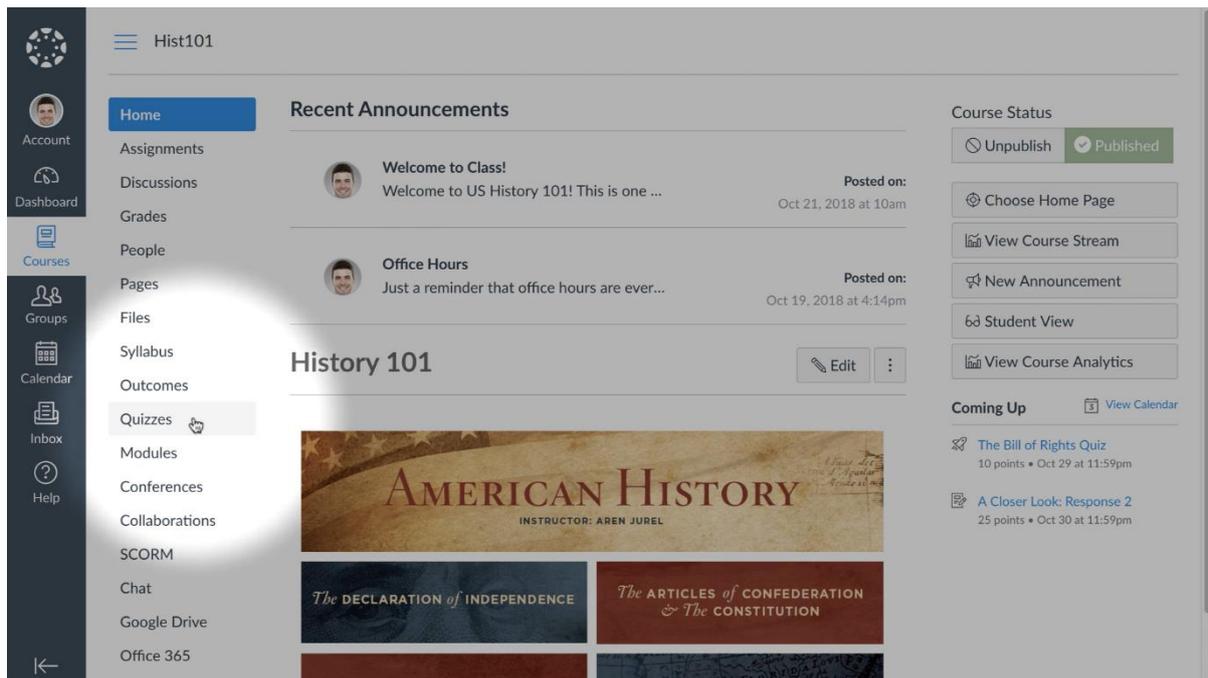
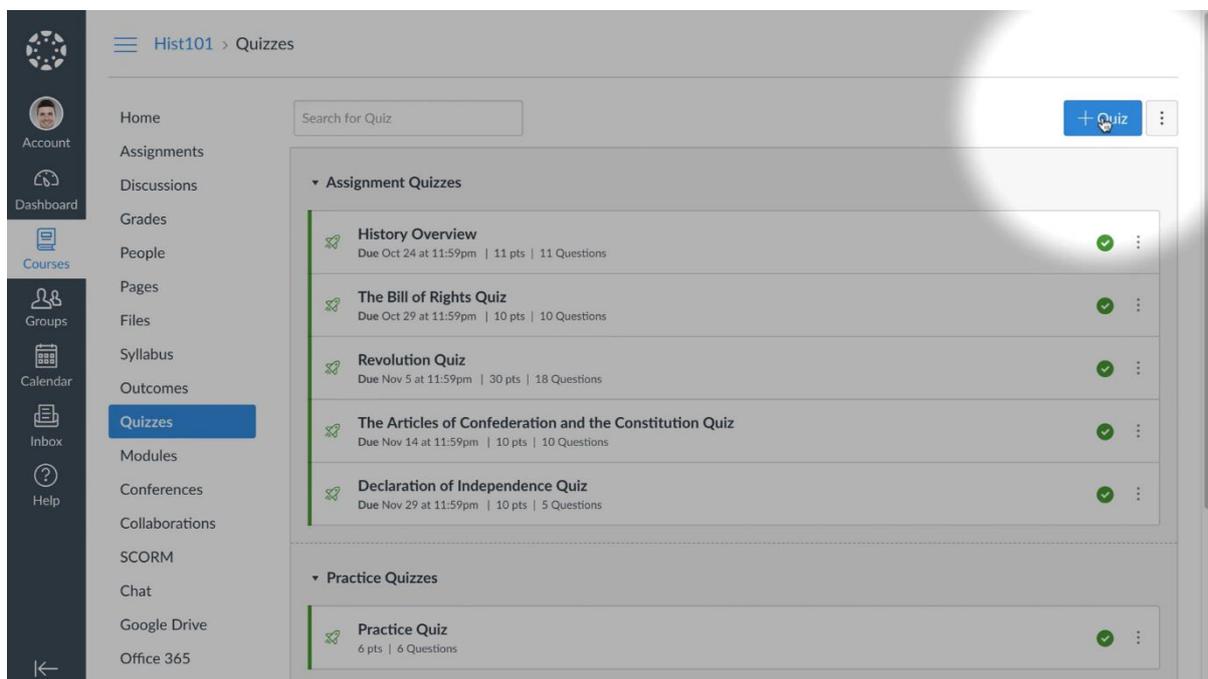


