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.

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**.

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.

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