Exam/Quiz Assignments in Canvas

Click Assignments from the left hand menu in Canvas

OR if you have your modules organized you can click the small grey plus sign at the top right of the module you want to add it into.
This will bring you to the page to make your assignment:

Click the + Quiz Maroon box. Name the quiz, add the instructions, Quiz type. Assignment Group refers to the modules you have in the Assignments tab in Canvas. It is simply organizational, choose the appropriate module for the assignment from the drop down menu (likely “Quizzes”).

- Assignment Quizzes
  - practice
    - 2 / 2 Questions
  - Quiz [Title Here]
  - Unnamed Quiz
    - Available Multiple Dates
    - Quiz Multiple Dates
  - Unnamed Quiz
Next up are Test Options. There are checkboxes for:

Shuffle Answers: This will shuffle answer choices for every question

Time Limit: Check the box and enter the minutes allowed for the exam

Let Students See Their Quiz Responses: You can check this if you want students to be able to view what they got wrong. You can control whether they see the responses, the correct answers, and the time frame in which they can view this

Show one question at a time and Lock questions after answering (prevent students from moving backwards)
The due date will be when the exam stops accepting new submissions, Available From is when it shows up for students to be able to take the exam, and the Until date is how long they can see it for inside Canvas.

Now we need to add Questions. Click the Question Tab at the top.

Now Click “+ New Question”
Now we choose the Question Type and fill in the Question Text

Now we can fill in our answers by typing into the blanks:
The default correct answer is A, but it is noted by the green arrow. When you hover over other answers, you can click to change the arrow to another answer choice and indicate that is the correct answer:

You can include feedback for every answer choice if you want, click the square with the ... to input feedback for that answer choice, then hitting Done:
When ready, you can now hit the maroon box “Update Question” at the bottom of the page:
This will create the question page:

As you add questions you can move them around by clicking the boxes and dragging them to change the order.

When you are ready you can click either Save & Publish or Save at the bottom right:

Save: This will save your work but not publish your exam. Once the exam is published it will enter the grade book but will not be seen by students until the date set in the “Available From” box inside the Assign To box on the first page of settings. You must Publish the exam for it to become visible at the Available From date.

Save & Publish: This will create the exam and create the grade column for the exam. It will be ready to be seen by students on the date set in the Available from inside the Assign To box on the first page of settings. It will not be visible by students until the Available From date in the settings.
This will bring you to the published page:

Name the Quiz Here

Add quiz/exam instructions here

Quiz Type: Graded Quiz
Points: 1
Assignment Group: Quizzes
Shuffle Answers: Yes
Time Limit: 75 Minutes
Multiple Attempts: No
View Responses: Always
Show Correct Answers: Immediately
One Question at a Time: Yes
Require Respondus LockDown Browser: No
Required to View Quiz Results: No
Webcam Required: No
Lock Questions After Answering: Yes

You can change the settings at any time by clicking the edit button:
After publishing, the exam is given a column in the grade center, where you can go to hide grades to wait to publish exam results in multiple choice/answer only exams until you unhide the grades. Exams with short answer or essay questions need to be graded using the “Speed Grader” tool in the grade center.

For students with extra time, Publish the exam. Once published, click on the “Moderate This Quiz” button at the top right.

This will bring you to the Moderate Quiz area:
Here you can click on a student name, then the link “Change Extension for Selected Student”, bringing up a pop up window:

Here you can add extra time or attempts, then hit Save.

If you have any questions over exams in Canvas please email McKensie Le Fevre mlefevre@bio.tamu.edu for assistance.