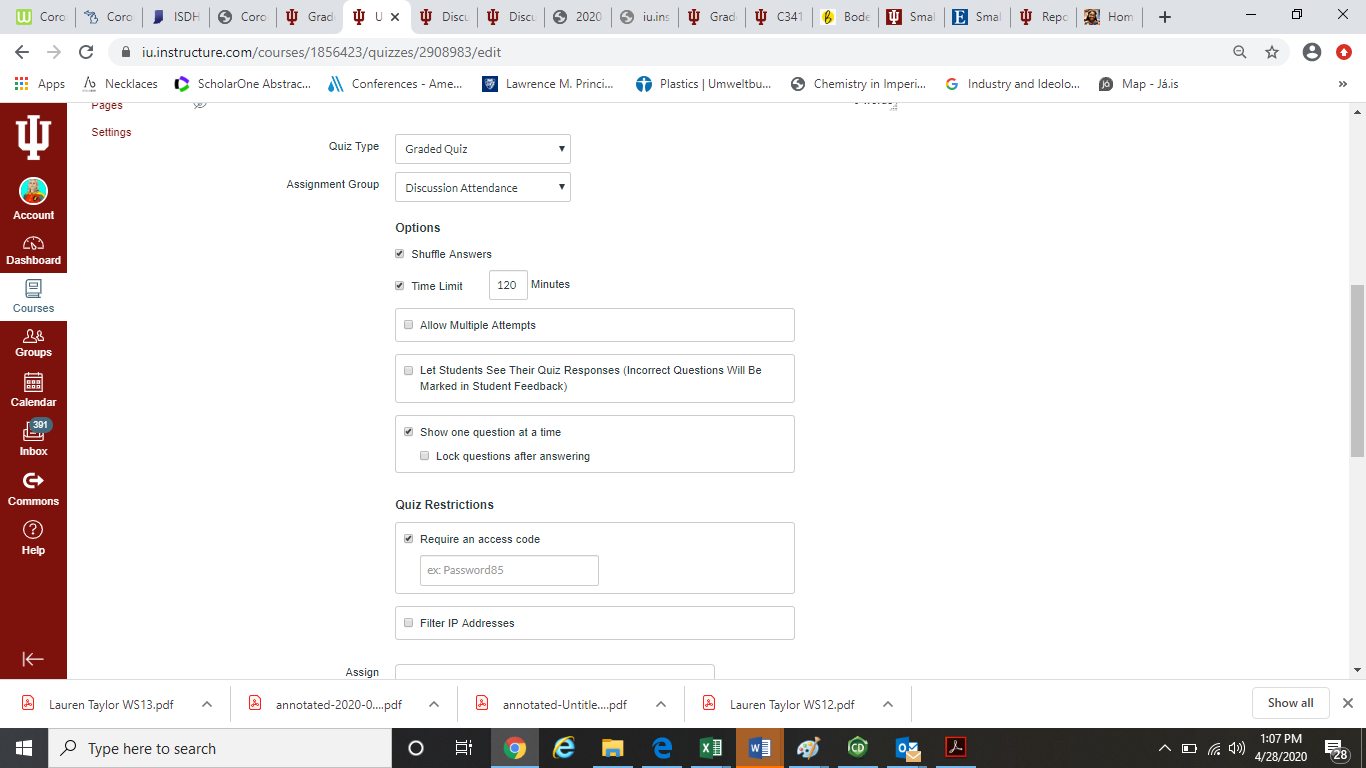
