

## Setting Up Quizzes & Exams in Canvas: Overview

### Introduction 0:00

Christine Roach: Hello everybody! Welcome to Setting Up Quizzes & Exams in Canvas, an Overview.

I am Christine Roach. I am an Instructional Designer at eSAIL. And joining me today, in presenting this, is Enrico. Enrico, would you like to introduce yourself?

Enrico Indiochine, Ph.D.: Good morning. Thank you all for participating.

Christine: Enrico is another Instructional Designer here at eSAIL.

And today, I'll be presenting, and Enrico will be watching the chat and supporting the questions as we go.

I encourage you to share your questions through the chat as we go. We have quite a few participants, so if you can put them in the chat, and we do have a good amount of time set aside at the end to answer questions.

So, as always, remember that we're here to support you. You can open a ticket about eCampus, Canvas, Mediasite, any course development questions you have, by emailing us at [EngrLearnTech@tamu.edu](mailto:EngrLearnTech@tamu.edu).

Let's get started without any further ado.

### Agenda 1:05

So, for today's agenda. We're going to go over creating quizzes, quiz types, the settings and options, adding questions, accommodations, viewing and grading students submissions, the move from weighted columns, importing tests from eCampus, and managing question banks.

### Create a Quiz 1:23

The quiz tool in Canvas is the equivalent to the test and surveys tools in eCampus. It is used in order to create online questions for students to answer for any type of test exam or assessment.

There are two ways to create a quiz. First, you can add quizzes from the course navigation menu by clicking "Quizzes" and then adding a quiz.

After creating a quiz within the quizzes menu, you will need to add it to a module and publish it before students will be able to view it.

You can also create a quiz from within the module view by clicking on the “Add New Content” sign at the top of the module. Then, select “Quiz” as your content type, and then click “New Quiz” and type a name for your quiz.

This will deploy the quiz that you create directly into the module. This is also how you will deploy an existing quiz. So, if you have a quiz that’s not in a module, instead of clicking “New Quiz,” you’ll click the quiz’s name from the list down here to add it to a module.

## Types of Quizzes 2:39

When you create a quiz, you have an option to create one of four types of quizzes. You can create a graded quiz, a practice quiz, graded surveys, or ungraded surveys.

A **graded quiz** is the most common quiz, and Canvas automatically creates a column in the Gradebook for any graded quizzes that you build. And, after a student takes a graded quiz, certain question types are automatically graded. You can view the results for graded quizzes in Gradebook on the Quiz Results page in SpeedGrader.

A **practice quiz** is a quiz that’s used as a learning tool to help students see how well they understand the course material, but students do not receive a grade for practice quizzes.

A **graded survey** allows instructors to give students points for participating in the survey.

An **ungraded survey** is just a simple survey that allows you to get opinions and has no points or grade attached to it.

A graded survey doesn’t allow the survey to be graded for right or wrong answers; it simply assigns points for completion.

Surveys can be anonymous, as well.

## Quiz Settings 4:05

Once you have created your quiz, within the “Details” tab you can control some settings. We will get into Assignment Groups.

Here at the top is your “Quiz Type,” and then next is the “Assignment group.” We’ll get into that a little bit later on when we discuss grading.

The first option here is to shuffle the answer options, and this is where you would set that option.

Shuffling questions is not controlled in this setting area. Instead, you’ll need to create a question group to shuffle questions, and we’ll go over that in a few slides.

Next, you can set a time limit for a certain number of minutes that students are allowed to work on your quiz. You can decide whether you're going to allow multiple attempts. And, if you select this, you'll get some more options that will pop up as well as far as which attempt grade is kept and how many attempts are allowed.

Now, here the next option is to let students see their quiz responses. My recommendation is to uncheck "Let Students See Their Quiz Responses" because it allows students to deduce the correct answers on submission. That may be useful for a practice quiz, but maybe not for a graded quiz.

Then, of course, you can decide whether students will see one question at a time, or they'll see all the questions in the test at once.

There're also quiz restrictions.

And, finally, we have the Assignment Details here. So, Assignment Details is a subsection that allows you to designate who this quiz is assigned to and what availability times they have. We're going to go into this a little bit more in the next slide.

