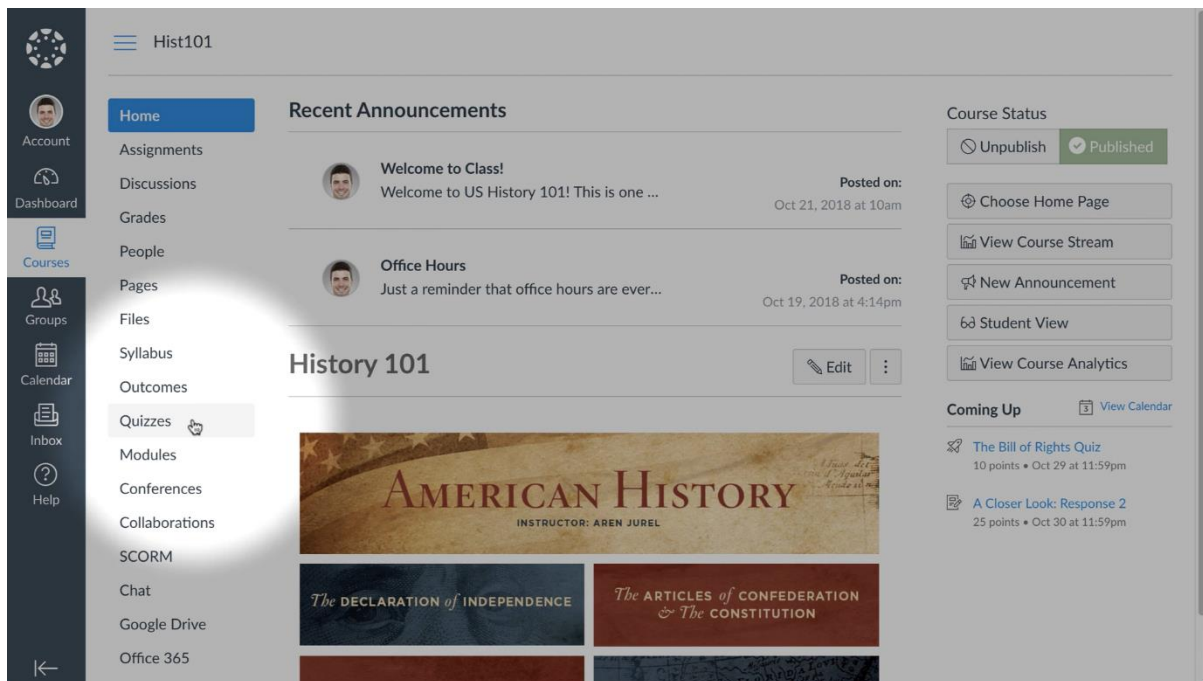
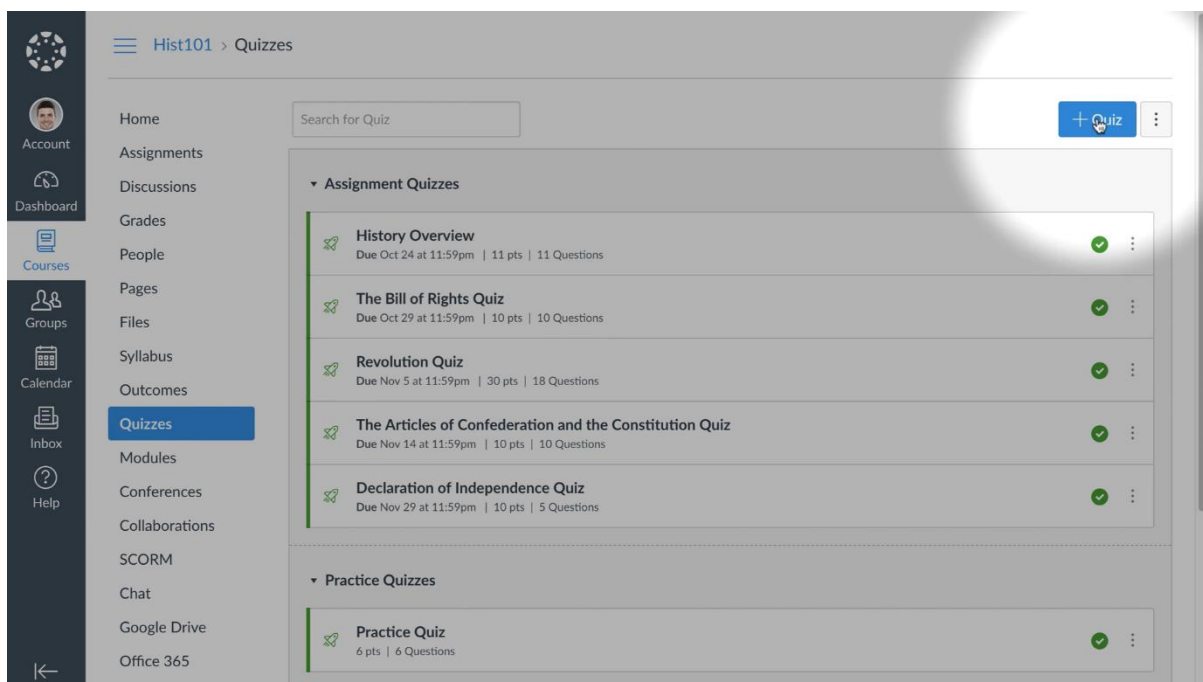


