

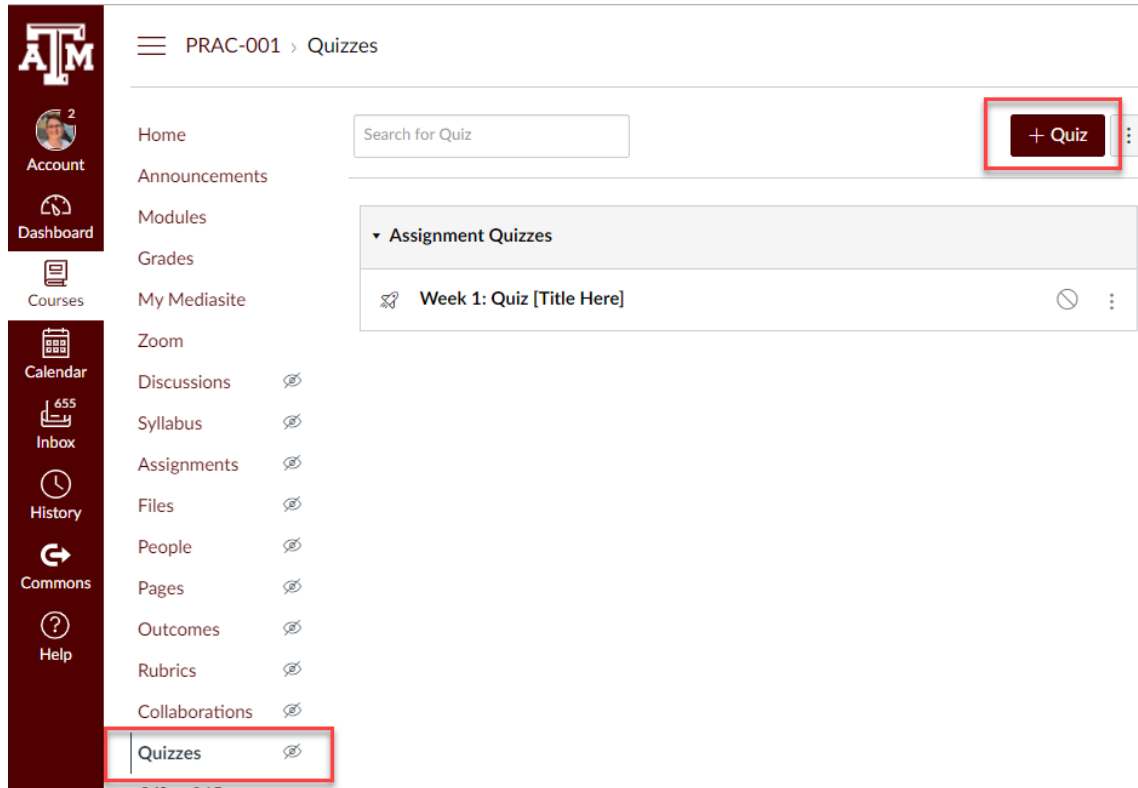
# Setting up Quizzes & Exams in Canvas



# Agenda

- Creating Quizzes
- Quiz Types
- Settings
- Adding Questions
- Accommodations
- Viewing and Grading Student Submissions
- Goodbye Weighted Columns, Hello Assignment Groups
- Importing Tests from eCampus
- Managing Question Banks
- Q&A

# Create a Quiz from Course Navigation



The screenshot displays a course navigation interface for 'PRAC-001 > Quizzes'. On the left, a dark sidebar contains navigation icons and labels: ATM logo, Account (with a '2' notification), Dashboard, Courses, Calendar, Inbox (with '655' notifications), History, Commons, Help, and Quizzes (highlighted with a red box). The main content area shows a search bar for quizzes, a '+ Quiz' button (highlighted with a red box), and a list of 'Assignment Quizzes' including 'Week 1: Quiz [Title Here]'.



