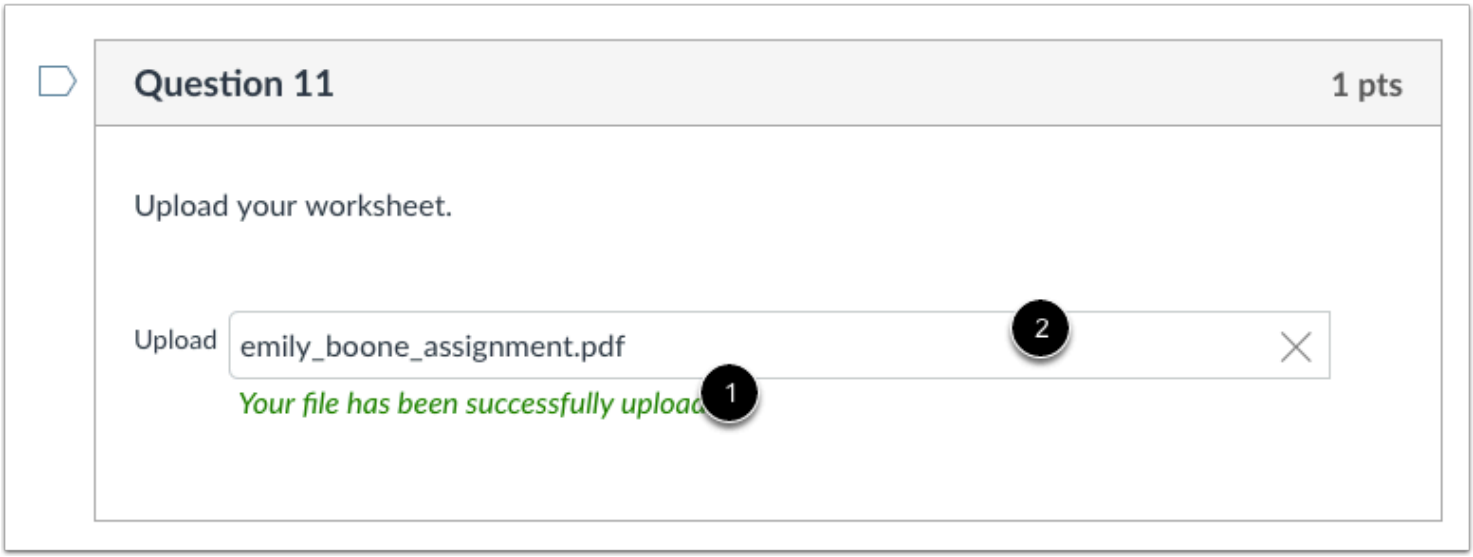
Student View of File Upload Question



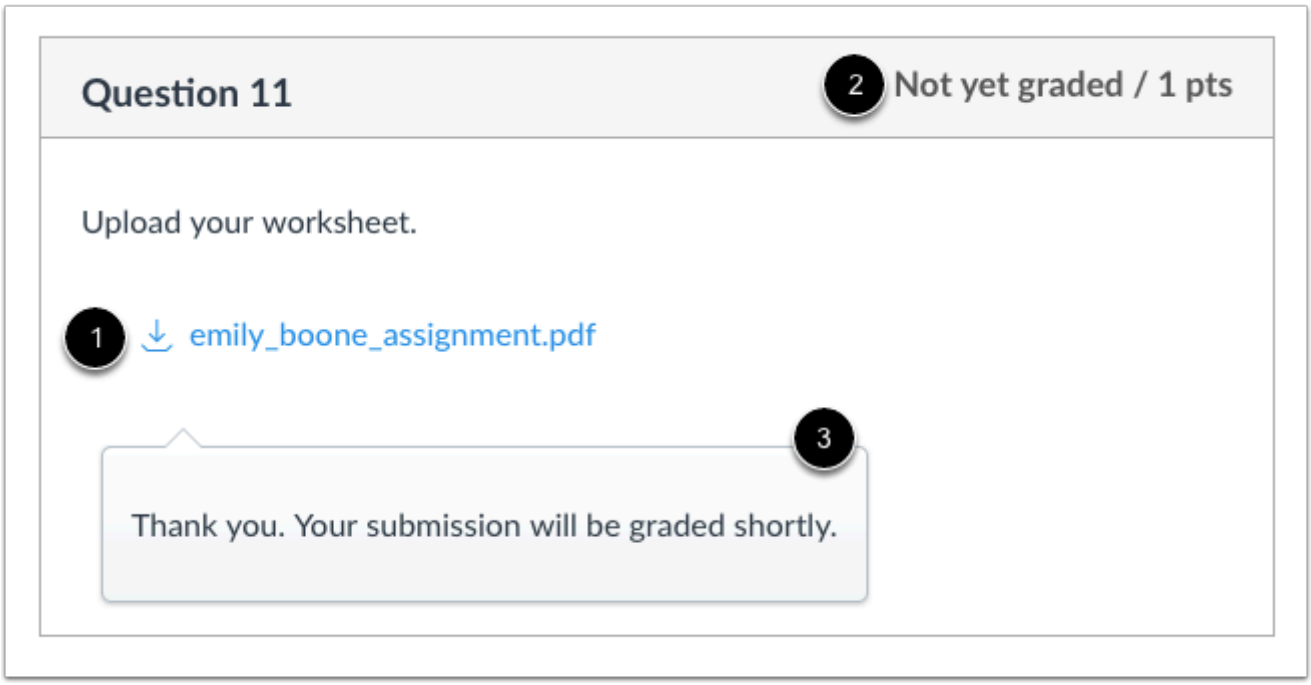
This is what a student sees when they encounter a File Upload question in a quiz.

Student Confirmation of File Upload



Student will receive a confirmation that their file has been uploaded [1]. They can also remove their file [2] and submit a new one.

Student View of File Upload Submission

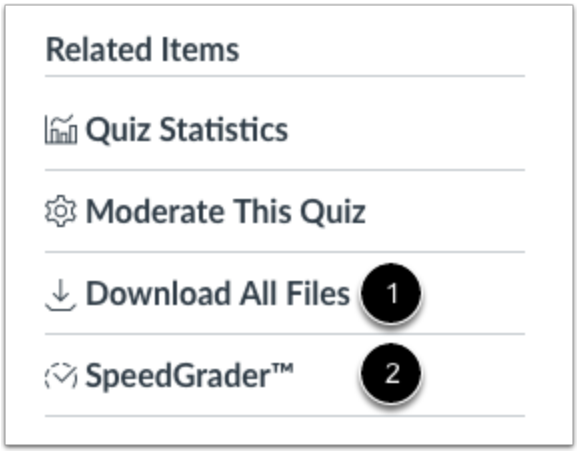


After submitting the quiz, students will see their file submission [1].

No credit will be assigned until the instructor has evaluated the file upload submission and assigned points in the Gradebook or the SpeedGrader [2].

Notice the answer comment reminds students that their quiz grade will be incomplete until the instructor has manually graded the file upload question [3].

Download Student Submissions



To download your students' submitted files for grading, you can click the **Download All Files** link [1] within the Quiz options, or you can open **SpeedGrader** [2] and open a link to the file directly within the quiz.

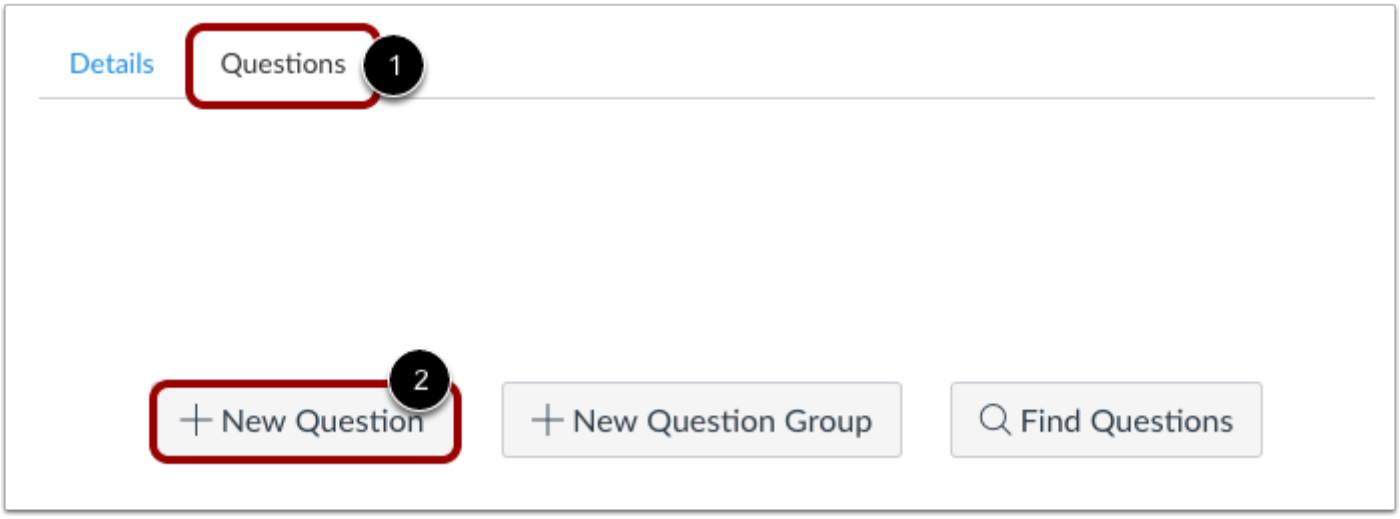
Note: The Download All Files link only displays if at least one file upload question in the quiz is outside of a question group.

How do I create a Text (no question) quiz question?

You can create a question in a quiz that does not include answers or point values. A text (no question) quiz question can be used as a preface to a quiz or a group of questions within a quiz. You may wish to use this type of question to include a passage of text, image, or video that will be referenced in subsequent questions.

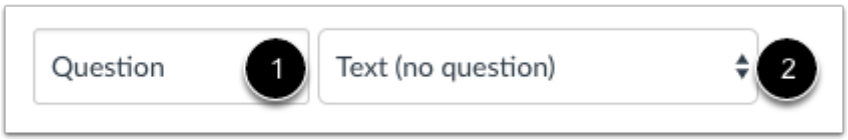
Note: All questions placed in question groups are shuffled when they appear in students' quizzes. Placing a text (no question) quiz question in a question group will likely disrupt your intended question order.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

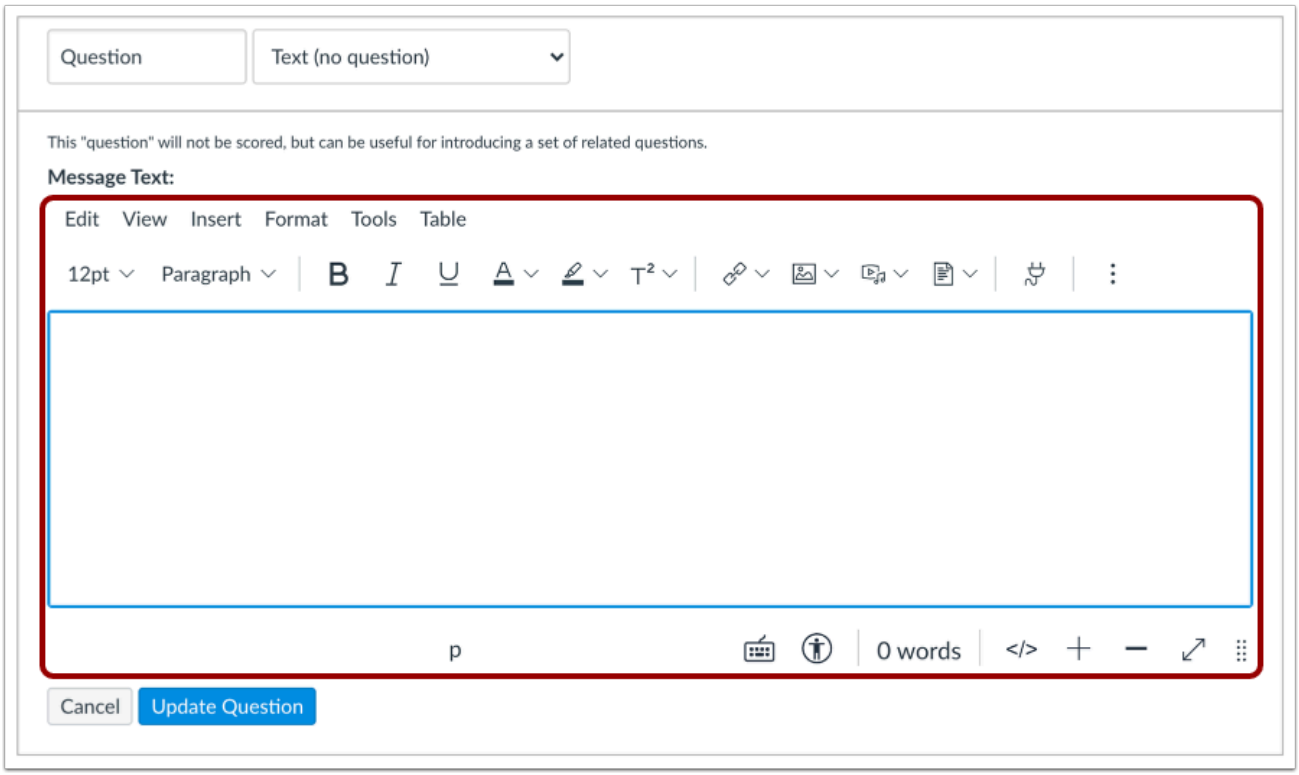
Set Name and Type



To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names for text (no question) quiz questions only appear to teachers when editing the quiz. Students do not see custom names when taking the quiz.

