Exam/Quiz Assignments in Canvas

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A. Make exam from scratch.

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”).
B. **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)**
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<th>Options</th>
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<tr>
<td><strong>Shuffle Answers</strong></td>
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<tr>
<td><strong>Time Limit</strong> 75 Minutes</td>
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<td><strong>Allow Multiple Attempts</strong></td>
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<td><strong>Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)</strong></td>
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<td><strong>Only Once After Each Attempt</strong></td>
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<td><strong>Let Students See The Correct Answers</strong></td>
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<td><strong>Show Correct Answers at</strong></td>
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<th>Quiz Restrictions</th>
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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.

NOTE: Please put the Available Until the time your longest test taker needs. For example: Your timer will make sure normal time students will get the normal time limit (let’s say 60 minutes). So, you would normally put the exam from 1-2pm. The problem is if you have any 1.5 or 2X students with extra time, this Available Until time will actually cut them off after an hour at 2pm. So we need to set this time to the latest time for your longest students, let’s say 1-3pm to be safe. Your normal students will still only have an hour from the timer settings, but this way your extended students won’t accidentally get cut off at 2pm sharp.

Now we need to add Questions if you are making the exam from scratch. 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.

C. You can also import an exam using Respondus software if you do not want to copy paste every question from a word document. Instructions can be found here: Respondus Instructions for Canvas
   a. You will still want to read the Test options instructions in Part B starting on Page 3 of these instructions
   b. You will also want to read the extended time/date instructions in Part D on page 12 of these instructions

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:
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, go to the Extra Time instructions:

D. Instructions on how to open an exam to a student on a different day/time, Extended Time Students, & Extending time during the exam.

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1. Give different time frame for student to take the exam
2. Give Extra time for students or multiple attempts
   a. NOTE: DO NOT MAKE THE CHANGES FOR ITEMS 1 & 2 WHILE AN EXAM IS IN PROGRESS. DO THIS BEFORE THE EXAM OR AFTER AN EXAM IS OVER.
3. Give students extra time while in exam
   1. To give a student a different time frame to take an exam in Canvas, we need to go to the quiz inside Canvas:
Once in the Quiz, click “Edit”

Scroll down until you see “Assign”
Click the “+Add” button to add a new exception for your student. This should give the following page:
Type their name into the Assign to box and it should autofill and select the student from the dropdown. Then input the new Due date/available from/available until options. Then hit save at the bottom right.

Done! You have now added a student exception for a different time frame for the exam.

2. If you need to do extended time for a student, just click Moderate This Quiz from the quiz page:
Find the student, then click the pencil icon on the far right area of the row:

Or you can select multiple students at once:

Then choose if they need extra time, an extra attempt, or

NOTE: This is the extra time, not the full time. If the normal time for an exam is 60 minute and your student has 1.5X, in this blank you need to put 30 minutes. That student will then have 90 minutes to take the exam.

Hit Save. As a reminder in the exam settings, set the Available Until time for the LONGEST time any of your students has for the exam, or it will cut students with extra time off. For example, if you make the exam available from 1-2pm to everyone, but a student gets 90 minutes, it will cut them off at 2pm anyways. The easiest way to prevent this is to set your “Available to” time in the main quiz settings to be the longest time of any of your extended time students, like from 1pm-4pm to be safe. This will not
inhibit the timer from doing its job for your normal time students, they will still start at 1 and have one hour on the timer.

The “Manually unlock the quiz for next attempt button” will show the exam as visible to that student until you go back in and uncheck it. This is useful for a quick email exchange, but not useful if you only want them to see it for a certain time period. If you want the stricter option, simply add their name to new Assign to time period shown in the #1 of the extra time instructions.

3. To give a student extra time while they are in the exam, go to the “Moderate this Quiz”

Students who are still in the quiz will show their timer and a blue clock icon, click on the icon and a pop up will appear and give you the option to extend their time:
If you have any questions over exams in Canvas please email McKensie Le Fevre mlefevre@bio.tamu.edu for assistance.