Managing Quizzes and Surveys in Canvas
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TLTC Learning Technologies
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Quizzes and Surveys

Overview of Quizzes and Surveys

Quizzes and surveys are two types of assessments that you can incorporate into your course. Both quizzes and surveys can either be graded or ungraded, as the following table summarizes.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Options</th>
<th>Score in Gradebook</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>Practice</td>
<td>No</td>
<td>Students can practice learning course material through self-assessment quizzes.</td>
</tr>
<tr>
<td></td>
<td>Graded</td>
<td>Yes</td>
<td>Instructors can assess and score students’ understanding of the course material</td>
</tr>
<tr>
<td>Surveys</td>
<td>Graded</td>
<td>Yes</td>
<td>Students automatically get full points when they open the survey.</td>
</tr>
<tr>
<td></td>
<td>Ungraded</td>
<td>No</td>
<td>Students can give feedback on class material but no score is given for completion.</td>
</tr>
</tbody>
</table>

Key things about quizzes and surveys:

- Quizzes and surveys are initially developed in Draft mode and are unpublished by default. Student cannot view them until they are published.
- Students may access quizzes and surveys through the “Quizzes”, “Assignments”, or “Modules” area of the course.
- The graded quizzes and graded surveys will be included in the gradebook, and must be assigned a category. The default category is “assignments”.
- Practice Quizzes, Ungraded Surveys, and Graded Surveys, keep no score in the gradebook: therefore, student data must be downloaded in the statistics area of the quiz, “Download Student Analysis” button.
- When points are assigned for graded surveys, students get full points for submitting the graded surveys, even if they have not completed the questions.

“Practice Quiz” Tip:

It is possible to create practice quizzes that keep scores in the gradebook but are not part of the course grade. Create a category in Assignments (ex. Practice Quizzes) that is assigned zero percent of the final grade. Add graded quizzes to this category.
Creating Quizzes and Surveys

NOTE: The word “quiz” will be used throughout to mean both quizzes and surveys, unless otherwise noted.

1. Click on the “Quizzes” link on the navigation bar to the left. Even if it is greyed out, as an instructor, you still have access to it.
   NOTE: Although there is a Quizzes link on the navigation bar, you may wish to link quizzes/surveys under Assignments. This is useful if you have a variety of assignments (File-upload Assignments, Discussions, Quizzes, etc) and you wish for your students to access them all under the Assignments link.

2. Click on the “+Quiz” button in the upper right corner.

   ![Image of quiz creation interface]

This brings up the new quiz creation interface.

**Upper right buttons** (before quiz created)

IMPORTANT: These buttons will display differently before and after the quiz is created, saved and questions are added.

- **Points** – points are set at zero and this increases as questions are added. Points are assigned to questions, not the quiz. The exception is a “Graded Survey” which asks that the points be assigned to the quiz.
- **Publish** – toggle switch to publish and unpublish a quiz
- **Gear options** - (NOTE: the options in the drop-down list are dynamic and change during various stages of the quiz development process)
  - **Delete** – click to delete a quiz
Title
Give the quiz a title that is descriptive so that you can find it later. Numerically named quizzes may need to be reordered later. If no title is entered, the default title “Unnamed Quiz” will be assigned to that quiz and all that have no title, making it difficult to distinguish between them.

Tabs
There are two parts to setting up a quiz, each on its own tab:

a. **Settings** - Select the quiz settings on this tab. In this step, name the quiz, add instructions and configure the test settings for release dates, time limits, number of attempts and more. This is known as creating the quiz shell.

b. **Questions** – Add questions on this tab. You can add single questions, question groups, question banks or search for questions in other courses to the quiz shell.