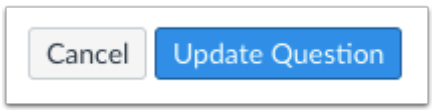
Click the drop-down menu and select the **Text (no question)** question type [2].

Edit Question Details



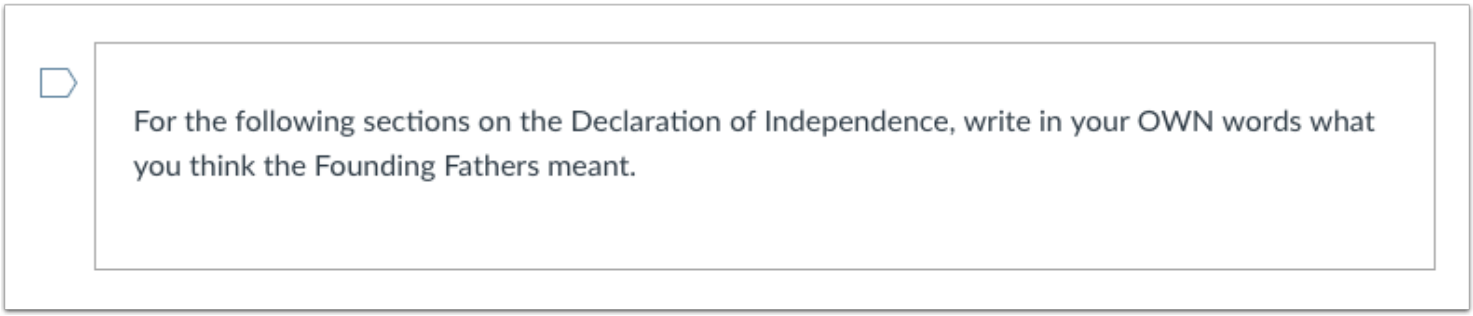
Use the Rich Content Editor to add text, images, media, or other items to your text (no question) quiz question.

Update Question



Click the **Update Question** button.

Student View for Text (No Question) Quiz Question

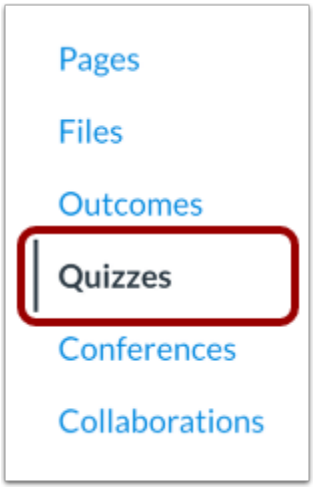


This is what students see when they encounter a text (no question) question in a quiz.

How do I link course content to a quiz question?

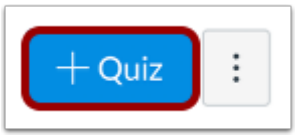
You can add files and images to your quiz questions by linking to your course content. You can also follow these steps to link course content in the quiz instructions.

Open Quizzes



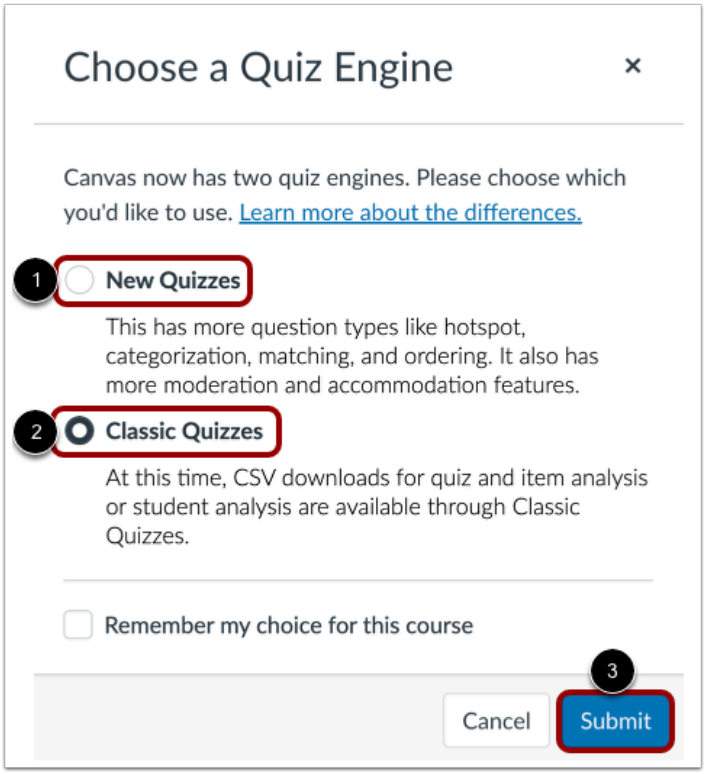
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

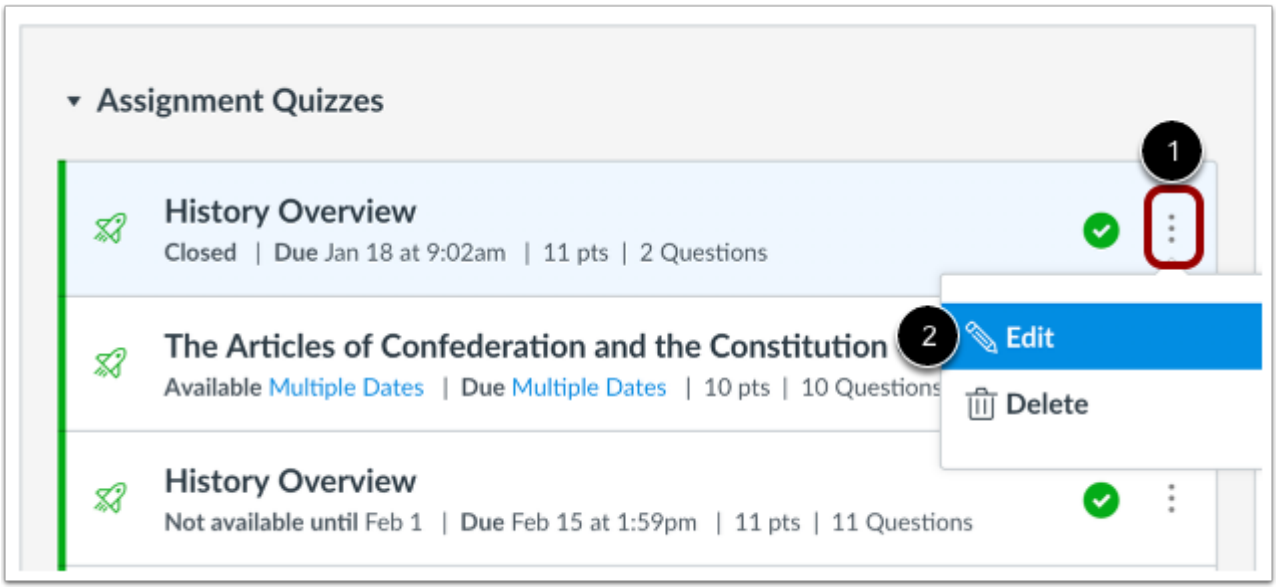
To select New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

Then click the **Submit** button [3].

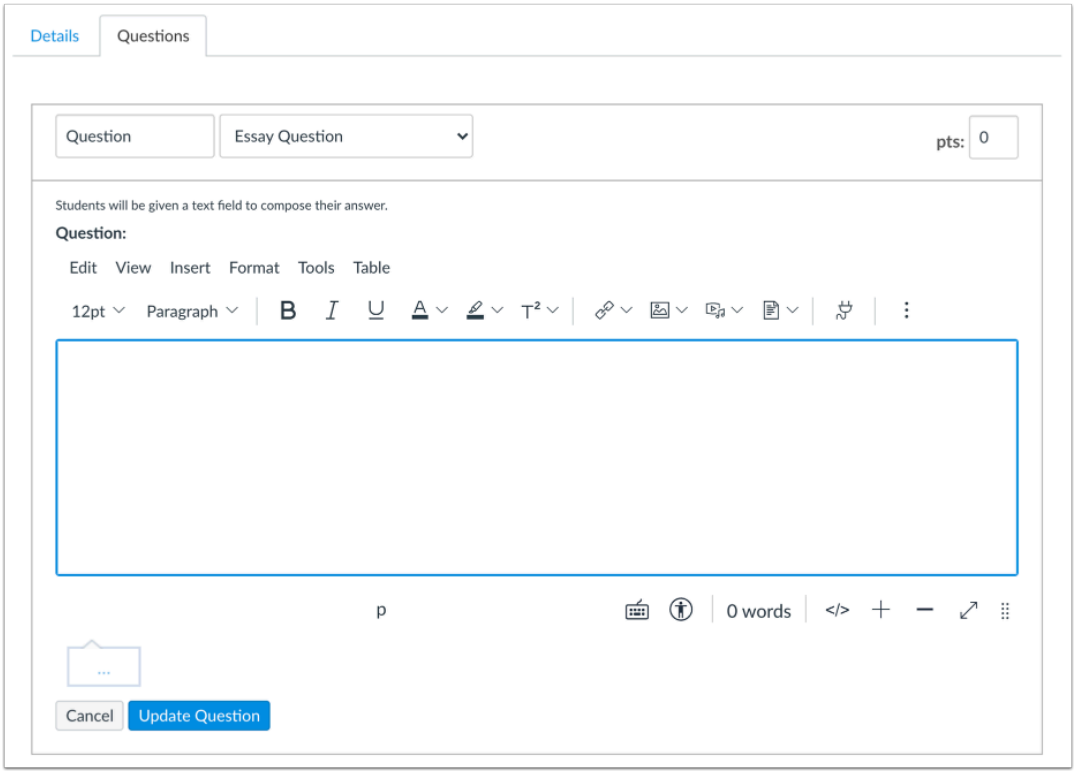
Note: Learn more about creating a quiz using New Quizzes.

Edit Existing Quiz



Click the **Options** icon of the quiz you want to edit [1]. Click the **Edit** link [2].

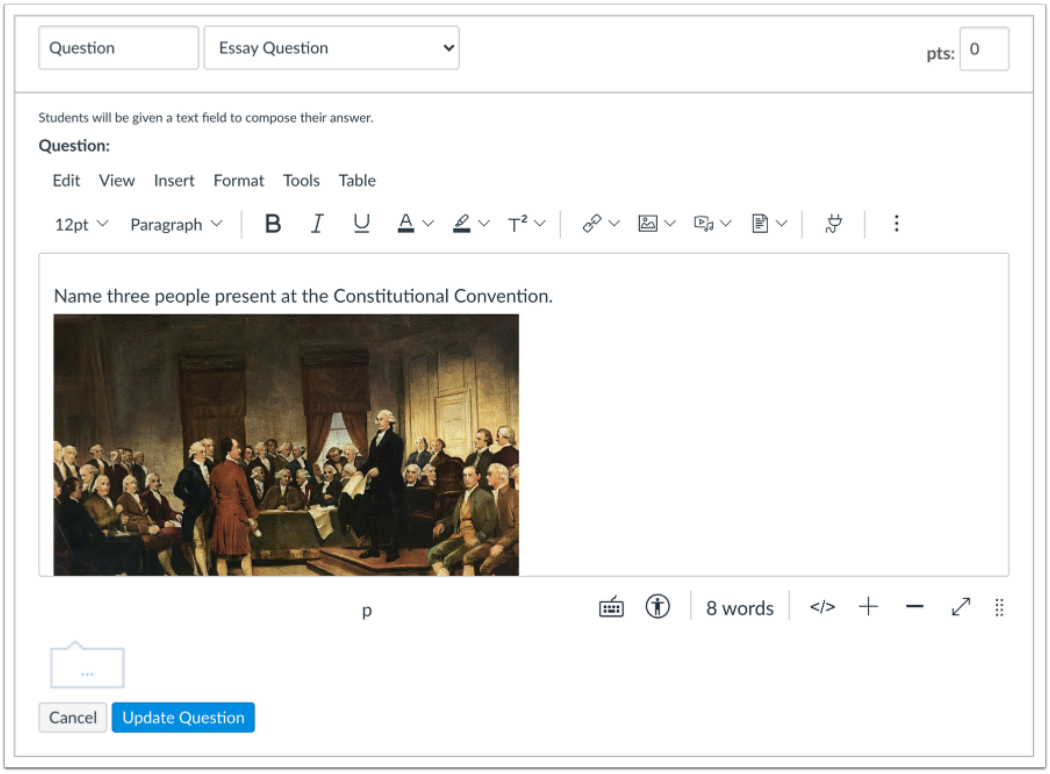
Add Course Content to Quiz Question



You will use the Rich Content Editor to link to content in your quiz question. If you want to add course content to your quiz question, you can access it in the content list on the sidebar.

