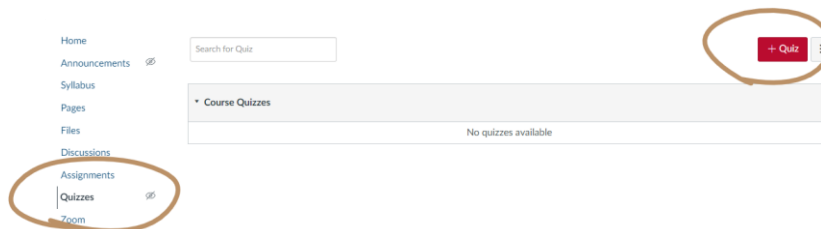




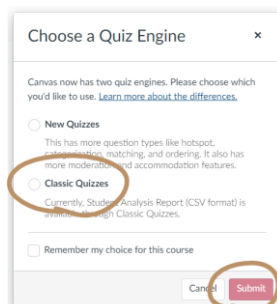
HOW TO CREATE QUIZZES

GENERATE A NEW QUIZ

- STEP 1:** Go to the **Quizzes** tab in the course navigation bar.
- STEP 2:** Click on **'+Quiz'** button in the upper-right corner.



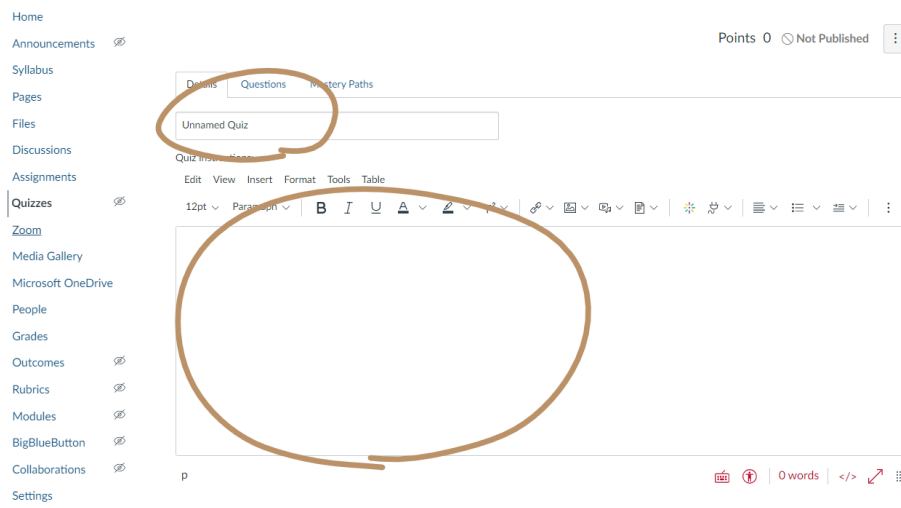
- STEP 3:** Choose which **Quiz Engine** you wish to use (see below). **'New Quizzes'** allows you to incorporate more interactive question types (such as hotspots, categorization activities, and matching exercises). **'Classic Quizzes'** offers more traditional question types (like multiple choice, true/false, fill in the blank, and essay questions).



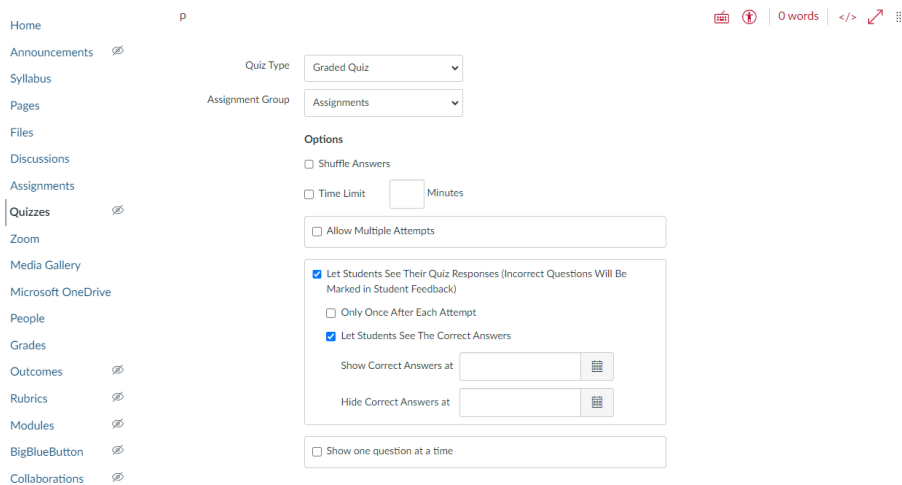
Note that, while 'New Quizzes' can heighten student engagement, 'Classic Quizzes' meet the needs of most courses and are more stable when copying over quizzes from one course to another.

CONFIGURE QUIZ SETTINGS

- STEP 4:** Give your quiz a **name** in the first box.
- STEP 5:** Enter any general quiz **instructions** in the text box (Rich Content Editor).