How to create a quiz in Canvas – Step by step



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 quiz, press the blue button “+ Quiz” on the right.

The screenshot shows the Canvas LMS interface for editing a quiz. On the left is a dark sidebar with navigation icons for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main content area has a breadcrumb trail: **Hist101 > Quizzes > Unnamed Quiz**. Below the breadcrumb, there are tabs for '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 editor toolbar includes options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and a 12pt font size. A 'Paragraph' dropdown menu is also visible. On the right side, there are tabs for 'Links', 'Files', and 'Images', and a list of content types to link to: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. At the top right, it shows 'Points 0' and 'Not Published'.

Step 3a: Details

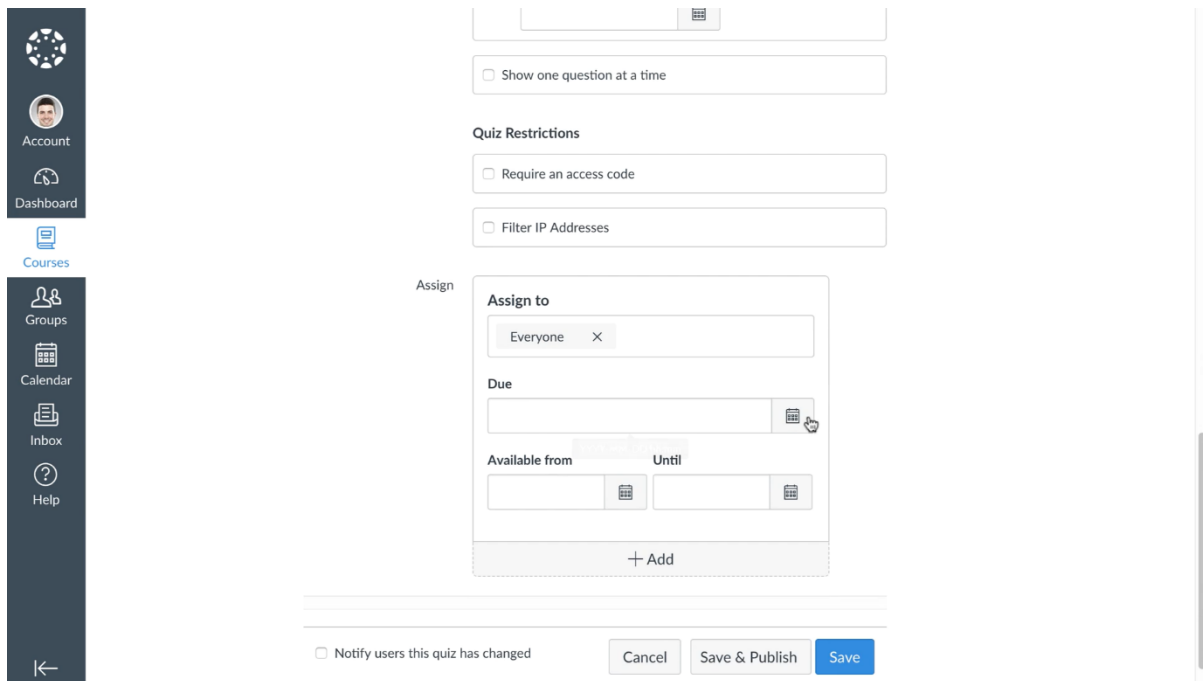
In the menu “Details”, you can give the quiz a title and write instructions in the textbox.

The screenshot shows the 'Options' settings for a quiz in the Canvas LMS. The sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: **Announcements > Settings**. 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, with a 'Minutes' input field), '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), 'Show Correct Answers at' (with a date/time picker), and 'Hide Correct Answers at' (with a date/time picker). At the bottom, there is a checkbox for 'Show one question at a time' which is unchecked.