## How to create a quiz in Canvas – Step by step



### Step 1: Go to quizzes

Go to the course in which you want to create a quiz. Press “Quizzes” in the left side menu.



### Step 2: Create a new quiz

To create a new quizz, press the blue button “+ Quizz” on the right.

The screenshot shows the Canvas LMS interface. On the left is a dark sidebar with navigation icons for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main content area is titled 'Hist101 > Quizzes > Unnamed Quiz'. At the top right, it shows 'Points 0' and 'Not Published'. Below this, there are two tabs: 'Details' (highlighted with a red box) and 'Questions'. The 'Details' tab contains a text input field with 'Unnamed Quiz' and a 'Quiz Instructions' section with a rich text editor. The right sidebar has tabs for 'Links', 'Files', and 'Images', with a list of content types like Pages, Assignments, Quizzes, etc.

### Step 3a: Details

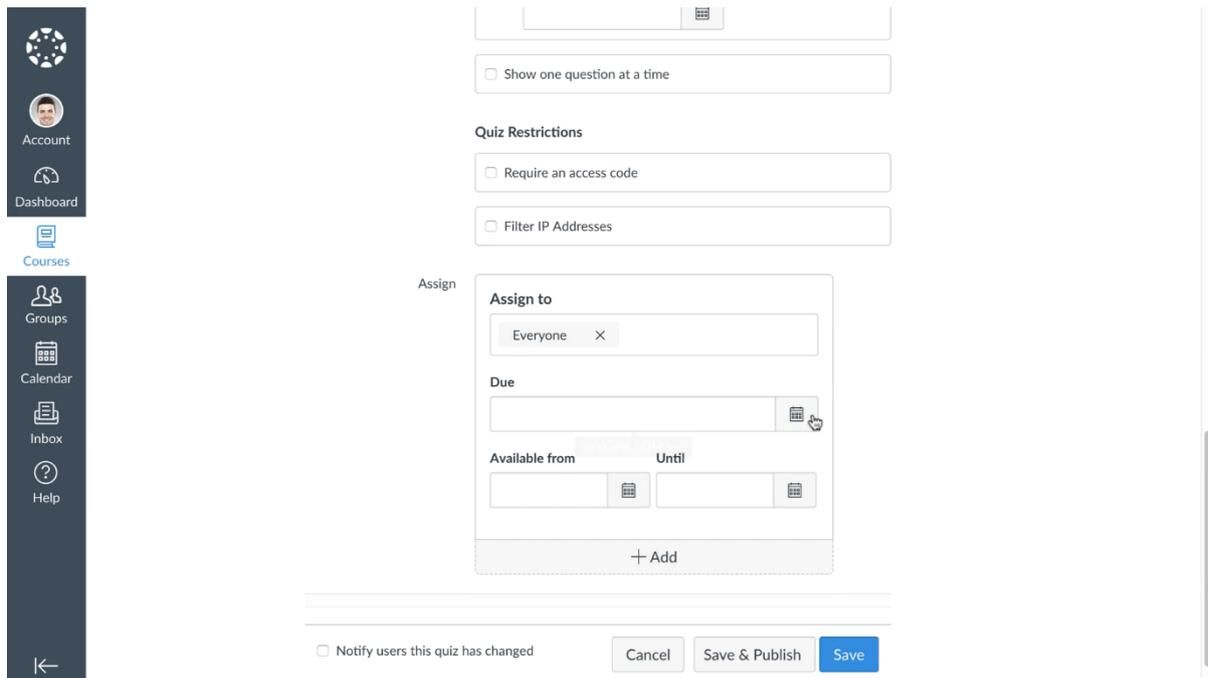
In the menu “Details”, you can give the quiz a title and write instructions in the textbox.