# Create a Quiz from within a Module

The screenshot shows a learning management system interface with a sidebar on the left and a main content area. A dialog box titled "Add Item to Week 1: Topic/Title" is open in the center. The dialog box has a close button (X) in the top right corner. The "Add" dropdown menu is set to "Quiz". Below the dropdown menu, there is a list of items, with "[ New Quiz ]" selected. Below the list, there are three input fields: "Quiz Name: Week 1 Quiz", "Group: Assignments", and "Indentation: Don't Indent". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Add Item". Red circles and numbers 1, 2, 3, and 4 indicate the steps: 1. Click the plus icon in the top right of the module view. 2. Click the "Add" dropdown menu. 3. Click the "[ New Quiz ]" option in the dropdown list. 4. Click the "Add Item" button.



# Quiz Types

Points 1 ✔ Published



Details Questions

Attendance Quiz 1/25/18

Quiz Instructions:

HTML Editor



Choose one of these options for quiz type

P

Quiz Type

Assignment Group

Options

- Graded quiz
- Practice quiz
- Graded survey
- Ungraded survey



# Quiz Settings

Quiz Type Graded Quiz ▼

Assignment Group Assignments ▼

## Options

Shuffle Answers

Time Limit  Minutes

Allow Multiple Attempts

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

Show one question at a time

Lock questions after answering

## Quiz Restrictions

Require an access code

Filter IP Addresses

Assign

## Assign to

Everyone ×

Due

Available from

Until

+ Add



# Availability #1

The quiz is available from 1pm to 3pm on January 30th.

**Time Limit 90 minutes.**

Students can work on the quiz for 90 minutes at any time within the availability window.

**Late Starter**

Student started working at 1:45. Quiz will be auto-submitted at 3pm.

**Student with Extra Time Accommodation**

Entitled to 135 minutes to work on test.

However, their test is also auto-submitted at 3pm after only 120 minutes.



# Availability #2

**Availability Window Opens**  
**11:59 1/20/21**

**Due 11:59 PM 1/23/21**

SUBMISSIONS  
ACCEPTED BUT  
MARKED LATE

**Availability Window Closes**  
**11:59 1/25/21**





# Adding Questions to your quiz

Not Published



Details

Questions

+ New Question

+ New Question Group

Find Questions

Notify users this quiz has changed

Cancel

Save & Publish

Save



# Question Types

- Multiple choice
- Multiple answers
- True/False
- Fill-in-the-blank
- Fill-in-multiple-blanks
- Multiple drop-down
- Matching
- Numerical answer
- Formula (simple formula and single variable)
- Essay
- File upload
- Text (no question)



# Rich Content Editor #1

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



Link



Image



Media



Document



Equation



Table



Embed



Horizontal line

p



0 words



Answers:



# Rich Content Editor #2

Use the toolbars here, or Switch View to Advanced to type/paste in LaTeX ×

+ Basic  $\pi$  Greek  $\oplus$  Operators  $\leq$  Relationships  $\leftrightarrow$  Arrows { Delimiters  $\infty$  Misc

$\sup$   $\sub$   $\frac{n}{m}$   $\sqrt{\quad}$   $\sqrt[n]{\quad}$   $\&cl;$   $\binom{n}{m}$   $\dots$   $f$   $'$   $+$   $-$   $\pm$   $\mp$   $\cdot$   $=$   $\times$   $\div$   $*$

$\dots$   $\ddots$   $\Sigma$   $\Pi$   $\amalg$   $\int$   $N$   $P$   $Z$   $Q$   $R$   $C$   $H$

Switch View to Advanced

Insert Equation



# Randomizing Questions with Question Groups

Unnamed Quiz

Tests and Quizzes in Canvas - Go x +

https://canvas.tamu.edu/courses/36599/quizzes/98080/edit

Import Practice Shell - BAEN > Quizzes > Unnamed Quiz

Home Points 0 Not Published

Announcements

Syllabus

Modules

Grades

Assignments

Google Drive

LockDown Browser

Zoom

Attendance

Rubrics

People

Collaborations

Discussions

Quizzes

Files

Pages

Outcomes

Mediasite Collection

My Mediasite

Office 365

Settings

Details Questions

Using Question Banks to Randomize Questions

Quiz Instructions:

Edit View Insert Format Tools Table

12pt Paragraph B I U A Undo Redo 0 words

Quiz Type: Graded Quiz

Assignment Group: Assignments

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



# Things to Know when adding Quiz Questions

- No Jumbled Sentence, Quiz Bowl, Hot Spot and Ordering types of questions
- Canvas cannot do scientific notation and very small decimals
- Canvas answer options are not labeled ABCD etc. if you have questions that include “both A and B” type answers they will need to be edited before use.
- If a quiz is edited when it is live, the edits will not change the grade or results for any student attempts made before the edit. You will need to manually change the score for those students using the regrade function or allow another attempt.