Step 3b: Details

When scrolling down, you can choose:

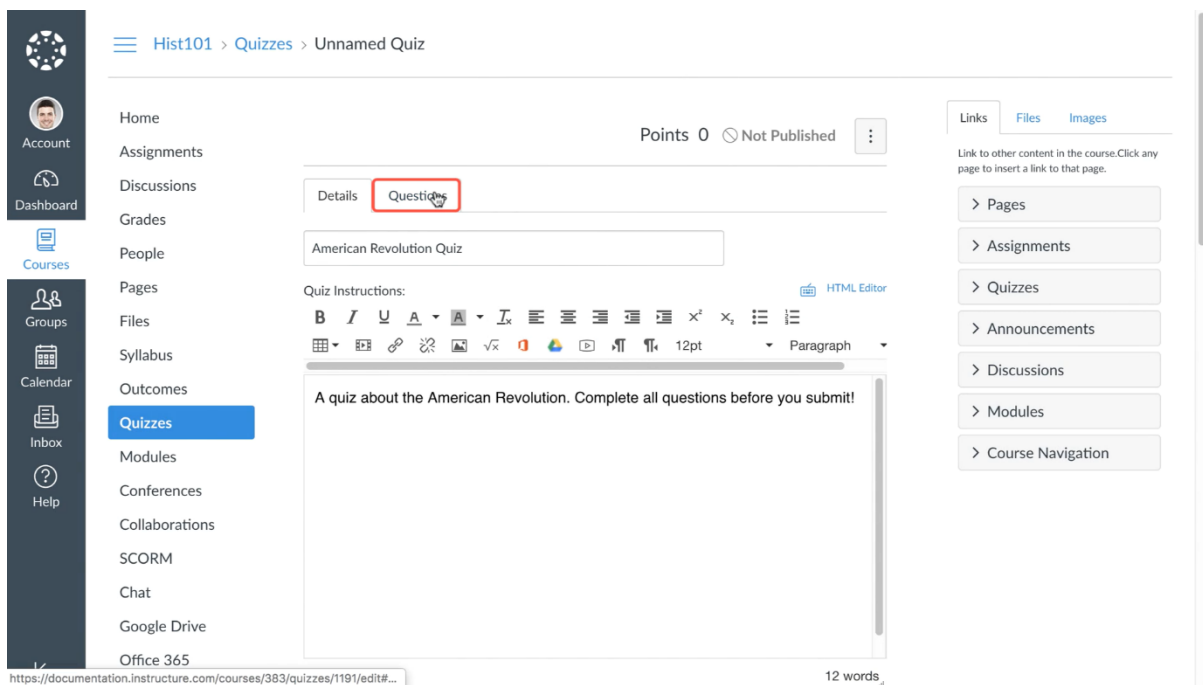
- The quiz type and assignment group using the drop down menu's
- If you want the answers to shuffle
- If you want to assign a time limit
- If multiple attempts are allowed
- How the students see correct answers and their responses
- If they see all the answers at the same time, or if they see the answers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



Step 3c: Details

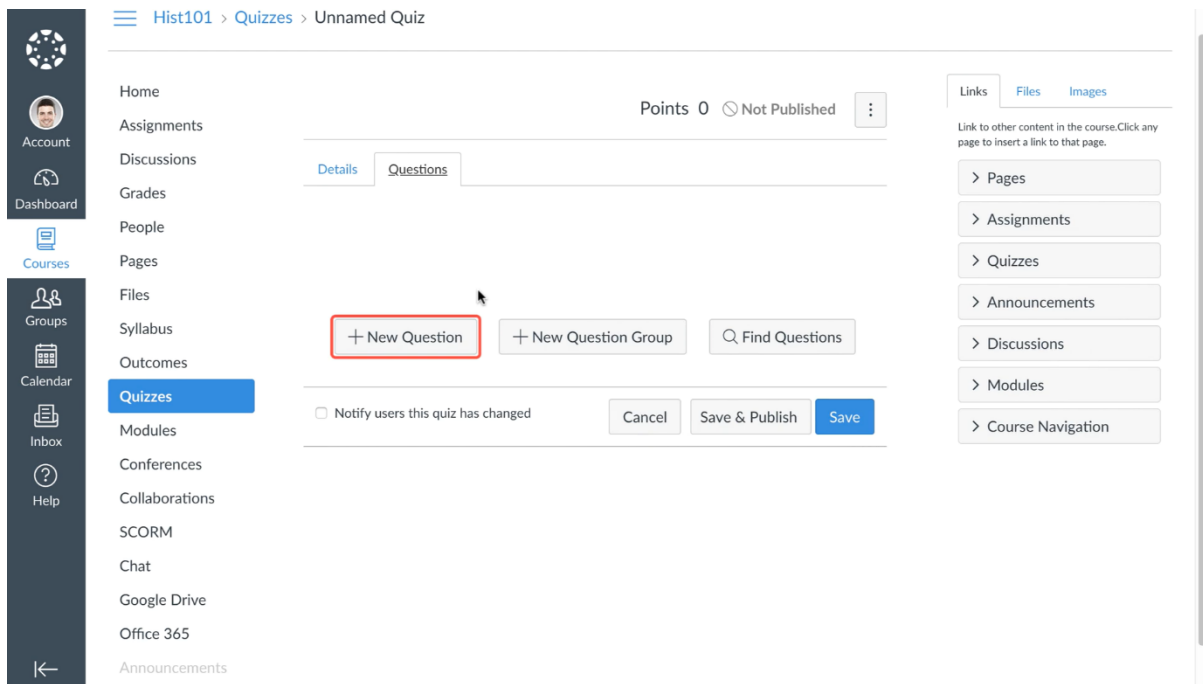
When scrolling down you can choose:

