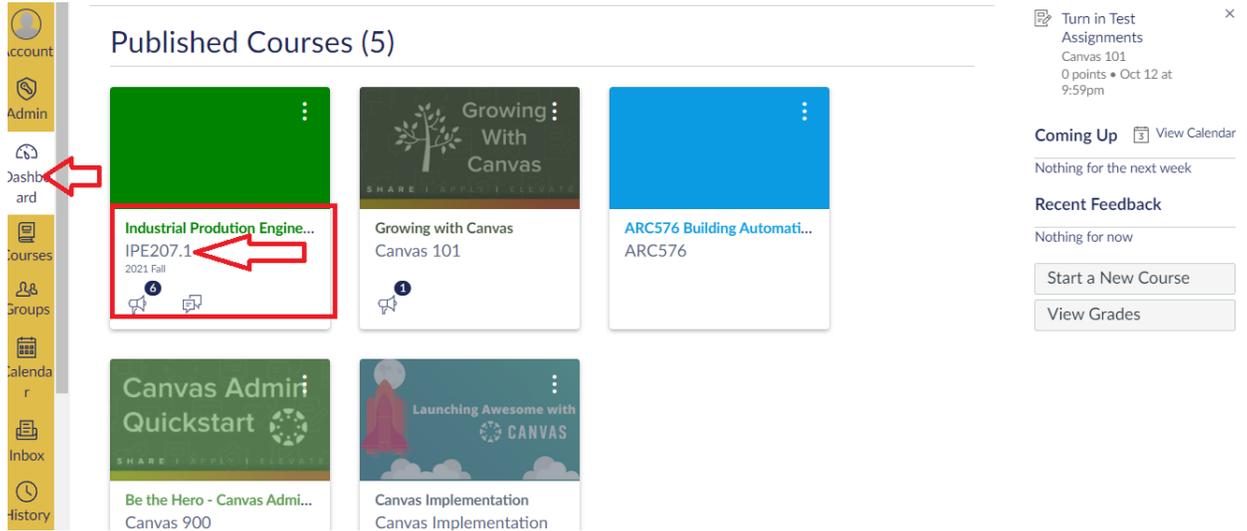
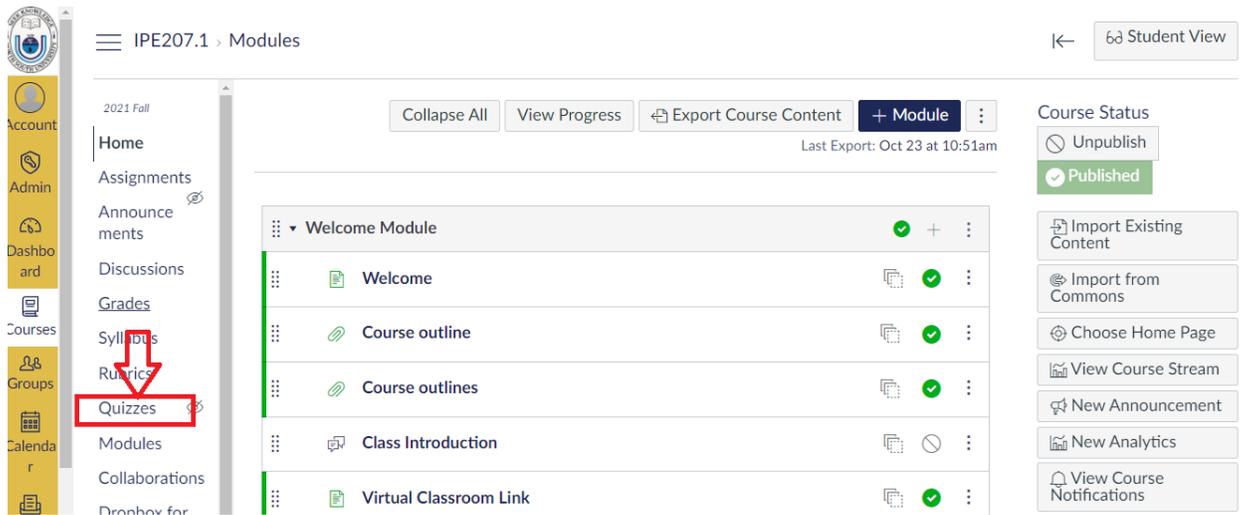