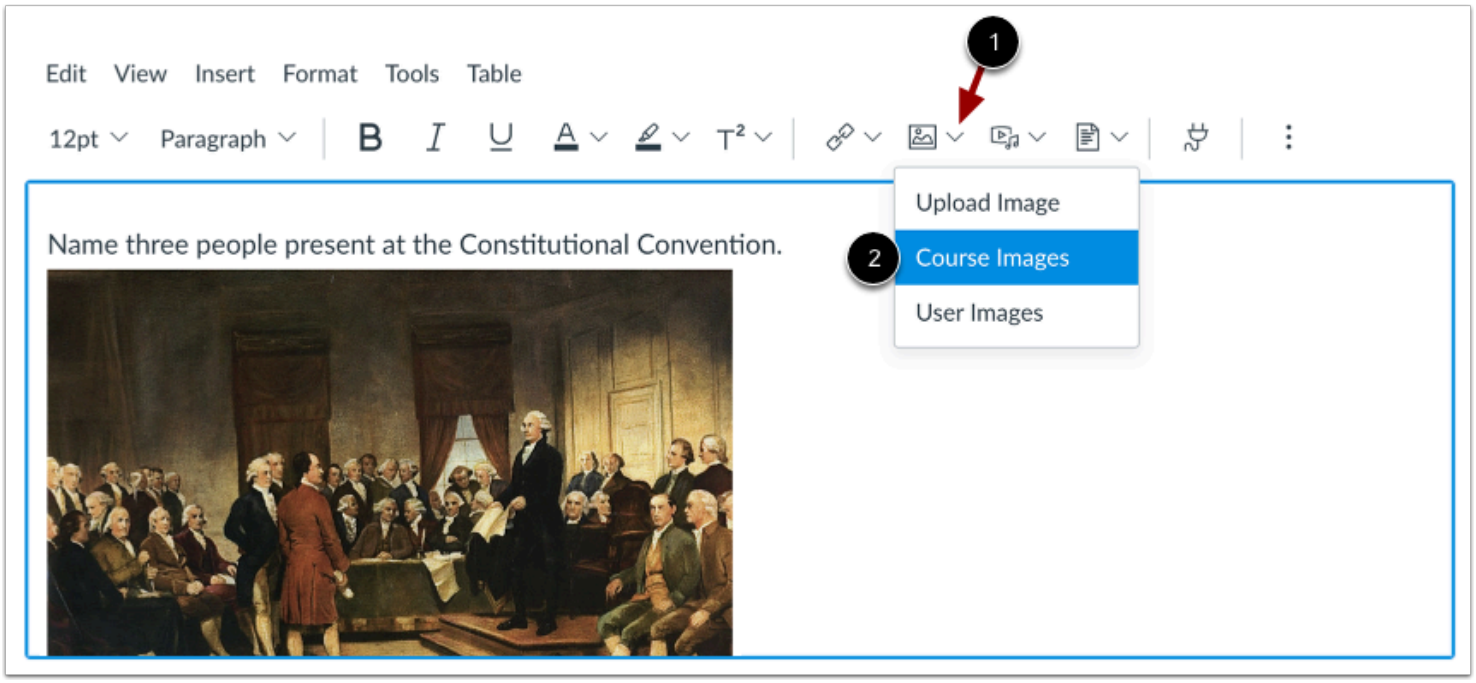
You can upload images and files from your desktop or link to images and files you have previously uploaded.

View Quiz Question with Image Added



The image will appear in your quiz question.

Add Images to Quiz Question



You can add course images into your quiz questions.

To upload a course image, place your cursor where you want to embed the image [1]. Click the **Image Options** arrow [2]. Then select the **Course Images** option [3].

Note: To view the Image icon, you may have to click the **Options** icon [4].

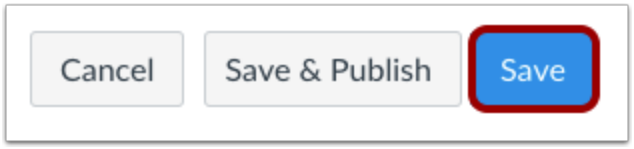
Update Question



Click the **Update Question** button to see the question before it is published.

Add additional individual questions as needed.

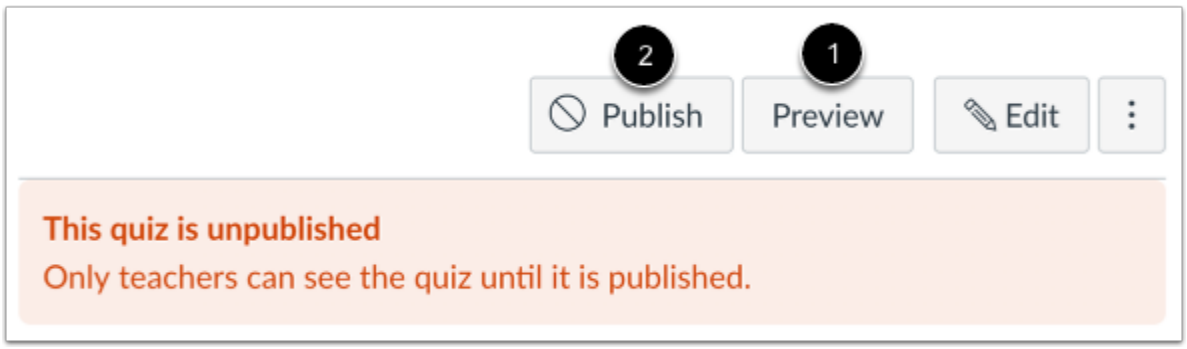
Save Quiz



Click the **Save** button to save your work and preview the quiz. If you edited an existing quiz, any saved changes will automatically be updated.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

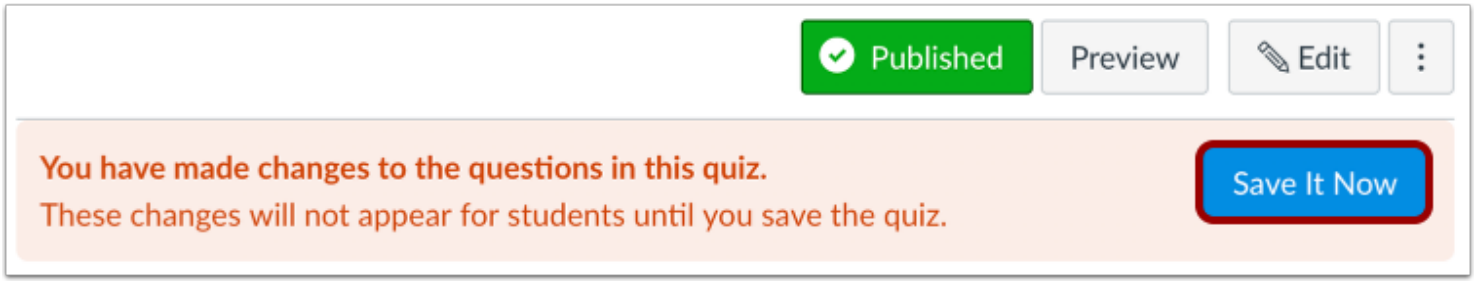
Preview and Publish Quiz



To preview the quiz, click the **Preview** button [1]. If the preview shows the quiz the way you want it, click the **Publish** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Save It Now



If you exit the quiz without saving, Canvas will ask you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

View Published Quiz Question

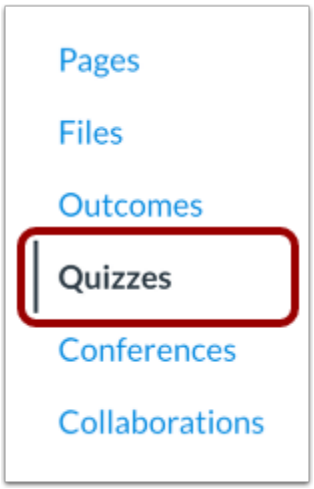


This is what students will see when they take the quiz.

How do I create a question bank in a course?

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

Open Quizzes



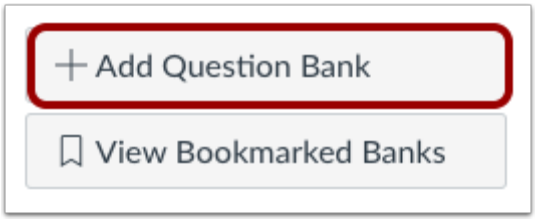
In Course Navigation, click the **Quizzes** link.

Manage Question Banks



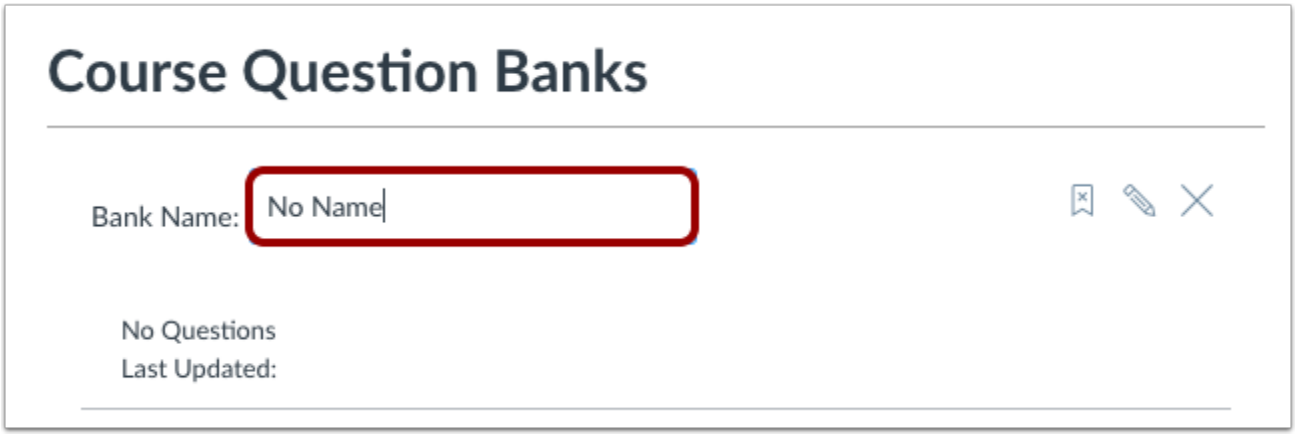
Click the **Options** icon [1] and click the **Manage Question Banks** link [2].

Add Question Bank



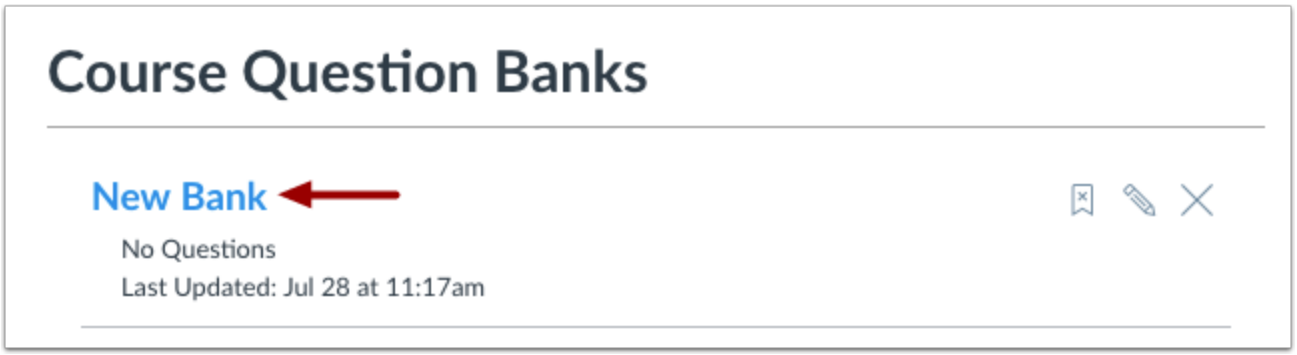
Click the **Add Question Bank** button.

