

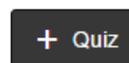
5 Things for Oregon State University Instructors to Know about Canvas Quizzes

Instructors can set up quizzes and surveys in Canvas. Most question types are “self-graded” so that scores are automatically calculated in the Gradebook. This makes it easy for you and your students to get rapid feedback on how well they are learning concepts and skills.

New to Canvas? Check out our [Proof Your Course Checklist](#) to get started on the basics.

1. Create a Quiz

To [create a new quiz](#) click Quizzes on the course navigation menu, and click the black “+ Quiz” button.

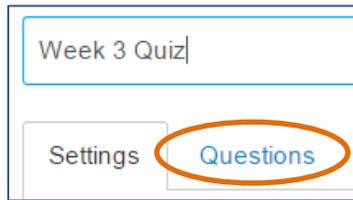


- There are [4 quiz types](#):
 - *Graded Quiz* - Most common type; creates a column in grade book
 - *Practice Quiz* – Can have points, but no column in grade book. Intended purely to be a learning tool
 - *Graded Survey* – Students receive points for completing, but responses are not scored for being right or wrong. Survey responses can be anonymous.
 - *Ungraded Survey* – Used to collect student opinions or other information. Responses can be anonymous.
- Enter your Quiz Settings. Canvas [Quiz Settings](#) include:
 - *Shuffle answers* – you can also shuffle questions by [creating a Question Group](#) (more details below).
 - *Time limit* – setting a time limit displays a countdown clock to students; the timer begins once a student starts the exam. The clock is not paused if students navigate away from the quiz. At the end of the allotted time, quizzes are auto-submitted.
 - *Multiple attempts* – if you enable multiple attempts, you can set the number of attempts allowed.
 - *Show quiz responses* – If you allow students to see their quiz responses, they will see whether each response was correct or incorrect. [See details here on quiz response settings.](#)
 - *See correct answers* – If you enable this option you can select dates and times for showing/hiding the correct answers. If you do *not* want students to see the correct quiz answers, be sure to deselect the checkbox. [See details on student view of quiz results.](#)
 - *Show one question at a time* – Selecting this option means that students cannot return to a previous question once it has been answered.
- Once you have entered your Quiz Settings, click **Save** (you can go back and edit settings later if needed).

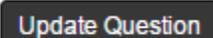


2. Create Questions

- a. To add questions, click the **Questions** tab just under the Quiz name:



- b. You can create new questions, create a new [Question Group](#), or Find (select) questions if you have other quizzes in your course or Question Banks (See Question Banks and Question Groups below).
- c. Each question must be given a specified number of points, which generates the total quiz score.
- **Tip #1:** click the **Update Question** button *after creating each quiz question* to save them (the Save button at the bottom of the screen does not save your question).
 - **Tip #2:** if you enter a name for your quiz questions it will be *much* easier to find and re-use the questions later on (question names are not visible to students).

A dark grey button with the text "Update Question" in white.

3. About Question Banks and Question Groups

- a. [Question Banks](#) are repositories of questions that can be added to quizzes across courses; i.e., all of the Question Banks you create are available to all of the courses in which you are an Instructor.
- b. Question Banks are not quiz-specific, and do not sync with the quizzes. If a question is changed in a Question Bank, you will need to remove the question and re-add it in order for the changes to appear in the quiz.
- c. You can easily [move or copy individual questions](#) from one Question Bank to another.
- d. You can [import and export Question Banks](#) between Canvas course sites.
- e. [Question groups](#) are associated with a specific quiz. They allow you to place multiple questions within a group for students to answer, and to randomize questions within a quiz. By using randomized Question Groups, you can create a unique quiz for each student.
- f. You can add questions to your Question Group in several ways:
- Link to all questions in a Question Bank
 - Add individual questions from a Question Bank
 - Add individual questions that you create from scratch

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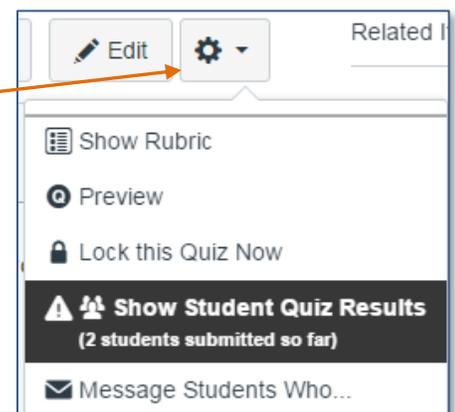
4. Finalize and Publish your Quiz

- After you have created or added questions you can **Preview** the quiz to make sure the questions look right.
- Be sure to add your quiz to the course Modules, and Publish the quiz when it's ready so students can access it.
- It's a good idea to use [Student View](#) as soon as you Publish the quiz to check the quiz one last time and make sure everything is working as you expect, including points in the grade center. Although you can [make changes to the quiz](#) after it is Published, *students who have already opened or completed the quiz will not see any of the changes*, which may affect their grades.
- If you need to give one or more students [additional time or additional quiz attempts](#) you can do this after the quiz is Published:
 - Open the quiz and click **Moderate This Quiz** on the right-side pane:
 - You can also use the Moderate This Quiz page to manually unlock and [submit individual student attempts](#).



5. Grade Quiz and View Survey Results

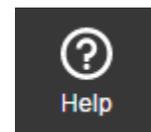
- If you have quiz questions that must be manually graded (essay, short-answer, and file upload), or to validate student results on any quiz, use [SpeedGrader](#) to view each student's quiz.
- If you accidentally published a quiz that needs to be corrected, you can use [Quiz Regrade](#) to edit quiz questions and tell Canvas to update student grades. Please note that Quiz Regrade:
 - does not apply to questions linked to a question bank.
 - only applies for students who have already taken the quiz.
 - only works for Multiple Choice, True/False and Multiple Answer questions.
- Use [Quiz Statistics](#) to view quiz average, high, and low scores, and standard deviation. Open the quiz and click the Quiz Statistics button on the right-side panel.
 - You can also view item analysis and discrimination reports for True/False and Multiple Choice questions
- To give extra credit to an individual student for a quiz, open SpeedGrader and use the [Fudge Points](#) field near the bottom of the page.
- [View Practice Quiz results](#) and [Survey results](#) by opening the quiz or survey and selecting Show Student Quiz/Survey Results from the gear icon menu (to the right of the Edit button):
- [Download survey results](#) from the Survey Statistics page (via the Survey Statistics button on the Survey results page; see instructions directly above).
- The [quiz log](#) allows you to investigate problems that a student may have in a quiz





More Resources

- Learn@OregonState - Canvas - <http://learn.oregonstate.edu/canvas>
- Canvas Help Guides - <https://community.canvaslms.com/community/answers/guides>
- All OSU Canvas users can get technical support 24 x 7 x 365. Click the **Help** link in the lower left corner of any Canvas screen. You'll see options for online instructions, and live support via phone, Web form and chat.



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