

Creating a Quiz

1. Go to your course in Canvas.
2. Select **Quizzes** from the left-hand menu.
3. Select + **Quiz** in the upper right corner.
4. Add a quiz name and relevant instructions.

Quiz Type: Graded Quiz is the default setting, and the most common one. You may want to use a Practice Quiz (does not affect grades) or a Survey (no correct answers, based on completion).

Assignment Group: If you already have groups set up, you can add the quiz to one.

Time Limit: The time the students have to answer the quiz questions, once they've opened the quiz. This time must be shorter than the availability window.

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5. Uncheck **Allow Multiple Attempts** and **Let Students See Their Quiz Responses**.
 6. Add an availability window and a due date. The [availability window must be longer than the time limit](#), if the quiz is timed.
 7. Select **Questions** from the top menu.
 8. Select + **New Question**.
 9. Add a question name and the content of the question to the text editors.

You can also select other answer options: for instance, essay (free response) answers. If you choose a different answer type, skip to Step 12.

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10. Add your answer choices (Canvas does not use letters to denote the questions, so don't include letter choices in your answers, e.g. "Both A and B").
 11. Set the correct answer choice by selecting the green arrow next to it.
 12. Select **Update Question**.
 13. Repeat Steps 8-12 until you have added all of your questions.
 14. Select **Save** or **Save & Publish** at the bottom of the page.