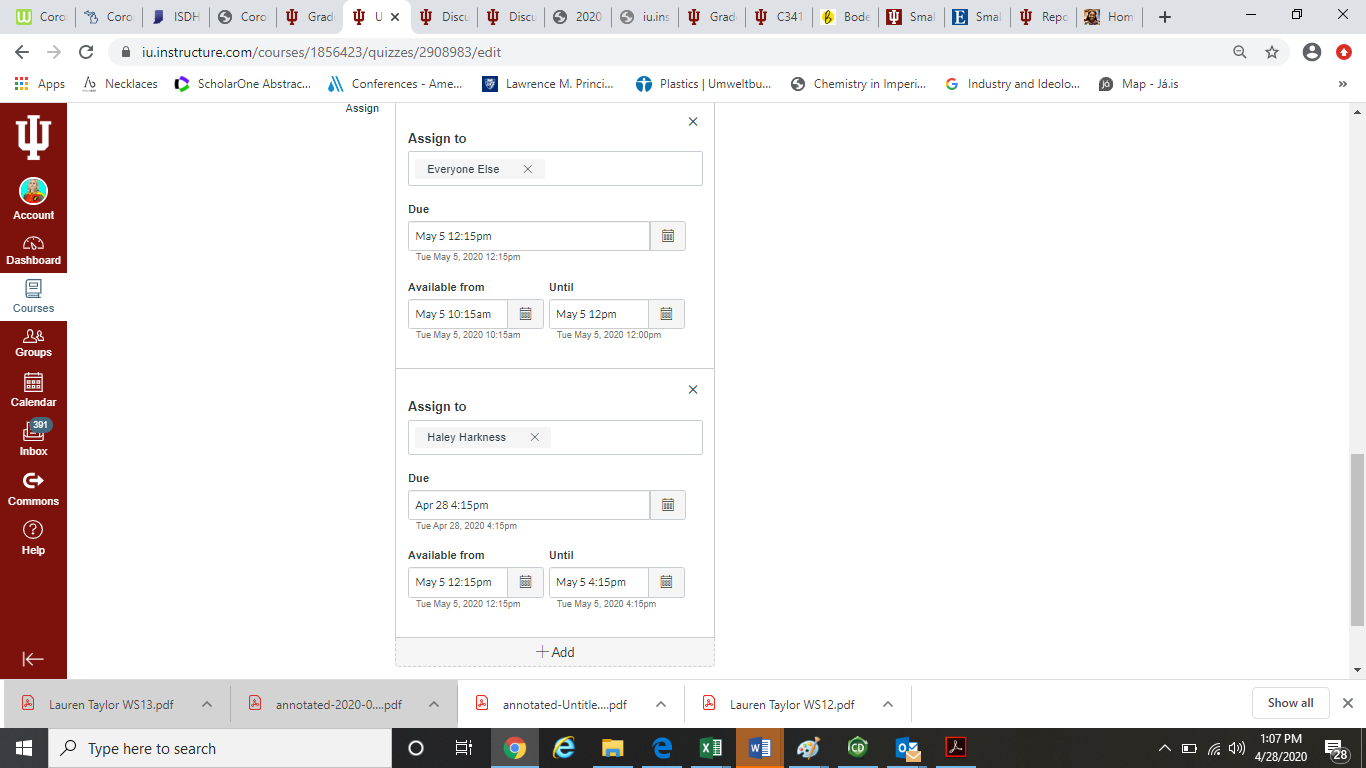
SETTING UP A CANVAS QUIZ