This [Assign to section] sets availabilities for groups or individual students or even sections of students. Once you've set one, you can add multiple availabilities if you have different subgroups of students with different availabilities.

#### *Time Settings 6:06*

So, let's talk about the time settings for a quiz. The availability date creates this window where students can enter the quiz, and the quiz is available to them. Before and after those availability dates, students may be able to see the quiz title, but they cannot enter or work on the quiz.

So, the quiz availability window overrides all the other time settings. Here, we have an example of a student who starts late. A student who starts late would have their tests automatically submitted when the availability window closes, even if they still were within their time limit.

So, here's my example of a late starter who has 90 minutes but who will only be able to work for a portion of that time because they started late.

Also, here, I have an example of a student with an extra time accommodation, and we'll get into that in just a few minutes as well.

So, here is a student who's entitled to 135 minutes to work on a test, but because this availability window is set to 120 minutes, their test will also be auto-submitted at 3 pm because the test availability overrides all other time settings on that test.

This is where those multiple sets of availabilities can come in handy if you don't want to make the window larger for everyone. You may just need to make the time availability window larger for students that have extra time, and you can do that quite easily within Quiz Settings.

Now, you may have noticed that there is a due date. Let me go back and show you.

There is a “Due” date, and there’s “Available from” and “Until,” and some people are confused about why there is a due date. That is optional. A due date creates a window of time between the due date and the availability window closing, where submissions are still accepted, but they are marked “late.”

Obviously, if you do not put a due date, none of those submissions would be marked late. But, if you want to create that opportunity where students can continue to work, but their submissions are marked as “late” or penalized, you can do that by creating a due date.

## Add Questions to a Quiz

### Quiz Questions Basics 8:43

Once you’ve set up the settings or the options for your quiz, you’ll click the “Questions” tab to create quiz questions and points.

You can create individual quiz questions, questions with a question bank, questions with a question group, and questions with a question bank in a question group.

Canvas offers these 12 types of questions when creating a quiz: Multiple Choice, Multiple answers, True/False, Fill-in-the-blank, Fill-in-multiple-blanks, Multiple drop-down, Matching, Numerical answer, Formula, Essay, File upload, and text portion if you want to share information that’s not a question.

If you’re creating complex questions, you’ll want to take some time to explore the Rich Content Editor’s possibilities, which is this portion of... let me go back - this portion of the quiz question interface right here.

This allows you to insert links, documents, images, videos, equations, and format your content in different ways.

So, if you want to add a PDF file, you can add a link to a PDF file within a question, right in this area.

All right, and so also we have the LaTeX math editor, which is built into the Rich Content Editor. Canvas also includes the option to create equations and expressions with his graphical point-and-click editor.

### Randomize Questions using Question Groups 10:25

So, within a quiz, students are presented with the questions in the order they appear in the quiz editor. You can drag-and-drop questions to reorder them. However, if you want to randomize questions within a quiz, you must create a question group. And, that’s the GIF that you should be able to see on your screen right now.

Once you create a question group, you can link that question group to an existing question bank, or you can create questions within the group once it is created.

My advice for doing question groups is to go through that process really carefully. It can be a little bit tricky to make sure you've got all those steps correct.

So, if you make a question bank, and the questions aren't showing up in your question group, then delete that question group and try again. Because once you created that group, I do not see a way for you to link a question bank to it after you have created that group.

So, just be careful to hit that "Create Group" button before you hit "Save," or your group won't be saved. Just take it slow, and it won't be an issue.

So, once you have created a group, all the questions within that group are automatically randomized.

## More Things to Know about Adding Quiz Questions 11:57

Here are some things to keep in mind when you're adding the quiz questions. If you're coming from eCampus, you don't have an option for Jumbled Sentence, Quiz Bowls, Hot Spots, and Ordering types of questions.

On the second point, Canvas cannot do the scientific notation and very small decimals. You can find some workarounds on the Canvas forum, but there are some limitations on what can be done.

Canvas answer options are not labeled A, B, C, and D. And really important: If you have a quiz and you find an error in it, and you need to edit it while it is live, those edits don't change the grade or the results for student attempts that were made before you edited.

So then, at the end of your changes, it will prompt you to regrade. And, then you need to manually change that score for students who already did the test using your regrade function, or you need to go in and allow them another attempt.