- 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

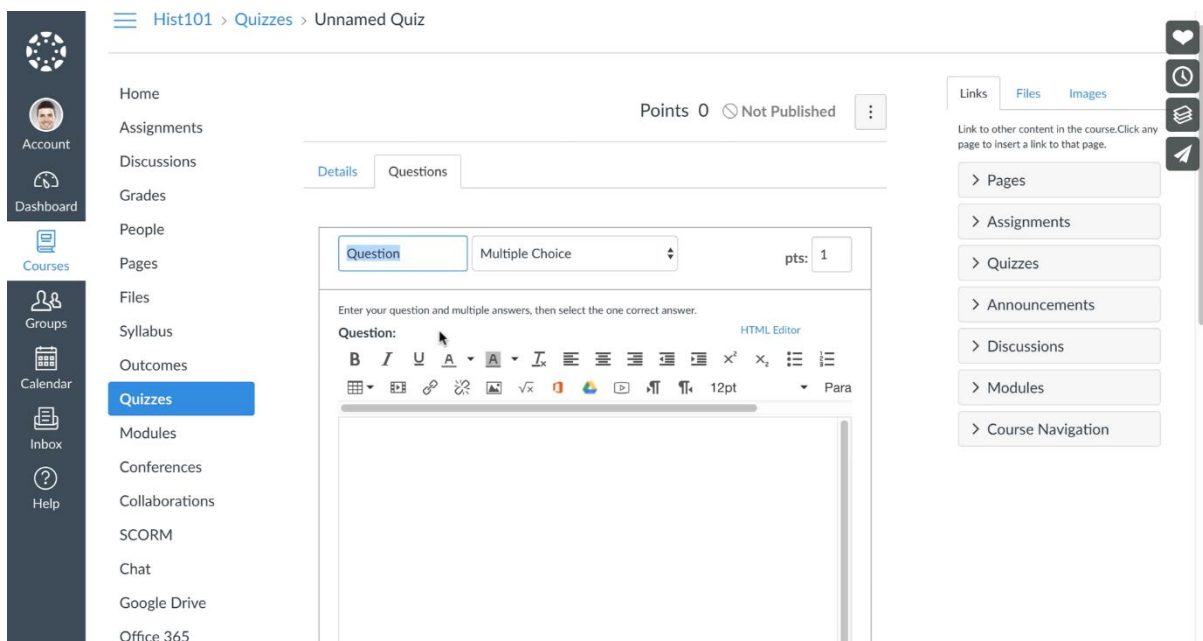
When all the details are to your liking, you can scroll back up and press the "Questions" menu



Step 4b: Create Questions

In the "Questions" menu, you have three options:

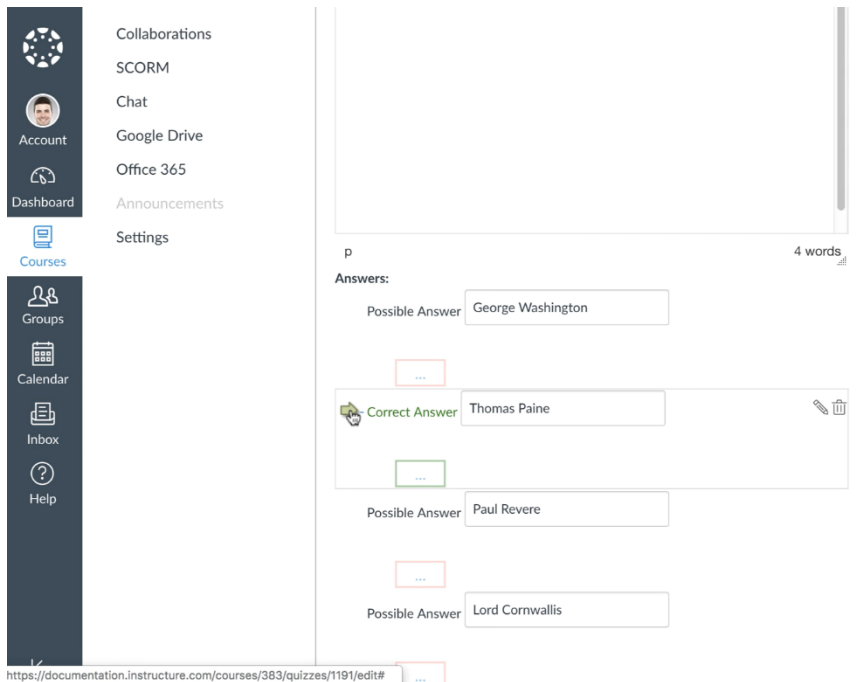
1. Add a new question using the "+ New Question" button, see step 5
2. Add a new question group using the "+ New Question Group" button, see step 6
3. Find Questions from previous quizzes using the "Find Questions" button, see step 7



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

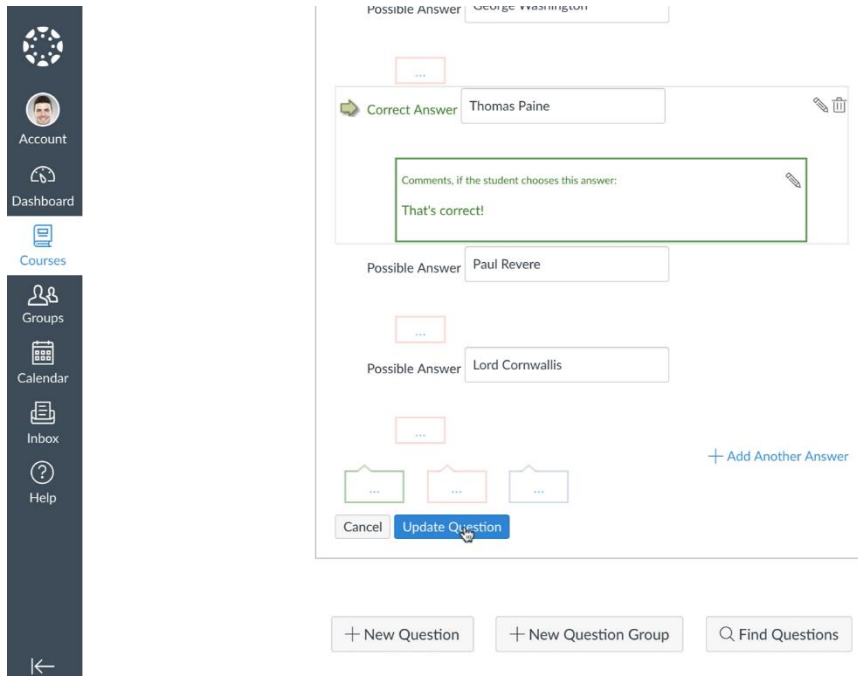


Step 5b: Adding a new question

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

Points 2 Not Published

Details Questions

Show Question Details

Declaration of Independence Question 1 2 pts

Who wrote "Common Sense"?

Group Pick 1 questions, 1 pts per question

Link to a Question Bank

Cancel Create Group

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish Save

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

Points 2 Not Published

Details Questions

Show Question Details

Declaration of Independence Question 1 2 pts

Who wrote "Common Sense"?

History Question Group Pick 5 questions, 2 pts per question

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

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

The screenshot shows the Canvas LMS interface for editing a quiz. On the left is a navigation sidebar with 'Quizzes' selected. The main area displays a 'History Question Group' with a question: 'Declaration of Independence Question 1' with the text 'Who wrote "Common Sense"?'. A warning message states: 'This question group is set to pick more questions than are available.' At the bottom, the 'Find Questions' button is highlighted with a mouse cursor. Other buttons include '+ New Question', '+ New Question Group', 'Cancel', 'Save & Publish', and 'Save'. The top right shows 'Points 2' and 'Not Published'.

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

This screenshot is similar to the previous one but shows the 'Find Questions' button being clicked, which has opened a search window. The search window displays a 'Question' worth 0.5 pts: 'The "Coercive Acts" of 1774 were put in place by Parliament in response to what?'. The 'Save & Publish' button at the bottom is now highlighted with a red box, indicating the next step in the process.

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.