Taking a Quiz in Canvas

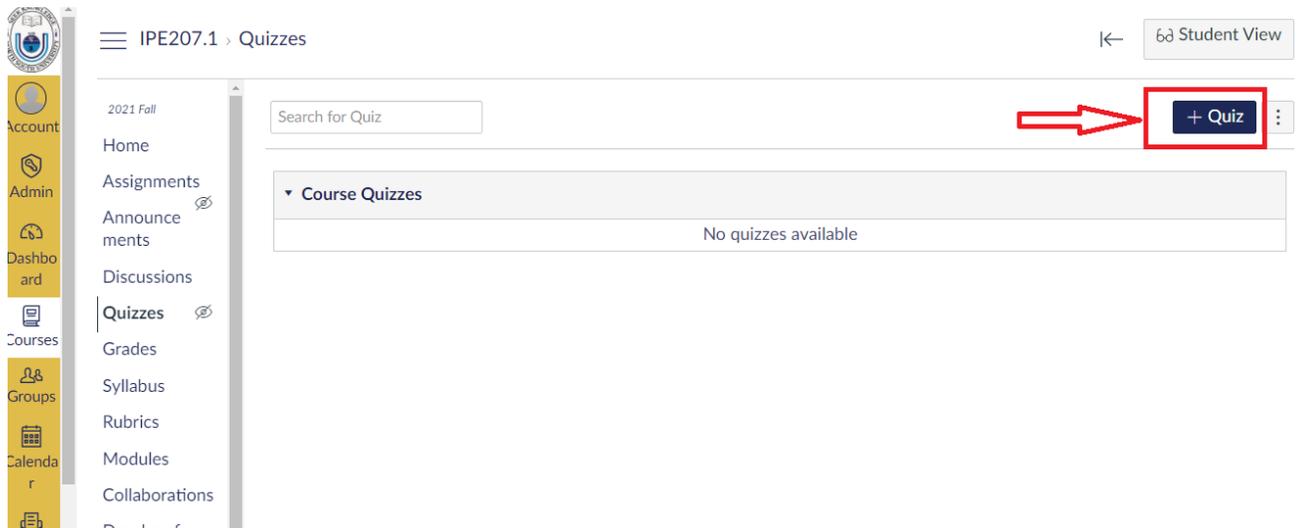
1. Login to Canvas and Click on the Dashboard and Choose a section:



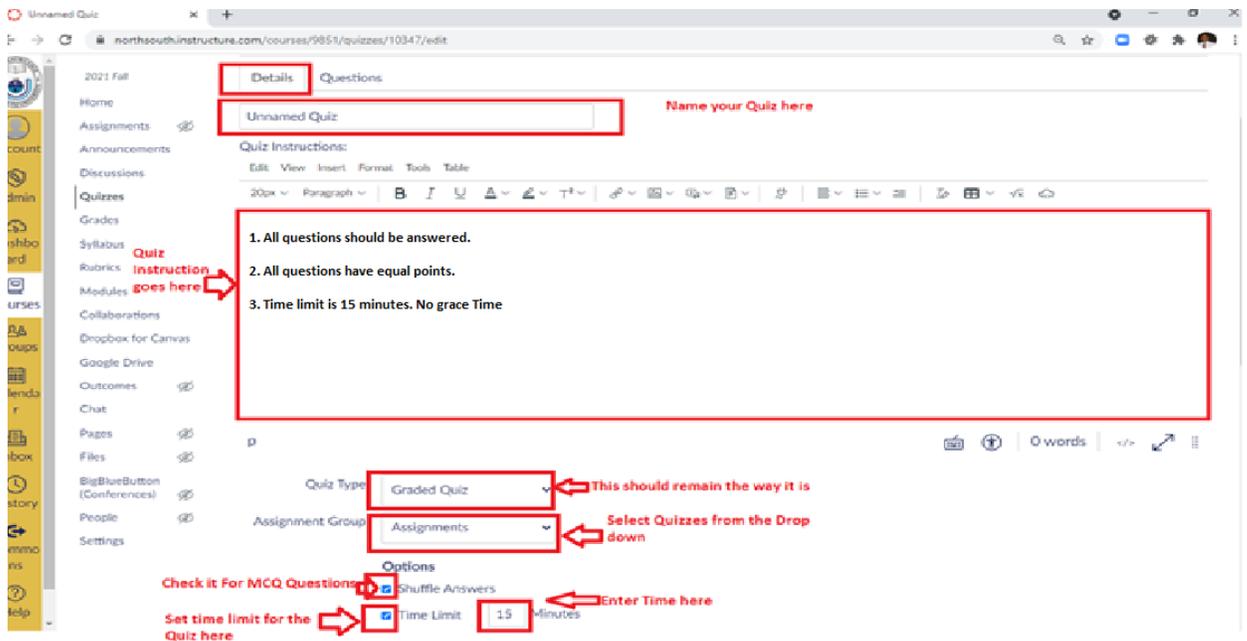
2. Click on Quizzes.