The screenshot shows the 'Options' settings for a quiz in the Canvas LMS. The 'Quiz Type' is set to 'Graded Quiz' and the 'Assignment Group' is 'Quizzes'. Under the 'Options' section, there are several checkboxes: 'Shuffle Answers' (unchecked), 'Time Limit' (unchecked), 'Allow Multiple Attempts' (unchecked), 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)' (checked), 'Only Once After Each Attempt' (unchecked), 'Let Students See The Correct Answers' (checked), and 'Show one question at a time' (unchecked). There are also input fields for 'Show Correct Answers at' and 'Hide Correct Answers at'.

### Step 3b: Details

When scrolling down, you can choose:

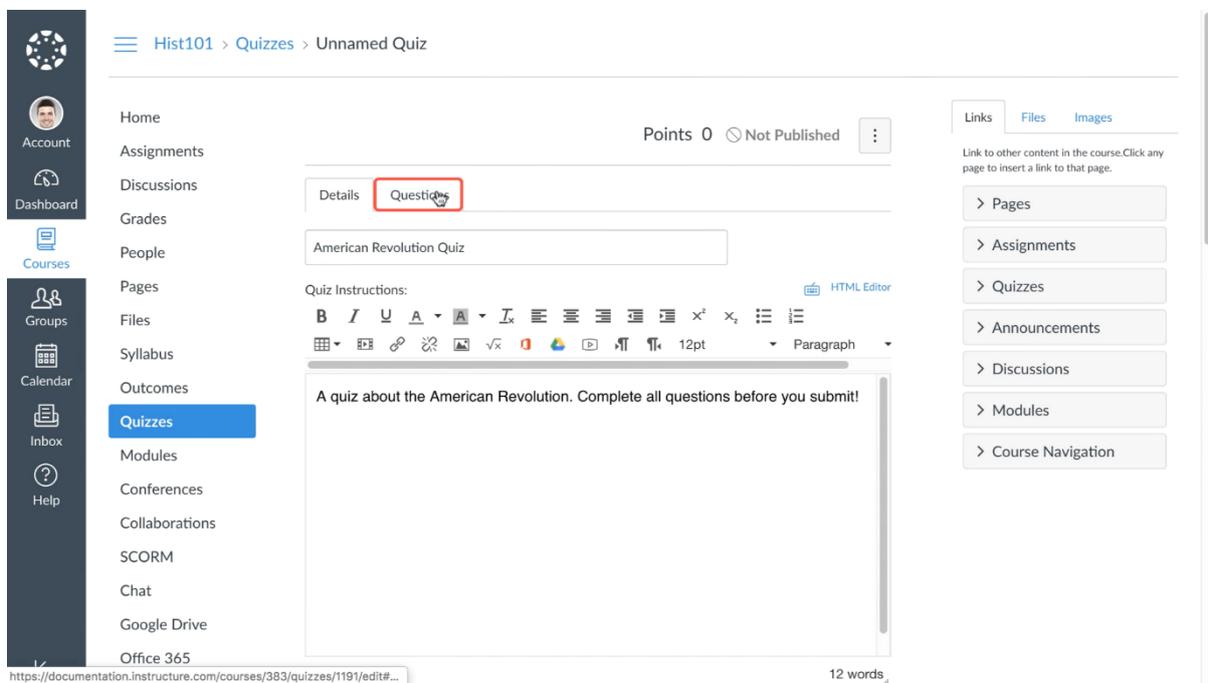
- The quiz type and assignment group using the drop down menu's
- If you want the answers to shuffle
- If you want to assign a time limit
- If multiple attempts are allowed
- How the students see correct answers and their responses
- If they see all the answers at the same time, or if they see the answers one by one



