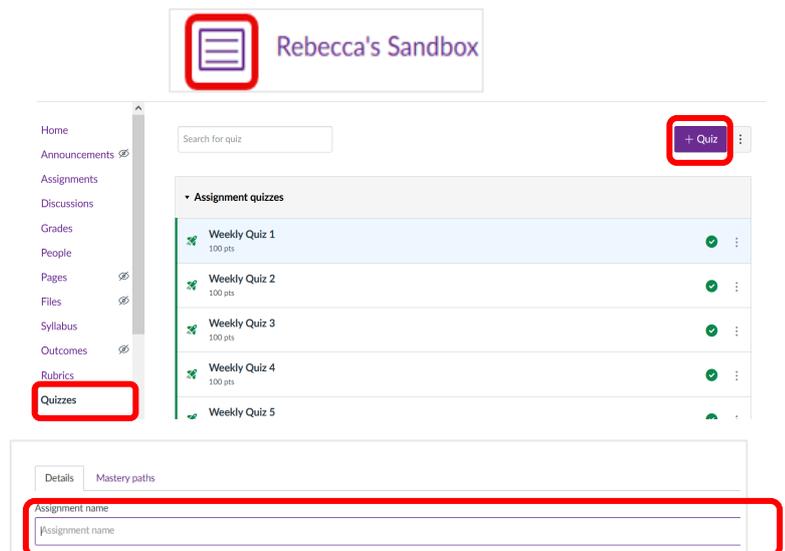
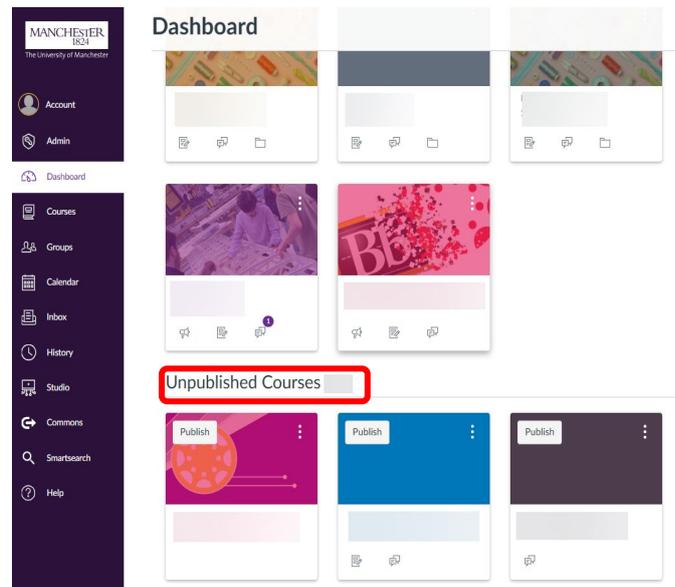


Managing Quizzes in Canvas

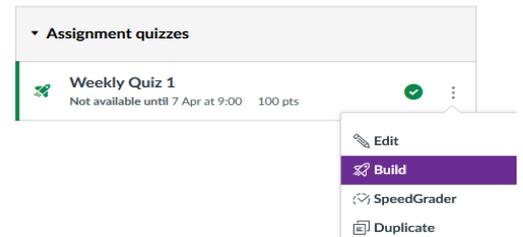
Activity 3: Simple Quiz Shell Setup

1. Go to canvas.manchester.ac.uk.
2. Enter UoM username and password.
3. Click either **Dashboard** or **Courses**.
4. Locate your **Sandbox**, under Unpublished Courses.
5. Click on the 'tile' to **access** your Sandbox.
6. In your Sandbox, expand the **course menu**.
7. Click **Quizzes** in course menu.
8. Click **+ Quiz**.
9. Enter an **Assignment name**, e.g. Weekly Quiz 1
10. Configure the Assignment settings as follows:
 - a) **Points:** Enter 100.
 - b) **Assignment group:** Assignments (leave as default).
 - c) **Display grade as:** Points (leave as default).
 - d) Do not count [...] towards final grade: leave unticked.
 - e) **Submission type:** fixed as the Quiz engine
 - f) **Anonymous Grading:** leave unticked
 - g) **Assign Access:** Assign to everyone
 - h) Click **Save** (NOT Save & publish or Build).