3. Click on +Quiz



4. Configure Quiz Details



5. Configure Quiz Detail Continues

The screenshot shows the 'Configure Quiz' page in Canvas. The left sidebar contains navigation options like Home, Assignments, Announcements, Discussions, Quizzes, Grades, Syllabus, Rubrics, Modules, Collaborations, Dropbox for Canvas, Google Drive, Outcomes, Chat, Pages, Files, BigBlueButton (Conferences), People, and Settings. The main content area has several settings sections:

- General Settings:** 'Allow Multiple Attempts' (checkbox), 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)' (checkbox), 'Show one question at a time' (checkbox), and 'Lock questions after answering' (checkbox).
- Quiz Restrictions:** 'Require an access code' (checkbox) and 'Filter IP Addresses' (checkbox).
- Assign to:** A dropdown menu currently set to 'Everyone'.
- Due:** A date and time selector set to 'Oct 28, 2021, 11:59 PM'.
- Available from:** A date and time selector set to 'Oct 28, 2021, 11:59 PM'.
- Until:** A date and time selector set to 'Oct 31, 2021, 11:59 PM'.

Red annotations with arrows point to various elements:

- 'Should remain unchecked' points to 'Allow Multiple Attempts' and 'Let Students See Their Quiz Responses'.
- 'Should remain Checked' points to 'Show one question at a time'.
- 'May remain unchecked' points to 'Lock questions after answering'.
- 'Should remain the way it is for now.' points to 'Require an access code'.
- 'Should remain the way it is. But, Click on it if you want to assign it to a specific student only.' points to the 'Assign to' dropdown.
- 'Click on it to select Quiz Due Date' points to the 'Due' date selector.
- 'Set the date & time after the Due date if you allow late Submission' points to the 'Available from' and 'Until' date selectors.
- 'Just save it now. Publish it later' points to the 'Save' button.
- 'click on it to set the date and time. You can simply write it there too.' points to the 'Available from' date selector.

At the bottom, there are buttons for 'Cancel', 'Save & Publish', and 'Save'.

6. This is how it look after the Save. Now, Click on Edit

The screenshot shows the 'Configure Quiz' page after saving. The top right has buttons for 'Publish', 'Preview', and 'Edit'. A red arrow points to the 'Edit' button. Below the buttons is a message: 'This quiz is unpublished. Only teachers can see the quiz until it is published.' The main content area shows the quiz details:

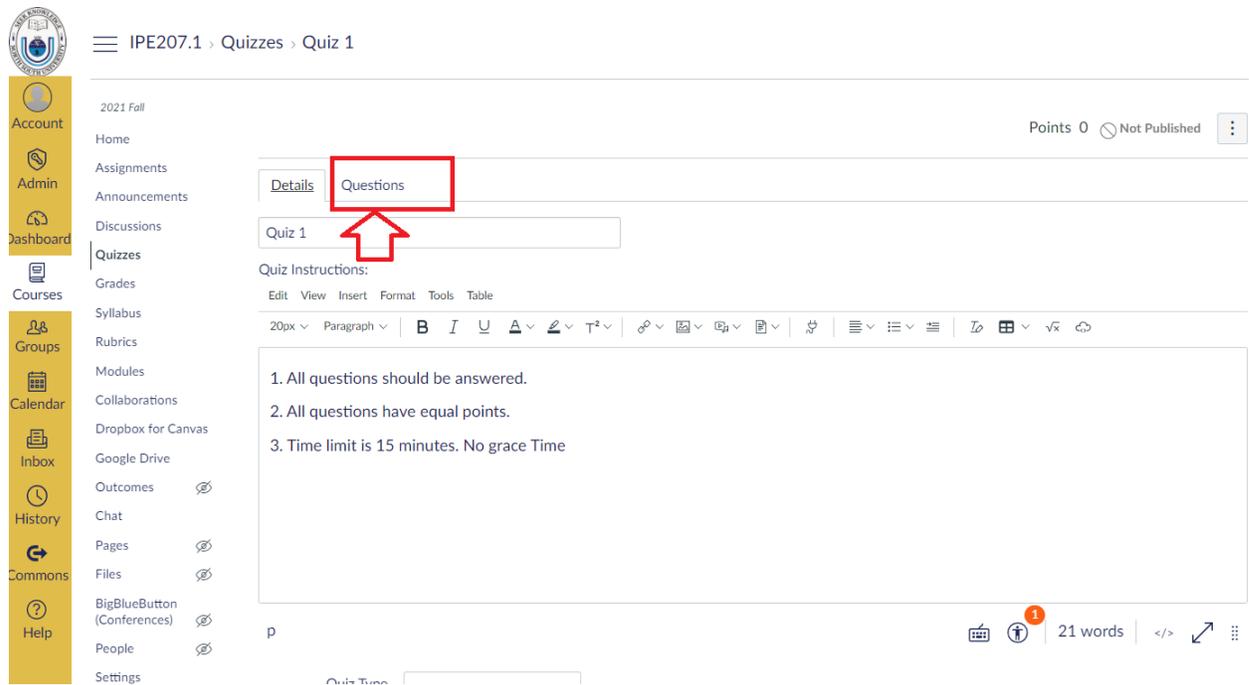
Quiz 1

- All questions should be answered.
- All questions have equal points.
- Time limit is 15 minutes. No grace Time

Quiz Type: Graded Quiz
Points: _
Assignment Group: Quizzes
Shuffle Answers: Yes
Time Limit: 15 Minutes
Multiple Attempts: No
View Responses: No
One Question at a Time: Yes
Lock Questions After Answering: No

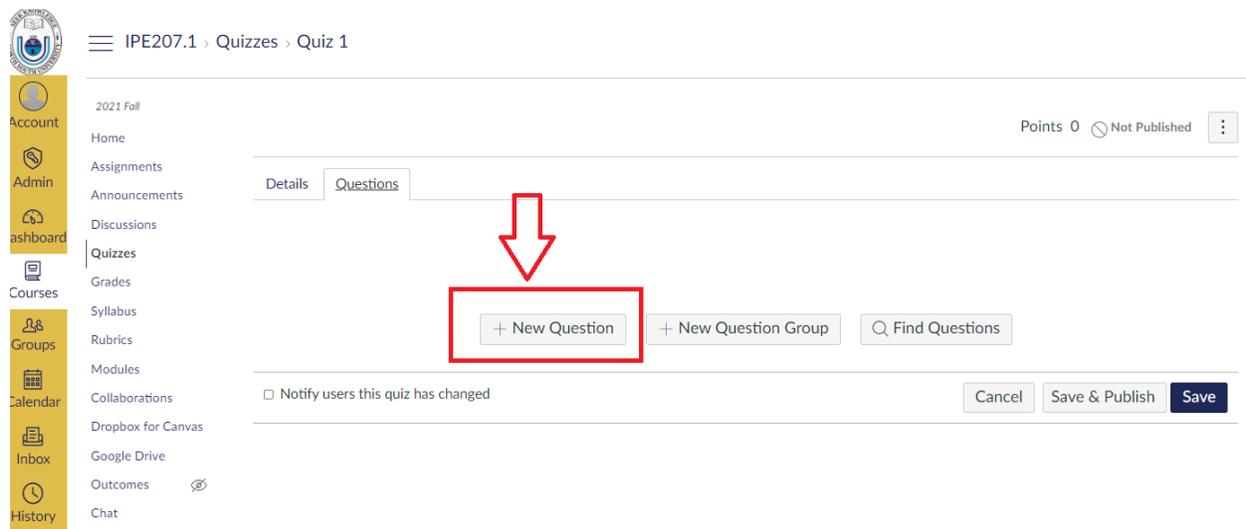
Due	For	Available from	Until
Oct 28	Everyone	Oct 28 at 11:44am	Oct 30 at 11:59pm