# Publishing your Quiz

Published Preview Edit ⋮

## History Overview

Quiz Type Graded Quiz  
Points 11  
Assignment Group Quizzes  
Shuffle Answers No  
Time Limit No Time Limit  
Multiple Attempts Yes  
Score to Keep Highest  
Attempts Unlimited  
View Responses Always  
Show Correct Answers No  
One Question at a Time No

Due	For	Available from	Until
Mar 9 at 1:59pm	History 101 Section 1	Feb 19 at 12am	May 31 at 11:59pm

Preview

- Show Rubric
- Preview
- Lock this Quiz Now
- Show Student Quiz Results (4 students submitted so far)
- Message Students Who...
- Delete

### Related Items

- Quiz Statistics
- Moderate This Quiz
- Download All Files
- SpeedGrader™



# Accommodations

CS.Fall.2020

Published

Home

Announcements

Syllabus

Modules

Assignments

Quizzes

Grades

Zoom

People

Rubrics

Outcomes

Discussions

Files

Pages

Collaborations

Mediasite Collection

My Mediasite

Settings

## Module 10 Quiz

Quiz Type Graded Quiz

Points 1

Assignment Group Module Quizzes

Shuffle Answers No

Time Limit No Time Limit

Multiple Attempts No

View Responses Always

Show Correct Answers Immediately

One Question at a Time No

Require Respondus No

LockDown Browser

Required to View Quiz No

Results

Webcam Required No

Due	For	Available from	Until
Oct 11	Everyone	Oct 5 at 12am	-

Related Items

1	<input type="button" value="⊗"/>
1	<input type="button" value="⊗"/>
1	<input type="button" value="⊗"/>
1	<input type="button" value="⊗"/>

### Student Extensions



#### Extensions for

##### Extra Attempts:

everyone already gets 1

attempts

##### Extra time on every attempt:

everyone already gets 10 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





# Viewing Student Submissions

PRAC-001 > Quizzes > Week 1: Quiz [Title Here]

Home Published Preview Edit

## Week 1: Quiz [Title Here]

### Guidelines

Use this space to provide information to students about the quiz/exam. Please see the sample below.

Learn More: [Canvas Instructor Guide - Quizzes](#)

This multiple-choice and short answer quiz covers material from the textbook readings within **Week 1**. There are 2 attempts on this quiz, however, the questions will differ in each attempt. Your highest score will be entered into the gradebook.

Quiz Type	Graded Quiz
Points	0
Assignment Group	Assignments
Shuffle Answers	Yes
Time Limit	90 Minutes
Multiple Attempts	Yes
Score to Keep	Highest
Attempts	2

Related Items

- SpeedGrader™**
- Download Submissions

0 out of 1 Submissions Graded

The Declaration of Independence: A ... Out of 50

B	Sort by
A	<b>SpeedGrader</b>
Excused	Message Students Who
-	Curve Grades
F	Set Default Grade
	Post grades
	All grades hidden
	Enter Grades as
	Grade Posting Policy



# SpeedGrader #1

History Overview  
Due: No Due Date - History 101

1/6 Graded 0 / 11 (0%) Average 1/6

← Jessica Doe →

1 2 3 4 5 6 7 8 9 10 11

## History Overview Results for Jessica Doe

ⓘ The following questions need review:

- Question 10
- Question 11

Score for this attempt: 0 out of 11 \*

Submitted Jan 5 at 11:12am

This attempt took 9 minutes.

Question 1	0 / 1 pts
How much time should you spend on your online course each week in order to understand the concepts?	

