

HOW TO: Create a Quiz in Canvas

593 Faye Buckley August 3, 2017 [Quizzes](#)

Creating a Quiz

1. Click **Quizzes** in the **Course Navigation**.
2. Click the **Add Quiz** button at the top of the window.
3. Enter a name for the quiz in the **Unnamed Quiz** box.
4. Enter instructions for the quiz in the following box.
5. Click the arrow on the **Quiz Type** box and select a type from the resulting menu.
6. Click the arrow on the **Assignment Group** box and select a group from the resulting menu.
7. *Optional:* Make selections for things such as time limit and number of attempts in the Options section.
8. *Optional:* Make selections in the **Quiz Restrictions** section.
9. Make selections in the **Assign** section to determine who needs to take the quiz and set a due date.
10. Click on the **Questions** tab.
11. Click the New Question button.
12. Enter a name or other identifier for the question in the Question box.
13. Click the arrow on the **Question Type** box and select the type of question you want from the resulting menu.
14. Enter the number of points the question is worth in the **pts** box.
15. Continue creating the question based on the information needed for the type you selected.
16. Click the **Update Question** button to save the question.
17. Click the **Save** or **Save & Publish** button when you are finished.

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