7. Click on “Questions” menu



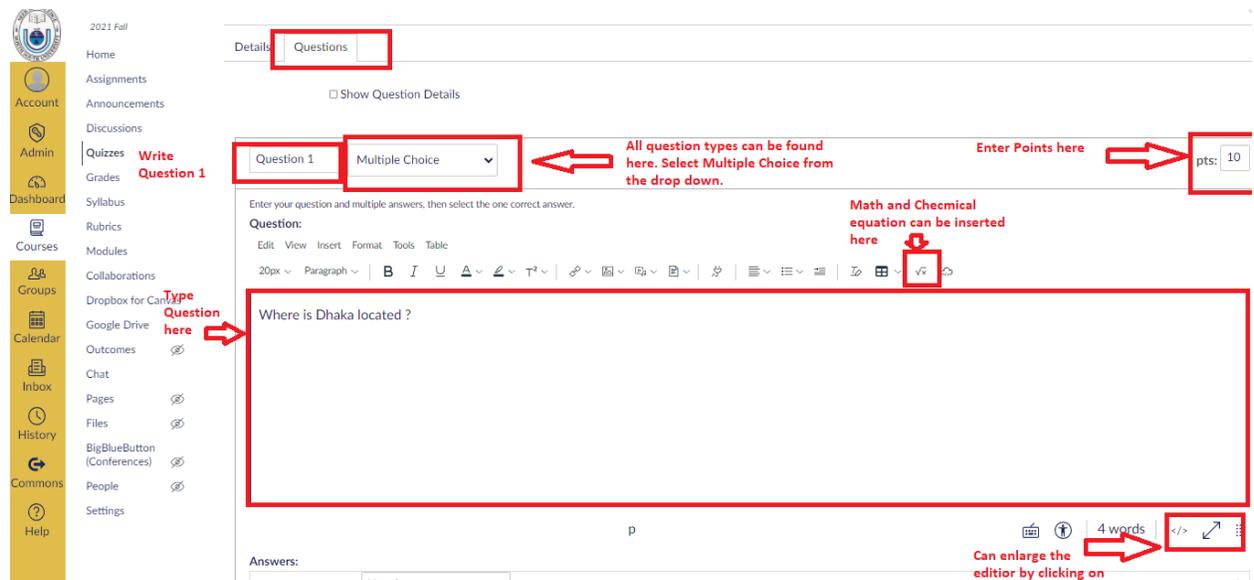
The screenshot shows the Canvas interface for editing a quiz. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Help. The main content area shows the quiz details for 'IPE207.1 > Quizzes > Quiz 1'. The 'Questions' tab is highlighted with a red box, and a red arrow points to it. Below the tabs, the quiz instructions are displayed in a text editor: '1. All questions should be answered.', '2. All questions have equal points.', and '3. Time limit is 15 minutes. No grace Time'. The text editor includes a toolbar with various formatting options and a word count of 21 words.