Activity 4: Print a Quiz as a PDF File

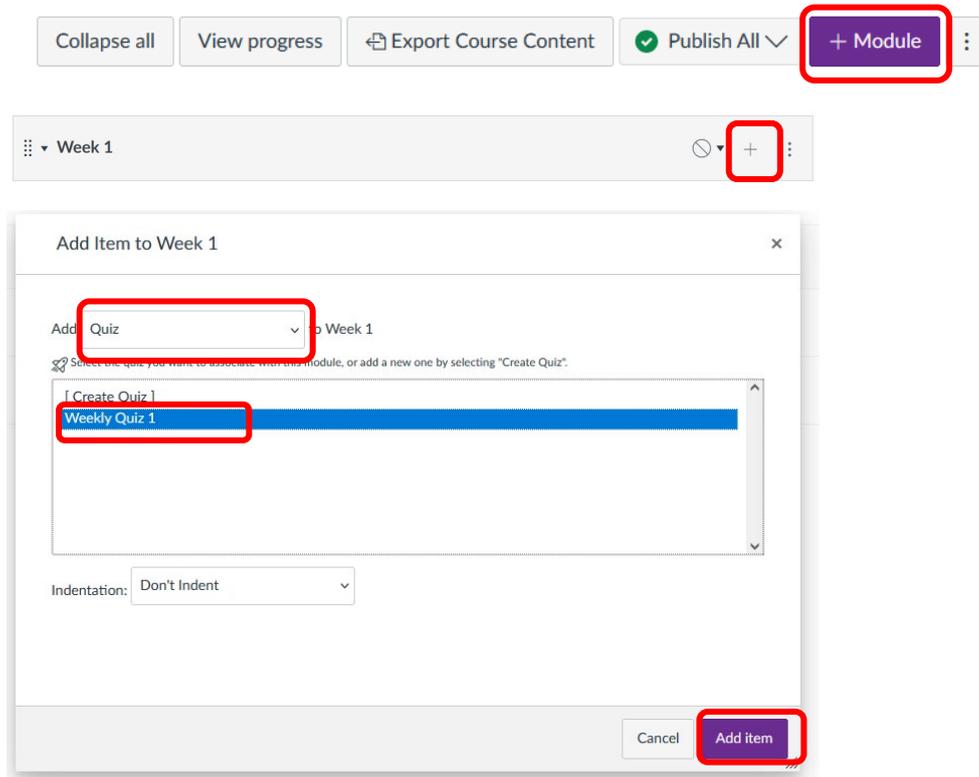
- 1) Enter the “Quiz Builder” for the quiz you created earlier [(:) → “Build”]
- 2) Click (:) at the top right corner of the “Quiz Builder”
- 3) Click “Print Key (With Answers)”, then Print Preview
- 4) This will open a print preview in your browser. Set the “Destination” to “Microsoft Print to PDF” to print as a PDF file.
- 5) Repeat the process but click “Print Blank Quiz” in step 3.
 - a. What is the difference between the two PDFs?



DO NOT PRINT

Activity 4: Add a Quiz to the Modules Page

1. Click **Modules** on the Course Menu
2. Click **+ Module** to create a Module, name your module “Week 1”
3. Click the + button, select “Add [Quiz] to Week 1” from the dropdown
4. Select the quiz you created in Activity 1, and click “Add Item”



5. For the quiz to be visible to students, you will need to publish the Module and the Quiz. Use “View as Student” to check the following:
 - a. What happens if publish the Quiz, but not the module?
 - b. What happens if you publish the Module, but not the Quiz?
6. Using the Assign feature, change the quiz availability so it is only available after a date in the future. Use “View as Student” to check the following:
 - a. What can students see before the Quiz is released?

