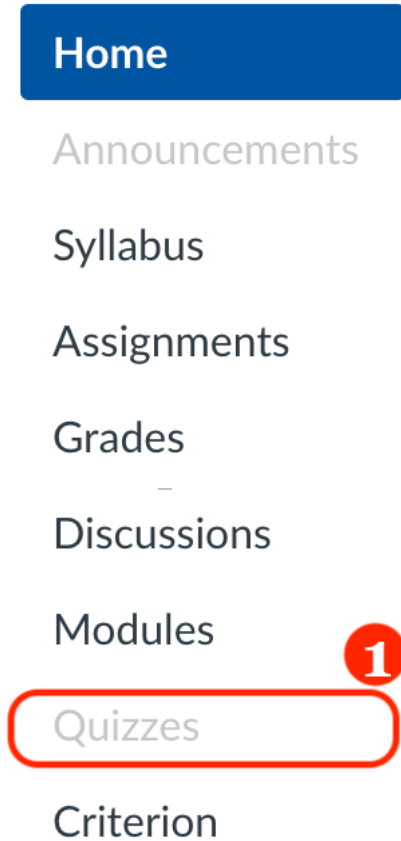


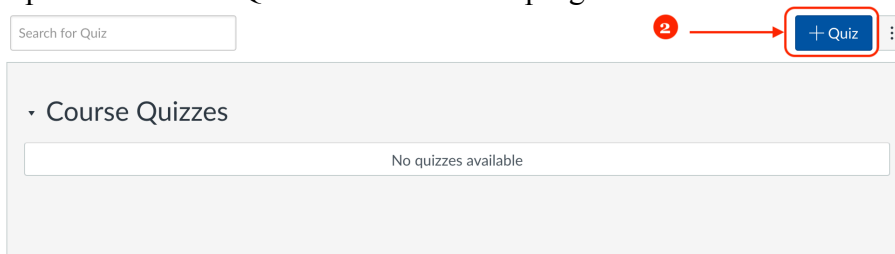
Add a quiz in Canvas

Creating a Quiz

- Step 1: Choose Quizzes on the second left bar.



- Step 2: Click the “+Quiz” button on the top right corner.



- Step 3: Name the Quiz, ex: Quiz 1, Quiz 2,....
- Step 4: Give description for the quiz.

Details Questions

Unnamed Quiz

Quiz Instructions:

HTML Editor

B I U A A Ix [List Icons] x² x₂ [List Icons]

[Table Icon] [Table Icon] [Link Icon] [Image Icon] [Image Icon] [Image Icon] 12pt Paragraph [Image Icon]

- Step 5: Choose the type of quiz.

5 Quiz Type

Assignment Group

Practice Quiz

✓ Graded Quiz

Graded Survey

Ungraded Survey

Options

- Step 6: Choose the assign group this quiz belongs to.

Quiz Type Graded Quiz

Assignment Group

6

✓ Testing

Final

Options

Shuffle Answers

- Step 7: The “Option” section is adding restriction to the test, like Time Limit, Multiple Attempts or not, etc.
- Step 8: It is also doable to only show correct answer of the quiz after certain date or each attempt.

Options 7

Shuffle Answers


Time Limit Minutes


Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback) 8

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at 

Hide Correct Answers at 

- Step 9: Set the due date in the “Assign” section, do noted the a “available from” and “available to” are the one controlling if the student has access to quiz or not

Assign

Assign to

Everyone ×

9

Due

Available from Until

+ Add

- Step 10: Choose either “Save” or “Save & Publish”

Notify users this quiz has changed

10 → Cancel → Save & Publish Save

- Step 11: If choose “Save” and want to publish it afterwards, click on the ⊘ sign to publish it so student can have access to it, and the sign will change to a check in a green circle.

▼ Assignment Quizzes

Unnamed Quiz
0 Questions

11 → ⊘

▼ Assignment Quizzes

Unnamed Quiz
0 Questions

Published

Adding questions to the quiz

- Step 3: Click on the “Questions” tab.

Details Questions **3**

Unnamed Quiz

- Step 4: Click on “+ New Question” or “+ New Question Group”.
If choose “+ New Question” jumps to Step 9.

+ New Question + New Question Group **4** Find Questions

- Step 5: Give a descriptive name of the Group.
- Step 6: Put in the number of question in this group and the points each question worth.
- Step 7: Click “Create Group”.

Group Pick 1 questions, 1 pts per question **6**

5 Link to a Question Bank

Cancel Create Group **7**

- Step 8: Click on the “+” icon to add question in this group.

Multiple choice Pick 1 questions, 1 pts per question **+**

8 This question group is set to pick more questions than are available.

- Step 9: Name the Question, ex: Question 1, Question 2...
- Step 10: Choose the type of the Question, see **Questions Types**.
ex: Multiple Choice, True/False, Fill In the Blank, etc.
- Step 11: Type out the question in the description box.

