

Canvas Quiz – How to set up an online exam

The Canvas Quiz can be used for formative assessment and is also used for online exams. This guide takes you through the steps required to create an online exam and add questions to it.

Where to create your Quiz

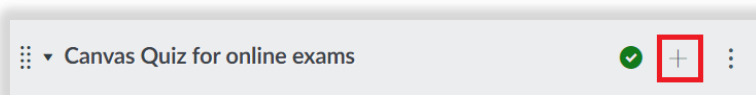
On your Canvas module course page, you can create your Quiz in the Quizzes section and add it to a module later or you can create it directly in the Course Module that you want to add it to.

To create a Quiz in the Quiz section

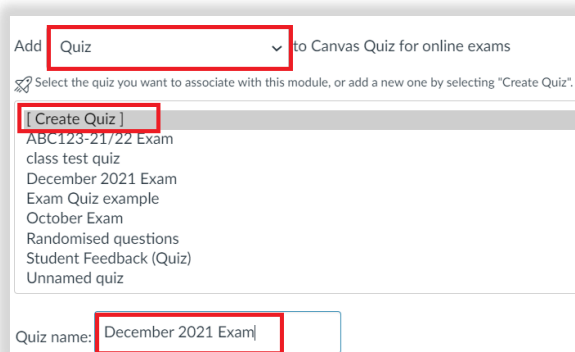
1. Go to your Canvas Module Course
2. Click **Quizzes** in the course navigation menu
3. Click the **+Quiz** button (top right)

To create a Quiz in a Module

1. Go to the Course Module that you want to add it to
2. Click the + icon



3. Select **Quiz -> Create Quiz -> Enter Quiz name**



4. Then click the blue **Add Item** button

Note: If you created your quiz in the quizzes section of your course, it will appear in the list for you to select.

Quiz Settings

To access the quiz settings:

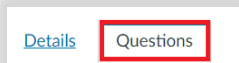
1. Click the Quiz to open it, then click **Edit** (This will open the settings tab)
2. Quiz Instructions - Enter information/instructions for students
3. Quiz type – leave as default (graded quiz)
4. Assignment group – leave as default (assignments)
5. Shuffle answers – tick the checkbox if you have multiple choice questions and want possible answers to be shuffled
6. Time Limit – tick the checkbox and enter time allowed for students to complete the exam
7. Allow multiple attempts – Students are usually only allowed one attempt for an exam so leave unchecked
8. Let students see their quiz responses – optional
9. Let students see correct answers – optional

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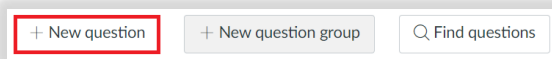
10. Require an access code – enter a password (optional)
11. Assign to – the quiz will be assigned to everyone by default
12. Available from and Until – enter dates/times (students will not be able to access the quiz outside of the times set)

New Question - How to add new questions to your quiz

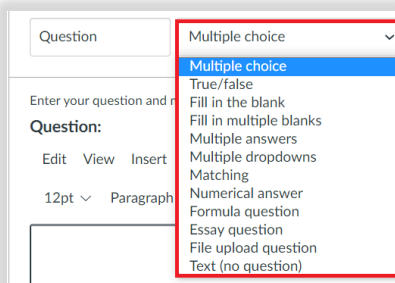
1. Click the Questions tab at the top of the page



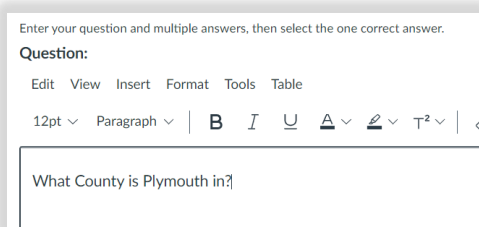
2. To create a question for your quiz, click **+ New Question**



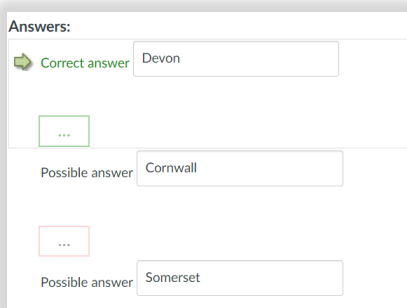
3. Select a question type from the drop-down menu – In this example a multiple choice question has been selected



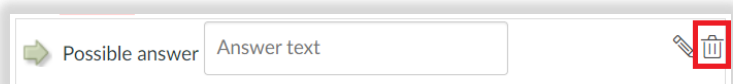
4. Enter your question in the text box



5. Then enter possible answers. By default, the correct answer is the first answer, but this can be changed by clicking the green tick to deselect it and clicking another response



Note: The default setting is for four possible responses. If you only want three, you need to delete the fourth possible answer by clicking the 'trash can' icon. Similarly, if you want more than four possible answers, you can click 'Add another answer'.



