

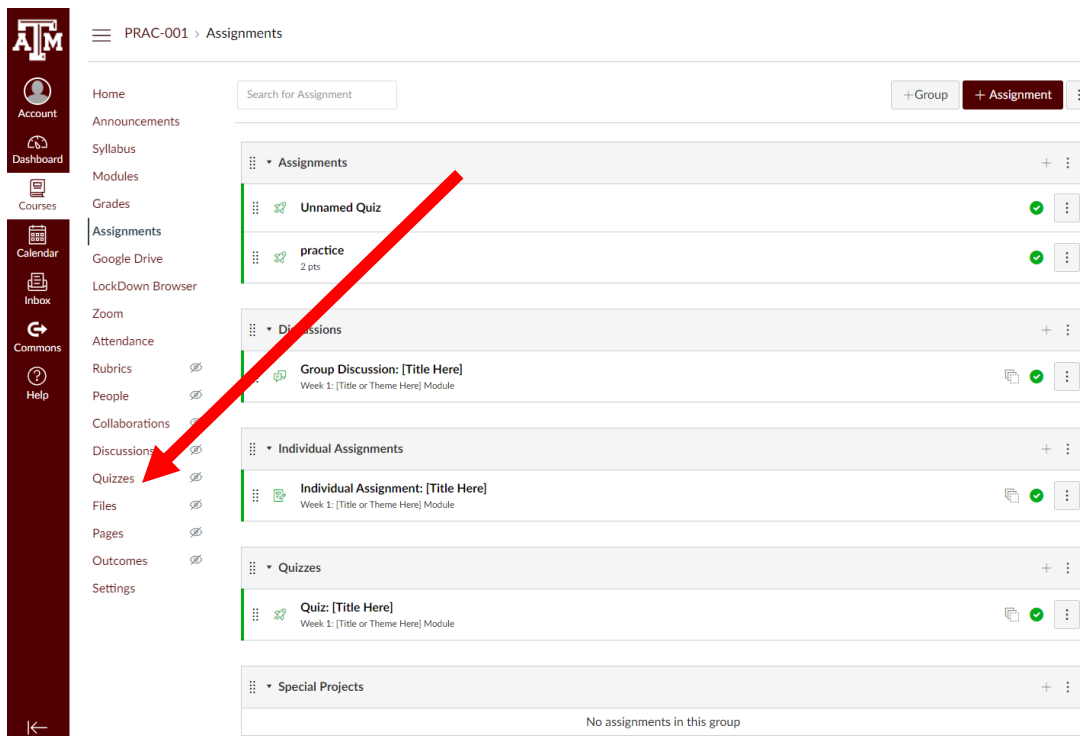
Exam/Quiz Assignments in Canvas

Contents:

- A. Make an exam from scratch in Canvas
- B. Exam Settings
- C. Import Exam using Respondus
- D. Extra time/dates for exams

A. Make exam from scratch.

Click Assignments from the left hand menu in Canvas



The screenshot displays the Canvas LMS interface for a course named 'PRAC-001'. The left-hand navigation menu is visible, with 'Assignments' highlighted. A red arrow points to the 'Assignments' menu item. The main content area shows a list of assignments, including 'Unnamed Quiz', 'practice', 'Group Discussion: [Title Here]', 'Individual Assignment: [Title Here]', and 'Quiz: [Title Here]'. A '+ Group + Assignment' button is visible at the top right of the main content area.

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.

PRAC-001 > Assignments

Search for Assignment

+ Group + Assignment

- Assignments
 - Unnamed Quiz
 - practice 2 pts
- Discussions
 - Group Discussion: [Title Here] Week 1: [Title or Theme Here] Module
- Individual Assignments
 - Individual Assignment: [Title Here] Week 1: [Title or Theme Here] Module
- Quizzes
 - Quiz: [Title Here] Week 1: [Title or Theme Here] Module
- Special Projects
 - No assignments in this group

This will bring you to the page to make your assignment:

Search for Quiz

+ Quiz

- Assignment Quizzes
 - practice 2 pts | 2 Questions
 - Quiz: [Title Here]
 - Unnamed Quiz Available Multiple Dates | Due Multiple Dates
 - Unnamed Quiz

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)

Options

- Shuffle Answers
- Time Limit Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at