### Step 3c: Details

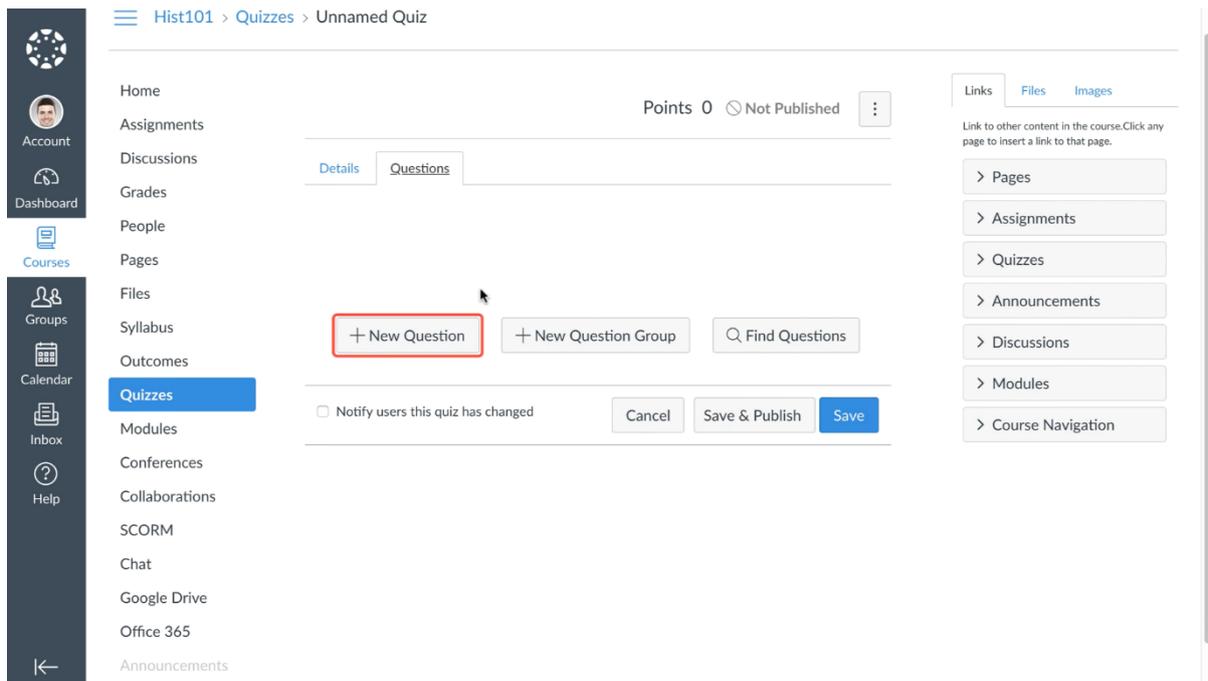
When scrolling down you can choose:

- If there are any restrictions to the students that can access the quiz, see menu "Quiz Restrictions"
- To whom you want to assign the quiz and availability & due dates, see menu "Assign"



