CSU Canvas Instructor
Quick Start Guide

QUIZZES

Fall 2014

http://info.canvas.colostate.edu
Online quizzes can be used to help assess student learning. In Canvas, an instructor can create questions in a Question Bank or on a quiz. A quiz can have due dates and a time limit. Most questions are auto graded. Scores for auto graded quizzes are automatically entered into the grade book.

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Key Facts

- 9 auto graded question types
- 2 manually graded question types
- Answers on multiple choice or multiple answer questions are not labeled/numbered.
- Questions on a quiz are not numbered.

- Questions can be placed in Question Banks or on stand-alone Quizzes.
- Re-grading is available for Multiple Choice, True/False and Multiple Answer questions.
  **NOTE: Re-grading does NOT work if questions are linked to a Question Bank.**

- Question Groups, similar to Question Sets, can be used to randomize questions on a Quiz.
- Question groups can be created from Question Banks or can be a created in a standalone quiz.
- Question Groups can only be drawn from one Question Bank at a time.

- Questions can be edited in the Question Bank.
  - Do not edit questions after any students have begun to take a quiz. After a quiz is published, students who have already opened or taken the quiz would not see any changes made to the questions in a group.

- Partial Credit for multiple answer questions is based on fraction of points.
  - E.g. Question 1 has 4 possible answers and is worth 2 points.
  - Answers A and C are correct
  - Students selects A (correct) and D (incorrect).
  - Points earned would be 0 (+1 for correct answer, -1 for incorrect answer.

- If a test is exported from RamCT Blackboard and imported into Canvas, individual questions may appear as a question group with one question, which will work just fine.

- The Moderate test option will allow you to set different amount of time and number of attempts for a student.

- You cannot reset a student’s test attempt. You can allow them to have an extra attempt.
Quiz Types

Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Practice Quiz

A practice quiz can be used as a learning tool to help students see how well they understand the course material. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quizzes do not appear in the Syllabus or the Gradebook.

Graded Survey

A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous.

Ungraded Survey

An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys do not appear in the Syllabus or the Gradebook.

Question Types

<table>
<thead>
<tr>
<th>Multiple Choice**</th>
<th>Multiple Answers**</th>
<th>True False**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill in the Blank</td>
<td>Fill in Multiple Blanks</td>
<td>Multiple Dropdowns</td>
</tr>
<tr>
<td>Matching</td>
<td>Numerical Answer</td>
<td>Formula</td>
</tr>
<tr>
<td>*Essay</td>
<td>*File Upload</td>
<td></td>
</tr>
</tbody>
</table>

*These question types need to be manually graded.

**These questions can be re-graded as long as they are NOT linked to a question bank.
Question Banks or Stand-Alone Quizzes

There are two options for organizing quizzes in Canvas:

**Question Banks**

Question banks provide the ability to reuse questions on different quizzes. Question banks can be a very good way to keep questions organized. E.g. You can have a question bank for chapter 1, chapter 2, etc.

*Questions taken from a question bank CANNOT use the re-grade feature.*

In place of the re-grade feature, instructors can use ‘fudge points” when grading a quiz in Canvas. Fudge points allow you to manually adjust an overall quiz score. 

[Learn more about fudge points.](#)

**Stand Alone Quizzes**

If an instructor needs to adjust the answer to a question students have already taken, they can change/update the question’s answer, re-grade and update students’ scores.

*Questions on a stand-alone quiz cannot be reused on other quizzes.*

*Question types that can be re-graded:*

True/False, Multiple Choice, Multiple Answer
Manage Question Banks

Open Quizzes

Click the Quizzes link.

![Image showing the Quizzes link]

Click the Settings icon [1] and click the Manage Question Banks link.

![Image showing the Manage Question Banks link]
Add Question Bank

Click Add Question Bank button to create a new question bank.

Create Question Bank

Name the question bank Training Questions and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Open Question Bank

Open the question bank by clicking the title of the question bank.

Training Questions

Remember, changes to question templates won't automatically update quizzes that are already using those questions.
Question Bank Options

After opening the Question Bank, you can:

1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes

Add a Question

Zoom

Click the Add a Question button.

Add as many individual questions as you wish to your question bank. Click the Update Question button to save your changes.

Now you can reference this single bank of questions in many different quizzes.
Create A Question – See Appendix I

See Appendix I at the end of this handout to see examples of how to create each type of question.

How Multiple Answer Questions Are Graded

This question type awards a fraction of the points available for each correct answer and subtracts an equivalent fraction for incorrect answers.

For example, a multiple answer question is worth 1 point and has 4 response choices: 2 are correct and 2 are incorrect. Each correct answer is worth .5 points. If a student selects one of the right answers and one of the incorrect options, the student would earn .5 point for their correct answer, but then that amount would subtract .5 point for the incorrect answer, bringing the point total to 0.

Create a Quiz From a Question Bank

Open Quizzes

Click the Quizzes link.
Create New Quiz

Click the Add Quiz button.