That's a little bit different from how it was in Blackboard, so you'll need to keep that in mind.

## **Publish a Quiz 13:00**

Publishing your quiz. Once you save your quiz, you're going to see some additional options appear that don't appear at the beginning. So, to publish your quiz, you click the "Publish" button.

Publishing a quiz means that students can see the quiz in the course. But if you have an availability window, [students] can only see the title. They cannot enter it until that window of time that you've designated is set.

If you do not have an availability window set and want to keep students from working, you can lock the quiz. That way, students can see the test, but they can't go in until you unlock it.

To see the quiz results for students' submissions, you will click where it says #7 on "SpeedGrader." That will open an interface where you can see the individual student's responses. And that's also where you can access some of the information about the student's attempt.

## **Give Students Extra Time Accommodations 14:00**

So, let's talk about time accommodations. That's one of the most common questions we get. It's a fairly simple setup; that's the good news.

The bad news is that you have to do it manually and individually for each student for each quiz. As far as I know. If any of you know how to set a policy where this applies for a certain student for every quiz, please let me know because that is a big question we're coming across.

So, to do this, you go to the Published Quiz Detail page. You click the title of the quiz to get to this page. Then, on the sidebar, you'll see "Moderate This Quiz." When you click "Moderate This Quiz," you will see an interface with a list of student names.

I don't have student names, but this is what that is. Then, on the far left-hand corner, there's a little pencil [icon]. You click on the pencil, and this student extensions window will open that allows you to set extra time for each attempt. That is where you can add your time and a half, or whatever the student is entitled to.

Again, you can use this in combination with a unique availability, that has assignment for certain students, so you can customize it further. This is mostly relevant when you put a limited amount of time on a test.

## **View and Grade Quiz Submissions 15:33**

OK, so, once you've created your quiz, published it, students are making submissions, you want to know how you can view students' submissions. You can access students' submissions either from the sidebar

within that quiz page itself - you go to “Quizzes,” click on the title of the quiz, and then click “SpeedGrader” in the sidebar right here.

Also, note that you can “Download Submissions” right in the sidebar. This is where you would go if you want to download a package of all the students’ submissions. You can do this for students’ document submissions, but you can also do this for text submissions and other submission types.

You can also get to the SpeedGrader by going to the course navigation menu and clicking “Grades.” That will take you to the Gradebook that has all the columns of all the grades. Then, in each column for the grade, these columns are automatically created when you create that graded assignment or quiz.

This “stoplight” Options menu, drop that down and you can click on “SpeedGrader.” That is where you can view those submissions. So, a couple of different ways to get there.

Now, most question types will be self-grading. Here is what you will see for these self-grading questions when you open SpeedGrader, this is what the interface looks like.

So previously, I have had questions specifically whether you can grade by question with all the responses for one question on one page. And, the answer is “No.” You can’t do that in Canvas. Big sad. So, you do have to click through this one-by-one to view that or click through the student’s name one-by-one to grade by question right now.

Here is what it looks like if the student’s submission is a document. This is very similar to the inline grading in Blackboard, where you can make text annotations on the document itself if you desire.

Remember, you have the option to download a package with all of your students’ submissions and then re-upload them into the SpeedGrader.

## Audience Question: 2-Part Exams 18:12

OK, so in the chat area, Andrew asks: “Say you have a two-part exam or quiz. Is there a way to have Part 2 open once they’ve submitted Part 1?”

Gerry Pedraza: I would say you can actually create two exams. Create two mini-modules in Canvas so you can set the open settings for the second module, once they complete the first one. Does that make sense?

We can help you with this if you need more info. I think it’s very doable.

So, two mini-modules, and inside each module like, let’s say, Exam Part 1 and Exam Part 2. Then, you can set the release options for the second module, like “they have to respond to the first quiz.” Or, they have to get a certain grade on the first quiz, or something along those lines. You can set those conditions.

Christine: Thanks.

Gerry: You're welcome.

## Using Assignment Groups to Calculate Complex or Weighted Grades 19:30

Christine: OK. So, we all were accustomed to using weighted columns in eCampus to calculate grade values. In Canvas, there are no weighted columns. Instead, you need to set up any grading calculations either by setting up a point scheme or by using Assignment Groups.

