Taking a Quiz in Canvas

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



2. Click on Quizzes.

		lodules	6∂ Student View
Account	2021 Fall Home Assignments	Collapse All View Progress Export Course Content + Module : Last Export: Oct 23 at 10:51am	Course Status Suppose Published
<u>ර</u> ධ Dashbo	ments	ii ▼ Welcome Module ● + i	-丹 Import Existing Content
ard	Discussions Grades	II 🕑 Welcome 👘 오 II	Import from Commons
Courses	Sylladus	ii 🧷 Course outline 👘 📀 ii	♦ Choose Home Page
പ്പു Groups	Rutrics Quizzes 🕸	ii 🧷 Course outlines 👘 📀 :	ାଲି View Course Stream ମ୍ୟ New Announcement
Calenda	Modules	🗄 🖗 Class Introduction 👘 🚫 🗄	New Analytics
r 📃	Collaborations	🗄 🖻 Virtual Classroom Link 👘 📀 🗄	○ View Course Notifications

3. Click on +Quiz

		Quizzes A Go Student View
Account	2021 Fall	Search for Quiz + Quiz :
S Admin	Assignments	▼ Course Quizzes
6	Announce ments	No quizzes available
Dashbo ard	Discussions	
	Quizzes Ø	
Courses	Grades	
<u> </u>	Syllabus	
	Rubrics	
Calenda	Modules	
r	Collaborations	
æ	D	

4. Configure Quiz Details



5. Configure Quiz Detail Continues

7 U III	northsouth.instructure.com/courses/9851	1/quizzes/10347/edit	Q \$ (3 🕸 🖈	•
2021 F	Fall Should remain unchecked 🗲	Allow Multiple Attempts			
Home	Shold remain unchecked	Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)			
t Annou	uncemerShould remain Checked	Show one question at a time			
Discus	sions	Lock questions after answering May remain unchecked			
Quizze	es				
Grades	s	Quiz Restrictions			
Syllabu	us	Require an access code	in the way it is for now.		
Rubrics	:5	G. Filter IR Addresser			
Modul	les				
Collabo	orations A	ussign			
Dropbo	ox for Canvas	Assign to Should remain the v	vay it is. But, Click		
Google	e Drive	Everyone ×	assign it to a v.		
Outcor	mes Ø	Due			
		Oct 28, 2021, 11:59 PM	on it to select Due Date		
Chat	ab.	Thu. Oct 28, 2021, 11:59 PM		Just save	it.
Chat Pages	yer			many Durk	
Chat Pages Files	Ø	Available from Until	he date & time after the Due	now. Pub later	/1131
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6. This is how it look after the Save. Now, Click on Edit

STENORT R	▲ 2021 Fall			🚫 Publish Preview 🗞 Edit 🗄
	Home	This quiz is unpublished		$\overline{\Delta}$
	Assignments	Only teachers can see the qu	uiz until it is published.	U
Account	Announcemen ts	Quiz 1		
Admin	Discussions	1. All questions should be a	nswered.	
6	Quizzes	2. All questions have equal	points.	
Dashboard	Grades	3 Time limit is 15 minutes	No grace Time	
Courses	Syllabus	5. Time limit is 15 minutes.	No grace fille	
ይዩ	Rubrics			
Groups	Modules			li di la constanza di la consta
	Collaborations	Qu	uiz Type Graded Quiz	
Calendar	Dropbox for		Points _	
Ē	Canvas	Assignment	t Group Quizzes	
Inbox	Google Drive	Shuffle A	Answers Yes	
	Outcomes Ø	Tim	ne Limit 15 Minutes	
History	Chat	Multiple At	ttempts No	
G	Chat	View Res	sponses No	
Commons	Pages Ø	One Question at	t a Time Yes	
0	Files Ø	Lock Questions After Ans	swering No	
Help	BigBlueButton (Conferences)	Due For	Available from	Until
K	People Ø	Oct 28 Everyone	Oct 28 at 11:44am	Oct 30 at 11:59pm