AFTER OPENING THE CANVAS QUIZ FEATURE, YOU WILL ENCOUNTER A SCREEN WITH “DETAILS” ON THE TOP TAB.

* 1. **Name your quiz**
  2. Provide **Quiz Instructions** in the textbox. This includes any details that students need to read and understand before starting the quiz. Think of this textbox as the exam’s first page.
  3. Choose what **Type of Quiz** to administer (quiz or survey, for points or not for points).
  4. Choose where this quiz will show up in your Assignment structure (e.g. discussions, quizzes, exams, etc).

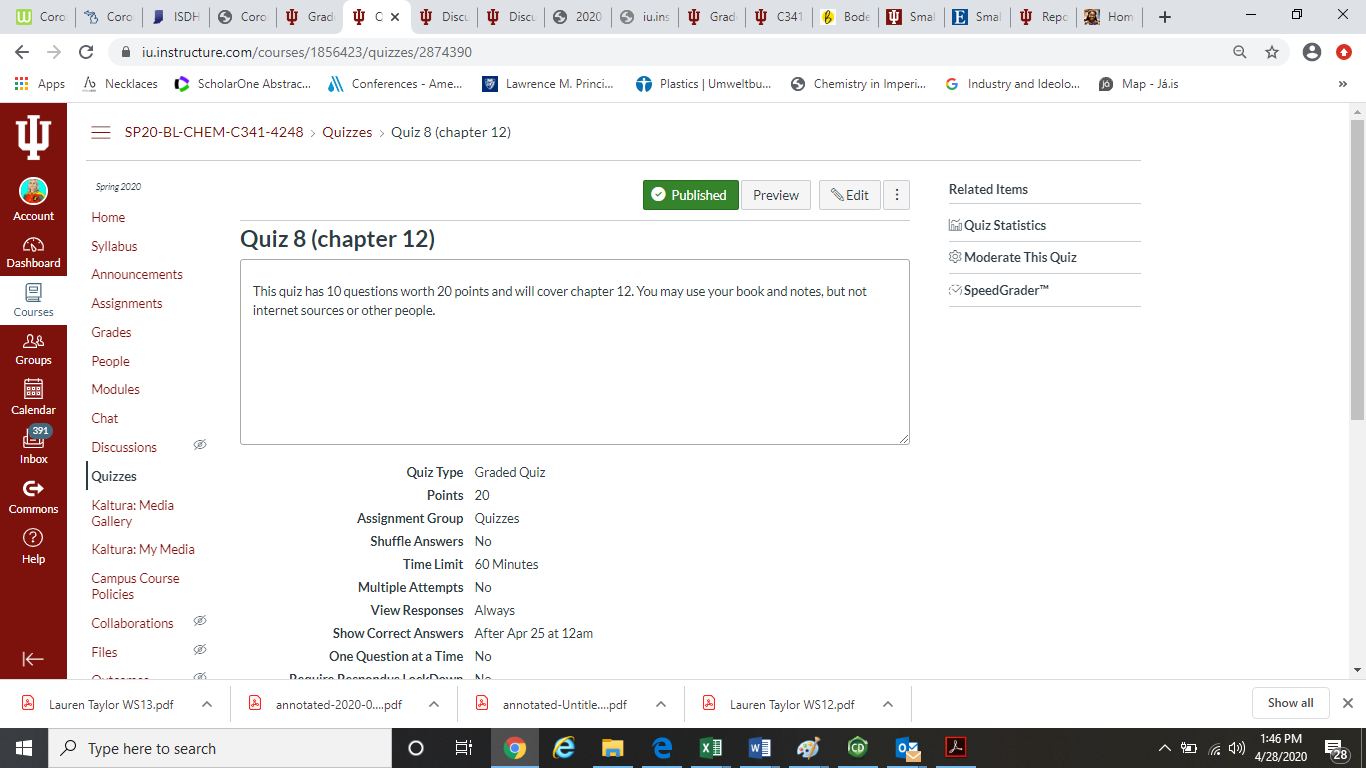
CHOOSING OPTIONS

1. **Shuffle Answers**:this option will rearrange the answers provided to discourage or slow down cheating.
2. Provide your chosen **Time Limit** in minutes.
3. It is ***not recommended*** to provide **Multiple Attempts** (see note below on how to reset assignment for students who have been dropped out of the quiz).
4. It is not recommended that students see their quiz responses to help reduce cheating.
5. **Show one question at a time** allows students to focus on one question, but it does not allow students to evaluate the scope and breadth of the entire exam (this is not advised).
6. If you do choose the option “Show one question at a time”, then a second feature opens allowing the questions to **lock questions after answering** (this is not advised).
7. You can setup a password for your course and you will need to send this to your class well ahead of time.

