North's e-Learning Support Center

Quiz Tips

If you are using Canvas quizzes this document has a few tips for you and a few to share with your students.

Resources
This information, and more, is available in our Educational Technology Support Site.
For a full list of how to use quizzes view the Canvas Guides for details on specific features
(We are currently using Quizzes in Canvas, not the NEW QUIZZES.)

Settings in Quizzes

- If you are using "Shuffle Answers" for multiple choice, do not have an All of the Above or None of the Above as options

- If using Multiple Attempts and allowing to view answers, check the appropriate choice for your class

- If you are using images in quizzes, it is recommended for instructors and students to use Chrome or Firefox.

- For Mac users that want to use Safari, follow these instructions on your computer

Also the quiz settings are not intuitive. This video does a good job at demystifying the settings, includes examples and how quizzes work with mobile phones. It is 46 minutes and done well. Feel free to contact me if you have any questions about the quiz settings.

Understanding Quiz Settings: Video

Manual grading posting policy & allowing students to view responses

If you choose to allow students to view their quiz responses or view the correct answer **AND** your posting policy is set to manual (grades are hidden from students until you choose POST grades), they will not see their responses or correct answer until you post the grades

- You can POST grades from the speedgrader for that quiz
- If you have your global grading policy set to AUTOMATIC (and it is by default) and you want to change that quiz to MANUAL, it is recommended that you change to MANUAL in the gradebook quiz column **before** students take the quiz.

Practice Quizzes for students

It is recommended best practice to allow students to practice taking a quiz in Canvas in the first week. You can also use Practice quizzes for students to check their knowledge and offer it as a way to guide them to specific study needs. Practice quiz is a choice in the drop down Quiz settings page. **How to view practice quiz results**

- Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz.
- Practice quizzes do not appear in the Syllabus, the Gradebook, or SpeedGrader. To make practice quiz results easier to find for students, you may want to include practice quizzes in a course module. You can also add a due date to the practice quiz so it displays in the student's To Do list and List View dashboard.
- Students can view practice quiz results from the quiz submission details page. Practice quiz results do not display on the student grades pages

Making changes to published Quizzes

- Once students have submitted to the quiz, you cannot unpublish it
  - If you need to, you can lock the quiz using the "open until dates."

- Making changes to a published quiz
  - When your students start a quiz, their attempt is tied to the version of the quiz at the time they started. If you make any updates to the quiz after a student begins taking the quiz, those updates will not be available to the student during their current attempt. We recommend not publishing a quiz or making it available to students until all changes have been made. However, if you need to make changes while a student is currently taking the quiz, the student must end their current attempt and you need to moderate the quiz and give them another attempt with the updated quiz. [Giving students another attempt](#)

Changing the point value of quizzes after some students have submitted

If you change only the point value of the quiz, the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook. If you need to regrade, please see the one page information on the restrictions and how it works
[Regrade feature](#)

- You can use the "regrade" feature to update the point changes, This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.
  - Regrade feature only works on these types of questions:
  - Multiple Choice, True/False, and Multiple Answers question types.

Giving students more time and other options

[Giving students more time on a quiz and other options](#)

You can give individual students more time, more attempts and open the quiz for just one student by using the Moderate this quiz feature. Extra time is only controlled individually on each quiz. **Upcoming:** In the New Quizzes coming summer 2021, this option can be set once

and have it affect every Quiz in that class.

Annotation Tools in Speedgrader
[Grading Quizzes in Speedgrader](#)

The annotation tools that work with assignment file uploads in speedgrader is not available for quiz questions. There are options.

- Consider creating an Assignment, name it ESSAY QUIZ QUESTIONS and use the 'assignment file upload' type. You can place that assignment in a 'quizzes' assignment group on the assignment index page if you have one. (Assignment index page is what you see when you choose Assignments in the course navigation menu)
- For all other quiz questions that are automatically graded, use the Quiz feature in Canvas.
- You can give students the Essay question in a quiz and have them upload images into the Rich Content Editor. Those images show up in SpeedGrader directly without having to download them **but you will not have access to the annotation tools.**

Quiz Statistics

[View Quiz Log](#)
You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

[Quiz Statistics](#)
You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question.

- For the best course performance in Canvas, quiz statistics will only generate for quizzes with 100 or fewer unique questions or 1000 total attempts. For instance, a quiz with 200 questions will not generate quiz statistics. However, a quiz with 75 questions will generate quiz statistics until the quiz has reached 1000 attempts. **Results greater than these maximum values can be viewed by downloading the Student Analysis report and viewing the CSV file.**

For more detailed information about item analysis limitations and calculations, please refer to the [Item Analysis PDF](#).

[Surveys](#)
- Graded surveys display in the Gradebook and SpeedGrader, while ungraded surveys do not.
- The Item Analysis report is not available for surveys.
- You can filter survey statistics using sections of your course.

Tips and Timed Quizzes: Share with students
This information is already embedded in our TiLT templates. Contact eLearning.

If you submit the quiz before you are finished, you may not be able to return. If this happens, contact your instructor.
- Canvas will auto save your answers in a quiz
- Click on SUBMIT only when you have finished the quiz

Timed Quizzes
- If you navigate away from an unfinished timed quiz, the timer will continue running and the quiz will autosubmit when time runs out.
- If you choose to step away from a timed quiz, do not choose SUBMIT. You can return to finish the quiz within the time set for that quiz.
- Click on SUBMIT only when you have finished the quiz

You will see a timer showing your progress on the quiz. For untimed quizzes, the quiz shows as the elapsed time. If you are taking a timed quiz, the timer shows the running time and counts down until time expires.

If the instructor allows you to go back to previous questions, you can flag the questions you want to go back to by clicking the flag by the question. The flag will change color to yellow to remind you to finish the question. The yellow flag will also appear in the question overview in the sidebar

Browsers for Quiz Taking

Students should use Chrome or Firefox for tests.It is not recommended to take a test on their phones. Unless Safari is updated to the latest version and prevent cross site tracking is unchecked, images in quizzes, and elsewhere in Canvas will not show up or "stick."

On Mac
1. Open Safari
2. Go to the Safari menu and select "Preferences…"
3. Click into the Privacy tab
4. Uncheck "Prevent cross-site tracking"
5. Close the Preferences window and continue normally

On iOS:
1. Open the Settings app
2. Scroll down the list of headings on the left and choose Safari
3. Uncheck "Prevent Cross-Site Tracking" (under Privacy & Security)
4. You can now use Safari normally

Tip Update for New Rich Content Editor

Update for winter quarter: The new rich content editor (RCE) makes it much easier to share and embed images and videos on Canvas pages, including quiz answer pages, for instructors and students. It is not recommended to turn it on in the middle of the quarter as it will affect you and your students.Though it functions the same as the current one there is a new look to it, buttons and choices icon are different and some new additions. It is recommended to test it out in your practice course this quarter. It is available in course settings, feature options, course by course basis. Canvas Guides: [New RCE](#)
We also have information in our [Educational Technology Support Site.](#)