Create Question Bank



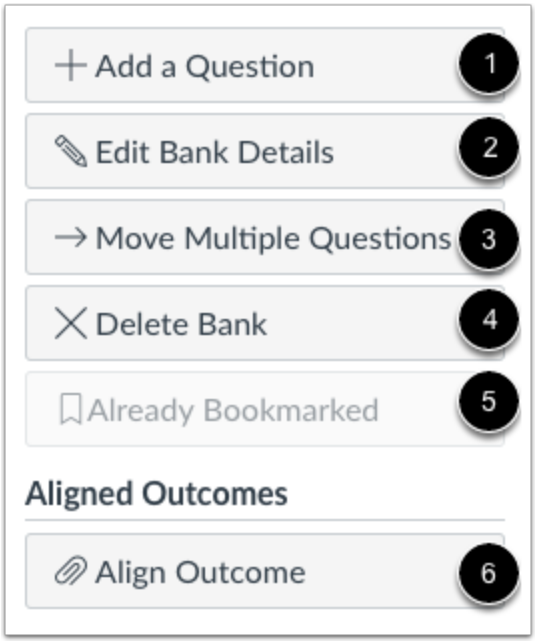
Name the question bank and press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Open Question Bank



Open the question bank by clicking the title of the question bank.

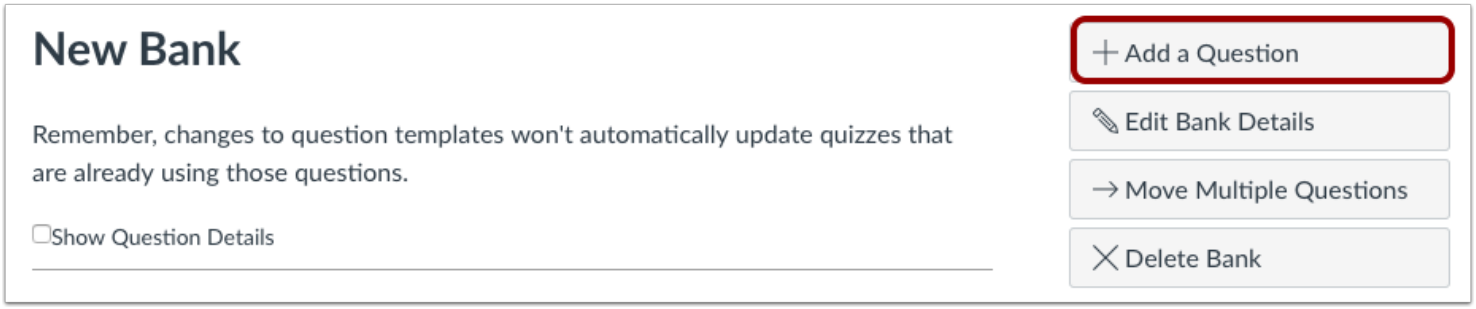
Question Bank Options



After opening the Question Bank, you can:

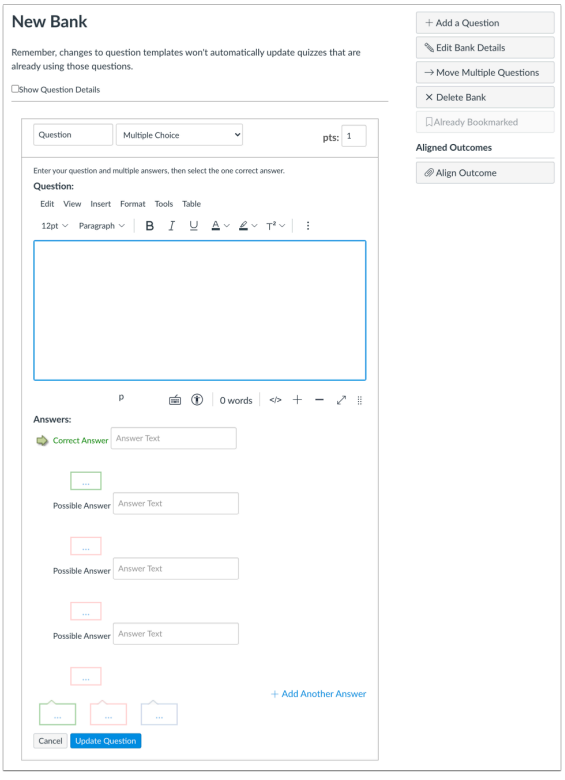
1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes

Add a Question



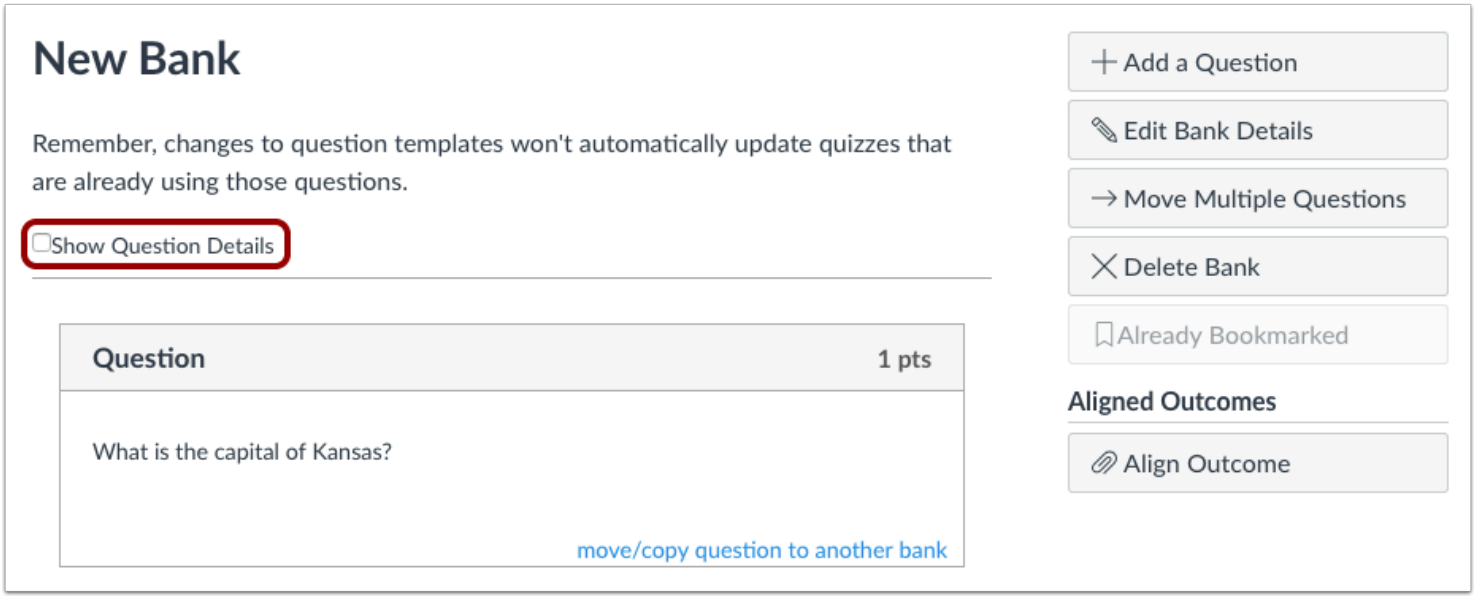
Click the **Add a Question** button.

Create New Questions



Add as many individual questions as you wish to your question bank. Click the **Update Question** button to save your changes.

View Questions



View the questions in your question bank. To view question details, click the **Show Question Details** checkbox.

Now you can reference this single bank of questions in many different quizzes.

Note: Questions details are not available in question banks with more than 50 questions.

How do I bookmark or unbookmark a question bank in a course?

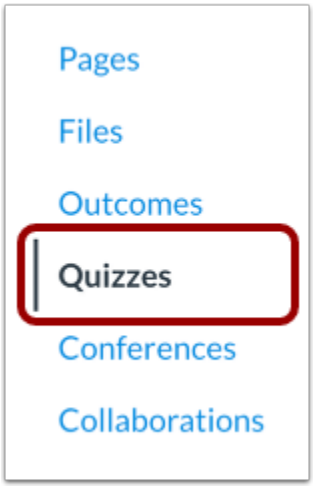
The Question Bank Bookmark feature gives you a way of keeping track of frequently accessed Question Banks. When you bookmark a Question Bank, it can be accessed in any other course you teach. Bookmarks save you time from having to search through Question Banks, especially if your course or account contains a significant number of Question Banks.

You can also remove bookmarks as needed.

Notes:

- Bookmarking a Question Bank only affects where that Bank can be accessed. Bookmarked banks can still be used and edited like other Question Banks.
- Question Banks you create will be bookmarked by default.

Open Quizzes



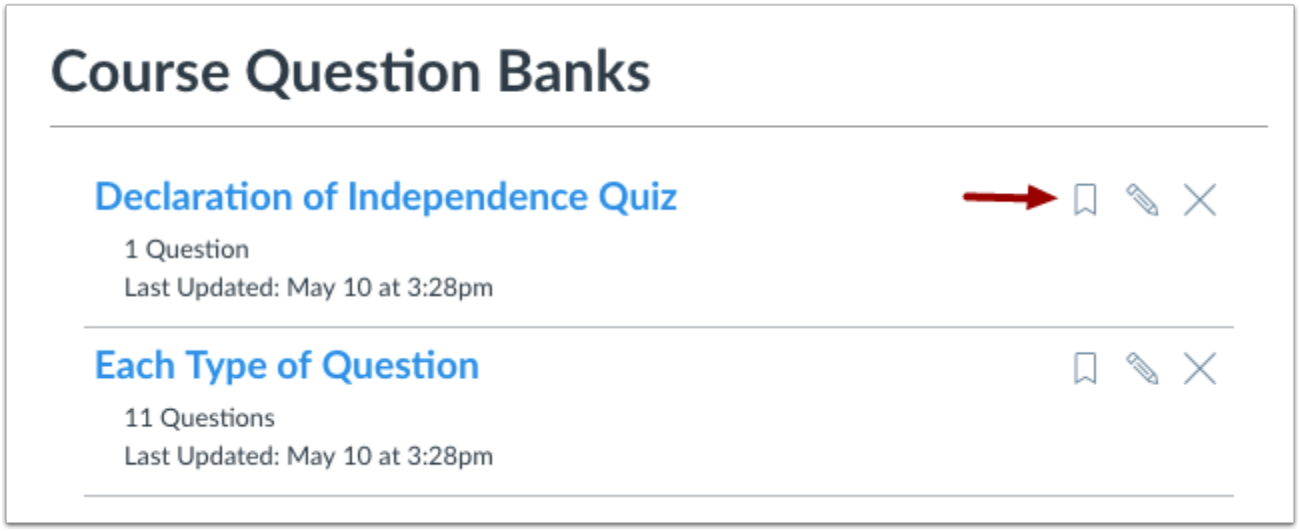
In Course Navigation, click the **Quizzes** link.