7. C			Lacsuons menu
	<u> </u>	.1⇒ Quiz	zes > Quiz 1
Account Account Admin Courses Admin Courses	2021 Fall Home Assignments Announcements Discussions Quizzes Grades Syllabus		Points 0 \bigcirc Not Published Details Questions Quiz 1 Quiz Instructions: Edit View Insert Format Tools Table 20px \vee Paragraph \vee B $I \cup$ $\triangle \vee \mathbb{Z} \vee \mathbb{T}^2 \vee$ $\mathscr{O}^2 \boxtimes \vee \mathbb{B} \vee \mathbb{B} \vee$ $\mathfrak{D}^2 \boxtimes \vee \mathbb{E} \vee \mathbb{E} \vee \mathbb{E}$
Groups Calendar Inbox History	Rubrics Modules Collaborations Dropbox for Can Google Drive Outcomes Chat Pages	vas Ø	 All questions should be answered. All questions have equal points. Time limit is 15 minutes. No grace Time
Commons ? Help	Pages Files BigBlueButton (Conferences) People Settings	Ø Ø	p

7 Click on "Ouestions" menu

8. Click on "+ New Question"

	IPE207.1 > Qui	es > Quiz 1
Account	2021 Fall Home	Points 0 🚫 Not Published 🔅
S Admin	Assignments Announcements	Details Questions
යා ashboard	Discussions Quizzes	۲ ۶
E Courses	Grades Syllabus	
<u> </u>	Rubrics	+ New Question Group Q Find Questions
alendar 🔛	Collaborations	Notify users this quiz has changed Cancel Save & Publish Save
E Inbox	Dropbox for Canvas Google Drive	
() History	Outcomes Ø Chat	

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

142-140			
	2021 Fall		
	Home	Details Questions	
	Assignments		
Account	Announcements	Show Question Details	
	Discussions		
Admin	Quizzes Write	All question types can be found	Enter Points here
6	Grades Question 1	the drop down.	pt3.
Dashboard	Syllabus	Enter your question and multiple answers, then select the one correct answer.	Math and Checmical
	Rubrics	Question:	equation can be inserted
Courses	Modules	Edit View Insert Format Tools Table	
2.8	Collaborations	$20px \lor Paragraph \lor \mathbf{B} I \bigcup \underline{\mathbb{A}} \lor \mathbb{$	22 🖽 🗸 🔨
Groups	Dropbox for Cantype		
Calondar	Google Drive here	Where is Dhaka located ?	
	Outcomes Ø		
佳 Inbox	Chat		
	Pages Ø		
History	Files Ø		
6	BigBlueButton (Conferences)		
Commons	People Ø		
0	Settings		
Help	-	p	📺 👔 4 words
		Answers:	Can enlarge the
			editior by clicking on

10. Question editing continues

	2021 Fall Home Assignments	Edit View Insert Format Tools Table $20px \vee$ Paragraph \vee B I U $\Delta \vee$ $Z \vee$ $T^2 \vee$ $\sigma^0 \vee$ $\square \vee \vee$ $\square \vee$ $\square \vee$ $\square \vee \vee$ $\square \vee$ $\square \vee$ $\square \vee \vee$ $\square \vee \vee$ $\square \vee \vee$ $\square \vee$ $\square \vee \vee$ $\square \vee$
Account S Admin	Announcements Discussions Quizzes	$p \qquad \qquad$
Contraction Contra	Grades Syllabus Rubrics Click here to mark correct	Possible Answer Internal
Courses	Modules answer . Collaborations Dropbox for Canvas Google Drive	Correct Answer Bangladesh Enter Answer here Click here for more Answer
Calendar E Inbox	Outcomes Ø Chat Pages Ø	Possible Answer Chaina
U History	Files Ø BigBlueButton (Conferences) Ø	Possible Answer Srilanka
Commons ? Help	People 🧭 Settings	Add Another Answer Add Another Answer Gancel Update Question Finally, Click here to Save

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

STATES AND											
	2021 Fall								_		
	Home								Po	oints 1 🚫 Not Publis	hed
Account	Assignments										
A	Announcement	s	Details	Questions							
Admin	Discussions			C Show O	uestion I	Details					
	Quizzes				lestion	Details					
ashboard	Grades										
e	Syllabus		ii Que	estion 1							1 pts
Courses	Rubrics					_					
ፈፄ	Modules		Where	is Dhaka located	?						
Groups	Collaborations					ረሃ					
	Dropbox for Ca	nvas				- V					
Calendar	Google Drive				Г						
Ē	Outcomes	ø				+ New Question	+ New Question Group	Q Find Que	stions		
Inbox	Chat										
\bigcirc	Pages	ø	Notify	users this quiz h	nas chan	ged			Cancel	Save & Publish	Save
History	Files	ø									
⊖ Lommons	BigBlueButton (Conferences)	ø									
0	People	ø									
Help	Settings										