Edit Quiz Settings
On the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.

**Find Questions**

Click the Questions tab [1]. Click the Find Questions button [2].
Select Questions

You will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account. This makes it easy for instructors in the same department or program to share resources. Click the name of the question bank you want to select questions from.

Note: If you choose to Find Questions using a question bank, changes made to questions in the question bank will not update in the quiz. Changes made to questions in the question bank will update in the quiz only if the questions are linked to a question bank. Questions linked to a database cannot use the re-grade feature.
Add Questions

Check the boxes next to the questions you wish to add to your quiz [1]. If you want to select all the questions, click the Select All link [2]. Canvas will reference the questions you chose as each student takes the quiz. These questions will stay in sequential order and stay in order each time the quiz is taken or previewed. If you want to add the selected questions to a quiz group, select the drop-down list [3]. You can create a new group or an existing group.

When you’ve selected all the questions you want to use, click the Add Selected Questions button [4].

Click Save to save the quiz.
Preview Quiz

At the top right of the quiz page click Preview to view your quiz.

Create a Question Group

A question group allows you to randomly display a certain number of questions to your students. This helps to present a different quiz for each.

You create a number of questions.

Then determine how many of those questions to randomly display.

In this example, we will create a question set drawn for questions we have created in a Question Bank.

On your quiz, under the Questions tab, at the bottom of the page, click New Question Group.

_Type a name_ for the Question Group.
_Type the number of questions_ to pick from the question bank.
_Type the number of points_ per question.

Click _Link to a Question Bank_
Click on the question bank that contains the questions for your question group.

Click Select Bank.

Click Create Group

Questions will be pulled from the bank: CSU and Other Knowledge

Click Save

When you click the Preview button you will see the 4 questions randomly chosen from the question bank.
Save Quiz

Click the **Save** button to save your work on your quiz.

Publish Quiz

Click the **Preview** button to see what students will see when they take the quiz [1]. If the preview shows the quiz the way you want it, click the **Publish** button [2].

**Note:** You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not
**View Student Quiz Attempt**

**Open Quizzes**

Click the Quizzes link.

**Open Quiz**

**Assignment Quizzes**

- **Unit 1 Quiz**
  - Due Mar 19 at 11:59pm
  - 10 pts
  - 5 Questions

- **Unit 2 Quiz**
  - Due Mar 28 at 11:59pm
  - 5 pts
  - 5 Questions

**Zoom**

Click the title of the quiz.
View Results

Click the Settings icon [1], then select the Show Student Quiz Results link [2].

View Individual Results

Unit 1 Quiz

<table>
<thead>
<tr>
<th>Students who have taken the quiz (5)</th>
<th>Students who haven't taken the quiz (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>Jessica Doe</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>Joe Rodgers</td>
</tr>
</tbody>
</table>

Under the heading Students who have taken the quiz, click the name of a student.
Student View Results

A correct answer will be indicated by a green flag [1]. A wrong answer will show two flags—a red flag [2] will point to your answer, while a gray flag [3] will show the correct answer.
Next Steps with Quizzes:

After taking the basics workshop, check the Canvas Help Guides for other topics such as:

*Allow a Student to have more time or have an extra quiz attempt*
http://guides.instructure.com/m/4152/l/50753-once-i-publish-my-quiz-how-can-i-give-my-students-extra-time-or-extra-attempts

*Use Question Groups to randomize questions*
http://guides.instructure.com/m/4152/l/98624-how-do-i-create-a-new-quiz-with-a-question-group

*Quiz Statistics*

*Grade One Question at a time (e.g. Essays)*

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CSU Canvas Help Resources

CSU Canvas Help Web Site:
http://info.canvas.colostate.edu

Canvas Online Help Guides
http://guides.instructure.com/

Canvas Video Guides
http://guides.instructure.com/m/4210

College Canvas Coordinators:
http://help.ramct.colostate.edu/instructor-support.aspx

Central CSU Canvas Support:
canvashelp@colostate.edu
Canvas Quizzes Exercises

1. What are the two types of questions that must be manually graded?
2. Why would you choose to use stand-alone quizzes instead of question banks?
3. Create a Question Bank called Training Questions.
4. Create three different types of auto graded questions in the Question Bank.
5. Under Assignments, create an Assignment Group called Quizzes.
6. Create a Quiz called Question Types
   - Under Question Settings set the time limit to 20 minutes.
7. Add the questions you created in your Question Bank to the Quiz.
8. Preview the Quiz
9. Publish the Quiz
10. Take the Quiz with your Student Training account.
11. With your instructor account, view the student’s graded quiz attempt in the grade book.
Appendix I: Canvas Auto Graded Question Examples

For each question you create, you can give the question a name, designate the number of points, and provide feedback for correct and incorrect answers.

Click Update Question to save.

Click the pencil icon next to a question to edit it.