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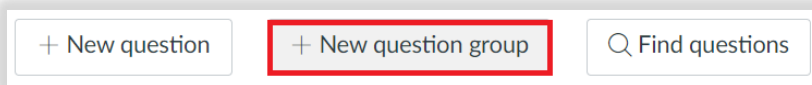
6. Click Update Question, to save it
7. Repeat steps to add more questions to your quiz

New Question Group – used to randomise questions

To randomise the order of multiple-choice questions, you need to create group(s) to add questions to. If all questions are worth one mark, they can be added to one question group. If some are worth one mark and others two or three marks, separate groups will need to be created for each. When creating a group, questions from your question bank can be added or you can create new questions within the group.

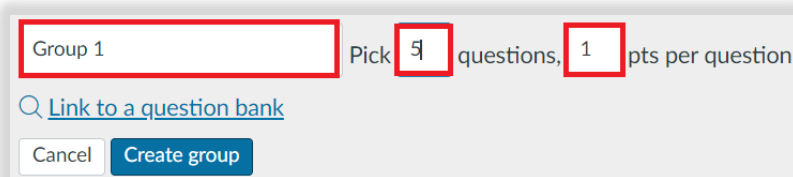
Create a question group

1. Click +New question group



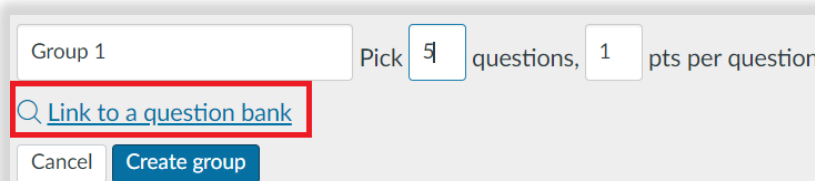
2. Enter a name for the question group, select how many questions are to be selected from it and enter points per question.

Note: If you are going to create new questions to add to the group, click **Create group** and go to **Create questions in group** section below.



Link to a question bank

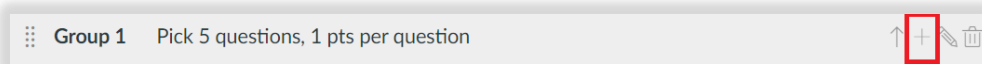
3. If you have already [created question banks](#) containing questions with the same mark values, click **Link to a question bank**



4. Click to select the question bank you want
5. Click the **Select bank** button
6. Then click **Create Group**

Create questions in a group

7. If you want to create questions to add to the group, click the +icon

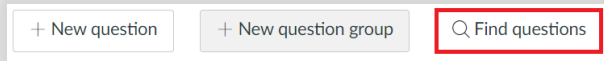


8. Follow steps shown in 'How to add new questions to your quiz' section (above)
9. Repeat steps to create more question groups – e.g. groups for questions worth 2 marks, 3 marks etc.

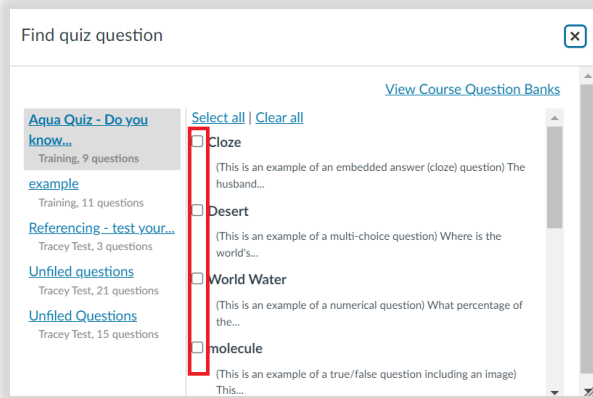
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Find Questions - Add questions from your question banks

1. If you have already created or imported any quizzes into your course you can add questions from your question bank by clicking **Find Questions**



2. Select a question bank to view individual questions
3. Click the checkboxes to select the questions you want to add



Then scroll down and click **Add Questions**