Manage Question Banks

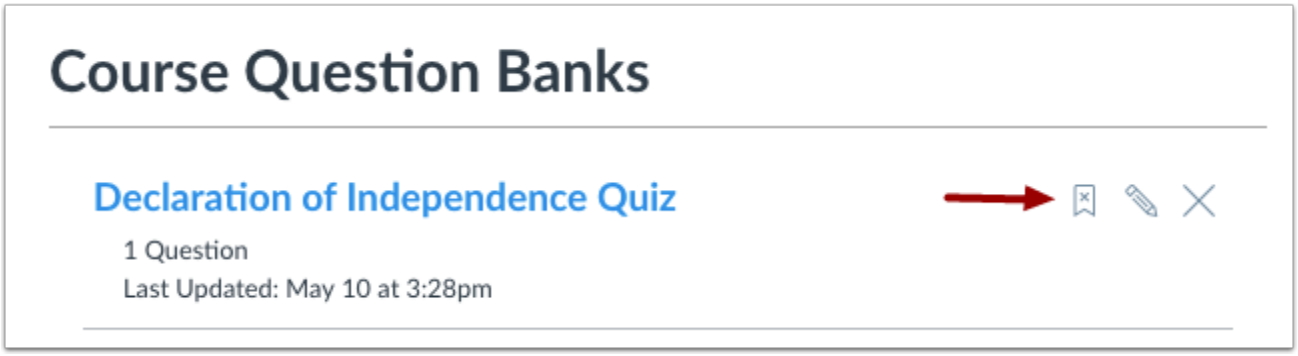


Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Bookmark Question Bank

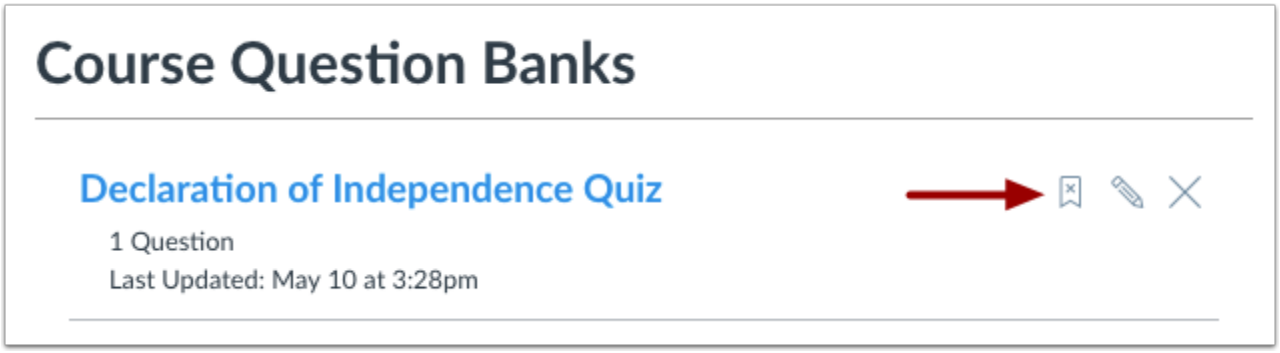


Click the **Bookmark** icon.

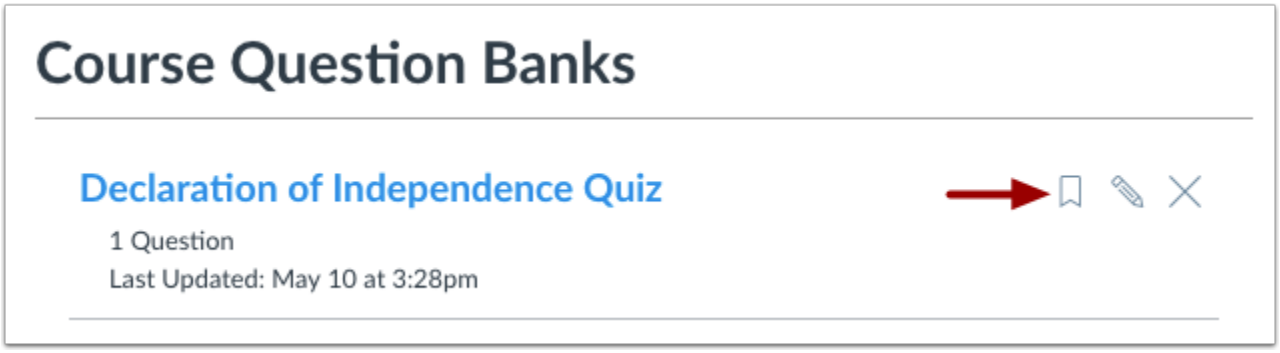


The bookmark displays a white x to verify the bank is bookmarked.

Unbookmark Question Bank

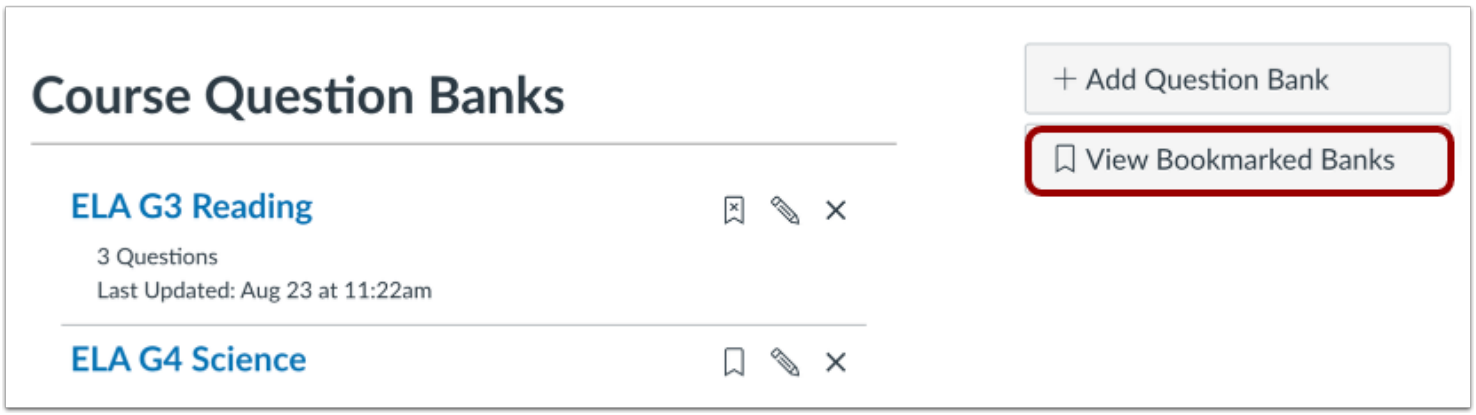


To unbookmark a question bank, click the **Bookmarked** icon.

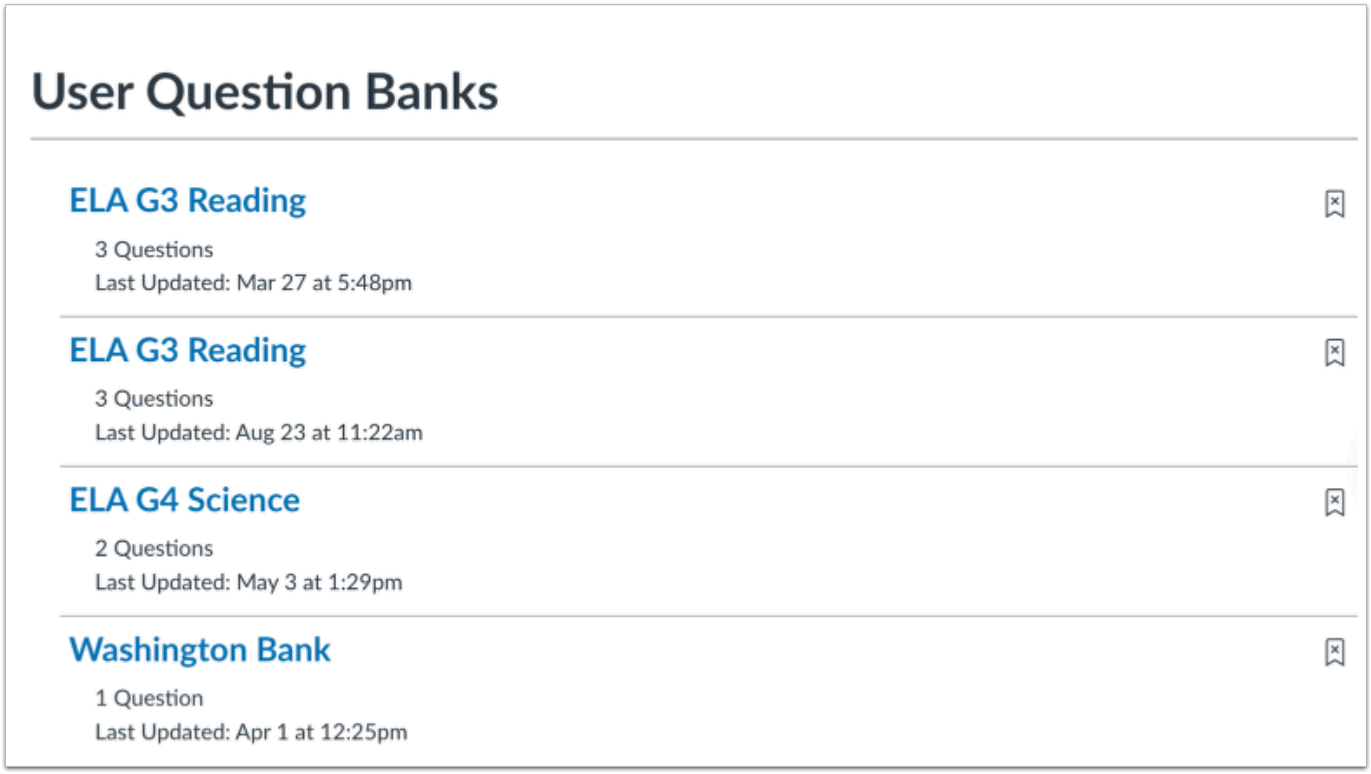


Verify the question bank is no longer bookmarked.

View All Bookmarked Banks

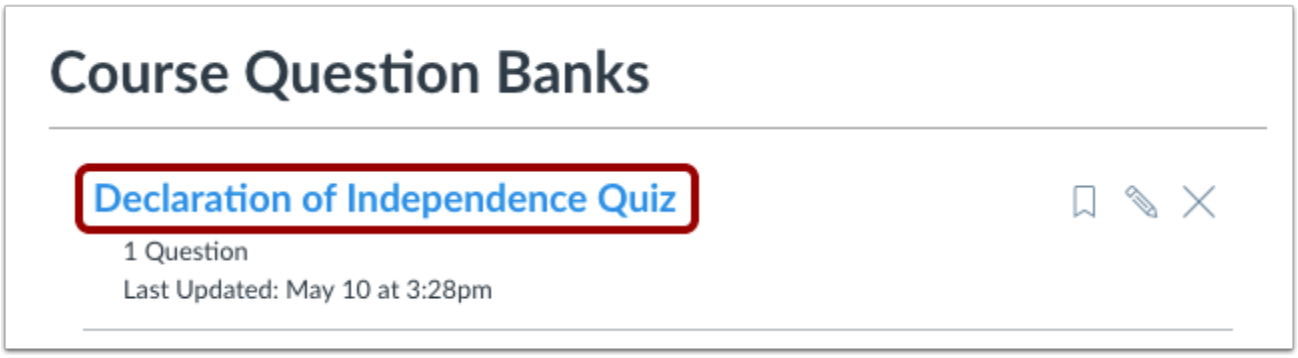


To view all the banks you have bookmarked, click the **View Bookmarked Banks** button.



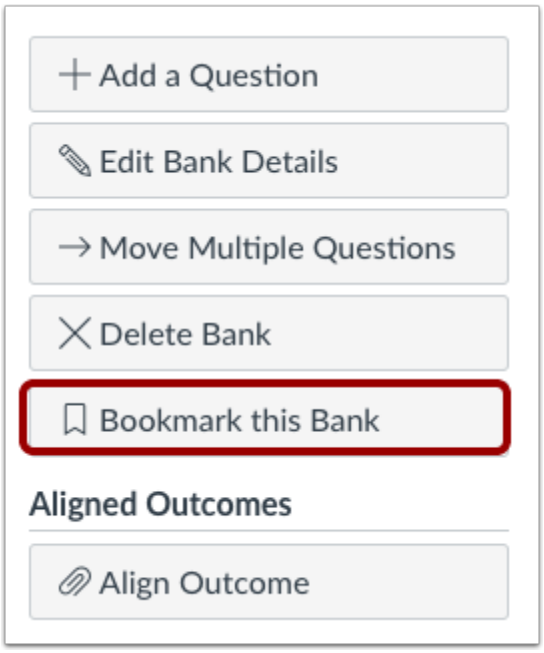
All bookmarked question banks display.

Bookmark Open Question Bank

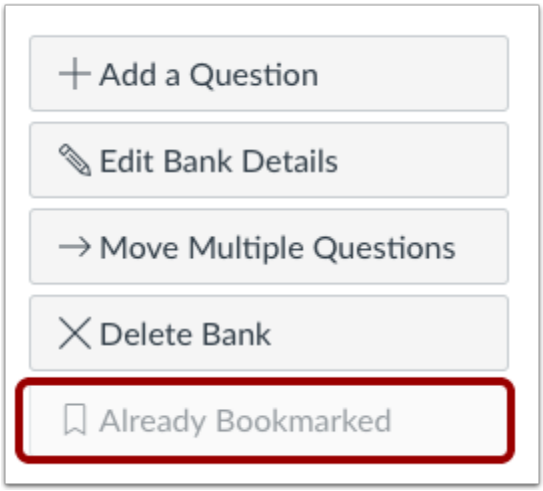


You can also bookmark an open question bank by clicking the title of the question bank.