Settings tab: *Creating the Quiz Shell*

To begin creating both quizzes and surveys, you must create a shell with the settings for quiz type, instructions, availability and more. When the interface to create a new quiz is displayed, you will see two tabs for “Settings” and “Questions”. **Start by clicking the “Settings” tab, and filling out the information on it to create a shell.**

Upper half of the “Settings” area
1. If you haven’t done so already, type in the title.
2. Add quiz/survey instructions for students in the “Quiz Instructions” box. This is a rich text editor so you can format text, add math equations, images and video. In addition, you can add files, images and course links using the tabs in the right navigation bar.
3. Under the rich-text editor is the “Quiz Type” option. Select one of four quiz/survey types from the drop-down box:
   - Practice Quiz
   - Graded Quiz
   - Graded Survey
   - Ungraded Survey
4. Select an “Assignment Group”. Assignment groups are used for sorting and weighting assignments. You must assign each quiz or survey to a group. The default assignment group is called “Assignments”. More assignment groups can be created in the “Assignments” area of the course.

**Adding A Syllabus to the Instructions (or Other File or Course Link)**

See the example below, which shows how to add a copy of the syllabus to the quiz instructions by double-clicking on the file name in the “Files” tab to the right (dashed arrow). Images and course links can also be added by positioning the cursor in the location where they are to go and then selecting the file from the right file and course list.
Lower half of the “Settings” area

Options
Select options such as time limits, shuffling answers, allowing multiple attempts and more. Some options have a grey box around the entire selection. This indicates that there are more options that will be visible when that feature is selected. For instance, when letting students see their quiz responses, you can also allow students to see the correct answers and define the time period to see them.

Quiz Restrictions
Assigning an access code to a quiz is useful for students who need to take an exam early or late. Only students who have the password can access the quiz.

By selecting “Filter IP Addresses”, the instructor can narrow quiz access to a particular computer or computer lab.

Setting the Availability and Due Dates

Select the due date and availability for this quiz or survey. If there is more than one course section, you have the option of defining different due dates and availability dates for each section (see below). These dates will be added to the course calendar.

NOTE: Make sure the due date is within the availability dates.
Adding Different Due Dates for Different Sections

At the bottom of the “Settings” page, you have the option to set due dates and availability dates for the quiz. If your course only has one section, you will only see the word “Everyone” or the name of your course. However, if there are multiple sections in your course space, you may define different due dates and availability dates for each section. This is very handy if you have a Tue/Thu section and a Mon/Wed section combined in a course space.

Here are the steps:

1. Select the section that you are setting due dates for from the drop-down box.

2. Add a due date.
   You may also add availability dates if you like. The due date will be added automatically to the course calendar.

3. To add another section, click the “Add Due Date” button and repeat.

Click the blue “Save” button at the bottom when finished.

IMPORTANT: Options at the top of this page will change after it is saved. Here are the following options:

• Publish button toggles publish/unpublish
• Preview button allows you to take the quiz as a student
• Edit button to return to the quiz
• “Gear” drop-down menu has the following options:
  
  Show Rubric – add a rubric to the quiz
  
  Lock the Quiz Now - the quiz title will still be visible to students but they will be unable to open the quiz.
  
  Delete – click to delete a quiz
Questions tab: *Adding Questions to a Quiz or Survey*

To begin adding questions, select the “Questions” tab on a survey or quiz shell. There are three options to add questions to the quiz or survey:

- **New Question** – create a single question for the quiz or survey.
- **New Question Group** – a question group is a way to randomize questions in a quiz. It can be linked to a question bank or contain a number of individual questions.
- **Find Questions** – search tool that lists all of the questions in quizzes, surveys, and question banks in the course

**Adding a New Question**

There are many types of questions that you may add to your quiz or survey:

- Essay Question
- Fill in the Blank
- Fill in Multiple Blanks
- File Upload Question
- Formula Question
- Matching
- Multiple Answers
- Multiple Choice
- Multiple Drop-downs
- Numerical Answer
- Text (No Question – useful for case studies or further directions)
- True/False
Here are the steps to adding a multiple choice question to your quiz or survey.

1. **At the top, type in the name of the question.** It is best to use something descriptive (instead of “Question 1”, etc.), so you can find it later easily.

2. **Select the type of question** that you would like to add from the drop down menu.

3. **Add the points** for this question in the last box at the top.

4. In the Rich Content Editor (RCE), **type in the question**. You can also attach links, pictures, math equations, audio or video files. There is a “Switch Views” button to see the HTML code.