Submitted: Jan 5 at 11:12am

Assessment  
Grade out of 11

0

Assignment Comments

Add a Comment

Submit



# SpeedGrader #2

Plant Genetics Paper  
Due: Jul 20 at 6pm - Bio 101

1/2 Graded 55 / 60 (92%) Average 1/2

Submitted: Jul 8 at 4:12pm

Submitted Files: (click to load)

[Assignment.docx](#)

**Assessment**  
Grade (55.8 / 60)

A-

[Use this same grade for the resubmission](#)

[View Rubric](#)

**Assignment Comments**

[Download Submission Comments](#)

Page 1 of 5

Zoom controls: - ZOOM +

Text content (highlighted in red box):

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam non arcu in dolor sodales vulputate sed eget tortor. Pellentesque vestibulum tellus non eleifend feugiat. Suspendisse sit amet velit non elit laoreet luctus. Maecenas eget vehicula magna. Mauris vestibulum metus eu diam fermentum, a condimentum dolor convallis. Suspendisse potenti. Pellentesque eget imperdiet sem, viverra laoreet lectus.

Vestibulum et elementum ante, vitae mattis tortor. Etiam eget ipsum sed nisi pretium interdum eget vel velit. Cras mattis velit a elit aliquet, quis pretium erat laoreet. Sed ultrices at libero et cursus. Mauris eros diam, bibendum vel suscipit fringilla, efficitur at elit. Duis laoreet suscipit metus, vel aliquam massa blandit ac. Vivamus non consectetur dolor. Donec semper dolor in neque consequat, condimentum sagittis erat placerat. Integer lacinia velit ut odio aliquam, eu congue enim consectetur. In eget augue arcu. Fusce tincidunt, leo eu fermentum fringilla, dui nunc laoreet leo, at dictum lectus justo vel diam. Donec ut enim eget arcu tristique egestas. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam placerat est odio, sit amet consequat nibh viverra vel.

Nulla interdum gravida lectus in convallis. Proin id risus magna. Donec sodales varius sem, ac facilisis augue posuere in. Morbi mauris lectus, lacinia quis odio nec, volutpat volutpat eros. Praesent euismod erat lacus, non dictum augue convallis sed. Suspendisse ut vehicula arcu. Etiam vitae scelerisque dolor, at aliquam magna. Vivamus consectetur neque sed feugiat ornare. Donec enim nunc, dignissim non quam non gravida posuere enim.