Assignment Groups allows you to organize your assignments into categories with percentage weights that match your syllabus specifications. You can set up these categories within the "Assignments" tab on the course navigation menu. And, when you're in the Assignments tab, you'll see in the far right-hand corner three options, and you can add a group.

Once you've added your groups, you can click the "stoplight" Options menu and click "Assignment Groups Weight." That will open the interface where you can set the percentage weight for each group. Then, within the assignment page, you'll see all the graded activities by the groups. You can easily add assignments there or drag and drop assignments from one group to another.

I know many people, myself included, are used to waiting until the end of the semester and then using weighted columns in a mishmash of columns within eCampus.

So, when you're moving over from eCampus, it's really important to take time to plan this out, so you don't end up with difficulties at the end of the semester because it can be tricky to change things after students have already completed these activities, especially if you have point values.

Because if you change an assignment's point value, it doesn't automatically update a student's attempt. My understanding is that you would need to go back and change their grades manually. So, you definitely want to sort this out beforehand, especially your first time around. Afterward, as you get more familiar, it'll be a little bit easier.

I also want to invite Gerry, do you have any advice that you would give in transitioning from weighted columns to assignment groups for Canvas?

Gerry: My advice would be to always use a 100% scale on each assignment, and then use the assignment value to trigger weights. For example, if you have different types of quizzes or different types of homework – some instructors have homework questions or homeworks that are more difficult than others – they like to ponder them differently.

So, you can create different assignment categories, like Homeworks Level 1, Homeworks Level 2, or things along that nature, so you can have that flexibility you used to have before in eCampus, making more complex operations. In here, you can level the use of Assignment Groups to make as many assignment groups as needed. That will allow you to have a more granular way of grading.



Christine: Well, thank you very much for that insight.

Gerry: You're welcome.

Christine: Definitely, it's a little bit of a change of schema from the Blackboard Gradebook. So, there's a little bit of a learning curve on that.

## **Import Tests or Banks from eCampus to Canvas 23:16**

OK. So, we've talked about creating tests from scratch in Canvas. But, some of you may have already developed tests, quizzes, question pools in eCampus that you want to transfer over into your [Canvas] course. Or, you may want to bring in a package of test questions that comes from the publisher. You can do this, and it's a relatively easy process.

### **Export from eCampus 23:48**

First, you'll want to create an export ZIP file from eCampus. This is good when you want to take in the entire contents of a course, or if you want to selectively bring in some portions of a course, like just the test banks and quizzes.

So, the process, there's a little GIF that's running right now. You go into Packages and Utilities on the Course Management menu, then you select "Archive Course" and then click "Export Package." Then you can choose whether you want to export your entire course or only your tests, surveys, and pools.

You have an option of exporting all of your content or selectively exporting. You will also have the option to import all of the content from a package or selectively import in Canvas, and that is up to you, which way you want to do it. But, a smaller package, as I'm demonstrating here, may have a lower processing time.

So, once your export has processed, and you've downloaded that ZIP file, don't open the ZIP file because that can sometimes cause the file to be corrupted. You just want to carry that over to Canvas.

### **Import into Canvas 25:10**

Let's look and see how the import process looks in Canvas.

Within Canvas, the import process is also fairly simple. On the sidebar menu, you select "Import," then choose "Content Type," and in content type, select "Blackboard 6/7/8/9," "Export zip file," and you'll see there are actually several content types you can import.

The Blackboard export file is what you're actually bringing in. You have the option, again, to import the whole package, or you can import selectively, specific content from within that package. The package first uploads, and then it processes. It's that two-step process right there.

It can take a while, so you can work on other things while that's happening, and then refresh your course in 5 or 10 minutes to see if the process is complete.

So, when you bring in new content, the new content is added. It doesn't replace anything. If you want to erase everything from your course, in the sidebar menu for "Settings" there is an option allowing you to "Reset" the course. That will delete everything from your course.

But, as you import, you can just stack up multiple imports. So, in this course, you can see I have three different imports in this GIF. The first import was a canvas cartridge import that I did, and then I did a file import, and now, I'm doing this test import. So, you can stack up as many imports as you want.

Let me show you where that import menu is because I think this GIF actually skips that step, so hang on just a second.

