

HOW TO BUILD SHORT QUIZZES ONLINE USING CANVAS

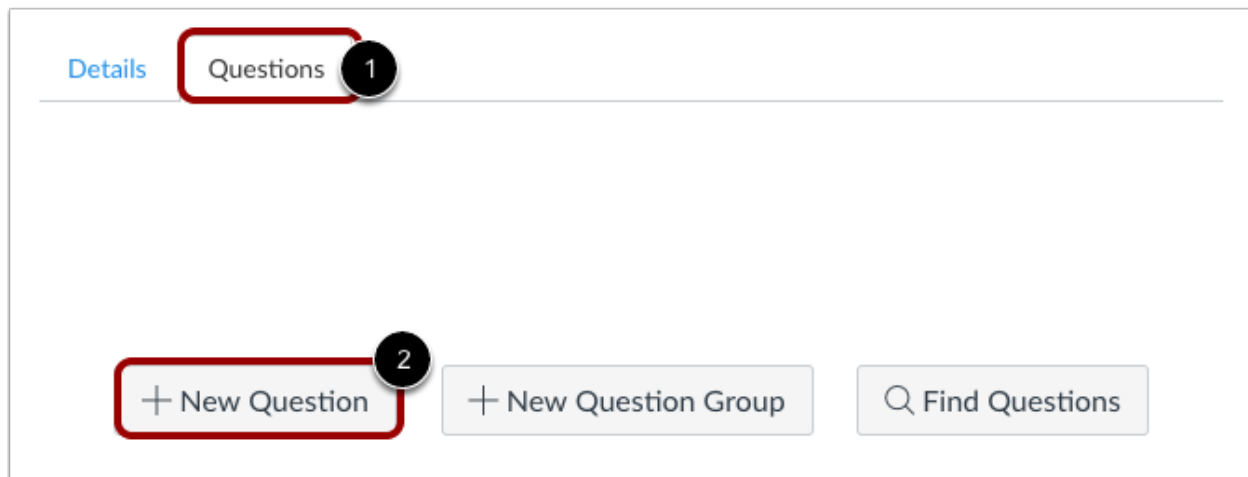
1. Go to Quizzes or Assignments (here you can put it under the correct gradebook category if applicable).

In Quizzes Click + Quiz

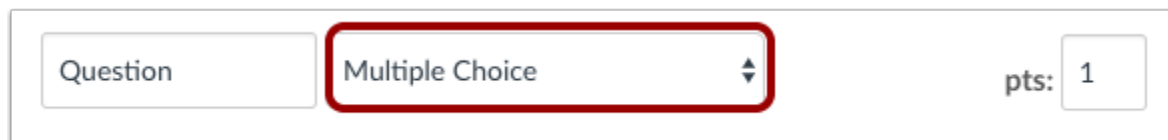
In Assignments click a + in the group you are placing the quiz in and make sure to change the assignment type from Assignment to Quiz. Do not put in any additional info –just save it. Then click on it to open it.

2. You will enter the quiz where there are two options above the large textbox. The first is details. Put all quiz details in there (this is addressed both in the Faculty COVID-Guide as well as in the handout that was sent regarding building test banks to all faculty on 3/26/2020


3. Next click on Questions and + New Question



4. Be sure to click the box where you see “Multiple Choice.” This is what the system defaults to. If it is an essay question, then you have to change it to essay. There are numerous different types. If you have an essay question and you do not change it here, students will not be able to answer the questions.



5. Set point value for the individual question.

Question	Multiple Choice 	pts: 1
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6. Cut and paste your question prompt in the large textbox.

7. If it is a true false or m/c question, paste each individual answer in each of the different small answer boxes below.

8. Click the arrow to code the correct answer (on the left of the answer boxes).

9. Save the quiz and it is done. Publish it when you are ready.