# Creating a Canvas Quiz

There are four different types of quizzes in Canvas:

- Graded quiz – students receive points based on their quiz responses
- Practice quiz – students do not receive a grade
- Graded survey – students receive points for completing a survey but the grade is not based on right or wrong answers
- Ungraded survey – gathers opinions or information without providing a grade

To Create a Quiz

- Click **Quizzes** in the Course Navigation pane.

- Click **+ Quiz**.
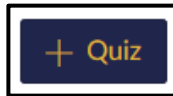
- On the Details tab, edit the quiz details:
  - Enter a name for the quiz.

  - Enter directions or any other pertinent information.

  - Click the drop-down arrow to select if this is a graded quiz, practice quiz, graded survey, or ungraded survey.

  - If using Assignment Groups, click the drop-down arrow to select a group.

  - Check the **Shuffle Answers** box to randomize the question answer choices.

  - To limit how long the students have to take the quiz, check the Time Limit box and enter the number of minutes.
    - Time starts when a student begins the exam and will not be paused if he/she navigates away from the quiz.

    - An unfinished timed quiz is automatically submitted when the time limit expires.

- If allowing multiple quiz attempt, check the **Allow Multiple Attempts** box, decide what score to keep, and enter the number of allowed attempts.

  ☐ Allow Multiple Attempts

- Check the boxes to allow students to see their quiz responses, any automatic feedback generated by the quiz, and which questions they got wrong.

- Click **Only Once After Each Attempt** to allow students to only view results immediately after they complete the quiz.

- To set a specific date students will be allowed to see their responses, check the **Let Students See The Correct Answers** box, and use the calendar icons to enter the dates the answers will be available.

  ☑ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

  ☑ Only Once After Each Attempt

  ☑ Let Students See The Correct Answers

  Show Correct Answers at

  Hide Correct Answers at

  ◄ October 2017 ►

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  Time: ☐ : ☐ ☑ Done

- Check **Show one question at a time** to show one question per page instead of all questions on one page; select the **Lock questions after answering** box to keep students from going back to a question and changing the answer.

  ☑ Show one question at a time

  ☐ Lock questions after answering

Quiz Restrictions

- To password protect the quiz, click **Require an access code** and enter a password.

  ☑ Require an access code

  ex: Password85

- Click **Filter IP Addresses** and enter computer ip addresses to limit what computers students may use to take the quiz.

  ☑ Filter IP Addresses

  ex: 192.168.217.1

- By default, the quiz is assigned to every student. To assign it to only certain students or groups, click the X next to **Everyone** and select the section or individual student name.

- Click the calendar icon and select a due date.

- To limit the time a quiz is available, click the calendar icons and select **Available from** and **Until** dates.

- Click **+ Add** to add different due date and availability options for other students or groups.

- Click the **Questions** tab.

- Click the **+ New Question** button.

- If desired, type a custom name for the quiz question to help identify quiz questions more easily.

- Click the drop-down arrow next to Multiple Choice and select a question type.

- To change the point value for a question, enter a new value in the **pts:** box.

- To add a multiple choice question
  - Enter the question text (including video, images, links, etc.) in the rich content editor.

  - Enter the answer choices.

  - Choose the correct answer by hovering to the left of the answer you want and clicking the faded green arrow.
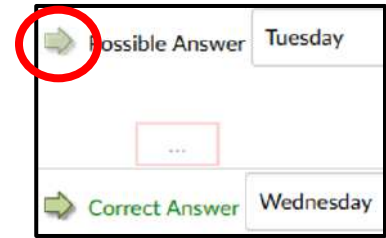
  - Click the comment field under an answer choice to add feedback for that answer.

  - Click **+ Add Another Answer** to add additional choices.

  - Click the trash can to the right of an answer to delete it.

  - If desired, click the comment boxes at the bottom of the question to add general comments for the quiz question as a whole; students who choose the correct answer will see the feedback in the green comment field, students who select an incorrect answer will see the feedback in the red comment field, and all students will see the feedback in the blue comment field.
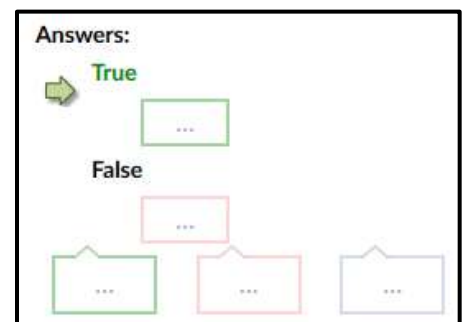
- To add a True/False question
  - Enter the question text (including video, images, links, etc.) in the rich content editor.

  - Choose the correct answer by hovering to the left of the answer you want and clicking the faded green arrow.

  - Click the comment field under an answer choice to add feedback for that answer.

  - Add general comments for the question as a whole in the green, red, and blue comment fields if desired.

- To enter a Fill in the Blank question
  - Enter the question text (including video, images, links, etc.) in the rich content editor.

  - Enter all possible correct answers (answers are not case sensitive).

  - Click **+ Add Another Answer** to add additional choices (answers are not case sensitive).

  - If desired, enter any comments beneath the answers or for the question as a whole.

- To add a matching question
  - Enter the question text (including video, images, links, etc.) in the rich content editor. **NOTE**: currently, matching questions only support text.

  - Enter the first part of the matching pair.
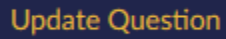
  - Enter the second part of the matching pair.

  - Continue entering the pairs, clicking **+ Add Another Answer** as needed.

  - To add incorrect answers as distractors, enter each item on its own line in the **Additional Match Possibilities (distractors):** field.
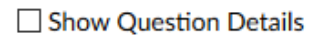
  - If desired, enter any comments beneath the answers or for the question as a whole.

- See the Canvas help guides at https://community.canvaslms.com/community/answers/guides/ for directions on how to add other question types.

- Click **Update Question**.

- Click the **Show Question Details** box to view question details.

- Click the pencil to the right of a question to edit the question.

- Click the X to delete the question.

- Click the **+ New Question** button to add another question and follow the steps to add more questions.

- When all questions have been added, click **Save**.

- Click the **Preview** button to view the quiz as students see it.

- If the preview shows the quiz the way you want it and you're ready for student to take it, click the **Publish** button.

- Click the **Edit** button to edit the quiz if necessary then click **Save & Publish** to make the quiz available to students or **Save** to save your work on the quiz and publish it later.