### Step 4a: Create Questions

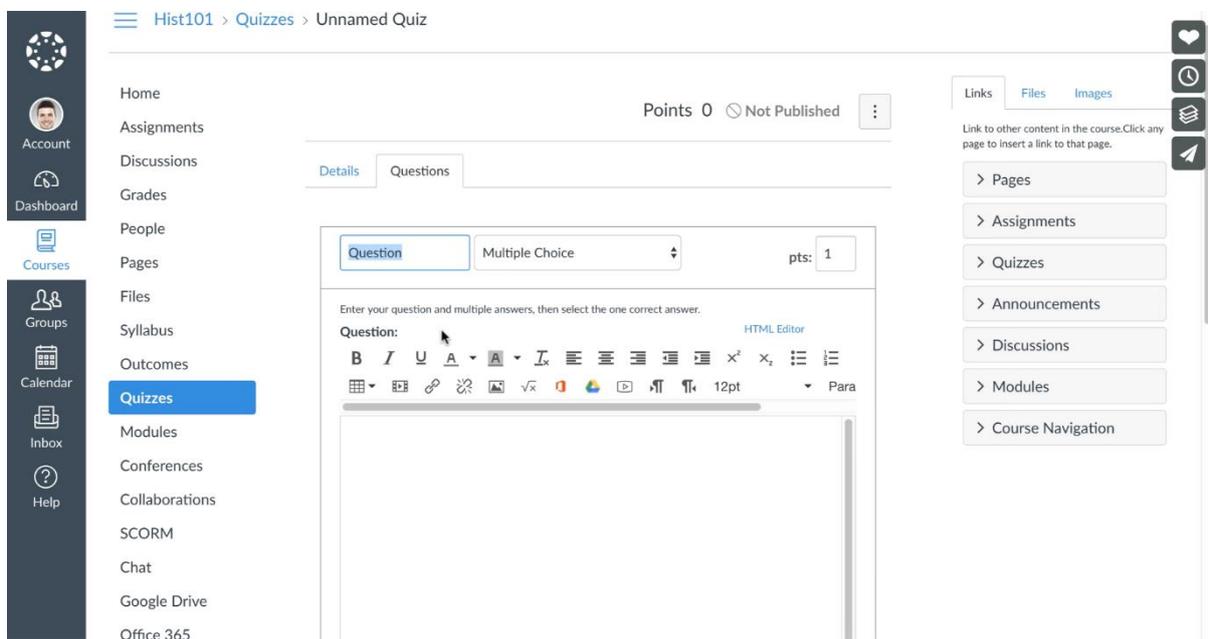
When all the details are to your liking, you can scroll back up and press the "Questions" menu



### Step 4b: Create Questions

In the “Questions” menu, you have three options:

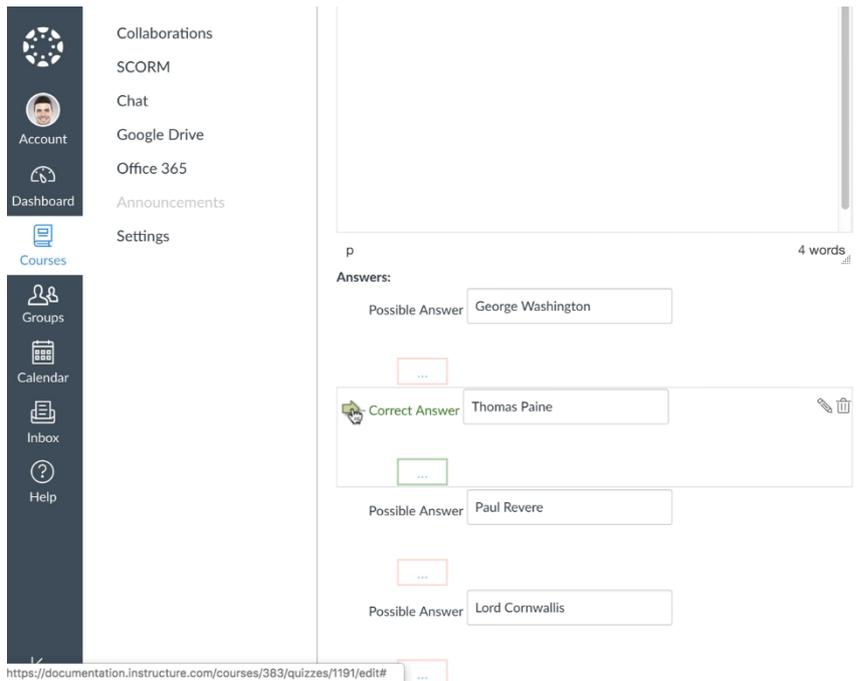
1. Add a new question using the “+ New Question” button, see step 5
2. Add a new question group using the “+ New Question Group” button, see step 6
3. Find Questions from previous quizzes using the “Find Questions” button, see step 7