# Assignment Groups

Canvas

▼ Assignments 15% of Total + ⚙

+ Group + Assignment ⋮

Syl

Assignm

Discus

Mid-term

Final F

Final Exam	25%
<b>TOTAL</b>	<b>100%</b>

Assignment Groups Weight

Weight final grade based on assignment groups

Assignments 0 %

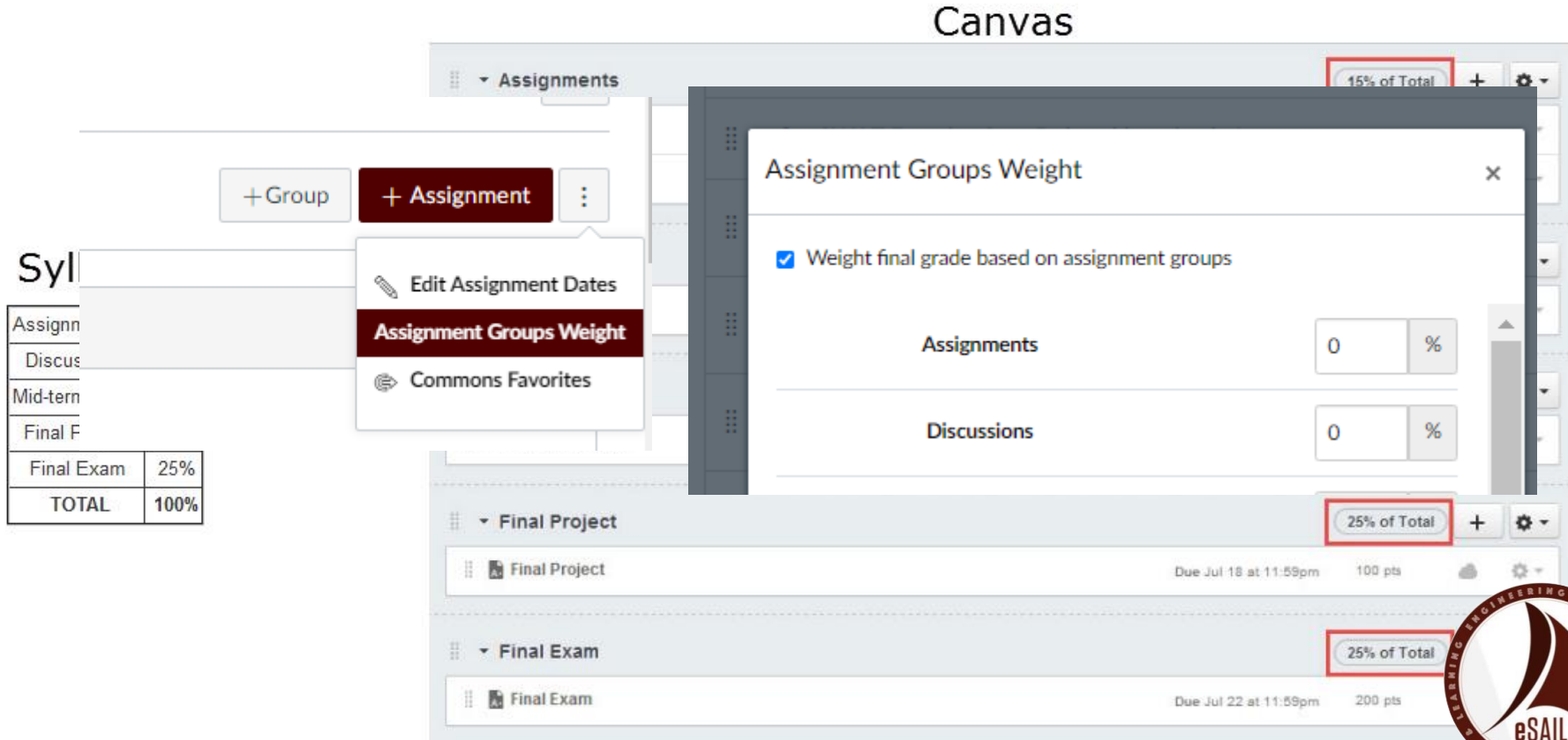
Discussions 0 %

▼ Final Project 25% of Total + ⚙

Final Project Due Jul 18 at 11:59pm 100 pts

▼ Final Exam 25% of Total + ⚙

Final Exam Due Jul 22 at 11:59pm 200 pts

The image shows a screenshot of the Canvas LMS interface. At the top, the word 'Canvas' is displayed. Below it, a list of assignment groups is visible. The first group is 'Assignments', which is expanded to show a sub-menu with options: '+ Group', '+ Assignment', 'Edit Assignment Dates', 'Assignment Groups Weight' (highlighted in red), and 'Commons Favorites'. To the left of this menu is a 'Syl' (syllabus) table with a 'Final Exam' row set to 25% and a 'TOTAL' row set to 100%. The 'Assignment Groups Weight' modal is open, showing a checked checkbox for 'Weight final grade based on assignment groups' and two input fields for 'Assignments' and 'Discussions', both currently set to 0%. Below the modal, three assignment groups are listed: 'Final Project' (25% of Total, 100 pts, due Jul 18), 'Final Exam' (25% of Total, 200 pts, due Jul 22), and another 'Final Exam' (25% of Total, 200 pts, due Jul 22). The '25% of Total' labels for the 'Final Project' and the second 'Final Exam' are highlighted with red boxes. In the bottom right corner, there is a circular logo for 'eSAIL' (Engineering Studio for Advanced Instruction Learning) with the text 'LEARNING ENGINEERING STUDIO FOR ADVANCED INSTRUCTION' around the perimeter.

# Exporting from eCampus

The screenshot shows a web browser window displaying the Blackboard eCampus interface. The browser's address bar shows the URL: [https://tamu.blackboard.com/webapps/blackboard/execute/modulepage/view?course\\_id=\\_157612\\_1&cmp\\_tab\\_id=\\_518447\\_1&editMode=true&mode=cpview](https://tamu.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=_157612_1&cmp_tab_id=_518447_1&editMode=true&mode=cpview). The page header includes the Texas A&M University logo and the text "eCampus Powered by Blackboard". Navigation tabs include "eCampus", "ePortfolios", "Courses" (which is active), "Community", "Content Collection", and "Help Resources". A user profile for "Christine Roach" and a "Log Out" link are visible in the top right. Below the header, there are icons for home, refresh, and edit mode (set to "ON").