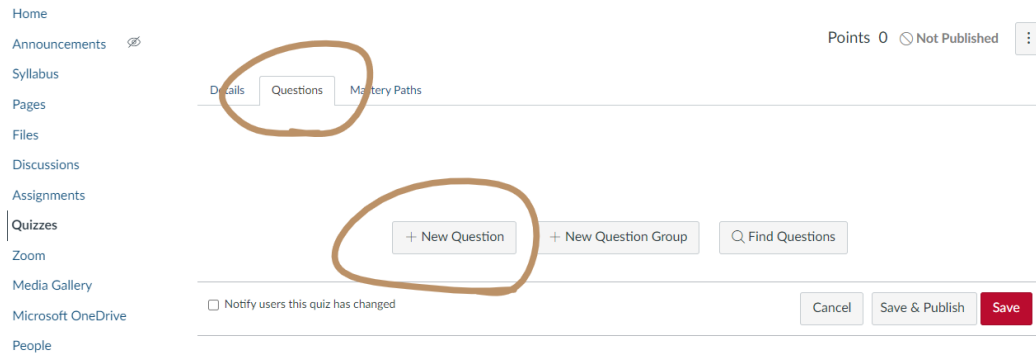


- STEP 6:** Scroll down the screen and configure the **quiz details** to fit your purposes.

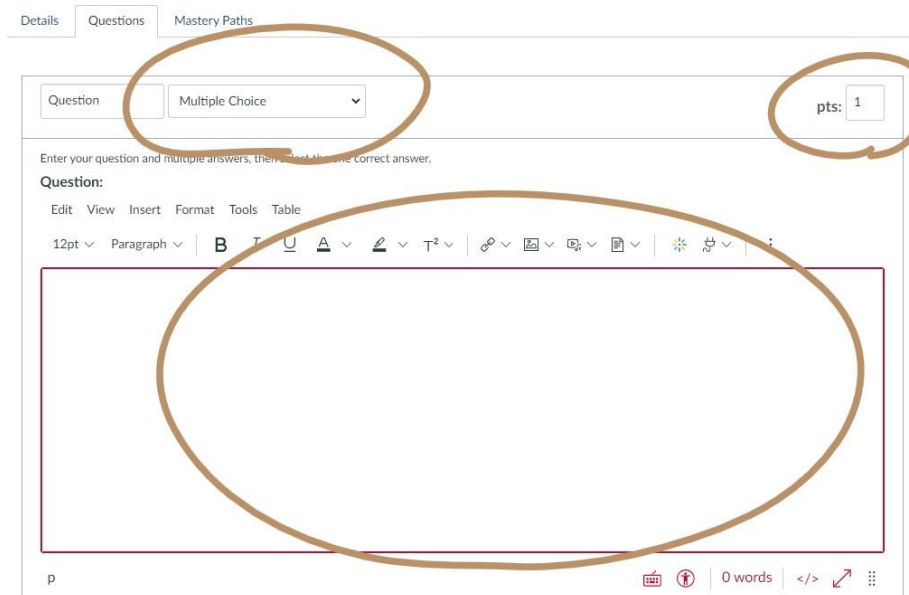


CREATE QUIZ QUESTIONS

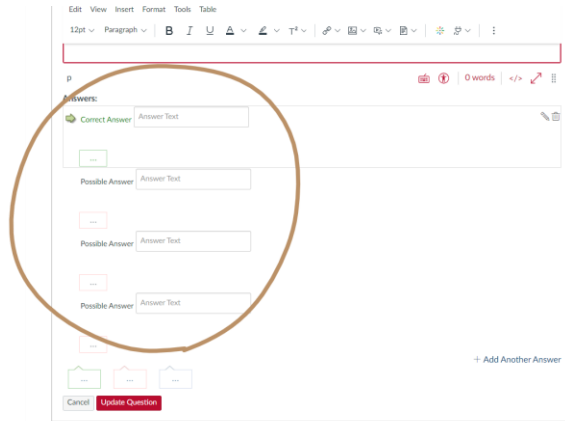
- **STEP 7:** Go to the **'Questions'** tab at the top of the screen and click on the **'+New Question'** button.



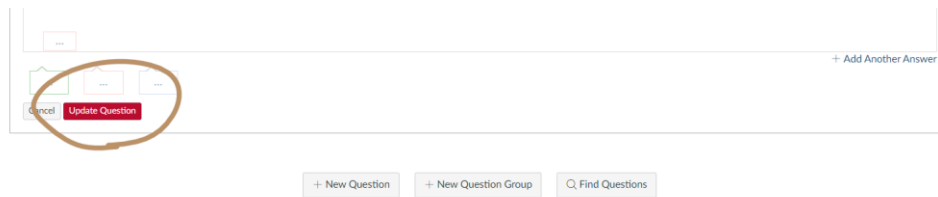
- **STEP 8:** Select the type of question using the dropdown menu. The default is **'Multiple Choice'** but several other types are available (the most popular being **'True/False'**, **'Fill in the Blank'**, and **'Essay Question'**).
- **STEP 9:** Enter how much the current question is worth in the **'Pts'** box (if ungraded enter '0').
- **STEP 10:** Type your **quiz question** (or **essay prompt**) in the main textbox.



- **STEP 11:** If your quiz question is multiple choice, true/false, or fill in the blank, scroll down the screen and **fill in** your **correct** and **incorrect** answers. The example below demonstrates the process for a multiple-choice question, but the other two types look very similar. Note that Canvas refers to incorrect answers as **'Possible Answers'**.



- **STEP 12:** To save your question click on the **'Update Question'** button.



- **STEP 13:** To add another question(s) to your quiz, repeat **Steps 7-12** as needed.

SAVE YOUR ASSIGNMENT

- **STEP 14:** Click either the **'Save'** or **'Save & Publish'** button. Use the former if you want to save your quiz but not publish it. If you are ready to publish, the latter will save you a step later by saving and publishing your quiz simultaneously.

