

# Canvas: How to create a new quiz

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## HERE ARE THE STEPS TO CREATE A NEW QUIZ IN CANVAS

1. In **Course Navigation**, click the **Quizzes** link.
2. Click the **+Quiz** button.
3. Enter a name for the quiz in the **Unnamed Quiz** box.
4. Enter instructions in the Quiz Instructions Rich Content Editor.
5. Complete the Quiz Details based on your preferences for grading, time limit, and number of attempts.
6. Click the **Questions** tab.
7. Click the **New Question** button.
8. Choose the Question Type.
9. Set the point value for the question in the **pts** box.
10. Enter your question and answer selections.
11. Click the **Update Question** button to save the question. *Make sure to do this before saving the quiz to avoid losing any work.*
12. Click the **Save & Publish** button to make available for students or the Save button to save as a draft.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=925>