Bookmark this Bank



Click the **Bookmark this Bank** button.



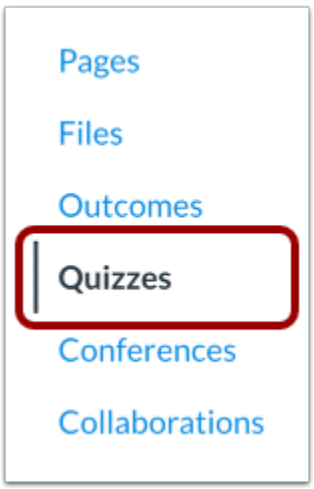
Verify the bank is bookmarked.

How do I delete a question bank in a course?

You can delete Question Banks that you no longer use.

Please note that deleting a question bank will affect any quizzes that are associated with the question bank, especially if they have student submissions. For students who haven't yet taken the quiz, they won't be able to see any questions from the quiz bank, but any existing quiz submissions will still show the previously included questions.

Open Quizzes



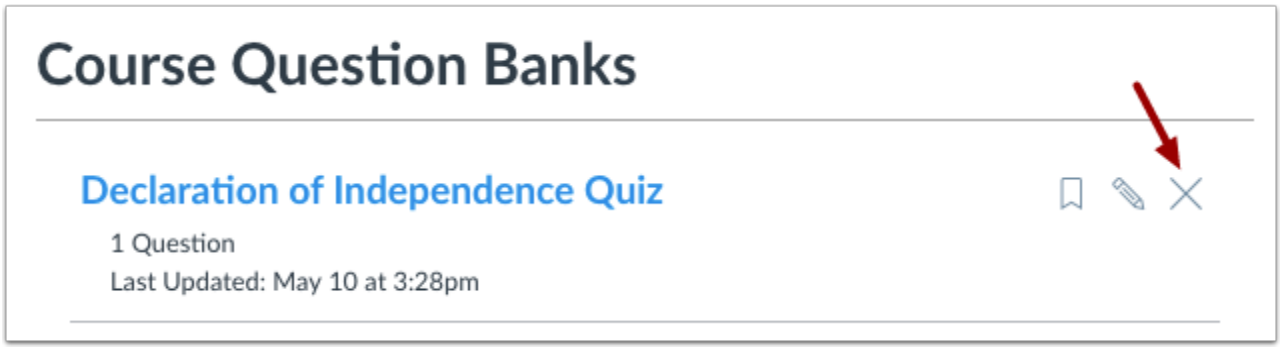
In Course Navigation, click the **Quizzes** link.

Manage Question Banks



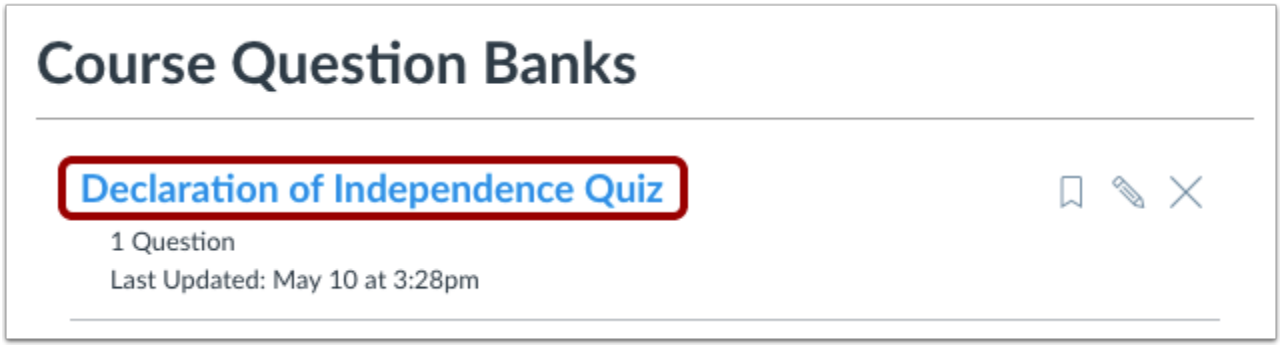
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Delete Question Bank



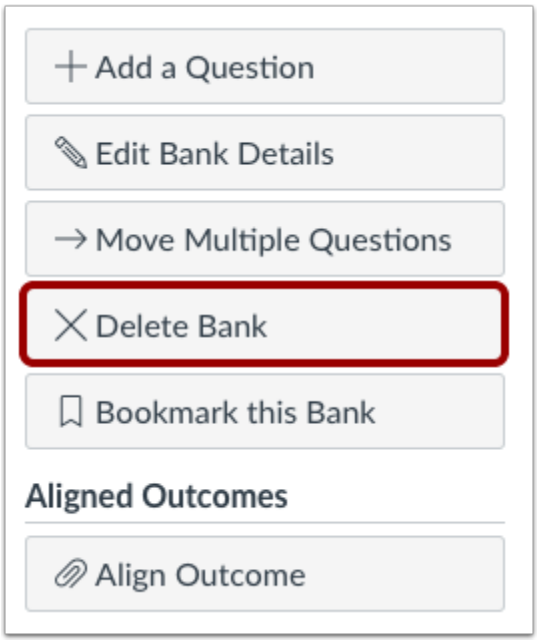
Click the **Remove** icon.

Open Question Bank



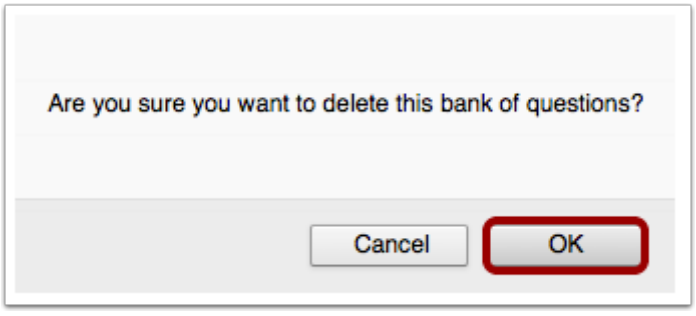
You can also delete a Question Bank by clicking the name of the Question Bank.

Delete Question Bank



Click the **Delete Bank** button.

Confirm Deletion



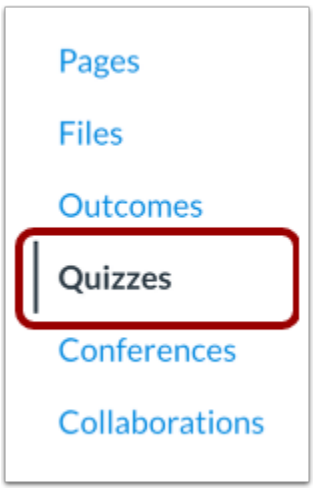
Click the **OK** button.

How do I move multiple questions from one question bank to another?

You can move multiple questions from one question bank to another existing bank. You can also create a new bank and move multiple questions to it.

When moving multiple questions to a question banks, you will not have the option to leave a copy in the original question bank. If you want to copy your questions instead of moving them, you can copy questions individually.

Open Quizzes



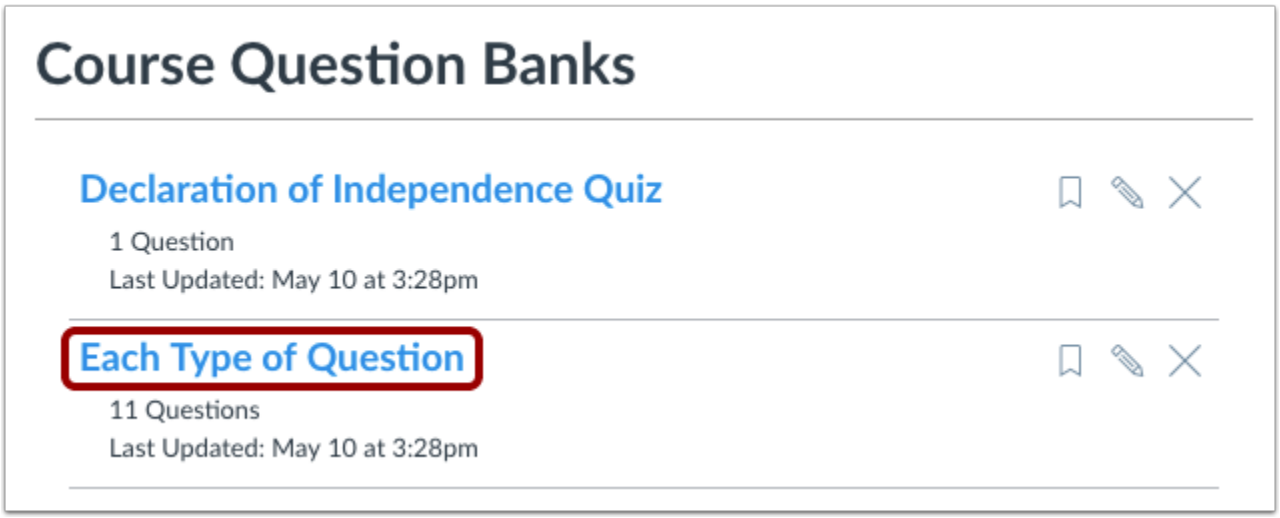
In Course Navigation, click the **Quizzes** link.

Manage Question Banks



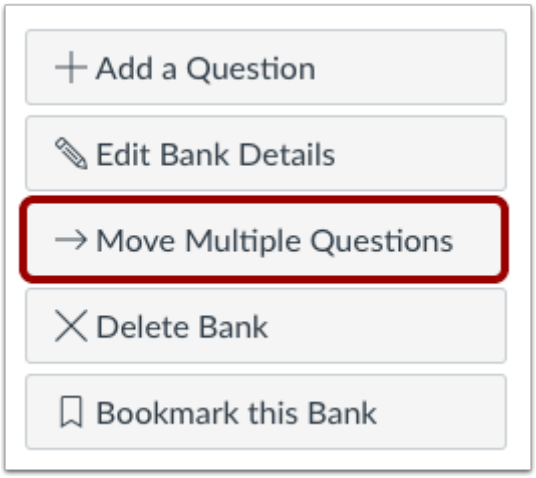
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Open Question Bank



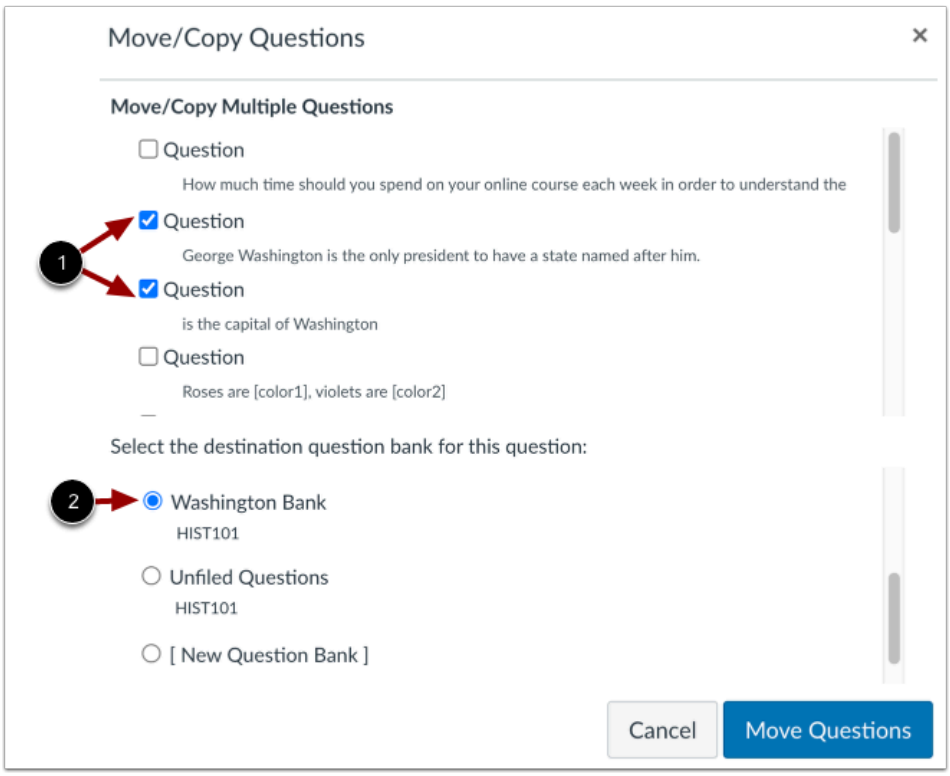
Open the Question Bank by clicking the title of the Question Bank.

