Creating Classic Quizzes in Canvas

This tutorial focuses on making quick objective quizzes that Canvas will auto-grade for you.

If you learn better with video tutorials, view these tutorials from OSU-Stillwater:
* [Create a Multiple Choice Quiz](#)

There are plenty of videos at this [OSU-Stillwater Canvas page](#) if you are interested in more.

Log into [canvas.okstate.edu](#) with your O-Key and select the course you want to work in.

Click on **Quizzes** on your navigation bar.

Click the orange **+Quiz** button.

A small window will pop up. Click the button next to **Classic Quizzes**.

Click **Submit**.

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Give your quiz a **title**.

In the white box, **write the instructions**. Be sure to include how many questions, the type of questions, how much time they have and how much the quiz is worth.

Leave the **Quiz Type** as **Graded Quiz** unless you are creating a practice quiz. If you are, you can drop that box down and select Practice Quiz.

Under **Options**, click Shuffle Answers as long as you don't include answers that say, "all of the above."

Click the box next to **Time Limit** and type in the number of minutes you want to give them. A good rule of thumb is to give them the amount of time you would give them in class, plus an extra minute or two for them to save and submit their quiz.

Click **Allow Multiple Attempts** if you want to give a second opportunity after they have taken the quiz for the first time.

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Canvas' default is to **Let Students See Their Quiz Responses** after they take it, with a red X on the questions they get incorrect. If you don't want this, uncheck this box.

The default setting is also to **Let Students See the Correct Answers**. Uncheck that box if you want.

You can check the box next to Show one question at a time if you want only one question to show up on the computer screen at a time.

Leave **Assign to** with the **Everyone** there. Do not click the X.

Add your **Due date** by clicking on the calendar button. The Due Date will appear on the Canvas calendar.

The **Available from** date is what opens the quiz for students. If you do not set a date, they will have access to it immediately.
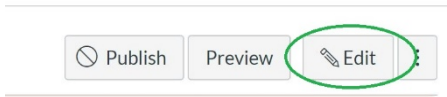
The **Until** date is what closes the quiz. Students cannot access the quiz after this date.

Note: If you only set the Due date, students can still access the quiz even when the Due date passes.
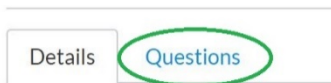
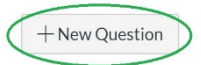Click **Save** to ensure your work is not lost.
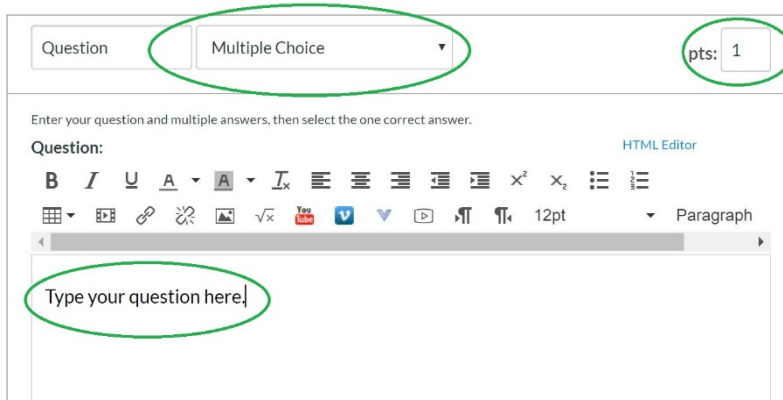
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Once you've clicked Save, you will return to the list of quizzes. Click on your quiz name and then click **Edit**.

You have already filled out the Details tab. Now click on the **Questions** tab.

To add a new question, click on the **+Question** button.

The default setting will be Multiple Choice. You can drop that box down and select another type of question if you prefer.

Type in the point value of the question.

In the white box, type your question.

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The default is to mark the first answer as the **Correct Answer**. However, if you mouse over the other Possible Answers, you'll see that a **faded arrow** is available for you to select if you want to mark another answer as the correct one.

Note: As long as you don't use the words "All of the above," you can type the correct answer into the top box and check the box on the Details page to Shuffle Answers (previous step).

After you have entered the possible answers (and the correct one), click Update Question.

Click **the Save & Publish** button so your students can see and access the quiz. The due date will not populate in the Canvas calendar until you have published it.