5. **Type the answers** in the spaces below the question. You can add links, pictures, math equations, audio or video files to the answers. To add to or edit an answer hover over the right side of the answer space until the edit pencil and delete trashcan are visible. To decrease the number of answers, use the trashcan icon next to an empty answer choice.

6. There is space enough for four answers. If you would like to add more answers, click the **“Add Another Answer”** link in the lower right.

7. When finished, click the blue **“Update Question”** button.

**NOTE:** You cannot add numbers to questions or answers.
Select the Correct Answer and Add Feedback

1. **Select the correct answer(s) by clicking on the arrow** that pops-up when you scroll over that answer. A correct answer displays a green feedback box below it. An incorrect answer displays a pink feedback box below it.
2. To change the correct answer, click the arrow next to the new correct answer. The previous arrow is not there.

3. **Feedback** can be added in two ways – at the **answer** level and at the **question** level. **Feedback for each answer** is added by entering comments in the green or pink box below a question:

   ![Feedback Example](image)

   **Feedback can also be added for the question** in one of three ways using the boxes at the bottom:
   a. **Correct answer feedback** *(green box)* – when the student chooses the correct answer, these are the comments displayed.
   b. **Incorrect answer feedback** *(pink box)* – if a student chooses the wrong answer, they will get these comments.
   c. **General feedback** *(blue box)* – whatever the student answers, the student will get these general comments.

   **“Feedback” Tip:**
   If you add feedback for **each answer**, plus feedback at the **question level**, plus **general feedback**, a student will see three sets of feedback. This can be confusing so check the output in Student View. Best practice is to determine if you will add feedback to each answer OR to right/wrong answer boxes at the bottom of the question. General feedback may be something like “refers to Chapter 6 Section 3” or “Go to next question”. See below.
Example of instructor view of feedback entered in the answers plus all feedback boxes filled out for the question.

Student view of above feedback.
4. When you have finished with a question, click the blue “Update Question” button at the bottom. This takes you back to the Quiz, on the questions tab.

**Adding Question Groups and Question Banks**

Quizzes can be developed using single questions, question groups or a combination. By using question groups, you can create a unique quiz for each student.

There are two ways to configure question groups in a quiz or survey.

- **Add a Question Group** to the “Add Questions” area of a quiz; then, add questions individually to this group. A number of questions, determined by the instructor, are then randomly added to the quiz. This acts like a Question Bank within a quiz. These questions are added to a Question Bank called “Unfiled Questions” which is a repository of copies of all questions added to a course. They can be found using the “Find Questions” option.

- **Create a Question Bank** and then link it into a quiz, using the Question Group feature. Question banks are external to the quiz and available in all of your Canvas courses.

**Adding a Question Group with Individual Questions**

1. In a quiz or survey, select the **Questions tab**
2. Select the “**Add New Question Group**” button at the bottom
3. A grey box appears. Enter the name of the question group, the points per question, and the number of questions that will be randomly selected from the group (so if there are 10 questions in this group about Events, you may want to pull two of these questions. This will give each student a different quiz).
4. Click the blue **“Create Group”** button.

5. Next, **add questions** to this group by using the plus sign in the title bar. Questions already in the quiz can be dragged and dropped into the Quiz Group.
6. The result below shows the name of the question group at the top left, and each question in the group.

7. **Single questions can also be added to Group Questions** by dragging and dropping them from the quiz into the group area.
Adding a Question Group with Question Bank Questions

1. In a quiz or survey, select the **Questions tab**
2. Select the "**Add New Question Group**" button at the bottom
3. A grey box appears. Enter the name of the question group, the points per question, and the number of questions that will be randomly selected from the question bank that you will add.
4. Under the group name, click "**Link to a Question Bank**"

![Image 1]

5. A window pops up listing all available question groups (banks) from all of your courses. Select the question bank that you wish to use in this question group. Confirm by clicking the "**Select Bank**" button to finalize your selection.

![Image 2]

6. This window closes and the **selected question bank will be displayed** in the question group window. To confirm the question group, click blue "**Create Group**" button.