The main content area is titled "Home Page" and features a "Customize Page" button. It is divided into several sections:

- My Announcements:** A section with the text "No Course or Organization Announcements have been posted in the last 7 days." and a link for "more announcements...".
- My Tasks:** A section with the text "No tasks due." and a link for "more tasks...".
- What's New:** A section with an "Actions" dropdown menu.
- To Do:** A section with a user profile icon, "What's Past Due" (with an "Actions" dropdown), "All Items (0)", "What's Due" (with a date selector set to "01/07/2021" and a "Go" button), "Today (0)" (with the text "Nothing Due Today"), "Tomorrow (0)", "This Week (0)", and "Future (0)". A "Show all" link is at the bottom right of this section.

A left-hand navigation menu is visible, listing items such as "Practice Course: Christine Roach", "Home Page", "Course Materials", "Zoom Link for Classes", "Use Piazza to Ask Questions", "Tools", "My Grades", "Discussions", "Groups", "Information", "Content", and "Help". At the bottom of the browser window, a taskbar shows the Windows logo, search icon, and several application icons. The system tray in the bottom right corner displays the time "9:13 AM".



# Importing into Canvas

The screenshot shows the Canvas LMS course editor interface for a course titled 'PRAC-001'. The interface is divided into several sections:

- Left Sidebar:** A vertical navigation menu with icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'History', 'Commons', and 'Help'.
- Course Header:** Displays 'PRAC-001' and a course title '21 SPRING PRAC 001: WELCOME TO CANVAS'. It includes 'Edit' and 'More' options.
- Main Content Area:**
  - A header box with the text 'Type Your Course Title Here' and the 'ATM' logo.
  - A 'Welcome!' section with a placeholder text: 'Add a short introductory (welcome) message in this spot. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum.'
  - A 'Student Resources' section with four tiles: 'Syllabus', 'Academic Resources', 'University Resources', and 'Online Office Hours'.
  - A bottom navigation bar with 'MODULE 1', 'MODULE 2', and 'MODULE 3' buttons.
- Right Sidebar:**
  - Course Status:** Shows 'Unpublished' and 'Publish' buttons.
  - Actions:** A list of buttons for 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'View Course Notifications'.
  - Coming Up:** A section with a 'View Calendar' button and the text 'Nothing for the next week'.



# Things to Know about Importing Tests

- Import packages need to be smaller than 1GB.
- Blackboard export zip files do NOT contain feedback. If you have feedback in your blackboard exams, you must export from Bb using the Common Cartridge format.
- Jumbled Sentence, Quiz Bowl, Hot Spot and Ordering types of questions will not import.
- Rubrics will not import correctly. They must be recreated.



# Question Banks #1

PRAC-001 > Quizzes

Home Search for Quiz

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

**Quizzes**

Modules

Collaborations

+ Quiz

Manage Question Banks

Commons Favorites

Assignment Quizzes

- Midterm Exam - Short Answer - T/F  
Due Jul 20 at 11:59pm | 75 pts | 15 Questions
- Midterm Exam - Work Out Problems  
Due Jul 22 at 11:59pm | 58 pts | 13 Questions
- Final Exam - Short Answer - T/F  
Due Aug 4 at 11:59pm | 75 pts | 15 Questions
- Final Exam - Work Out Problems  
Due Aug 4 at 11:59pm | 85 pts | 12 Questions
- Exam 1  
133 pts | 28 Questions

find the question banks inside the expanding menu

navigate to "quizzes"



1

+ Quiz

Find Quiz Question

3

View Course Question Banks

Exam 1  
PRAC-001, 28 questions

Final Exam - Short Answer - ...  
PRAC-001, 15 questions

Final Exam - Work Out Problems  
PRAC-001, 12 questions

GM30 Infeasible  
ISEN-320:502-503, 3 questions

GM60 Extend

Select All | Clear All

- In the U.S. from 1950 to 2010 the population steadily increased from 150...
- Fertilizers are applied by homeowners and farmers. What are the two...
- At WWTPs, why is flow equalization used?
- In the video from Presentation 11, trickling filters were described as...
- Question 1**  
Turbidity is influenced by the number of insoluble particles present in...

