

## 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.

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