

QUIZZES

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded.

You can use Quizzes to:

- Create new quizzes with individual questions and question groups
- Set up question banks
- Import external quizzes
- Show one quiz question at a time
- Create quizzes for all students, individual students, or course sections.

Grades

Pages

Syllabus

Outcomes

Quizzes

Modules

Conferences

Canvas has four different types of quizzes:

- A **graded quiz** is the most common quiz, and Canvas automatically creates a column in the Gradebook for any graded quizzes you build.
- A **practice quiz** is ungraded and can be used as a learning tool to help students see how well they understand the course material. Practice quizzes do not appear in the syllabus or Gradebook.
- A **graded survey** allows you to give students points for completing the survey; however, it is not graded based on right or wrong answers.
- An **ungraded survey** allows you to obtain opinions or other information from students; however, students do not receive a grade for their responses. Ungraded surveys do not appear in the syllabus or Gradebook.

The Quizzes Index page is designed with global settings at the top of the page [1], followed by the grouped Quiz types [2]. Individual quizzes are nested within each Quiz type [3].

This screenshot shows the Canvas Quizzes Index page. A red box labeled '1' highlights the top search bar and '+ Quiz' button. Another red box labeled '2' highlights the 'Assignment Quizzes' section header. A third red box labeled '3' highlights the 'Biology Overview' quiz entry within the 'Assignment Quizzes' section. The page lists various quizzes under different categories: Assignment Quizzes, Practice Quizzes, and Surveys.

This screenshot provides a detailed view of the Canvas Quizzes Index page. It shows the search bar at the top right with a '+ Quiz' button. Below the search bar, the page is organized into sections: 'Assignment Quizzes', 'Practice Quizzes', and 'Surveys'. Each section contains a list of quizzes with details such as the quiz name, due date, time, points, and number of questions. For example, under 'Assignment Quizzes', there are 'Biology Overview' (Due Feb 10, 2017 at 11:59pm | 11 pts | 11 Questions) and 'Biomes' (Due Mar 9, 2017 at 11:59pm | 8 pts | 8 Questions). Under 'Practice Quizzes', there is 'What is a Laboratory Notebook' (Due Jan 19, 2017 at 11:59pm | 4 pts | 4 Questions). Under 'Surveys', there are 'Class Survey' (5 pts | 1 Question) and 'Tools and Measurements' (Due May 11, 2017 at 11:59pm | 7 Questions).

QUIZZES

Each quiz displays the quiz name [1], due date (if any) [2], the number of points the quiz is worth [3], the number of questions in the quiz [4], and the quiz draft state status (published or unpublished) [5]. You can also set varied due dates for a quiz and create due dates [6] according to course section. Varied due dates appear as multiple dates.

▼ Assignment Quizzes

Biology Overview 1
Due Feb 10, 2017 at 11:59pm | 11 pts | 11 Questions 5

Biomes 2
Available Multiple Dates | Due Multiple Dates | 8 pts | 8 Questions 3 4 6

View Availability Dates

Quizzes can also include availability dates.

Availability dates can make an assignment available for only a specific period of time.

Search for Quiz

+ Quiz

▼ Assignment Quizzes

Biology Overview
Due Feb 10, 2017 at 11:59pm | 11 pts | 11 Questions

Biomes
Available until Mar 9 | Due Mar 9, 2017 at 11:59pm | 8 pts | 8 Questions

Manage Individual Quiz

For each individual quiz, you can use the settings drop-down menu to edit or delete the quiz

Search for Quiz

+ Quiz

▼ Assignment Quizzes

Biology Overview
Due Feb 10, 2017 at 11:59pm | 11 pts | 11 Questions

Biomes
Available until Mar 9 | Due Mar 9, 2017 at 11:59pm | 8 pts | 8 Questions

Edit
Delete

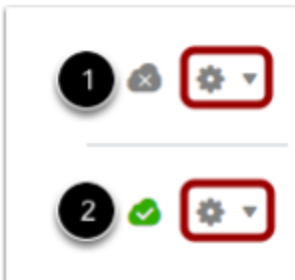
QUIZZES

Draft State

Draft State allows content in Quizzes to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded quizzes are excluded from grade calculations.