8. Click on “+ New Question”

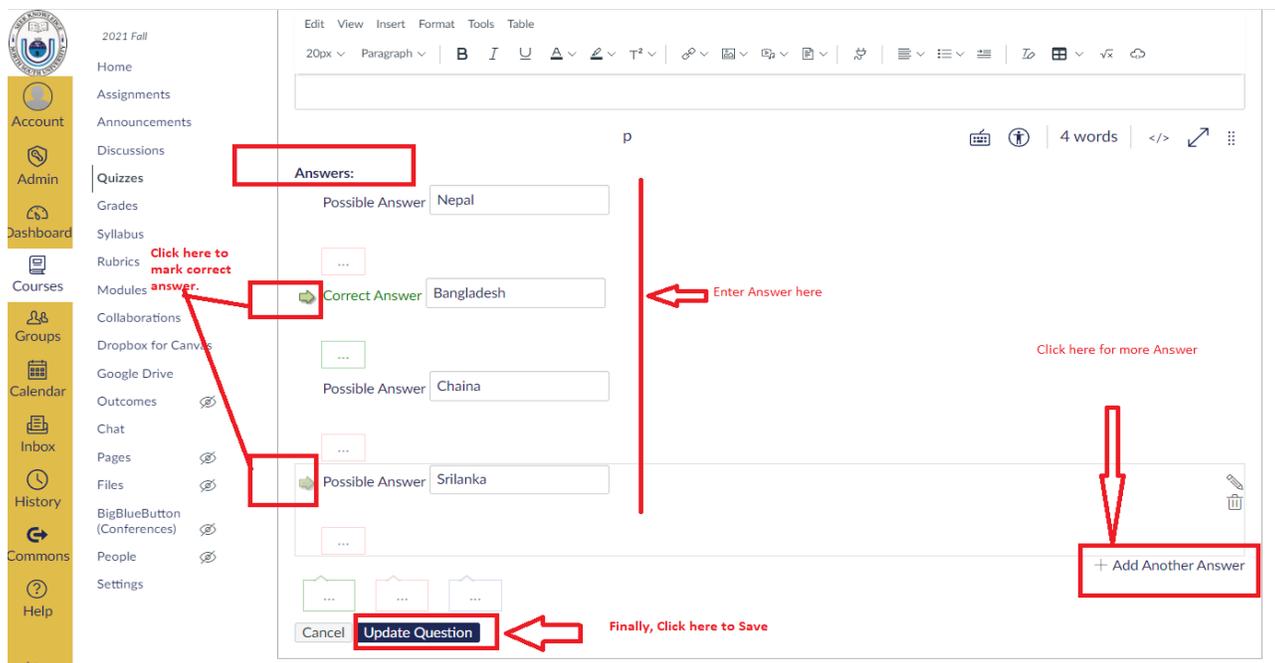


The screenshot shows the same Canvas interface as above, but now the '+ New Question' button is highlighted with a red box. A red arrow points down to this button. The 'Questions' tab is still selected. Below the buttons, there is a checkbox for 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'.

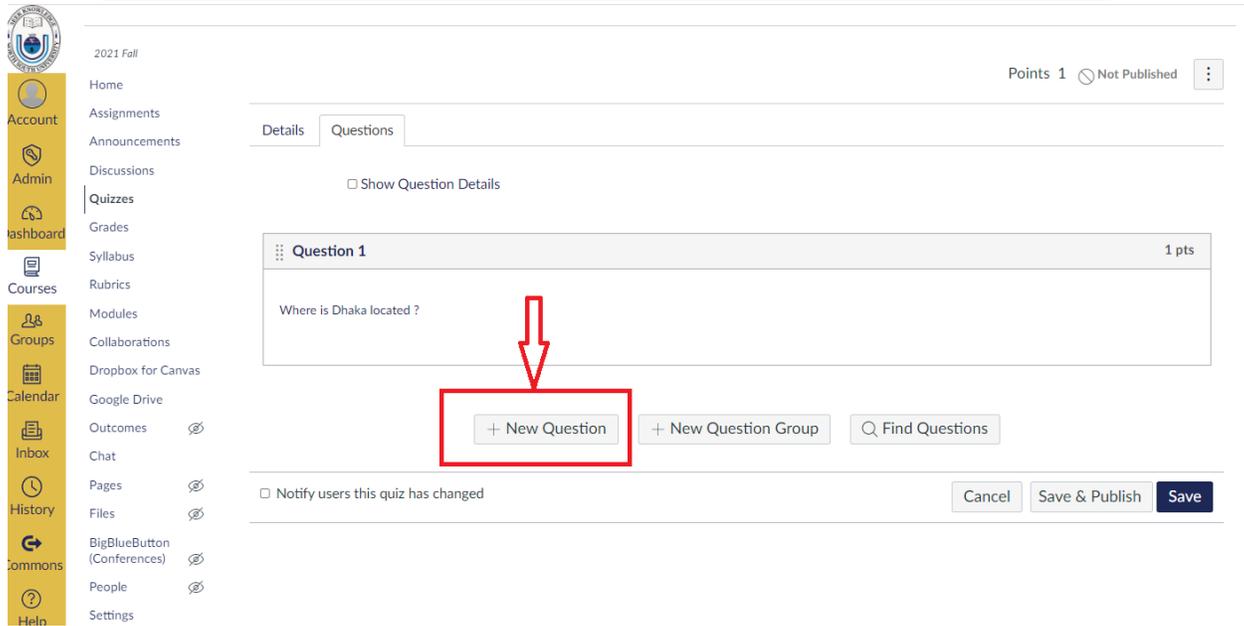
9. Screen will look like as follows while editing MCQ question



