

Quizzes Overview (Instructors) Video Script

In this video, you will learn how to create and manage quizzes in a Canvas course.

To begin, click the Quizzes link in Course Navigation. To add a new quiz click the Add Quiz button. If the New Quizzes feature has been enabled in your course, you may need to select your preferred quiz engine. To create a quiz using the Classic Quizzes tool, click the Classic Quizzes option and click the Submit button. For more information about creating and managing quizzes with the New Quizzes tool, check out the New Quizzes Overview video.

Under the Details tab, give your quiz a name in the Quiz Name field and add directions, media, and other instructional content using the New Rich Content Editor. Select the quiz or survey type from the Quiz Type drop-down menu, and select an assignment group from the Assignment Group drop-down menu.

You can manage how students view quiz questions and answers in the Options section. To limit student access to the quiz, use the options in the Quiz Restrictions section. Then, add the due date and availability dates for the quiz.

To add questions, click the Questions tab. You can add questions to your quiz using the Add New Question, Add New Question Group, and Find Questions buttons.

To add individual questions and answers to a quiz, click the Add New Question button. Add a question title, if desired and select the question type from the drop-down menu. To adjust the question point value, update the points field. Type your question and add any relevant media and content using the New Rich Content Editor. Then, add possible answers in the Answers fields. To mark an answer as correct, hover over the correct answer and click the arrow icon. To include feedback for an answer, click the Answer Comments button, type your comments, and click the Done button. To save your quiz question, click the Update Question button.

You can also create question groups in a quiz. Question groups allow you to place multiple questions within a group for students to answer. To create a question group, click the Add New Question Group button, Add a title. Then select the number of questions students should see from the question group and specify the number of points

per question. You can add question bank questions by clicking the [Link to a Question Bank](#) link. Click the [Create Group](#) button. To add quiz questions to a question group, click the [Add New Question](#) button, or drag and drop existing questions into the question group.

To add questions from a question bank into your quiz, click the [Find Questions](#) button. Select the question bank you'd like to use. You can select all questions in the bank by clicking the [Select All](#) link, or you can select an individual question by clicking the question's checkbox. You can add the question directly to a question group using the [Add questions to the question group](#) drop-down menu. Then click the [Add Questions](#) button.

To save your quiz as a draft, click the [Save](#) button. To save and publish your quiz, click the [Save & Publish](#) button. After saving your quiz, Canvas displays the quiz details, including the quiz due date. You can also preview the student quiz-taking experience by clicking the [Preview](#) button.

On the [Quizzes Index](#) page, you can manage existing quizzes. To manage a quiz, select the quiz's [Options](#) icon. To edit quiz details, questions or answers, click the [Edit](#) option. To delete the quiz, click the [Delete](#) option. To migrate your quiz to the [New Quizzes](#) tool, click the [Migrate](#) option. To send the quiz to another instructor at your institution, click the [Send to](#) option. To copy the quiz to another course in which you're enrolled, click the [Copy to](#) option.