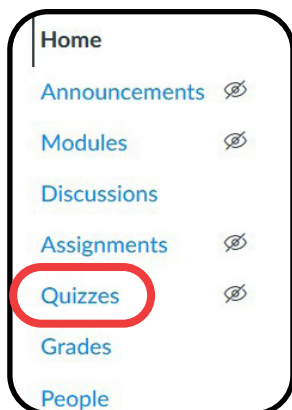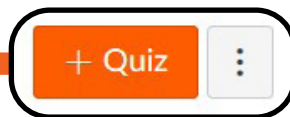# Canvas: Using Quizzes

Before you start:

You will want to set up your Question Banks first. This is not difficult, but it is easier to follow the video tutorials from OSU-Stillwater.

- Creating a Question Bank
- Creating Multiple Choice Questions
- Creating True/False Questions
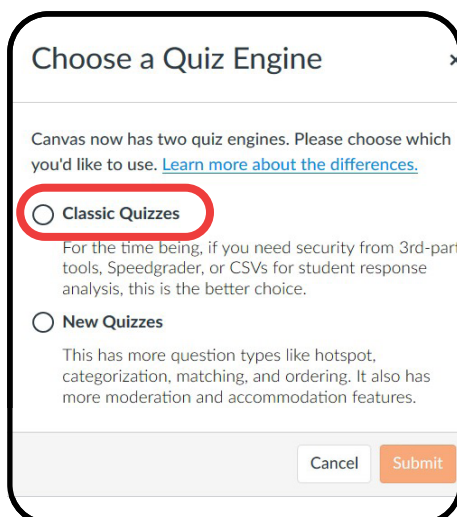- Creating Essay Questions

If you learn better by video tutorial, try scrolling through the OSU-Stillwater Canvas page.

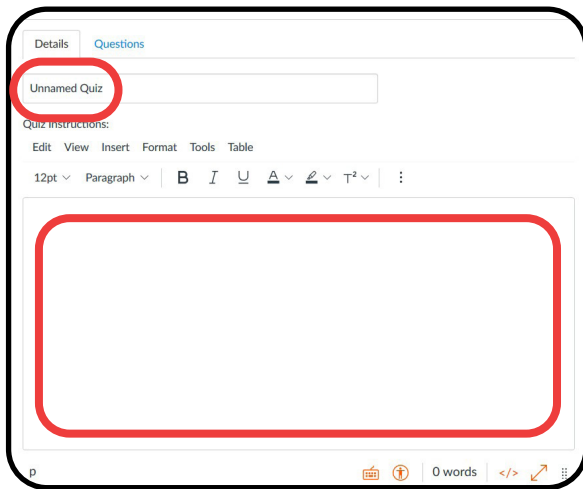**1 - Click on Quizzes on the navigation bar.**
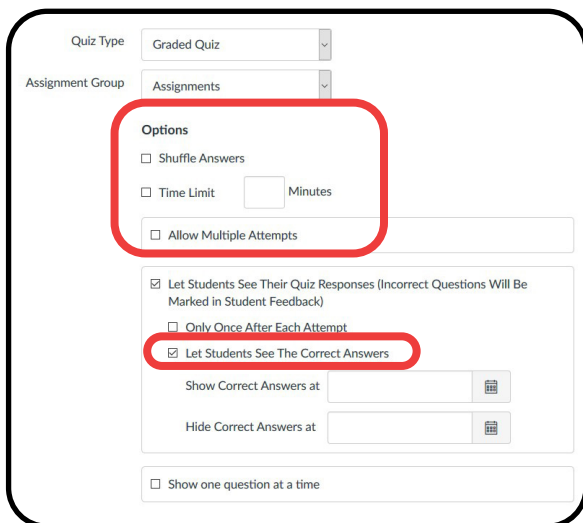
2 - Click on the orange +Quiz button to create a new quiz

3 - Select Classic Quizzes and then click the submit button

4 - Title your quiz

5 - Add your instructions
Include what type of quiz it is, how much time students have to complete it, the point values per question, and how much the quiz is worth total.

6 - Option: Check "shuffle answers"
If you want the answers to be shuffled for each student, check this box. This is recommended.
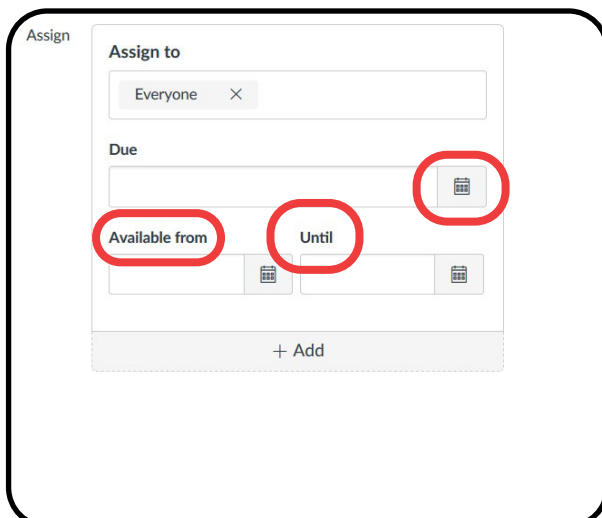
7 - Option: Add a time limit
Under Options, click the time limit box and set your time. You should allow your students the same time you would give them in a classroom setting.