Hide Correct Answers at

YYYY-MM-DD hh:mm

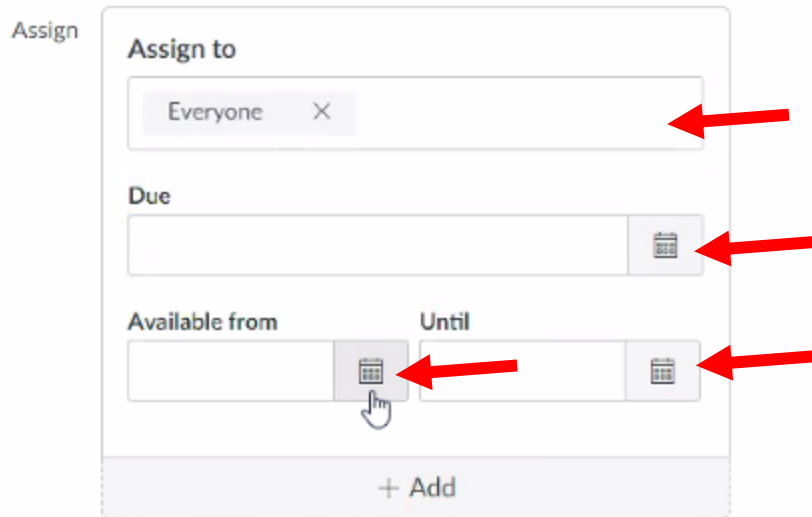


- Show one question at a time
- Lock questions after answering

Quiz Restrictions

Require an access code

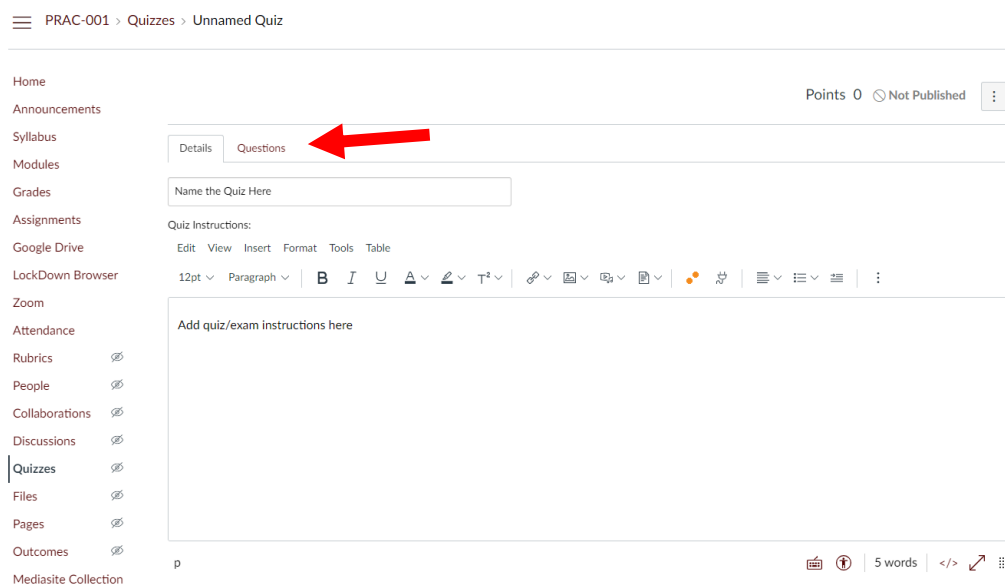
Filter IP Addresses



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”

Home Points 0 Not Published

Announcements

Syllabus

Modules

Grades

Assignments

Google Drive

LockDown Browser

Zoom

Attendance

Rubrics

People

Details Questions

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish Save

Now we choose the Question Type and fill in the Question Text

PRAC-001 > Quizzes > Name the Quiz Here

Home Points 0 Not Published

Announcements

Syllabus

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Rubrics

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Mediasite Collection

My Mediasite

Settings

Details Questions

Question Multiple Choice pts: 1

Enter your question and multiple answers, then select the one correct answer.

Question:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A B T^2

Example Question

p | 2 words |

Now we can fill in our answers by typing into the blanks:

Answers:

Correct Answer This

Possible Answer is

Possible Answer a

Possible Answer example

+ Add Another Answer

Cancel Update Question

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:

Answers:

Correct Answer This

Possible Answer is

Possible Answer a

Possible Answer example

+ Add Another Answer

Cancel Update Question

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:

Answers:

Correct Answer This

Possible Answer is

Click to set this answer as correct

Possible Answer a

Possible Answer example

+ Add Another Answer

Cancel Update Question

Answers:

Correct Answer This

Comments, if the student chooses this answer:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Link] [Image] [Table] [Code] [More]

Feedback

p 1 word </> [Done]

Possible Answer is

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.

The screenshot shows a settings form for a quiz. At the top, there are two checked options: "Show one question at a time" and "Lock questions after answering". Below this is a "Quiz Restrictions" section with two unchecked options: "Require an access code" and "Filter IP Addresses". The "Assign" section includes an "Assign to" dropdown menu set to "Everyone", a "Due" date field, and "Available from" and "Until" date fields. At the bottom of the form, there is a "Notify users this quiz has changed" checkbox and three buttons: "Cancel", "Save & Publish", and "Save". Two red arrows point to the "Save & Publish" and "Save" buttons.

This will bring you to the published page:

The screenshot shows the published page for a quiz. The breadcrumb trail is "PRAC-001 > Quizzes > Name the Quiz Here". The page has a "Published" status and buttons for "Preview", "Edit", and a menu icon. A "Related Items" section on the right includes "Moderate This Quiz" and "SpeedGrader™". The main content area is titled "Name the Quiz Here" and contains a text box for "Add quiz/exam instructions here". Below this is a settings table:

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:

PRAC-001 > Quizzes > Name the Quiz Here

Home Published Preview Edit ⋮

Announcements

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Settings

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

Related Items

- Moderate This Quiz
- SpeedGrader™

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.

