

Create an Exam or “Quiz” for Canvas

The following section explains the basics for creating a quiz, recommended settings for Academic Integrity, creating and adding questions to a quiz, randomizing the order of the questions and using Question Groups, Accessibility options, and hiding quiz scores from students until the quiz has closed.

I. Create a Basic Quiz

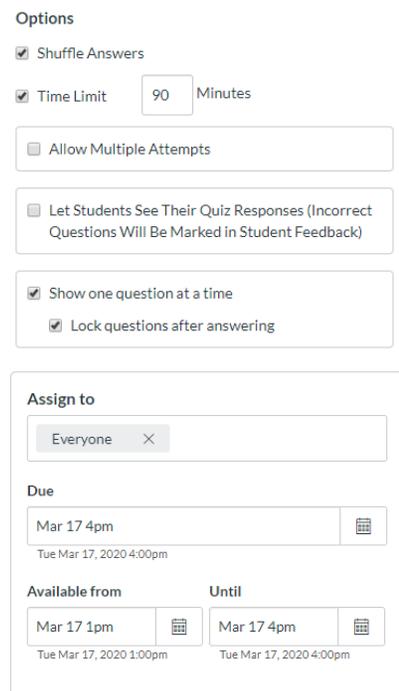
1. **Make sure “Quizzes” are available to students (Or that they have access to this quiz in a separate location)**
 - a) Select “Settings” (at the bottom of list on the left of the screen)
 - b) At the top of the window, select the “Navigation” tab
 - c) Find “quizzes” in the bottom section and click-and-drag it to the top section.
 - d) Save at the bottom of the page.
 - e) “Quizzes” should now be available to students
 - f) At the top of the window, select the “Feature Options” tab
 - g) Toggle on Quiz Log Auditing. With this feature on Canvas will log each quiz attempt, showing how long each student spent on each question and whether they left the quiz.

2. Create a new quiz

- a) Select “Quizzes” (on the list on the left side of the screen).
- b) Select  Quiz in the top right corner
- c) Create a name for your quiz in the text box at the top of the window
- d) Add instructions or a note to students in the “Quiz Instructions” text box.

3. Recommended Exam settings for Academic Integrity

- a) Shuffle Answers (always select this). Note: you will need to adjust wording for “all of the above” answers when using this setting.
- b) Set a time limit. See point #7 below to adjust the time for accommodation purposes.
- c) Consider “unchecking” the box to Let Students See their Quiz Responses.
- d) Show one question at a time
- e) Lock questions after answering
- f) Do not require an access code (this is used for proctored exams)
- g) Do not filter IP Addresses
- h) Assign the quiz to be available for a set amount of time
- i) Be sure to include an “until” date and time (Quizzes taken after the **due date** are late. The **until date** is the last date a quiz can be taken)
- j) See how to hide scores from students in point #6 (below)

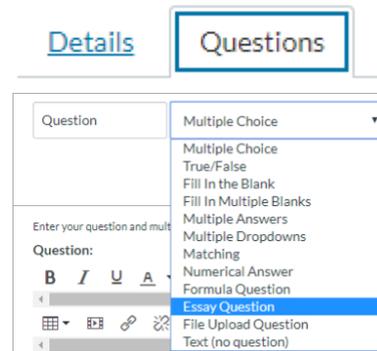


The screenshot shows the 'Options' section of the Canvas quiz settings. It includes several checkboxes and input fields:

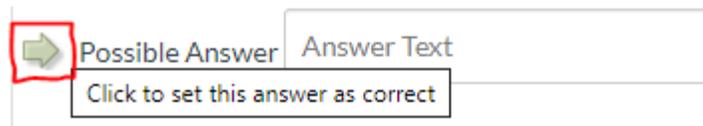
- Options**
 - Shuffle Answers
 - Time Limit: 90 Minutes
 - Allow Multiple Attempts
 - Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
 - Show one question at a time
 - Lock questions after answering
- Assign to**
 - Everyone
- Due**
 - Mar 17 4pm
 - Tue Mar 17, 2020 4:00pm
- Available from**
 - Mar 17 1pm
 - Tue Mar 17, 2020 1:00pm
- Until**
 - Mar 17 4pm
 - Tue Mar 17, 2020 4:00pm

4. Add questions to your exam

- Select the “questions” tab at the top of the window
- Select **+New Question** to add a question
- Select the question type.



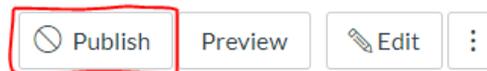
- Write the question prompt in the text box
- For multiple choice questions, write the correct answers and distractors.
 - You can click the green arrow to set which choice is the correct answer



- IMPORTANT: make sure to “Update Question” to save each question individually.

