display in the order you designate in the assessment

        ▪ **One question at a time** – displays one question at a time instead of all questions at once on the same page; click **Allow Backtracking** to allow students to return to a previous question in an assessment

        ▪ **Require a student access code** - enter a password in the box to require students to enter a code in order to take the assessment

        ▪ **Time limit** – use the **Hours** and **Minutes** fields to set a time limit for the assessment

        ▪ **Filter IP addresses** – enter allowed IP ranges to restrict what computers can be used for the assessment

        ▪ **Allow Calculator** – click here to enable either a basic or scientific on-screen calculator
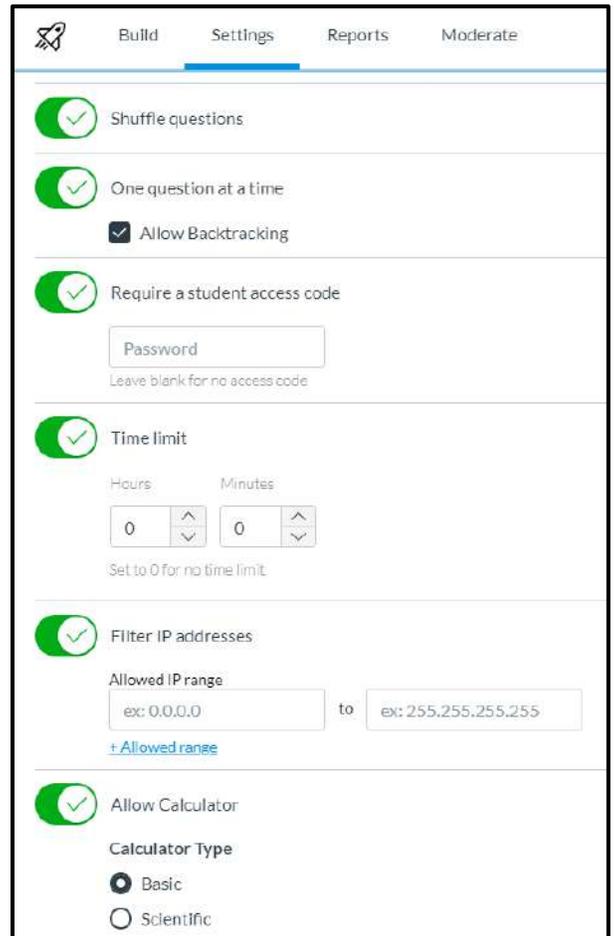
▪ **Allow multiple attempts** – click here to allow multiple attempts for the assessment and to choose what score to keep and limit how many attempts the student gets; if desired, set how long a student must wait before they can begin a new attempt
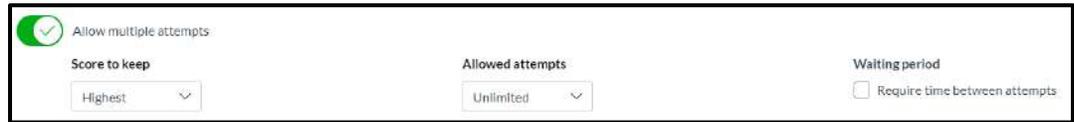
▪ **Restrict student result view** – choose what is displayed to students after they've completed an assessment

- To display the points awarded for the overall assessment and individual questions in the assessment results page, click **Show points awarded**; to display the points possible for the overall assessment and individual questions in the assessment results page, click **Show points possible**.

- To show the assessment items and questions in the results page, click **Show items and questions** and select the desired options.
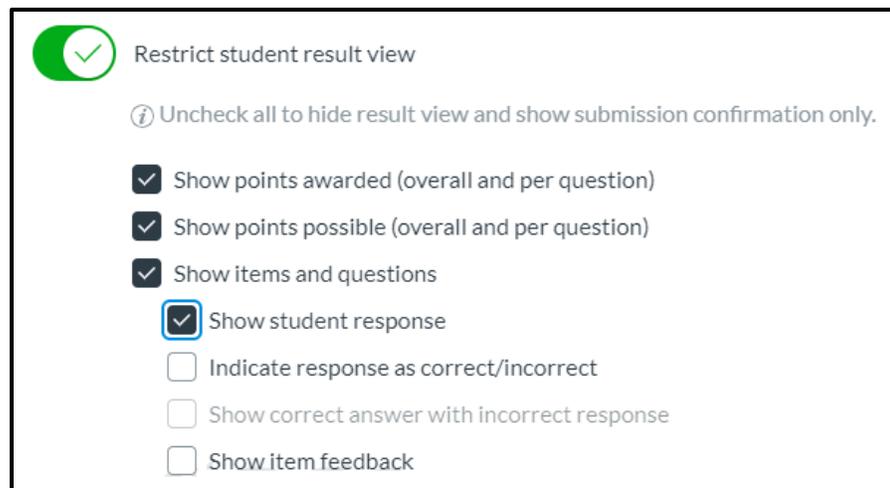
- Click **Return** at the top right of the page to close the assessment settings.