Table of Contents

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:

PRAC-001 > Quizzes

Home + Quiz

Account
Dashboard

Courses
Calendar
Inbox
History
Commons
Help

Home
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Google Drive
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Office 365
Settings

Assignment Quizzes

- TEST EXAMPLE
Available until Mar 31 at 11:59pm | Due Mar 31 at 11:59pm | 1 pt | 1 Question
- Example
1 pt | 1 Question
- Name the Quiz Here
2 pts | 2 Questions
- practice
2 pts | 2 Questions
- practice
2 pts | 2 Questions
- Quiz: [Title Here]
- Quiz: [Title Here]

Once in the Quiz, click “Edit”

PRAC-001 > Quizzes > TEST EXAMPLE 63 Student View

Home
Announcements
Syllabus
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LockDown Browser
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Office 365

Published Preview Edit

TEST EXAMPLE

Quiz Type Graded Quiz
Points 1
Assignment Group Assignments
Shuffle Answers No
Time Limit 75 Minutes
Multiple Attempts No
View Responses Always
Show Correct Answers Immediately
One Question at a Time No
Require Respondus Lock-Down Browser No
Required to View Quiz Results No
Webcam Required No

Related Items
Moderate This Quiz
SpeedGrader™

Due	For	Available from	Until
Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:59pm

Preview

Scroll down until you see “Assign”

Quiz Restrictions

Require an access code


Filter IP Addresses

Assign



Assign to

Everyone ×

Due

Mar 31 11:59pm 
Wed Mar 31, 2021 11:59pm

Available from **Until**

Mar 30 12am  Mar 31 11:59pm 
Tue Mar 30, 2021 Wed Mar 31, 2021 11:59pm

+ Add




Click the "+Add" button to add a new exception for your student. This should give the following page:

Assign



Assign to ×

Everyone ×

Due

Mar 31 11:59pm 
Wed Mar 31, 2021 11:59pm


Available from **Until**

Mar 30 12am  Mar 31 11:59pm 
Tue Mar 30, 2021 Wed Mar 31, 2021 11:59pm



Assign to ×

|

Course Section

WELCOME TO CANVAS 

Available from **Until**

+ Add

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.

Assign

Assign to

Everyone

Due

Mar 31 11:59pm

Wed Mar 31, 2021 11:59pm

Available from

Mar 30 12am

Tue Mar 30, 2021

Until

Mar 31 11:59pm

Wed Mar 31, 2021 11:59pm

Assign to

Name

No results found

Mar 24 11:59pm

Wed Mar 24, 2021 11:59pm

Available from

Mar 10 12am

Wed Mar 10, 2021

Until

Mar 24 11:59pm

Wed Mar 24, 2021 11:59pm

this quiz has changed

Cancel Save

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:

PRAC-001 > Quizzes > TEST EXAMPLE

63 Student View

Published Preview Edit

TEST EXAMPLE

Quiz Type Graded Quiz

Points 1

Assignment Group Assignments

Shuffle Answers No

Time Limit 75 Minutes

Multiple Attempts No

View Responses Always

Show Correct Answers Immediately

One Question at a Time No

Require Respondus LockDown Browser No

Required to View Quiz Results No

Webcam Required No

Due	For	Available from	Until
Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:59pm


Preview

Moderate This Quiz

SpeedGrader™


Find the student, then click the pencil icon on the far right area of the row:

Moderate Quiz

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	⌵
<input type="checkbox"/> Student, Test	--		1		

Or you can select multiple students at once:

Moderate Quiz

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	⌵
<input checked="" type="checkbox"/> Student, Test	--		1		

[Change Extensions for 1 Selected Students](#)

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

Student Extensions

Extensions for Student, Test

Extra Attempts:
everyone already gets 1 attempt

Extra time on every attempt:
everyone already gets 75 minutes minutes

Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.

Manually unlock the quiz for the next attempt

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”

PRAC-001 > Quizzes > TEST EXAMPLE Student View

Home Published Preview Edit

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TEST EXAMPLE


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

Due	For	Available from	Until
Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:59pm

Preview

Related Items

- Moderate This Quiz
- SpeedGrader™



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:

Moderate Quiz

Search People Filter

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/> Boone, Emily	2	00:12	8	8	
<input type="checkbox"/> Doe, Jessica	1	finished in 1 minute	9	7.0	
<input type="checkbox"/> Johnson, Max	2	Time Up!	8	3.66666666666667	
<input type="checkbox"/> Jones, Bruce	--		10		

Extend Quiz Time

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

Started: Nov 9 at 10:31am
Ending: Nov 9 at 10:40am

End the quiz minutes from now

Maximum of 1440 minutes (24 hours)

Cancel Extend Time

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