

Creating a Quiz in Canvas

- 1 Open the module where the quiz will be offered
- 2 Click the + sign (right)

The Add Item dialogue box appears

- 3 Select Quiz in dropdown
- 4 Select [New Quiz]
- 5 Type in a Name for the new quiz
- 6 Click the Add Item button

The quiz appears at the bottom of the module

- 7 The quiz appears at the bottom of the module
- 8 Click the new quiz

The quiz opens

M1: Quiz

The Rich Text Editor for the quiz is available

- 10 Type or paste a description or instructions for the quiz

- 11 Select Quiz Type (Graded, Practice, etc.)
- 12 Choose Options (time, number of attempts, how students view quiz)

- 13 Assign to Everyone
- 14 Set Due date
- 15 Set availability

Adding Questions to the Quiz

- 16 Select the Questions tab at the top of the page

A page with options for adding questions opens

- 17 Select +New Question

The RichText Editor opens

- 18 Select the type of question
- 19 Designate the number of points
- 20 Type or paste the question

- 21 Type in possible answers
- 22 Move the green arrow to the correct answer

- 23 Click the Update Question button
- 24 Select +New Question to add more questions

- 25 Click Save after entering questions

- 26 Preview the quiz and or edit the quiz

This quiz is unpublished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

M1: Quiz

Instructions: Complete this quiz. It includes multiple choice, true/false, and short answer questions.

The new quiz appears in the grade book

Note it is unpublished