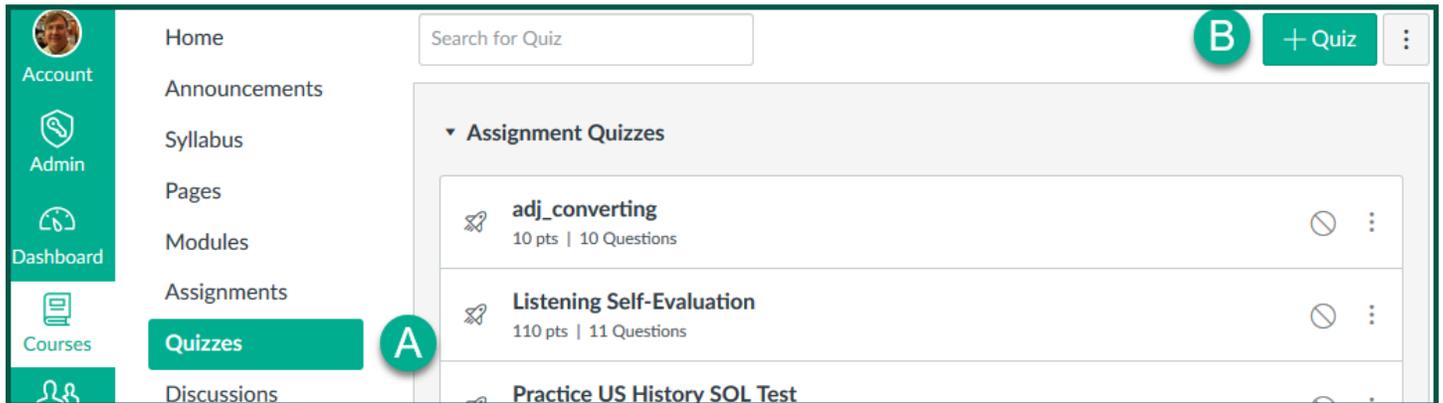


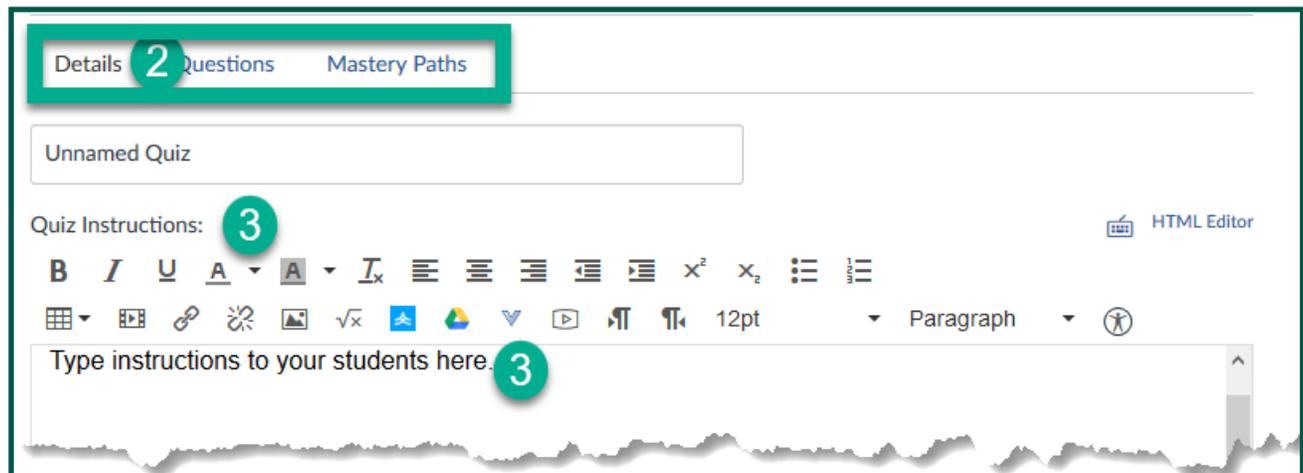
Canvas Quiz Setup

To set up a New Quiz, the best place to start is in the *Quizzes* tool on your course menu.

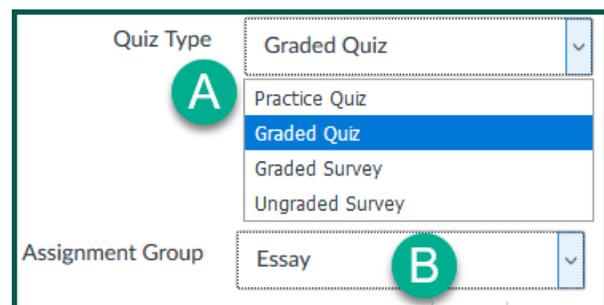
- 1) A) Click on **Quizzes** on the Course menu to start, you will be brought to the Quiz Index page.
You can now see and edit any existing quiz in your class.
B) Click **+Quiz** to add a new quiz.



- 2) There are 3 Tabs on the Quizzes: *Details*, *Questions* and *Mastery Paths*—this only uses the first two. You are on the *Details* tab to start. Where it says **Unnamed Quiz**, type the name you want to use for this quiz.
- 3) The Text Editor is for *Quiz Instructions*. This is a full text editor and may take any text, attached files, links or media Items.



- 4) Specify the **Quiz Type**—Practice (ungraded) quiz, Graded Quiz, Ungraded Survey or Graded Survey
- 5) Also assign an **Assignment Group**
* Remember *Assignment Groups* are created in the *Assignments* tool.



1) Next you have Options on how the quiz will display to students:

- a. **Shuffle Answers**—Means the answer options will be arranged differently for each student—Student 1 will see a different “A” than Student 2.
- b. **Time Limit**—set in Minutes—Please Note—when time is up, time is UP—the quiz will be autosubmitted as is.
- c. **Allow Multiple Attempts**—What it says. By default it is unlimited, set to keep highest score.

Options

- Shuffle Answers
- Time Limit 5 Minutes
- Allow Multiple Attempts
- Quiz Score to Keep Highest
- Allowed Attempts 4

You can modify how the grades are done—Highest, Latest or Average

You may also limit **Allowed Attempts** to a maximum (appears after enabling multiple).

- d. **Quiz Response** Options are next
Can students see quiz responses? If so, when.
Can students see correct answers? When?
- e. You can set to **Show one question at a time**.

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

- Only After Their Last Attempt
- Only Once After Each Attempt
- Let Students See The Correct Answers
- Only After Their Last Attempt

Show Correct Answers at [] [Calendar Icon]

Hide Correct Answers at [] [Calendar Icon]

f. **Quiz Restrictions:**

Require a Access Code -= a Password you supply

Filter IP address must be coordinated with IT—locks Quizzes down to specific rooms/buildings/ computers.

- g. **Assign**—allows you to assign to everyone (default) or just one section in a merged class.

This is where you set Due Date

Notice Time Default = End of Day

This is where you set Available From and Until

Notice time defaults here >.

You may also add another group in with different due date or availability dates.

Assign to

Everyone X

Due

Feb 9 11:59pm [Calendar Icon]
Sat Feb 9, 2019 11:59pm

Available from

Feb 1 12am [Calendar Icon]
Fri Feb 1, 2019

Until

Feb 9 11:59pm [Calendar Icon]
Sat Feb 9, 2019 11:59pm

+ Add

2) Don't forget to click the **Save** button.