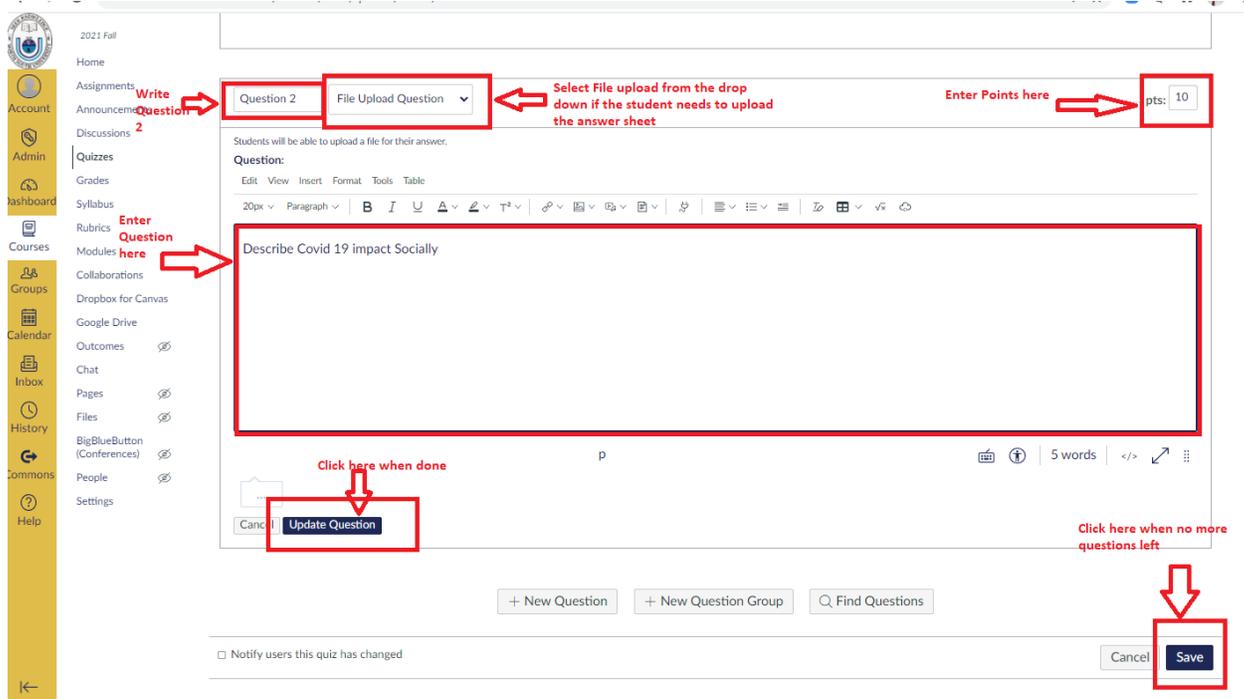
10. Question editing continues



11. The screen will look like as follows: (Click on New Question to add more)



12. Adding question continues: (A file upload answer)



15. Now, the quiz is ready. This needs to be published and Quiz menu should be enabled so that students can see it.