Move Multiple Questions



Click the **Move Multiple Questions** button.

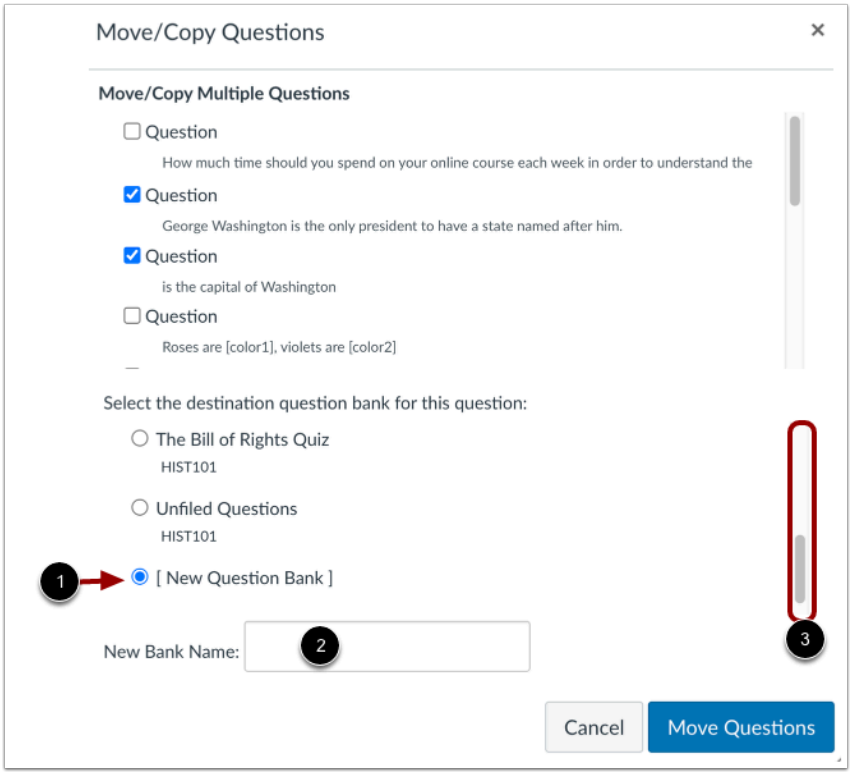
Select Questions and Bank



Select questions to move by clicking their checkboxes [1].

To move the questions to an existing bank, click the destination bank radio button [2].

Create New Bank



To create a bank and move the questions to it, click the **[New Question Bank]** radio button [1]. Then enter a name for the bank in the **New Bank Name** field [2].

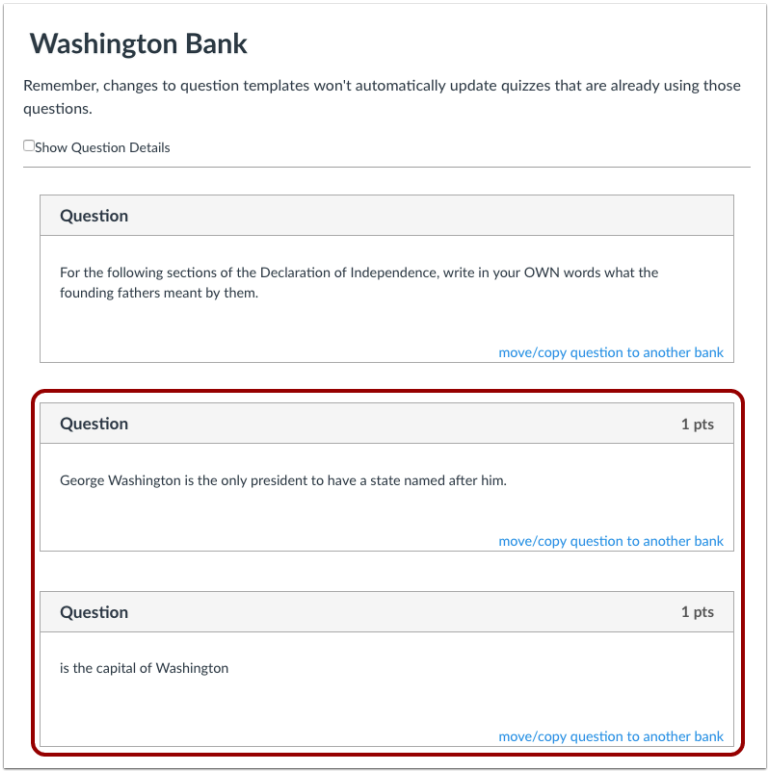
Note: To see the [New Question Bank] option, you may need to scroll to the bottom of your question banks using the scroll bar [3].

Move Questions



Click the **Move Questions** button.

View Questions



Open the Question Bank you moved question(s) to and view the moved question(s).

Note: Changes to questions won't automatically update quizzes that are already using those questions unless you remove the question and re-add it.

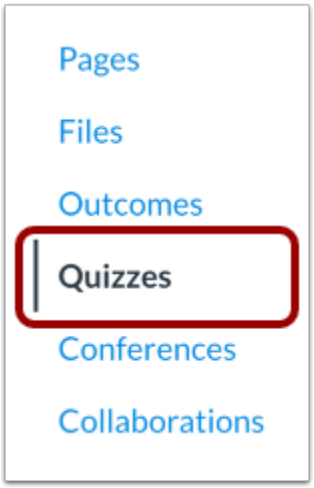
How do I move/copy a question from one question bank to another?

You can easily move or copy individual questions from one question bank to another. Moving questions removes the question from the original question bank. Copying questions leaves a copy in the original question bank and adds a copy to the selected question bank.

You can also move multiple questions from one question bank to another. Copying questions is not available for multiple questions.

Note: You can only copy or move questions between question banks in the same course. However, you can import a question bank from one course to another.

Open Quizzes



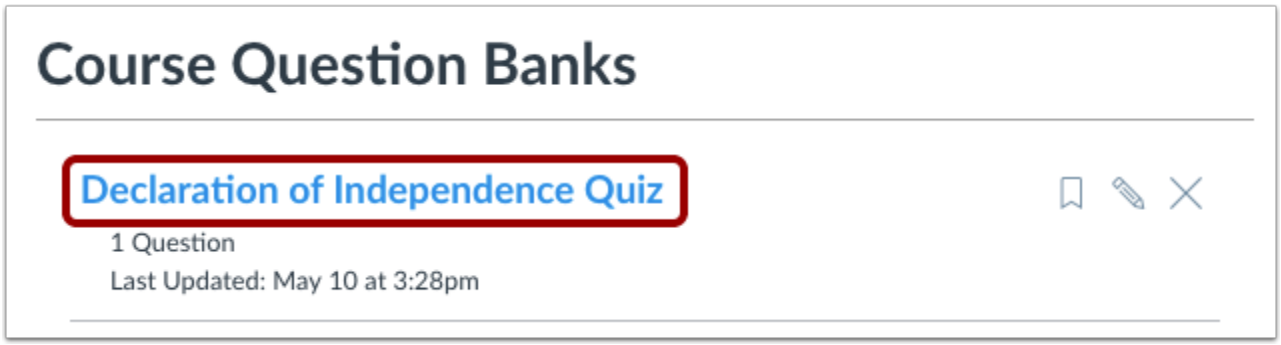
In Course Navigation, click the **Quizzes** link.

Manage Question Banks



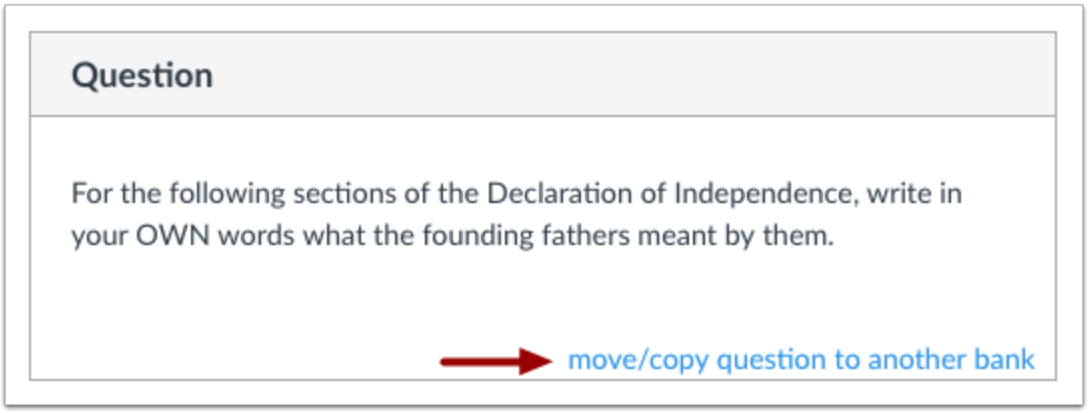
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Open Question Bank



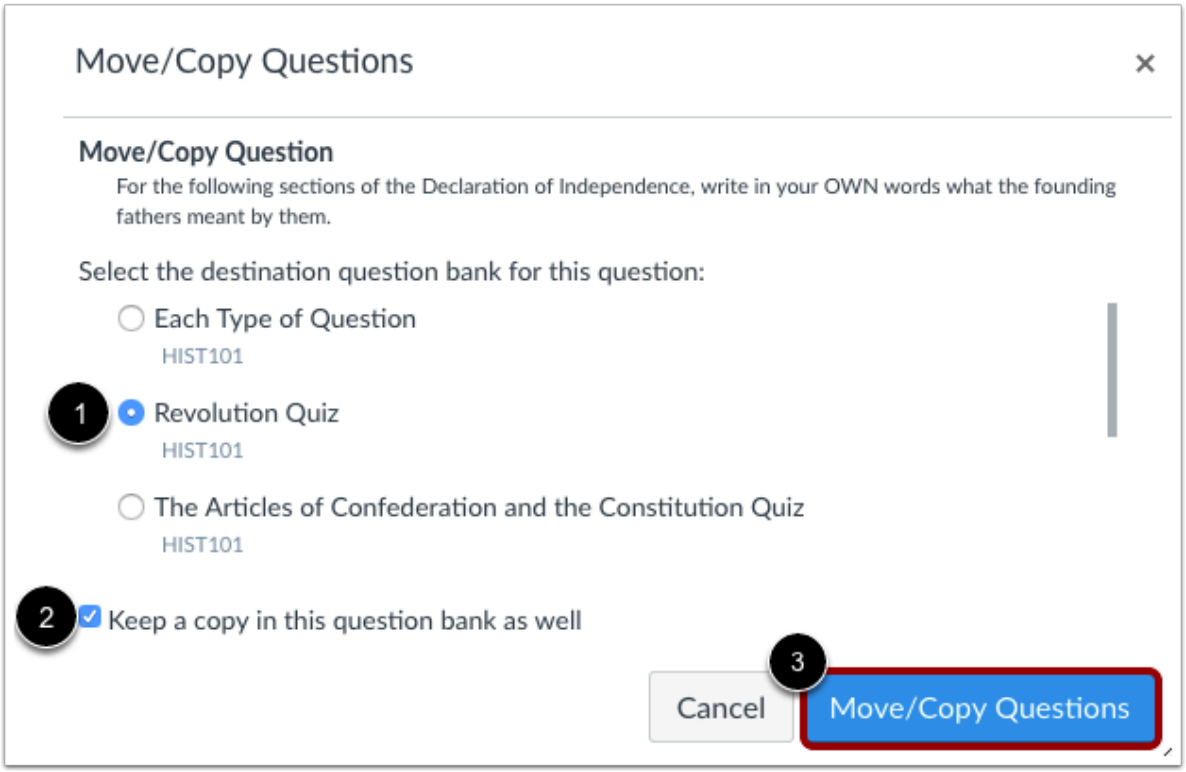
Click the title of the Question Bank.

Move/Copy Questions to Another Bank



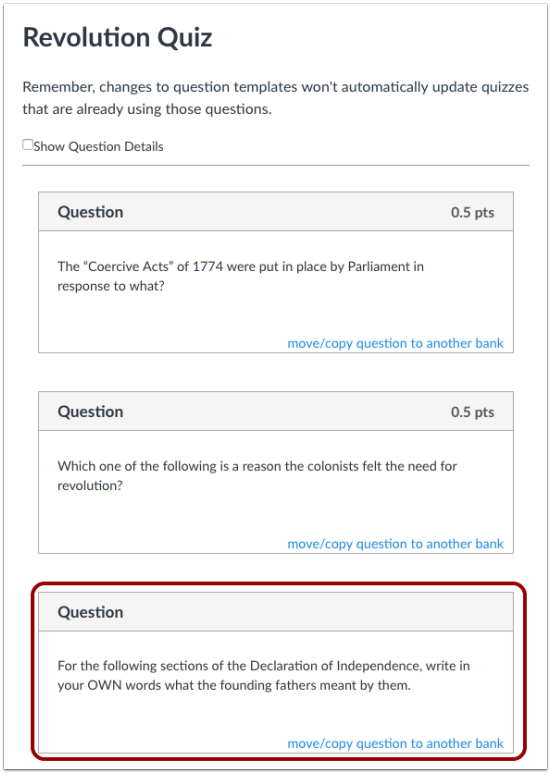
Click the **move/copy question to another bank** link to move/copy the question to another question bank.