Note: If you use Modules in your course and add a Quiz to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Quizzes unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

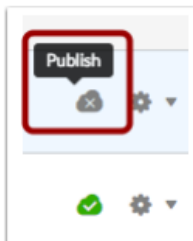
View Status of All Quizzes



On the Quizzes Index page, you can view the status of each quiz. Green cloud icons with a white checkmark [1] indicate the quiz is published. Gray cloud icons with a white x [2] indicate unpublished quizzes.

You can change the status of a Quiz by toggling the published and unpublished icons.

Publish a Quiz



Unpublish a Quiz



To publish a quiz, click the unpublished icon. The hover text will confirm you want to publish the quiz.

To unpublish a quiz, hover over the published icon and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz [1]. Click the icon to confirm. Quizzes with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

QUIZZES

Options

When you create a quiz, you have a variety of options to choose from within a quiz. Note: You can import existing quizzes into Canvas.

The screenshot shows the Canvas Quiz creation interface. At the top, it displays 'Points 11' and 'Not Published' with a settings gear icon. Below this, there are two tabs: 'Details' (selected) and 'Questions'. The 'Details' tab contains a text box for the quiz title, currently set to 'Biology Basics'. Below the title is a 'Quiz Instructions' section with a rich text editor toolbar and a large text area. At the bottom of the 'Details' tab, there are two dropdown menus: 'Quiz Type' set to 'Graded Quiz' and 'Assignment Group' set to 'Projects'. To the right of the main interface is a sidebar titled 'Insert Content into the Page'. It has three tabs: 'Links', 'Files', and 'Images'. The 'Links' tab is active, showing a list of 'Wiki Pages' with links like 'At the Laboratory Bench', 'Build idea for Bio', 'Home', 'Personal Protective Equipment', 'Structural and Content Fallacies', 'Using your Microscope', 'What are Biomes?', 'What Is A Lab Notebook And What Goes In One?', and 'What is the Scientific Method?'. Below the list are buttons for 'Assignments', 'Quizzes', 'Announcements', 'Discussions', 'Modules', and 'Course Navigation'.

Choose Quiz Details

This screenshot is similar to the previous one but includes numbered callouts. Callout 1 points to the 'Details' tab. Callout 2 points to the 'Quiz Type' dropdown menu, which is set to 'Graded Quiz'. Callout 3 points to the 'Assignment Group' dropdown menu, which is set to 'Projects'.

When creating a new quiz, Canvas defaults to the Details tab.

1. Create any instructions for the Quiz in the Rich Content Editor.
2. Select the quiz type.
3. Categorize the quiz into the proper Assignment group. You can create Assignment Groups within Assignments.

To publish a quiz, click the unpublished icon. The hover text will confirm you want to publish the quiz.

To unpublish a quiz, hover over the published icon and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz [1]. Click the icon to confirm. Quizzes with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

QUIZZES

Options

Quiz settings have several options.

Shuffle Answers [1]. You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)

Time Limit [2]. You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz. An unfinished timed quiz will be automatically submitted when the time limit expires. If no time limit is set, students will have unlimited time to complete the quiz.

Multiple Attempts [3]. You can allow multiple attempts.

Quiz Responses [4]. Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quiz responses include both correct and incorrect answers. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.

As part of this option, you can restrict students view of the quiz results to **Only Once After Each Attempt** [5]. Students will only be able to view the results immediately after they have completed the quiz—results include both their responses and the correct answers.

- This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.
- When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

Set Quiz Options

Note: If the Only Once After Each Attempt option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.

One Question at a Time [7]. You can show one question at a time and lock questions after answering.

Note: If your Canvas admin has restricted students from viewing quiz submissions after the course ends, options 4 and 6 will not be available after the course end date has passed.

Correct Answers [6]. This settings enables a green Correct tab on every correct answer for the entire quiz. Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox. As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

- To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
- To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
- To always show answers after a specific date, set a date in the Show field.
- To hide answers after a specific date, set a date in the Hide field.

