#### **CANVAS CLASSIC QUIZZES**



#### **Overview**

In Canvas, the term **Quiz** is a catch-all phrase to include exams, tests, and surveys. When working with the Quiz tool, you can generate practice (ungraded) and graded quizzes, as well as graded and ungraded surveys.

**Set Quiz Options in Details:** When you select **+ Quiz**, you will arrive at a page with two tabs: **Details** and **Questions**. The Details tab allows you to enter instructions and modify settings to determine how the quiz functions for students, and how the quiz will be graded. The image below shows most of the settings you will need to modify.

Assis

**1 – Quiz Type**: Select practice or graded quiz or graded or ungraded survey.

**2** – **Assignment Group:** If you use assignment groups, select the group you would like the quiz to populate.

**3 – Shuffle Answers**: Select to shuffle quiz question answers so the order of answers is different among quizzes.

**4 – Time Limit**: A clock counts down the time allowed, auto saves, and then closes the quiz when the time expires. Please note: You can add additional time in the Moderate This Quiz function.

**5 – Allow Multiple Attempts**: Set the number of attempts and which score to record if the quiz is graded.

**6 – Let Students See Their Quiz Responses**: Select when students see their correct answers, whether students see all correct answers, and both when and how long students will have access to those answers.

**7** – **Show one question at a time**: When taking the quiz, you can show students one question at a time, or all questions at once.

Quiz Type 1	Graded Quiz	Practice Quiz			
ment Group 2	Assignments 🗸	Graded Quiz Graded Survey			
	Options	Ungraded Survey			
3	Shuffle Answers				
4	Time Limit Minutes				
5	Allow Multiple Attempts				
6	<ul> <li>Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)</li> <li>Only Once After Each Attempt</li> <li>Let Students See The Correct Answers</li> <li>Show Correct Answers at</li> </ul>				
	Show Correct Answers at				
	Show Correct Answers at Hide Correct Answers at				
_					
	Hide Correct Answers at				
7 8	Hide Correct Answers at				

8 – Quiz Restrictions: Set an access code (like a password) that grants student access to the quiz. You can also specify where the quiz is taken if you identify a location by IP Address (e.g., a computer lab).

The remaining settings include to whom you assign the quiz (individuals and groups), the quiz due date, and quiz availability dates – both opening and closing dates. To place quizzes within the Course Summary and students' calendars, a due date will need to be assigned. For more information, select the links below.

- What quiz types can I create in a course?
- What options can I set in a quiz?
- How can I create a guiz where students only see one guestion at a time?
- What is the difference between assignment due dates and availability dates?

## **CANVAS CLASSIC QUIZZES**

**Set Quiz and Survey Questions:** Quiz questions are created within the **Questions** tab of a quiz. Question types provide you with a tool for creating each question by type. After selecting **+ New Question**, you can choose from all the question types (see image on the left). You can also use a combination of a table with the Multiple Dropdowns question type to create a Likert Scale question (see image on the right). For more information, select the links below.

Question	Multiple Choice	•	How do I create Likert scale quiz qu	uestions?
Enter your question and mult Question: Edit View Insert	Multiple Choice True/False Fill In the Blank	wer	Question 1	1
12pt ∨ Paragraph	Fill In Multiple Blanks Multiple Answers Multiple Dropdowns	2	Surveys are beneficial to course engagement.	[Select] ~
	Matching		Survey questions help improve courses.	strongly agree
	Numerical Answer Formula Question		This survey will provide helpful feedback.	agree neither agree or disagree
	Essay Question File Upload Question		My instructor's assignment directions were always clear.	disagree
	Text (no question)		L	strongly disagree

**Use Question Banks to Select and/or Randomize Quiz Questions:** You can link questions from a question bank (or question group) to a quiz. When using questions banks, you have two options:

**1** – **New Question Group:** You can create a new question group to store groupings of quiz questions. You also can have Canvas randomly pull questions from a Question Bank so that each quiz attempt randomly shuffles questions per each quiz attempt.

**2** – **Find Questions:** You can select a specific question from a previous Question Bank to appear in a quiz. If you have not set up a question bank before, previous quiz questions should be in your Unfiled Questions bank.

Details <u>Questions</u>				
		1	2	
	+ New Question	+ New Question Group	Q Find Questions	
Notify users this quiz has changed			Ca	ancel Save & Publish Save

For more information, select the links below.

- How do I create a question bank in a course?
- How do I create a quiz by finding questions in a question bank?
- How do I bookmark a question bank in a course?
- How do I create a quiz with a question group linked to a question bank?
- How do I create a quiz with a question group to randomize quiz questions?

## **CANVAS CLASSIC QUIZZES**

# **Publish and Moderate Quizzes:** While your quiz is unpublished, the best method to review is to take the quiz yourself through **Preview**, so that you catch mistakes before publishing the quiz. Once you are certain your quiz is ready, be sure to publish your quiz to make it visible to students.

Published	Preview	📎 Edit	:	Related Items	
		ම Mode		Moderate This Quiz	
				(⅔ SpeedGrader™	

Please note that if you publish the quiz and a student takes the quiz, it is then very difficult to make any changes. After you publish, you can moderate the quiz (make certain adjustments) for individual students through a moderation portal. To get there, go to your quiz page and select **Moderate This Quiz**. From there:

Moderate Quiz					
Search People					Filter
Student	Attempt	Time	Attempts Left	Score	62
<ul> <li>Candelaria, Connie</li> </ul>		Student Extensio	ns	$\times$	1
Cassidy, Cathy		Extensions for			
Frasier, Frank		Extra Attempts: everyone already gets 1	2 atte	empts	
<ol> <li>Select the pencil icon: The pencil icon allows instructors to make adjustments for an individual student after a quiz has been published. Once selected, the Student Extensions window will open.</li> </ol>		Extra time on every everyone already gets 3 Quiz attempts whose availat time has not expired.	' ' min	utes ven if the extended	
2 – Extra Attempts: Add an extra attempt for a student if you have limited your quiz attempts.			k the quiz for the next attempt 4	4	
3 – Extra time on every attempt: A	dd extra time for a		C	ancel Save	

especially useful when a student needs required additional time to take quizzes.

**4** – **Manually unlock the quiz for the next attempt**: If you have already locked a quiz and a student needs to retake it, you can unlock the quiz for that student from here.

For more information, select the links below.

you have already set. This extension is

student on each attempt in addition to the time limit

- How do I publish or unpublish a Quiz as an instructor?
- Once I publish a quiz, how do I use the Moderate Quiz page?
- Once I publish a quiz, how can I give my students extra attempts?
- Once I publish a quiz, how can I give my students extra time?

**Grade Quizzes:** The quiz tool automatically grades any question that has a correct answer you have set. Student grades are pending until you grade any ungraded questions (e.g., short answer and essay questions). Use **SpeedGrader** to grade ungraded questions, review auto-grading, and assign a final grade. Practice quizzes and ungraded surveys do not appear on the Assignments page. For more information, select the links below.

- How do I grade quiz questions in SpeedGrader?
- How do I grade one quiz question at a time in SpeedGrader?