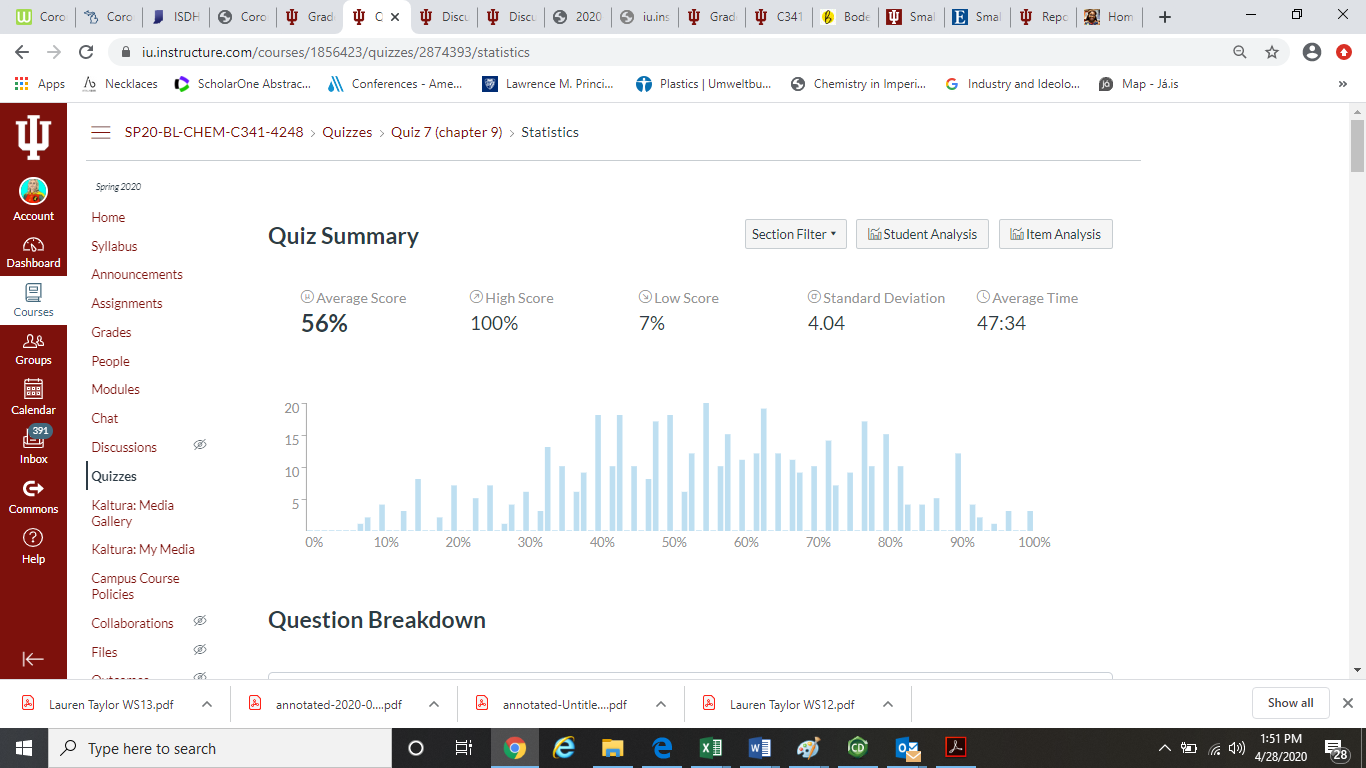
ASSIGNING DUE DATES

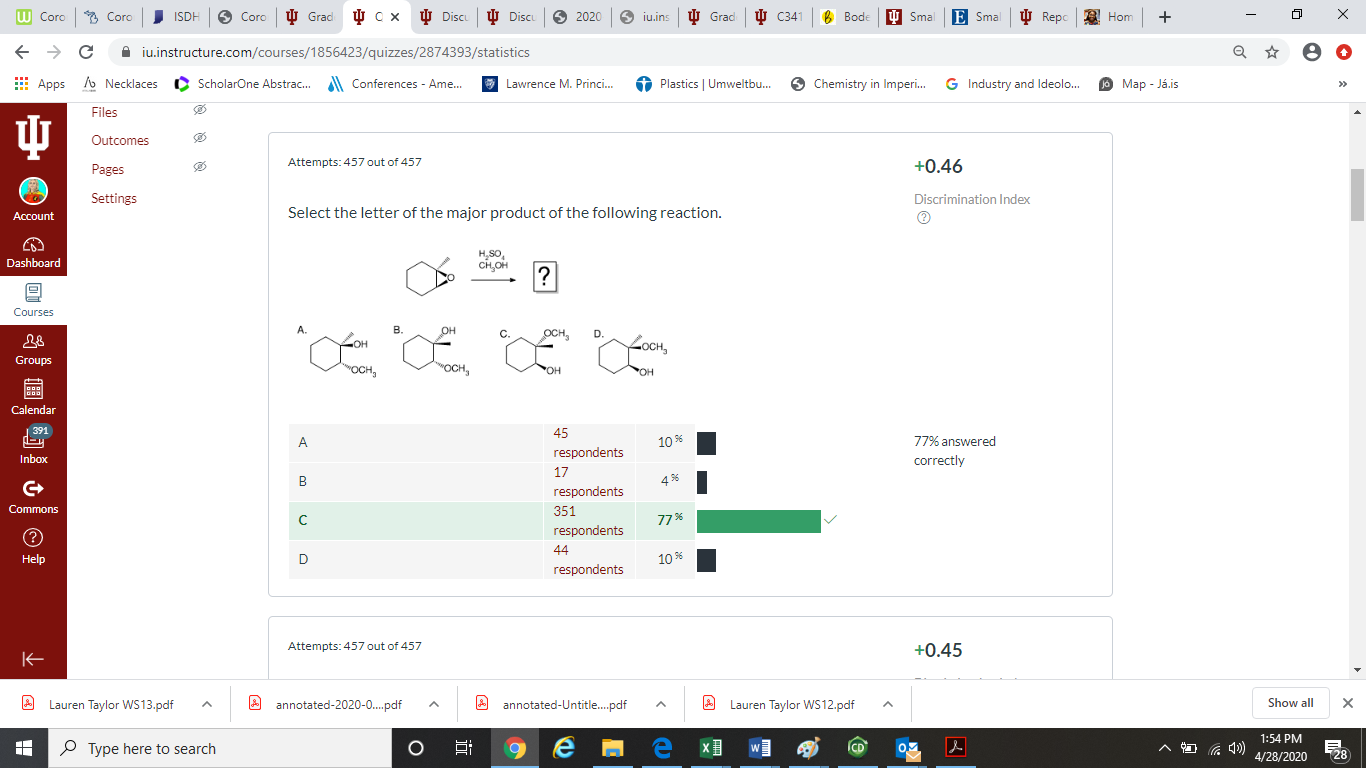
1. **Assign to**: the default setting is that the dates you input are assigned to all students (“everyone”).
2. **Due**: Be sure to put in a due date and available from and available until dates. This will set the time frame for your assignment, but it will also lock students out of looking at this exam at a later time (and potentially copying/posting questions to the internet).
3. **\*Assign to**: you can set different start and stop times to multiple students by clicking the +ADD button at the bottom. You can find all your student’s names individually/alphabetically in the Assign to text option. Start typing a student’s name and select that student with a special time window. “*everyone else*” will remain in the original time set.