Make sure to **periodically save** the quiz by clicking **Save** at the bottom of the window.

Your quiz must also be “published” in order to be available to students, and to publish your quiz select “Publish” at the top of the window after saving your quiz.



5. To randomize the order of the questions in your quiz, add your questions to a “Question Group.”

Using **Questions Groups** in combination with large **Question Banks** can be an effective strategy for presenting each student with a semi-unique exam.

- Select +Question Group
- Name your group
- Enter the number of questions in your group
 - Canvas will randomly select the number of questions you enter here. If you enter a number smaller than the total number of questions in your group, not all students will receive the same quiz questions.



- Once your group is created, you can click-and-drag questions you have already written into the group.

6. Hide quiz scores from students until the quiz has closed.

- a) In order to prevent the release of the student's test score until the availability time has ended change the "Grade Posting Policy" in the Canvas Gradebook
 - a) Select "Grades" (on the list on the left side of the screen)
 - b) Find the column for your quiz.
 - c) select the three dots on the column title
 - d) Select "Grade Posting Policy"
 - e) Set the policy to "Manually" post grades after the quiz is closed.

7. Accessibility options

If you are offering a timed exam, be sure to plan for your students who receive accommodations through the Accessible Education Center.

There are **two simple options for appropriately extending time for students with accommodations.**

- 1) Create an extra-long "availability" window for all students and extend time for individual students in "Moderate this quiz"
(This allows for more flexibility and may also make it easier to correct any technology issues for students taking the exam remotely.)
- 2) Create an individual "availability" window for students with accommodations, and extend time for individual students in "Moderate this quiz"
(This option allows more control over exactly when all students are allowed to take the quiz.)

Important Note: Canvas "availability" dates for a quiz still apply when you try to "Moderate a quiz" to allow for increased time for accommodations. If the assigned **until time** passes when students are taking the quiz (even with extended time), the quiz auto-submits (even if the student's time extension has not expired).

Option 1: extend the availability window for all students

- 1) At the bottom of the Quiz "Details" tab is a **box to assign the quiz availability** (image below).

The availability window (time between [3] and [4]) will determine when the quiz is available to all students it is assigned to [1].

When the Until time ends, the quiz will end for all students (regardless of time accommodations).

- 2) To extend the time for all students, increase the "Until" time for AT LEAST as long as any student accommodation would allow for.
- 3) After your quiz is saved and published, select "Moderate this quiz" (top right of window)
- 4) Select the pencil to the far right of each student's name and add more time as indicated by their accommodation.

The screenshot shows the 'Assign' section of a quiz configuration. It includes a dropdown menu for 'Assign to' currently set to 'Everyone' with a circled '1' next to it. Below this is a 'Due' date field with a circled '2' next to it. At the bottom, there are two date fields: 'Available from' with a circled '3' next to it, and 'Until' with a circled '4' next to it. A '+ Add' button is located at the bottom right of the form.

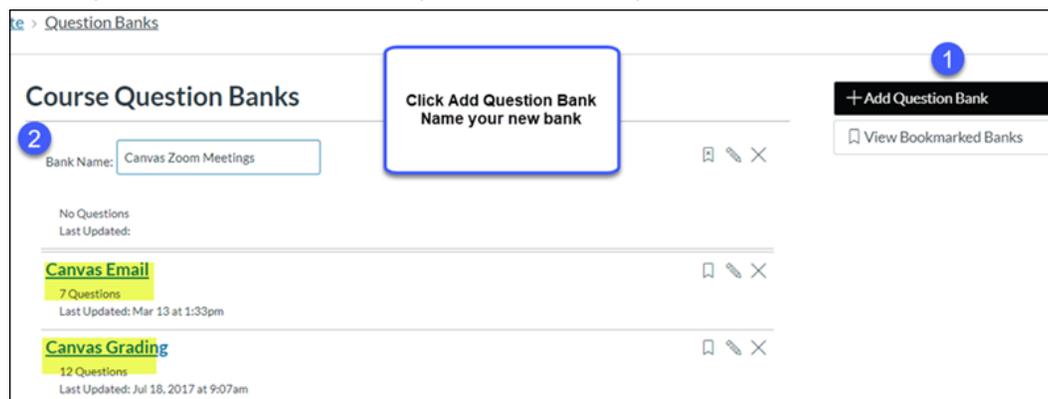
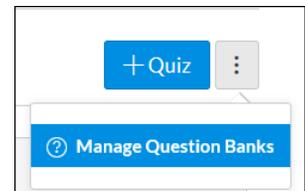
Option 2: extend the availability window for specific students

- 1) After setting availability times for the rest of your students (as described above), at the bottom of the Assign box, click “+ Add” to create a specific assign time for students with an accommodation.
- 2) Within the “Assign to” box (1 in image above), click and select students names with an accommodation.
- 3) Move the “Until” time further out to permit for student’s time accommodation.
- 4) After your quiz is saved and published, select “Moderate this quiz” (top right of window)
- 5) Select the pencil to the far right of each student’s name and add more time as indicated by their accommodation.