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

• •	-		· · · · • •
	2021 Fall		
	Home		
	Assignments Write	Question 2 File Upload Question	Enter Points here
Account	Announcemediaestion	the answer sheet	
8	Discussions	Students will be able to upload a file for their answer.	
Admin	Quizzes	Question:	
6	Grades	Edit View Insert Format Tools Table	
ashboard	Syllabus	$20 \mathrm{px} \lor Paragraph \lor B I \bigcup \underline{A} \lor \underline{\mathscr{L}} \lor \top^2 \lor \mathscr{P} \lor \underline{\square} \lor \underline{\mathbb{P}} $	
	Rubrics Ouestion		
Courses	Modules here	Describe Covid 19 impact Socially	
28	Collaborations		
Groups	Dropbox for Canvas		
	Google Drive		
Calendar	Outcomes Ø		
<u>e</u>	Chat		
Inbox	Pages Ø		
History	Files Ø		
Ģ	BigBlueButton (Conferences) Ø	p	i (͡r) 5 words ✓ ::
Commons	People Ø	Click here when done	
?	Settings		
Help		Cane I Update Question	Click here when no more
			questions left
		New Question New Question Group O Find Questions	٦ ل
		+ New Question Group Q Find Questions	
		Notify users this quiz has changed	Cancel Save
⊬			

13. This is how it should look like after hitting **Save** button. Now, click on **Preview** button

	2021 Fall					O Publish	Preview	Sedit :
Account	Assignments	This quiz is u Only teacher	npublished s can see the quiz until it is publis	ihed.				
(S) Admin	Discussions	Quiz 1						
CS Dashboard	Quizzes Grades	1. All question 2. All question	ons should be answered. ons have equal points.					
Courses	Rubrics	3. Time limit	is 15 minutes. No grace Time					
Groups	Collaborations							i.
Calendar	Dropbox for Canvas		Quiz Typ Poin	e Graded Quiz ts 2	Click On Preview Button			
Inbox	Google Drive		Assignment Grou	ip Quizzes				
()	Outcomes Ø		Shuffle Answe	rs Yes				
History	Chat		Time Lim	it 15 Minutes				
e	Pages Ø		Multiple Attemp	ts No				
Commons	Files Ø		View Response	es No				
() Help	BigBlueButton (Conferences)		Lock Questions After Answerin	ng No	77			
	People ø	Due	For	Available from	Unti	I		
	Settings	Oct 28	Everyone	Oct 28 at 11:44am	Oct	30 at 11:59pm		
					Preview			

14. Quiz preview would look like as follows. It's one question at a time with shuffled answer

	= IPE207.1 > Quizzes > Quiz 1						
Account	2021 Fall Home	Quiz 1	[™] Keep Editing This Quiz				
9	Assignments	① This is a preview of the draft version of the quiz	Quanting				
Admin	Announcements	Started: Oct 24 at 1:45pm This is the preview of the quiz just made. Student	QUESTIONS				
රියි Dashboard	Discussions	Quiz Instructions	⑦ Question 2				
Courses	Quizzes Grades	1. All questions should be answered. Student will see the time remaining when quiz is	Time Running: Hide Attempt due: Oct 28 at 11:59pm 12 Minutes 37 Seconds				
<u>දැ</u> දු Groups	Syllabus	2. All questions nave equal points. attempted.	12 mildes, 67 Seconds				
Calendar	Modules	Question 1 One question at a time as 1 pts					
E Inbox	Dropbox for Canvas	Where is Dhaka located ?					
History	Google Drive	Click on the next button to					
e	Outcomes 🧐	Nepal See the Question 2					
Commons	Dages Ø	O Smanka					
(?) Help	Files Ø	O Chaina					
	BigBlueButton (Conferences)						
	People Ø	NEXL •					
	Settings	Quiz saved at 1:47pm Submit Quiz					

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