

Printing a Canvas Quiz or exporting it to a PDF

If you need to print a hard copy of a Canvas Classic quiz please follow these steps:

1. Click **Quizzes** in the left column of your Canvas course.
2. Click on the exam or quiz name.
3. If the quiz is set up to only display one question at a time, use the **Edit** button and, on the Details tab, UNcheck the **Show one question at a time** option and then scroll to the bottom and click the **Save** button (you can go back and reset this once you finish this process).*
4. Click the **Preview** button
5. Tap the CTRL and P buttons on your keyboard simultaneously for the Print dialog to open.
 - Either select a valid printer for the destination and click the Print button to print the document** OR change the destination to either Save as PDF and click the Save button. Finally, the system will ask you where you want to save the file.
6. Make sure you look at the print or PDF to confirm that all the questions are readable. If parts of the quiz appear cut off in the preview, try clicking on More settings in the left sidebar of the Print dialog box, changing the scale from Default to Custom, and then reducing the percentage number.

*Changing the settings should only be done on quizzes no one has started.! If students have started taking the quiz, the system could become confused.

**Please print just a single copy If you need several copies, use the print to PDF button and send it for EPS printing.

How to print or save a quiz key

These instructions may not work if your quiz has complicated variation settings or question groups.

If you need to print a hard copy or save a PDF file of a key to a quiz, you can do the following:

1. Click Quizzes on the left page of your Canvas course.
2. Click on the exam or quiz name.
3. Click the Edit button at the upper right.
4. In the Details tab, please scroll down and ensure there is a checkmark in the box beside Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback).*
5. Then make sure there is a checkmark in Let Students See The Correct Answers box and that the show/hide dates and times are allow the answers to appear.
6. Scroll down and click Save at the bottom right.
7. Click the Preview button at the upper right.

8. Don't enter any answers. Scroll to the very bottom and click the Submit Quiz button.
9. Click OK on the warning about how you didn't answer.
10. Below the initial quiz information, you should see each question with correct answer flags.
11. Tap the CTRL and P buttons on your keyboard simultaneously for the Print dialog to open.
 - Select a valid printer for destination and click the Print button OR change the destination to either Save as PDF and click the Save button.
12. Check the file. If parts of the quiz are cut off in the preview, try clicking on More settings in the left sidebar of the Print dialog box, changing the scale from Default to Custom, and then reducing the percentage number.

*Only attempt this on quizzes before the course has been made live to students, or before students have accessed the exam.

After printing or saving the key, if you don't want to give away all of the answers to students, be sure you then:

1. Click the Edit button at the upper right.
2. In the Details tab, scroll down and UNcheck the box beside Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback) OR adjust its underlying setting to allow only the amount of feedback you wish to provide and control when any correct answers are available.
3. Scroll down and click Save at the bottom right.