HELPFUL FEATURES BEFORE, DURING, OR AFTER THE QUIZ

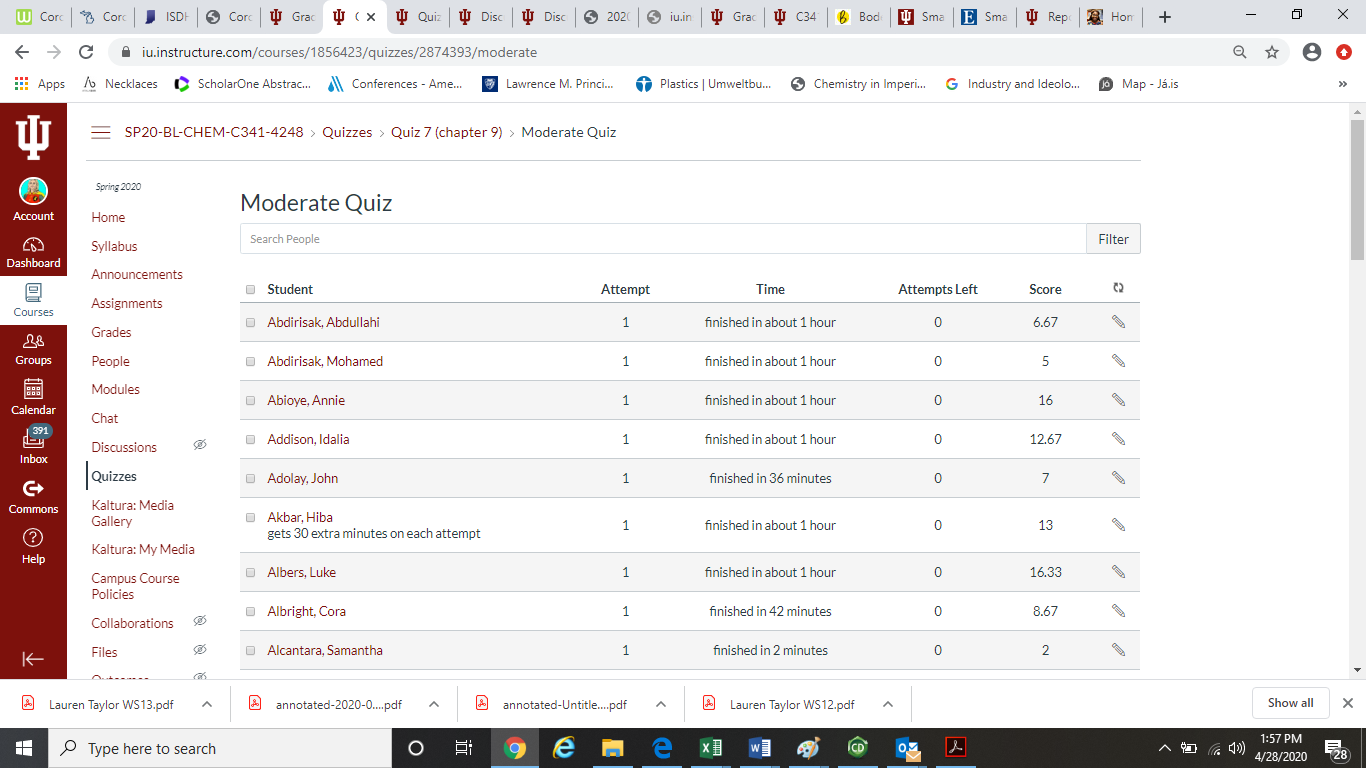


The upper right hand set of tools allow you helpful features.

1. **Quiz Statistics** allows you to evaluate the student’s progress in real time. Information gleaned may be:
   1. Evaluate quiz average a distribution (available in real time):
   2. You can use a Section Filter to evaluate different sections’ performances.
   3. You can export a .csv file using **Student Analysis** that allows you to evaluate each individual student.
   4. You can use **Item Analysis** to evaluate each question.
   5. Scrolling down below the Quiz Summary provides details on each question:



1. **Moderate this Quiz** allows you:
   1. Prior to the quiz event:
      1. **Allow more attempts**: you can choose to allow a specific student a second (or third) attempt
      2. **Add more time** to a student (e.g., for DSS students who need extended time)
   2. Prior or during a quiz event
      1. **Manually unlock a quiz**: this feature allows a specific student to exceed the due date window but still take the entire length of time (e.g., 60 min will be provided to this student even if 30 min remains before the original due date).
   3. After a quiz event:
      1. Be able to see each student’s score, attempts time (student names have been removed below, but this data will be provided alphabetically).



1. **Speedgrader** allows you to:
   1. Evaluate each individual student responses and assign individualized feedback if desired.
   2. If a student is allowed multiple attempts, you can navigate between attempts.