### Step 5a: Adding a new question

In the “+ New Question” menu you can:

- Name your question in the bar
- Choose what sort of question it is with the drop down menu next to the title
- Type the question in the textbox
- Use the menu on the right side when you want to add links to other pages

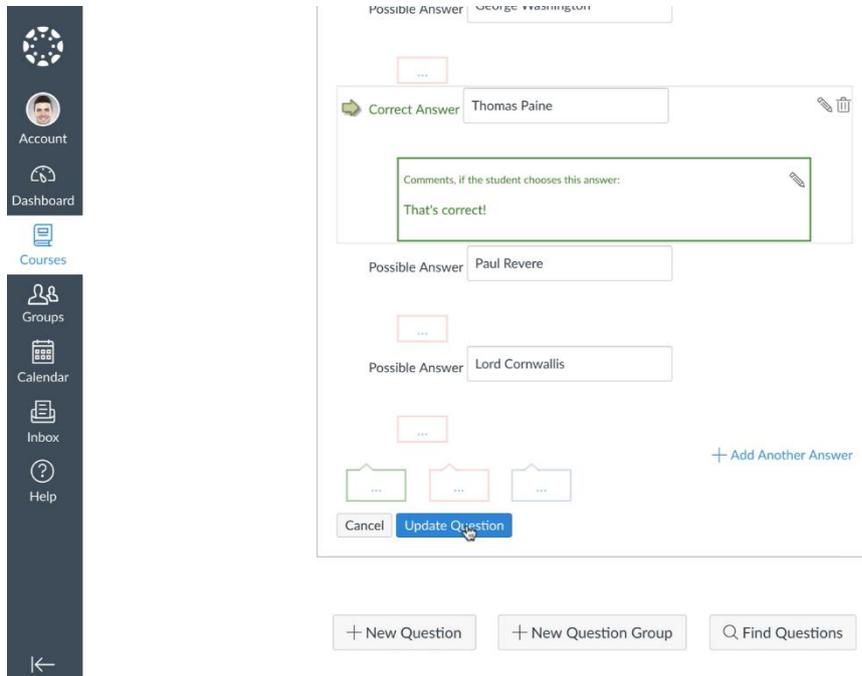


### Step 5b: Adding a new question

When scrolling down, you can add, for example, multiple choice options.

Mark the right answer with the arrow in the correct answer bar, so that it turns green

You can add responses by clicking on the squares with the three dots below every answer options



### Step 5c: Adding a new question

When finished, press the blue "Update Question" button

### Step 6a: Adding a new question group

When pressing the “+ New Question Group” button (see step 6), you can create a question group from which students have to pick a specific number of questions.

Name the group in the title bar and assign how many questions a student must pick.

Also, assign how many points there are to gain per question

Press the blue “Create Group” button to create the group

### Step 6b: Adding a new question group

You can now add questions by pressing the “+” sign or by dragging previous made questions into the question group

Home

Points 2 Not Published

Details Questions

Show Question Details

**History Question Group** Pick 5 questions, 2 pts per question

**Declaration of Independence Question 1**

Who wrote "Common Sense"?

This question group is set to pick more questions than are available.

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish Save

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

### Step 7: Find questions

When pressing the "Find Questions" button, you can access previous made questions and quizzes and add them to your current quiz

People

Show Question Details

**History Question Group** Pick 5 questions, 2 pts per question

**Declaration of Independence Question 1**

Who wrote "Common Sense"?

This question group is set to pick more questions than are available.

**Question** 0.5 pts

The "Coercive Acts" of 1774 were put in place by Parliament in response to what?

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish Save

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

### Step 8: Saving or Saving & Publishing quiz

When you have finished your quiz, you have two options

1. Saving the quiz (blue button "Save"). The quiz will not be published yet and you can still edit details before publishing
2. Saving and Publishing the quiz (white button "Save & Publish"). The quiz will be published so students can see it in their canvas page.