![Image 3]
7. The result below shows the name of the question group at the top left, and the name of the quiz bank that questions will be drawn from.

![Image of question bank creation](image)

Creating Question Banks

Everytime you create a quiz question, it is automatically copied to a question bank called "Unfiled Questions". The directions below give the steps to creating a quiz bank for specific content questions. Questions from the "Unfiled Questions" bank can be moved to new question banks with a specific focus.

Adding a Question Bank to a Course:

1. Select “Quizzes” from the navigation bar on the left.
2. Click on the “Manage Question Banks” button in the upper right.
3. On the next page, click on the “Add Question Bank” button in the upper right.
4. Name the question bank in the “Bank Name:” box.
5. **Press Enter.** The name of the question bank, number of questions in the bank, and the icons for bookmarking, editing and deleting the question bank are to the right of the title. This is the bank shell but it needs questions.
Adding Questions to a Question Bank:

1. Click on the title of the question bank to which you would like to add questions.
2. In the upper right corner is a menu for the question banks. To add a single question, select the “Add A Question” button.
3. From this area add questions one at a time as described in the previous section.
4. Once each question is complete, click the “Update Question” button.
5. Continue until you have added all of the questions in the question bank that you would like. Note: question banks can be edited later, adding and deleting questions as needed.

Moving or Copying Questions to Another Question Bank

Question banks can be created or developed by moving or copying questions to another question bank.

1. Click on the link in the question box that says “Move/copy question to another bank”.

2. Next, select an existing question bank or create a new one. To create a new bank, select the radio button next to [New Question Bank] and type in the New Bank Name in the box.
3. You may wish to keep a copy of the question in the original question bank, to do so select the box.

4. Lastly, click the “Move/Copy Question” button.

**Other Question Bank menu links:**

- **Edit Bank Details** – edit the name of the bank
- **Move Multiple Questions** – all questions in the bank are listed. Select the questions to move to another question bank.
- **Delete Bank** – delete entire question bank.
- **Bookmark this Bank** – bookmarked banks may have important or special material to be used later in quizzes.
- **Align Outcomes** – this feature aligns the question bank with learning outcomes in the course, program or university.

**How to Access the Question Banks:**

1. Click on the **Quizzes** link in the navigation bar

2. Upper right, click on the gear drop-down link to reveal “**Manage Question Banks**” link

All question banks in the course will be listed.

**Find Questions**

The last way to add questions and question groups to a quiz is to search for them. It is good practice to name your questions so that they can be easily found by this method.
Here are the steps to using the “Find Quiz Question” feature to add questions to a quiz:

1. At the bottom of the “Add a Question” screen, click the “Find Questions” button.
2. Select a question bank on the left of the screen
3. Once selected, the questions in that bank will be displayed to the right.
4. Select the questions to add to a quiz either individually or by using the “Select All” link at the top.
5. Next, select whether the questions will be added to the quiz individually or added to a Question Group in the quiz.
   • To add questions individually, click the “Add Questions” button at the bottom.
   • To add questions to a question group, first create a group in the quiz before finding questions. Click the “Add Questions”

“Specific Question Types” Tips:

• File Upload Question – in this question, students will attach a file to be read and graded manually. Therefore, students should be advised that their grade will not be accurate until the file upload question(s) are graded.
• Matching – answers will not be removed from the drop-down list once they are used, but you may add additional answers as distractors.
• Find Question New Groups - Although technically you can create a new group within the Find Quiz canvas, it is unreliable
• Question Banks – you cannot regrade questions from a question bank
Publishing a Quiz or Survey

Students cannot see a quiz until it is published. This is called “Draft State”. A quiz can be published or unpublished with the click of a button. The only exception is if a student has already taken a quiz. If any changes are made to a quiz, it must be republished before students can see changes. NOTE: If your students say that they cannot find a quiz, check to see if it has been published.

A quiz can be published in one of two ways:

**Publishing within a Quiz**

Here are the steps to publish a quiz:

1. Click on Quizzes on the navigation bar.
2. Click the title of the draft state quiz (unpublished quiz).
3. At the top of the page is a grey “Publish” button with a cloud. It is recommended to preview the quiz before publishing it (more on that in the next section).
4. Once the quiz is exactly how you would like it, click the “Publish” button. It changes color to green and the text changes from “Publish” to “Published”.