True False

Enter your question text, then select if True or False is the correct answer.

Question:

CSU main campus is located in Fort Collins, CO.

Answers:

True

False

Comments, if the user chooses this answer:

Yes, it is.

Cancel Update Question
Multiple Choice

Enter your question and multiple answers, then select the one correct answer.

Question:
As of July 2014, who is the president of CSU?

Answers:

Possible Answer: Barack Obama

Possible Answer: George HW Bush

Possible Answer: Tony Frank

Comments, if the user chooses this answer:
Yes, Tony is CSU's president.

Possible Answer: Hillary Clinton

Add Another Answer
Fill in the Blank

- Use ______ to designate where answer belongs in the question.
- Not case sensitive.
- Can list multiple possible spellings for an answer.

Enter your question text, then define all possible correct answers for the blank.
Students will see the question followed by a small text box to type their answer.

**Question:**

_____ wrote Romeo and Juliet.
(Type last name only.

**Answers:**

Possible Answer: Shakespeare

Possible Answer: Shakespear

Add Another Answer
Fill in Multiple Blanks

- User square brackets [ ] to indicate where answers go.
- Not case sensitive.
- Partial credit will be assigned if only one of the fields is filled out correctly.

Enter your question, specifying where each blank should go. Then define the possible correct answer for each blank. Students must type correct answers into text boxes at each blank.

Question:
In the box below every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets.
(i.e., "Reses are [color1], violets are [color2]")

[1st] was the last name of the first US President.
[2nd] was the last name of the second US President.

Answers:
Show Possible Answers for

Possible Answer: 

Possible Answer

+ Add Another Answer

Cancel  Update Question
Multiple Answers

This question type awards a fraction of the points available for each correct answer and subtracts an equivalent fraction for incorrect answers. In the example below, the question is worth 1 point and has 4 response choices: 2 are correct and 2 are incorrect. Each correct answer is worth .5 points. If a student selects one of the right answers and one of the incorrect options, the student would earn .5 point for their correct answer, but then that amount would subtract .5 point for the incorrect answer, bringing the point total to 0.

These people played athletics for CSU.

Answers:

Possible Answer

- John Elway

Possible Answer

- Becky Hammon

Possible Answer

- Babe Ruth

Possible Answer

- Bradly Van Pely

Add Another Answer

pts: 1
Multiple Drop Downs
Use square brackets [ ] to indicate where answers should go.

Enter your question, specifying where each dropdown should go. Then define possible answers for each dropdown, with one correct answer per dropdown.

**Question:**
In the box below, every place you want to show an answer box type a reference word (no space) surrounded by brackets (i.e. "Rose are [color] , violet are [color2]").

```
Four [a] and seven years ago, our forefather brought forth on this [b] a new nation, dedicated to the [c] that all men are created [d].
```

**Answers:**
Show Possible Answers for

![Possible Answer]

Choose the correct answer:

- [ ] score

Add Another Answer

- [ ]

- [ ]

Update Question
Matching

Text for Additional Match Possibilities (these words will be added to the matching list to distract students from the correct answers). Partial grading is available.

Build pairs of matching values. Students will see values on the left and have to select the matching value on the right from a dropdown. Multiple rows can have the same answer, and you can add additional distractors to the right side.

Question:

Match the 2012 US presidential and vice presidential candidates with their respective home state.

Answers:

- Mitt Romney
  - Massachusetts
- Joe Biden
  - Delaware
- Paul Ryan
  - Wisconsin
- Barack Obama
  - Illinois
- Maryland
- Michigan

+ Add Another Answer

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Create Quizzes
Numerical Answer

- Answer can be an exact number or within a range.

Define the correct answer as any number within a range, or a number plus or minus some error margin. Students will be given an empty text box to type their numerical answer.

**Question:**

What is $3^2$?

**Answers:**

- **Exact Answer:** 9
- with error margin

[Add Another Answer]
Formula Question
- Place variables in square brackets [ ].

Answers:
Variable Definitions
Once you have entered your variables above, you should see them listed here. You can specify the range of possible values for each variable below.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Min</th>
<th>Max</th>
<th>Decimal Places</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>y</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>z</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Enter your question, build a formula, and generate a set of possible answer combinations. Students will see the question with a randomly selected set of variables filled in and have to type the correct numerical answer.

**Question:**
You can define variables by typing variable names surrounded by brackets.

(i.e. “What is 5 plus [y]?”) Need help?

The area of a rectangle is equal to [y] times [z].

**Generate Possible Solutions**
Finally, build as many variable-solution combinations as you need for your quiz.

Offer 6 possible value combinations (max)

allow an error margin of +/− 0

the same variable names listed above.

Decimal Places

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<table>
<thead>
<tr>
<th>y</th>
<th></th>
<th></th>
<th>z</th>
<th></th>
<th></th>
<th>Final Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

[Image: A screenshot of a Canvas interface showing a quiz question with options to cancel or update the question.]