OK. So, when you look at the sidebar menu, on the far right-hand side, the first option is to import your existing content. Once you click there, it takes you to that interface we just saw where you can select the content. These are all the different types of files that you can import:

- Canvas course,
- Canvas course export package,
- a ZIP file full of files,
- various different LMS imports, and
- QTI files if you get tests from a publisher.

## More Things to Know about Importing Tests 27:47

Some things to keep in mind about importing tests: If you have test questions that have individual feedback for each answer option, my understanding is that the Blackboard export files don't contain feedback. I'm not sure; yes, I believe they don't contain the feedback, or the feedback's not in a format that can import.

So, if that's something you've invested a lot of time in developing, that customized feedback, then you'll need to look into exporting using "Common Cartridge." That's something I haven't gotten into much, but that is a solution for that issue.

Also, if you have rubrics attached, the rubrics, the setup, the formatting in Canvas is upsidedown. So, they won't import correctly; you'll need to take the time to manually create those. A good solution is to open up the Blackboard and Canvas rubrics side by side, and then copy/paste those things into the appropriate space. It is not a solution I like, but that is the workaround we have right now.

## Manage Question Banks 28:56

All right, so moving forward to question banks. This will be pretty much the last topic we'll go into.

Question banks are what were called "Question Pools" [in Blackboard]. The most important thing you probably need to know about question banks is how to find them. Because I know that when I started working with Canvas, this stumped me over and over again.

So, go into "Quizzes." There's no other way to find it except going into quizzes, and then, going into this "stoplight" Options menu, and into "Manage Question Banks." It seems counterintuitive because there are so many other ways to get to things, but this has just one way. That's where you find it.

So, if you add a quiz question and it's not added into a quiz bank, then it's stored in a bank that's called "Unfiled." That's important to know.

Once you've created a quiz bank, if you want to use it in an exam or quiz, you click "Find questions" at the bottom of the quiz detail page. And, that's where you can open up those question banks.

That's the second place I tended to get lost because it doesn't say "Question Banks" and doesn't give you any tips to know that's where you get to the question banks.

Once you click "Find questions," it opens an interface that lists all of your question banks on the left. Then, once you click on the question bank, all the questions within the bank will open up on the right-hand side, and you can select some or all of those to add in to your quiz.

When you have question banks, a really important question is how to reuse those across semesters or in different courses. One way is to bookmark a bank. If you bookmark a bank, that bank will be viewable in other courses that belong to you. Once you have a bookmarked bank, you can view bookmarked banks, and you'll see all of the banks you have for all of the courses over here on this option.

You can also share or transfer question banks by exporting them, either exporting the course or just exporting the QTI ZIP file individually, and then importing it into your target course.

OK. One thing I want to make sure you know about question banks is that question banks don't automatically update the quizzes. When you add a quiz question into a quiz, it's a copy of the quiz; it's not directly linked to that bank. So, if you need to update that question, you have to update it in both places. Or, if you update it within the [question] bank, you need to remove it and re-add it for it to update within that quiz.

## Proctoring Options and More Resources 32:04

We're getting towards the end of our time, so I'll just mention that there's right now...currently... Hang on just a second...There are five proctoring options available. Information about those proctoring options is currently available at TAMU on [KeepTeaching.tamu.edu/#proctoringglance](https://keepTeaching.tamu.edu/#proctoringglance).

That's on the "Keep Teaching" page. That page gives you a lot of information about different proctoring [options]. You might keep an eye out for some upcoming webinars on that; I'm not going to get into that in a lot of depth just now. So, this is the "Keep Teaching" page.

Also, I highly recommend checking out the Instructor Guide or searching in the community for your more specialized questions on quizzes. That's where I've been mostly learning about this. I highly recommend doing that, especially with your specialized questions. The instructor guide is very detailed, and the community itself is very supportive. There are a lot of active people there.

Alright. Thank y'all so much for attending. Look for a follow-up email. I'll send you the slide deck for your reference and also a survey you can complete to give us feedback on how this workshop was for you.

Just a reminder, if you have any other questions, please send us an email [at [EngrLearnTech@tamu.edu](mailto:EngrLearnTech@tamu.edu)]. We'll look at those tickets, and we'll follow up with you. I'll stick around for a few minutes.

If you have more questions, I'll be here. We can go back and forth and discuss things for a little while.