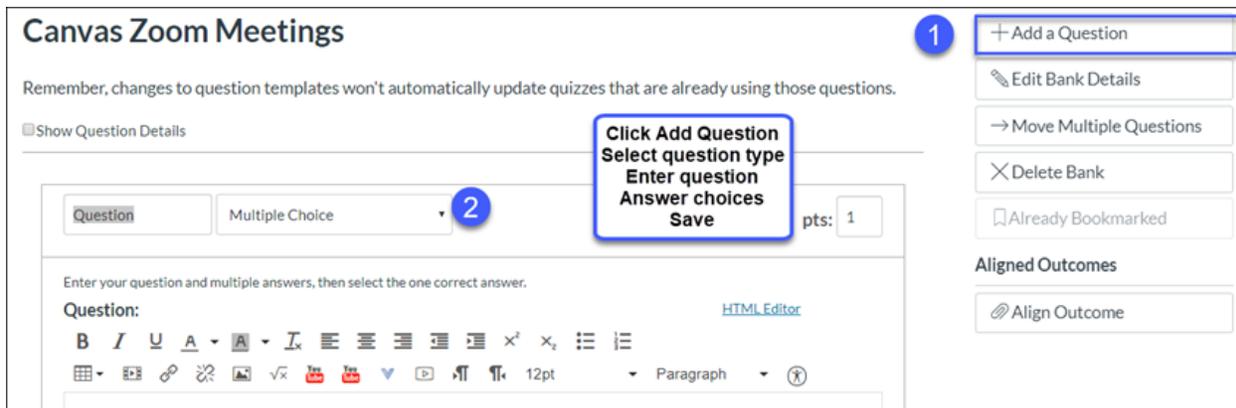
II. Create Question Banks

The following section goes over how to create **Question Banks**. Question Banks are a structure for organizing pools of questions. Assigning *descriptive names* to Question Banks will help you quickly locate questions at a later time. Keep in mind that you will be able to choose questions from Quiz Banks in other courses where you’re the instructor as well as the course where you’re creating the quiz—so good naming conventions are essential.

1. Click on the three dots next to **+ Quiz** and select **Manage Question Banks**.
 - a) Consider adding a separate **Question Bank** for each Chapter or topic.
 - b) Click **+ Add Question Bank**.
 - c) Give your new bank a name and press the enter key.

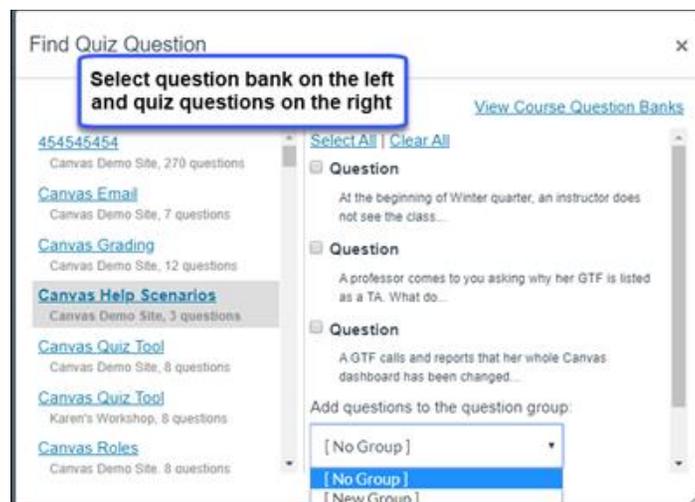
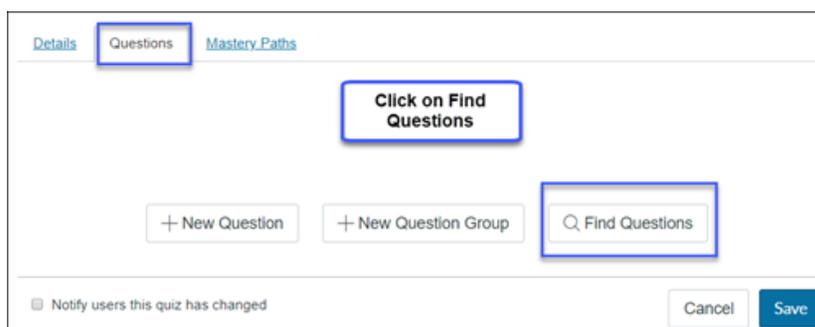


2. Click on the question bank title and add questions to the bank.
 - a) Click the **+ Add a Question**.
 - b) Select the question type.
 - c) Limit each bank to 50 questions, so that you can see the Question Details.