The screenshot shows a question creation interface. At the top, there is a text input field containing "Question" (highlighted with a red box and callout 9), a dropdown menu set to "Multiple Choice" (highlighted with a red box and callout 10), and a "pts:" field set to "1". Below this is a red circle with the number "9" and the text "your question and multiple answers, then select the one correct answer." The main area is a rich text editor titled "Question:" with a "HTML Editor" link. The editor's toolbar includes icons for bold (B), italic (I), underline (U), text color (A), background color (A), strikethrough (T_x), bulleted list, numbered list, decrease indent, increase indent, superscript (x²), subscript (x₂), link, unlink, image, square root (√x), video, undo, redo, font size (12pt), and paragraph. A large empty text area is outlined with a red box and callout 11. At the bottom left of the editor is a "p" icon and at the bottom right is a "Paragraph" dropdown menu.

- Step 12: Type the **Correct Answers** and **Possible Answers** at the button.
- Step 13: Click “Update Question”

The screenshot shows a question editing interface. At the top, there is a green arrow icon followed by the text "Correct Answer" and a text input field containing "Answer Text". To the right of this field is a red circle with the number "12" and icons for edit and delete. Below this is a green-bordered box with three dots. Underneath is the text "Possible Answer" followed by another text input field containing "Answer Text". Below that is a red-bordered box with three dots. Further down is the text "Possible Answer" followed by a third text input field containing "Answer Text". Below that is a blue-bordered box with three dots. At the bottom right of the main form area is a blue link that says "+ Add Another Answer". Below the main form area are three colored boxes (green, red, blue) each containing three dots. At the bottom left are two buttons: a grey "Cancel" button and a blue "Update Question" button. A red circle with the number "13" is positioned to the right of the "Update Question" button.

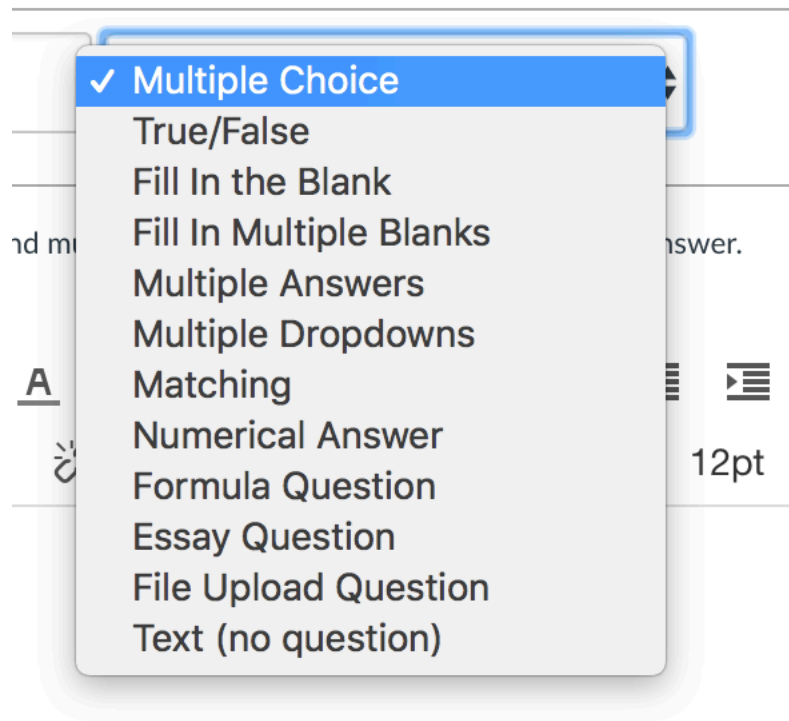
- Step 14: Click “Save”.

The screenshot shows the bottom of the question editing interface. There are two buttons: a grey "Cancel" button and a blue "Save" button. A red circle with the number "14" is positioned to the right of the "Save" button.

Questions Types


There are many types of questions:

Multiple Choice, True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdown, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text(no question).






For Multiple Choice, True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Numerical Answer, and Multiple Dropdown, the ways of formatting answers are all the same. Enter possible answers, and then choose the correct one.




Answers:

 **Correct Answer**

Possible Answer

Possible Answer

 Possible Answer  

[+ Add Another Answer](#)

For Essay Question, after the question typed in by the professor, there will be the a texting box for student to put in their answers, and there will be no correct answer. Professor have manually grade the question after student submit it.

For File Upload Question, this type of questions, Professor has to the type out the questions, and there will be no correct answer. Professor have manually grade the question after student submit it.

Question: HTML Editor

B *I* U **A** **A** *I*_x x^2 x_2

\sqrt{x} **Align left** 12pt Paragraph

For Text(no question), it usually used when professor wants to leave a comment for students at the end or during the quiz.

Message Text: HTML Editor

B *I* U **A** **A** *I*_x x^2 x_2

\sqrt{x} 12pt Paragraph