

Creating Quizzes and Exams

In Canvas there is one tool for both quizzes and exams called Quizzes. You can create Quizzes from within [Modules](#) or by accessing Quizzes from the left-hand course menu. There are four types of quizzes you can create in Canvas:

1. **Graded Quiz** - this will automatically create a column in Grades and should be used for any test or quiz you wish to administer.
2. **Practice Quiz** - this will not create a column in Grades and should not be used for any assessment you wish to grade.
3. **Graded Survey** - this will automatically create a column in Grades but only gives students credit for completing the survey.
4. **Ungraded Survey** - this will not create a column in Grades and should be used for polling students and gathering their opinions.

[Creating a quiz and adding individual questions](#)

[Creating a quiz and creating a Question Group to randomize question order or dish a subset of questions](#)



In Quizzes, faculty have the option to Preview a quiz as a student would see it without actually being in student view (pink wrapper). It is the only utility that allows you to do that, because if you take the quiz in actual student view (pink wrapper), you will continually receive the disclaimer that someone has already submitted to the quiz and you shouldn't edit it. Preview from the instructor view lets you see the quiz as a student would, but you are not actually in student view.

Quiz Access and Review Dates

When you are creating a quiz, there are several options and dates to control students' access to the quiz and their review of the answers they submitted.

1. **Due date** - this is the date and time that the quiz is due. The date automatically populates on the students' dashboards, to-do items, and calendar. It does not control interaction with the quiz questions.
2. **Available from** and **Until** dates - these are the dates and times during which students can interact with the quiz ("take the quiz").
3. **Let Students See Their Quiz Responses (Incorrect Questions will be Marked in Student Feedback)** is checked by default. If this is left enabled, know that students will see their responses and whether it's mark correct or incorrect. ⚠️ Use caution in leaving this enabled on auto-graded questions (True/False, Multiple Choice) until all students have submitted to the quiz.
4. **Show Correct Answers at** and **Hide Correct Answers at** dates - these dates will permit students who took the test to review their answers and compare them to the correct answer. If students do not complete the quiz, they will not be able to review the quiz answers. Be sure to set these date (s) for access after the quiz is closed to ensure students cannot share answers with their peers!

Any of the dates can be omitted to allow access to students during the course dates.

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

Show one question at a time

Quiz Restrictions

Require an access code

Filter IP Addresses

Assign

Assign to

Everyone X

Due

Available from Until

+ Add

Technical Difficulties Experienced by Students

Please consider these reminders when students report they have technical difficulties taking a quiz:

1. In a timed quiz: once the the quiz is started, the timer will start and will run until the time is up regardless if the student left the quiz or not.
2. The students can always return to a quiz as long as they either have attempts or time left on the clock. So if they have one attempt, they can exit and get back to the quiz. However, once the time is up, they will not be able to access the quiz any longer unless they have an additional attempt.
3. If the user experiences any technical difficulties, it is their responsibility to find a solid connection and equipment to finish the quiz. It is very important for students to ensure they have secure connections before beginning a quiz/exam - we do not recommend attempting a quiz in a public area using free WiFi.

CIT can assist you with determining what happened when the student experienced technical difficulties. We are able to help interpret the student's activity in Canvas during the quiz. Please contact us at canvas@geneseo.edu

Canvas Community Resources

[Quiz settings and options](#)

[Assigning a quiz to an individual student or course section](#)

[Moderating the quiz for students with extra attempts or time](#)

Related Self Help Guides

- [Creating Quizzes and Exams](#)
- [Paperscorer for Canvas](#) — Paperscorer can be used to easily create paper copies of Canvas Quizzes, create answer sheets, and import detailed results back to your gradebook for student review.
- [Installing & Using LockDown Browser and Monitor - Student Instructions](#) — LockDown Browser can be installed on students' personally owned laptops for secure quizzes.
- [Question Groups and Banks](#)
- [LockDown Browser - Faculty Instructions for Canvas](#) — LockDown Browser is a custom browser that locks down the testing environment within Canvas. Respondus is installed on students' personally owned laptops, eliminating the need to take your class to a specific lab for secure testing.
- [The "Undelete" Trick in Canvas](#) — Did you delete an assignment or quiz in Canvas? Do you regret it? This guide will help you recover it.



More Help

For questions about Canvas, contact CIT via our [online service desk](#) or email canvas@geneseo.edu. Weekdays between 8am-4pm, you can also [contact us via our real-time chat portal](#).

For tips, tricks, and updates on learning technologies at Geneseo, visit our [Educational Technology Chat](#). To explore Canvas Guides (created by Instructure), visit <https://community.canvaslms.com/community/answers/guides/canvas-guide>