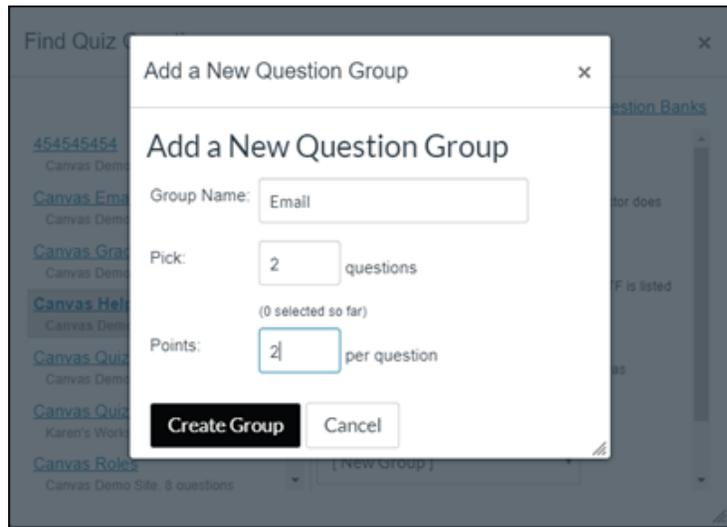


III. Use Question Banks to Build a Quiz

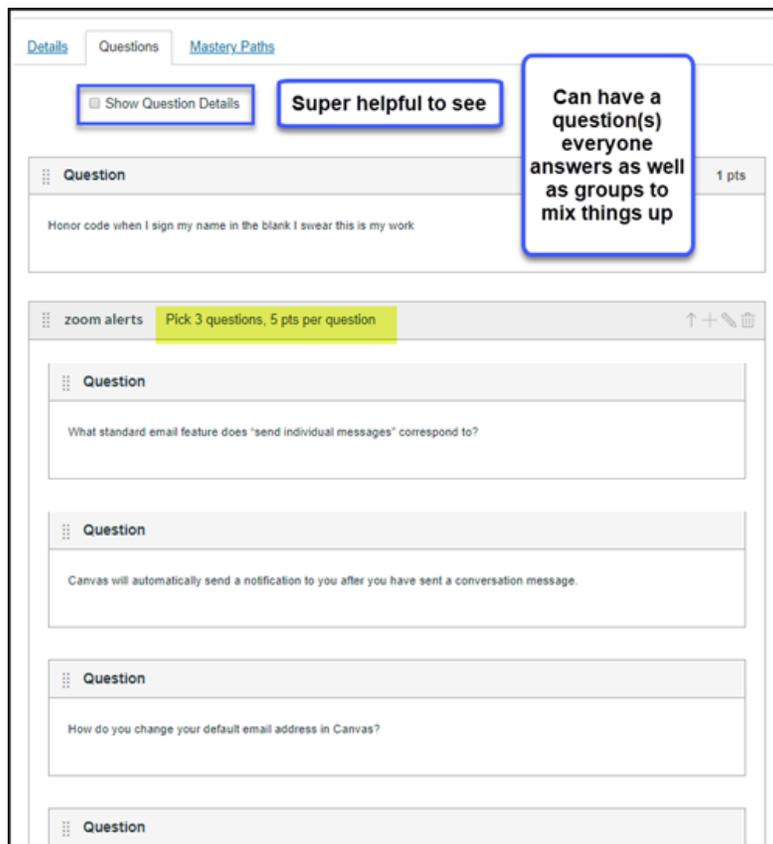
1. Go to the question tab of the quiz and click on Find Questions. This will load all your question banks.
2. Select the bank from the left side of the window and it will display the questions on the right side.
3. You can select all the questions or just some of them.



4. After selecting questions, add them to a new group
 - a) Name the Group
 - b) Click Create Group



Now you will have a Questions tab that looks similar to this one.



You can have as many groups of questions as you need or single questions that everyone answers. When you are done adding questions **Save** and preview it to make sure it is displaying as you anticipated.