Before quiz/survey is published

![Publish button before publication](image1)

After quiz/survey is published

![Published button after publication](image2)

**Publishing in the Quiz List**

To see all of the quizzes and surveys in a course, published or unpublished (called “draft state”) click on the Quizzes link on the navigation bar.

- Green quiz titles and green clouds with a check indicate a quiz is published.
- Grey quiz titles and grey clouds indicate a quiz is in “Draft State” (unpublished).
- To publish OR unpublish a quiz, click on the cloud.
- To edit or delete a quiz, click on the gear to the right and select appropriate task.
Preview vs. Student View

To see a quiz or survey as a student would see it, using either “Preview” or “Student View”. Preview allows you to take to the quiz and see feedback, but does not keep a record in the gradebook. Student View is a true student view. So if students cannot see a quiz because it has not been published, neither will you be able to see it in Student View. It also keeps a record in the Gradebook for “Test Student”.

Preview Mode

1. Go to Quizzes.
2. Click the name of the quiz.
3. Click on the grey “Preview” button in the upper right.
4. Take the quiz as if you are a student.
5. When all of the questions are answered, the Submit button turns blue
6. Click the Submit button to see your results.

NOTE: You cannot preview “File Upload” questions in preview mode.

Student View

Since it is true student view, you cannot take quizzes or surveys that are unpublished. Use the “Preview” option for that function.

1. Go to the “Settings” link on the navigation bar.
2. Click on the “Student View” button in the upper right.
3. Take the quiz or survey.
4. “Leave Student View” blue button is on the lower right.
5. There will be a score for you as “Test Student” in the gradebook and statistics data as well.

Quiz and Survey Statistics/ Student Quiz Management Options

To access options for quizzes and surveys:

1. Click on “Quizzes” in the navigation bar.
2. Next, click on the title of the quiz for which you wish to view additional information.
3. The menu (left) will be on the right of the screen.
**Quiz Statistics** – only available after the quiz has been taken by at least one student. Data available are question statistics, item analysis, student analysis, high score, low score and mean. Data can be accessed for all four types of quizzes and surveys.

**Moderate This Quiz** – lists quiz attempts by student and allows the instructor to unlock a quiz and add additional attempts or time per student. This is a useful feature for complying with requirements of special needs students.
**Download All Files (restricted)** – This is only available when a File Upload question is part of the quiz or survey. The files that students have attached to the File Upload questions can be downloaded.

**Speedgrader** – review and grade quizzes. This tool brings up each student’s quiz results for the instructor to view, regrade, and download the files associated with the “file upload” questions. Changes made with this tool update the gradebook also.

**Regrading a Quiz or Survey**

Some of the quiz questions are automatically graded. For multiple-choice, multiple answer and true-false questions there is also the ability to regrade them. Regrading is a feature to go back and change the answer or scoring after the initial grading. The question must be answered before a regrade can be applied.

Here are the steps to regrade a question:

1. Click on the **Quizzes** link from the left Navigation bar.
2. Locate the quiz to be regraded, and click the “**Gear**” to the right of that quiz title.
3. From the drop-down list, select “**Edit**”

4. Click on the **Questions** tab. Then, click on the pencil icon to edit the correct answer.
5. Change the correct answer(s). Upon doing so, a white box with instructions will pop-up, along with a yellow “REGRADE OPTIONS” box. To close the instructions, click the blue “OK Got It” button.

6. From the Regrade Options, choose the one that best suits your needs (you can only choose one):
   - Award point for both corrected and previously correct answers (*no scores will be reduced*)
   - Only award points for the correct answer (*some students’ scores may be reduced*)
   - Give everyone full credit for this question.
   - Update question without regarding.
7. Scroll to the bottom of the page, and click the “Update Question” button (this button will be grey prior to making a selection).
8. Then, click the blue “Save” button. The Gradebook will automatically update the quiz with grade changes.