

## 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.

**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.

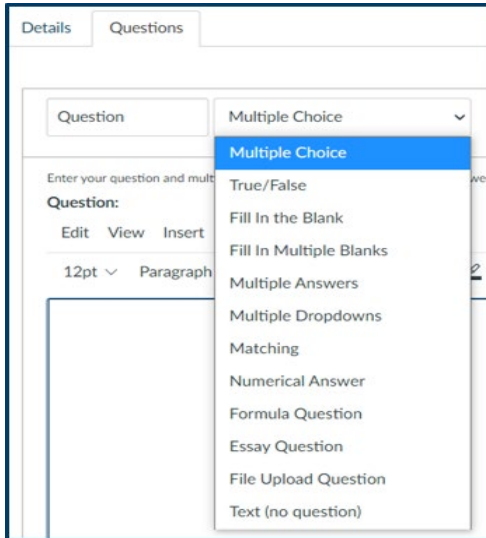
**8 – Quiz Restrictions:** Set an access code (like a password) that grants student access to the quiz. You can also specify where the quiz is taken if you identify a location by IP Address (e.g., a computer lab).

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.

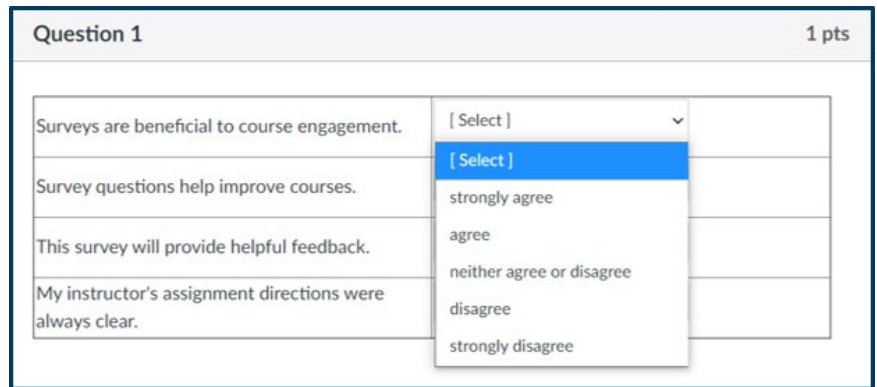
- [What quiz types can I create in a course?](#)
- [What options can I set in a quiz?](#)
- [How can I create a quiz where students only see one question at a time?](#)
- [What is the difference between assignment due dates and availability dates?](#)

# 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.



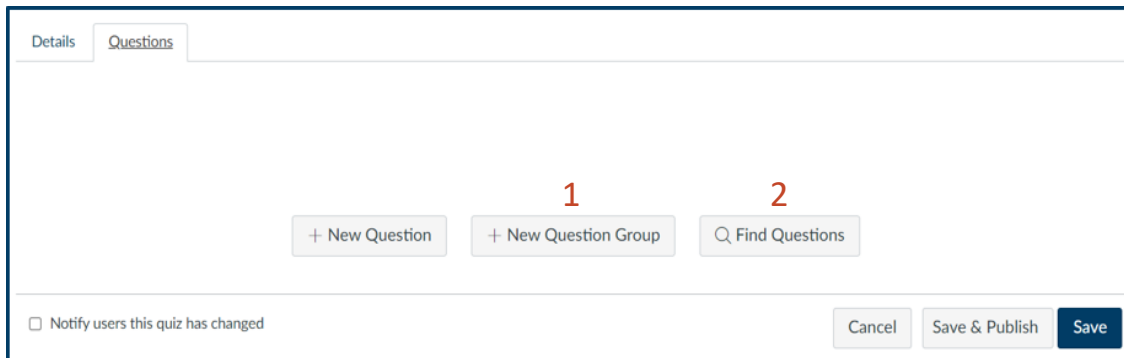
- [How do I create a quiz with individual questions?](#)
- [How do I create a survey in my course?](#)
- [How do I create Likert scale quiz questions?](#)



**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.

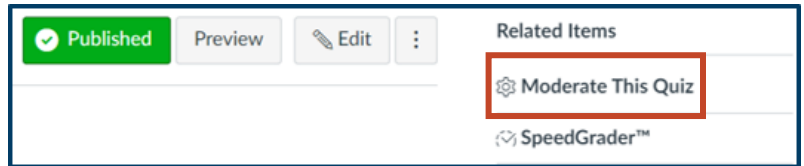


For more information, select the links below.

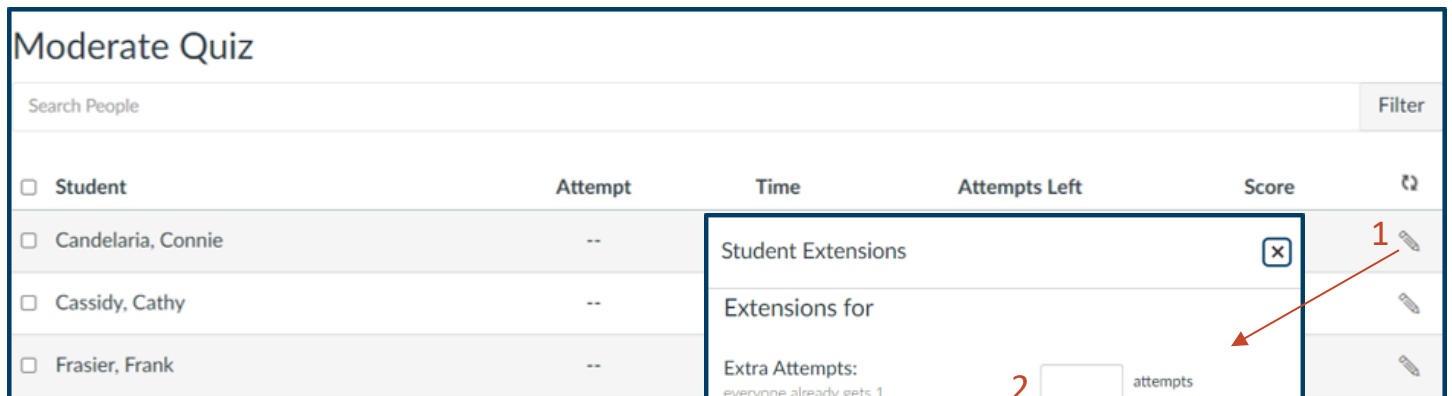
- [How do I create a question bank in a course?](#)
- [How do I create a quiz by finding questions in a question bank?](#)
- [How do I bookmark a question bank in a course?](#)
- [How do I create a quiz with a question group linked to a question bank?](#)
- [How do I create a quiz with a question group 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.



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:



**1 – 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.

**2 – Extra Attempts:** Add an extra attempt for a student if you have limited your quiz attempts.

**3 – Extra time on every attempt:** Add extra time for a student on each attempt in addition to the time limit you have already set. This extension is 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.

- [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?](#)