Question 8

In wastewater treatment plants, secondary treatment includes the removal of

Question 9

Name two ways wastewater treatment plants can dispose of excess sludge.

5 pts

2

+ New Question

+ New Question Group

Find Questions

# Question Banks #2

Cancel

Save & Publish

Save

# Reusing Banks across Courses and Semesters

## Course Question Banks

### Quiz 1-1: Introduction to Class

2 Questions

Last Updated: Nov 9 at 2:41pm



### Quiz 1-2: Review Of Syllabus

2 Questions

Last Updated: Nov 9 at 2:41pm



### Quiz 1-3: Course Objectives

4 Questions

Last Updated: Nov 9 at 2:41pm



### Quiz 1-4: Global Climate Change

4 Questions

Last Updated: Nov 9 at 2:41pm



+ Add Question Bank

View Bookmarked Banks

click here to  
bookmark

click here to  
see all  
bookmarke  
d banks for  
all courses

# Things to Know about Question Banks

- If you update a question within a bank, it does not automatically update the quizzes that contain that question. You will need to remove the question from the quiz and then re-add it in order for it to update



# TAMU Online Proctoring at a Glance



Type of Proctoring	Restriction of Software on Computer	Record and Review	Automated with Live Proctor Pop-In	Live Proctoring	Live Proctoring with Record and Review
Requires Exam be in LMS	Yes	Yes	Yes	No	Yes
Minimum System Requirements and Technical Specifications  <a href="#">Canvas eCampus**</a>	<ul style="list-style-type: none"> <li><a href="#">Review Minimum System Requirements</a></li> <li><a href="#">How to Install</a></li> <li><a href="#">Pre-Install Information</a></li> <li><a href="#">Quick Start Guide</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Review Minimum System Requirements for Honorlock</a></li> <li><a href="#">System Check</a> (Scroll down to "What You Need")</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Review Minimum System Requirements for Zoom</a></li> <li><a href="#">Zoom Supported Browsers</a></li> </ul>	
Canvas Resources	<a href="#">Step-by-Step Guide</a> (PDF)	<a href="#">Step-by-Step Guide</a> (PDF)	<a href="#">Proctoring with Honorlock Canvas</a> (Video)	<a href="#">Proctoring with Zoom PDF Guide</a> (No LMS)	<a href="#">Proctoring with the Aggie Proctoring Center</a> (No LMS)
eCampus Resources	<a href="#">Step-by-Step Guide</a> (PDF)	<a href="#">Step-by-Step Guide</a> (PDF)	<a href="#">Proctoring with Honorlock eCampus</a> (Video)		

\*Does not work on a Chromebook \*\* [eCampus System Check](#)

# Quiz Logs

Published Preview Edit **⋮** Related Items

## History Overview

Quiz Type Graded Quiz  
Points 11  
Assignment Group Quizzes  
Shuffle Answers No  
Time Limit No Time Limit  
Multiple Attempts Yes  
Score to Keep Highest

**1**

- Show Rubric
- Preview
- Let Students Take this Quiz Now
- 2** Show Student Quiz Results (4 students submitted so far)
- Message Students Who...
- Delete

## Session Information

Started at Fri Jun 02 2017 13:45:11 GMT-0600 (MDT)  
Attempt **1** 2 **2**

### Action Log

- 4** 00:02 **3** Session started
- 00:14  Answered the following questions: #4 #5 #6 #7
- 00:17  Viewed (and possibly read) question #1
- 00:17  Viewed (and possibly read) the following questions: #2 #3 #4
- 00:17  Stopped viewing the Canvas quiz-taking page...
- 00:17  Resumed.
- 00:20  Answered question: #3
- 00:32  Viewed (and possibly read) the following questions: #5 #6





## Canvas Instructor Guide Table of Contents

- [Introduction](#)
- [Analytics](#)
- [New Analytics](#)
- [Announcements](#)
- [Assignments](#)
- [Attendance \(Roll Call\)](#)
- [Calendar](#)

# Resources

Check the  
[Instructor Guide](#)  
or search in  
[Community!](#)

# Q&A