QUIZZES

Options

☐ Shuffle Answers

☐ Time Limit Minutes

☒ Allow Multiple Attempts

1 Quiz Score to Keep Highest

2 ☒ Allowed Attempts 3

☒ Let Students See Their Quiz Responses

3 ☐ Only After Their Last Attempt

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

4 ☐ Only After Their Last Attempt

Show Correct Answers at

Hide Correct Answers at

5 ☒ Show one question at a time

☐ Lock questions after answering

- Recent Quiz Score [1]—You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- Allowed Attempts [2]—You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

If you retain the Quizzes default option for students to see their quiz responses:

- If you allow at least one attempt for the quiz, the Let Student See Their Quiz Responses area will display a Only after their last attempt checkbox [3]. Selecting this option means that students can only see their correct responses after their last quiz attempt.
- If you allow more than one attempt for the quiz, please be aware that not all students may complete all attempts and therefore may never see their quiz responses. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their quiz responses and correct answers will not appear because the last attempt was not completed. To allow these students to see their responses, you would have to manually change the quiz settings at a later time.

If you retain the Quizzes default option for students to see the correct answers:

- If you allow at least one attempt for the quiz, the Let Student See The Correct Answers area will display a Only after their last attempt checkbox [4]. Selecting this option means that students can only see the correct quiz answers after their last attempt. This option will follow the current quiz functionality around multiple attempts. If a student never makes it to the last attempt, the correct answer setting will not apply. To allow the student to view the correct answers, you can manually change the quiz options at a later time.

Show One Question at a Time

- Lock Questions [5]—You can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

QUIZZES

Assign Quiz and Dates

Assign

Assign to

Everyone X 1

Due

2

Available from 3

Until 4

+Add

In the Assign field [1], you can assign the quiz to everyone, a course section, or an individual student.

You can set the Due Date [2], Available From date [3], and available Until date [4] for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

- Due Date: the date and time that the Quiz is due
- Available From: the date and time when the Quiz will become available for students to take the quiz
- Until: the date and time when students can no longer take the quiz

Create Quiz Questions

Details Questions

Biology Basics

Quiz Instructions:

HTML Editor

B I U A A Ix [list] [list] x² x₂ [list] [list]

[table] [link] [unlink] [image] [video] [font size] [paragraph]

p

Once you have set up the settings for your quiz, click the Questions tab to create the quiz questions and points. You can create individual quiz questions, questions with a question bank, questions with a question group, and questions with a question bank in a question group.

You may also use Respondus to upload a quiz into your Canvas course. Please contact your home college Distance Learning Dean/Director for more information on obtaining a copy of Respondus.

QUIZZES

How long would you like to unlock the quiz for?

☒ No time limit ☐ Until Dec 16 at 11:59pm

1 2 3

4 Unlock

To unlock a quiz indefinitely, click the No time limit radio button [1]. If you prefer to unlock a quiz until a specific date and time, click the Until radio button [2] and use the calendar icon [3] to select the date and time. Click the Unlock button [4] when you are done.

To unlock a quiz, click the Settings icon [1] and click the Let Students Take this Quiz Now link [2].

Unlock Quiz

Publish Preview Edit ⚙️ 1

This quiz is unpublished
Only teachers can see the quiz until it is published.

Biology Basics

2 Show Rubric
Let Students Take this Quiz Now
Delete

Once you publish a quiz, you can view additional options.

In addition to the options available for unpublished quizzes, in the Settings Menu [1], you can:

- Preview the quiz [2]
- Show student quiz results from students who have taken the quiz [3]
- Message students who have taken the quiz already or who haven't yet taken the quiz [4]

In the sidebar, you also have access to related quiz features:

- Show quiz statistics [5]
- Moderate this quiz and grant students more time or additional attempts (this option can be used for any type of quiz) [6]
- Grade quiz in the SpeedGrader [7]

You can also hide grades from students by muting assignments in the gradebook.

Published Quiz Options

Published Preview Edit ⚙️ 1

Biology Basics

Quiz Type Graded Quiz
Points 11
Assignment Group Projects
Shuffle Answers No
Time Limit No Time Limit
Multiple Attempts No
View Responses Always

2 Preview
3 Show Student Quiz Results
(0 students submitted so far)
4 Message Students Who...
Delete

Related Items

5 Quiz Statistics
6 Moderate This Quiz
7 SpeedGrader™