8 - Option: Add multiple attempts
If you want to allow multiple attempts, check that box and then enter how many attempts you will allow.

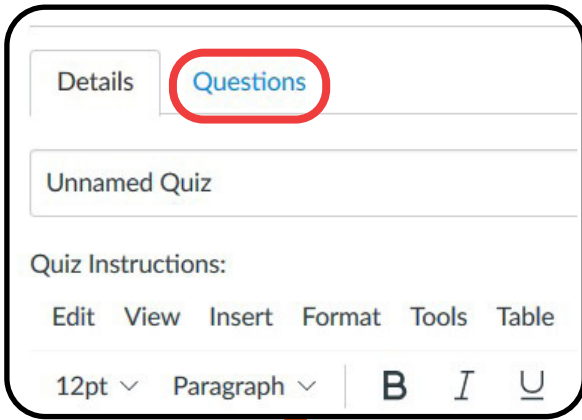## 9 - Option: Checkboxes for question and answer display
Uncheck the box for "Let Students See the Correct Answers" unless this is important to you. We recommend unchecking it so that plagiarism is kept at a minimum. Students will still be able to see the questions they missed, just not the correct answer. You can also check the box for "Show one question at a time" if you'd like.
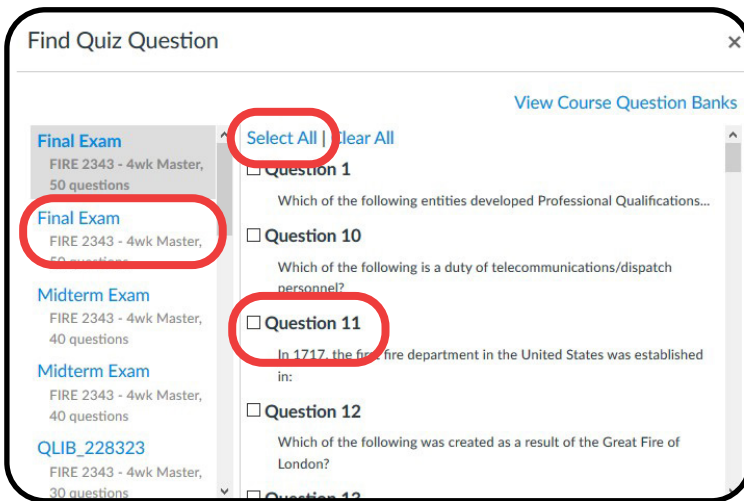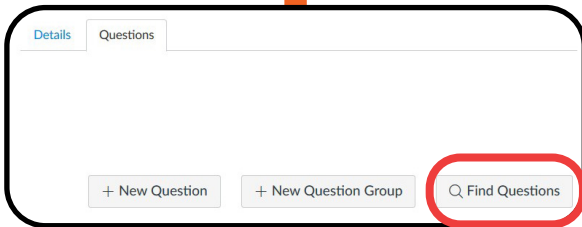
10 - Assign settings
Leave "Assign to" with the "Everyone" there. Do not click the X. Add your due date by clicking on the calendar button, and then set the date on "Available from" to set the day that your quiz will open to students.

"Until" is the ending date when students may not access the quiz anymore. This is not the same as the Due date. If you only set the due date, students will still be able to access the quiz after the due date passes.
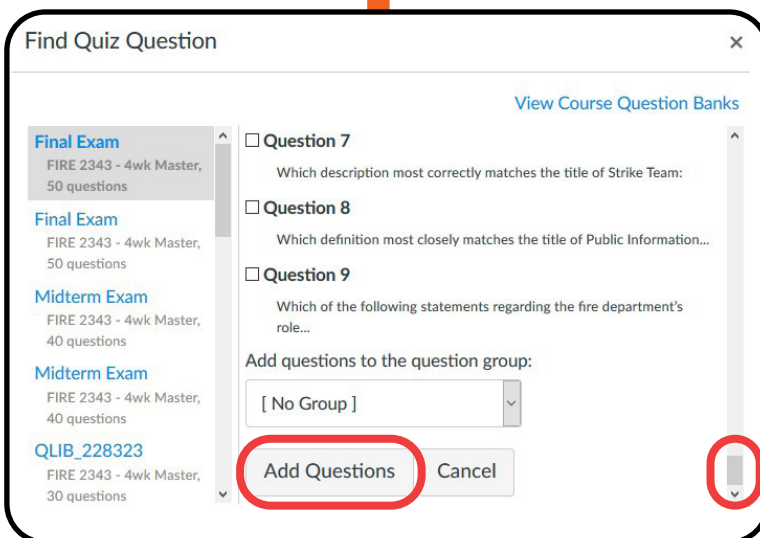
11 - Add questions

Scroll back to the top and click the Questions tab. You've already created the question banks, so now click the "Find Questions" button.

12 - Choose a question bank

Once you've selected that, the questions will populate. You can click the "Select All" link or you can click individual questions to add.

You may need to use the scroll bar on the side to get to the end of your questions where you will see the Add Questions button. Click that and you will return to your Quiz in Edit mode.

12 - Save & publish

Finally, click back on Details and scroll down to click on Save & Publish so your students can access the quiz.