Select Question Bank



Click the title of the bank [1] where you would like to copy/move the questions. Click the **Keep a copy in this question bank as well** checkbox [2] if you only want to copy the question. Then click the **Move/Copy Questions** button [3] to copy the question.

View Moved/Copied Question



View the moved/copied question in the new bank.

Note: Changes to questions won't automatically update quizzes that are already using those questions unless you remove the question and re-add it.

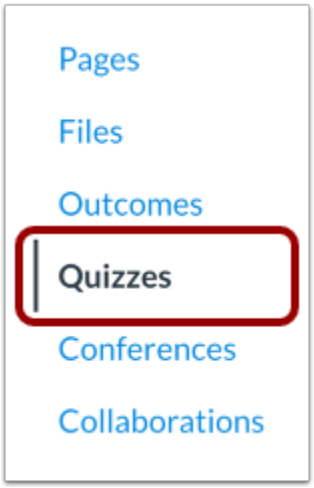
How do I reorder questions or question groups in a quiz?

You can move quiz questions or groups after you've created them. You can manually drag and drop the question or group, or you can use the Move option, which is also accessible for keyboard users.

You can also reorder questions within a question group. However, please note that quiz ordering inside a question group is only a quiz management tool for instructors. Your students will always see questions from a group in a random order.

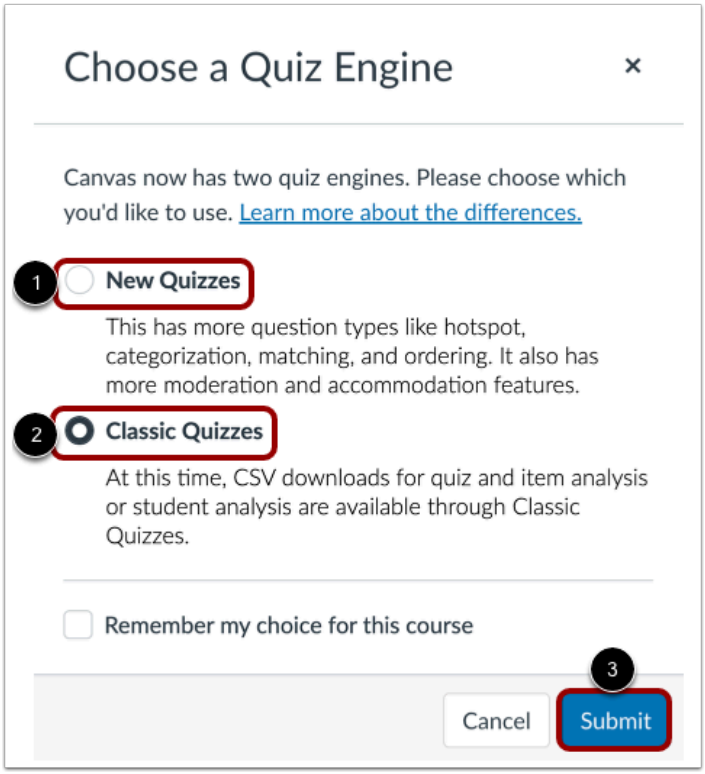
Note: To help identify quiz questions in the Move dialog menu, make sure each quiz question or group has a specific name.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

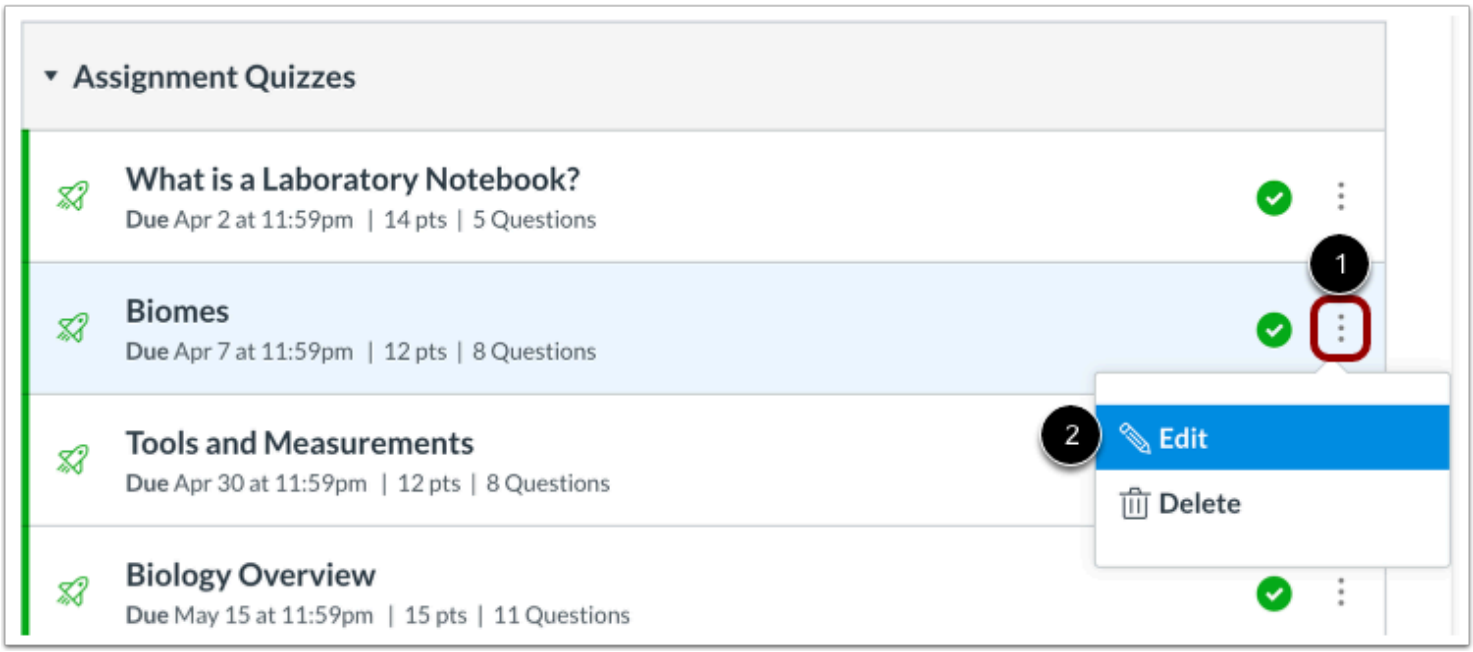
To select New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

Then click the **Submit** button [3].

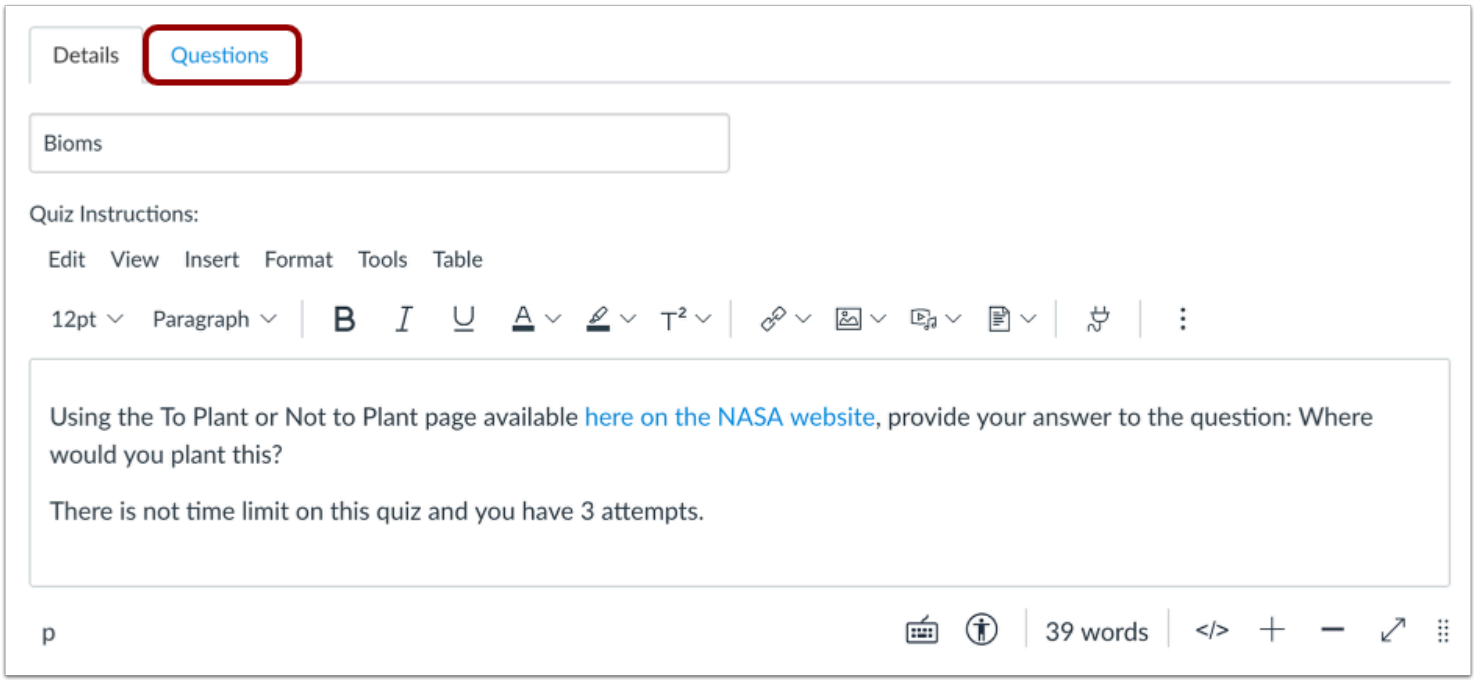
Note: Learn more about creating a quiz using New Quizzes.?

Edit Quiz



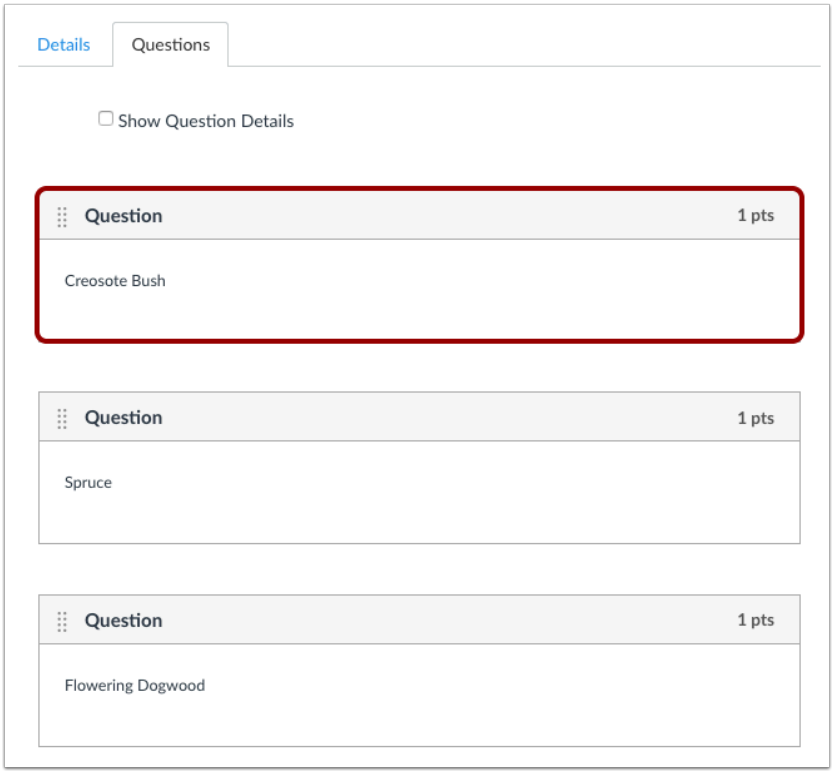
Locate the quiz you want to edit. Click the quiz **Options** icon [1], then click the **Edit** link [2].

Open Questions



Click the **Questions** tab.

Locate Quiz Question or Group

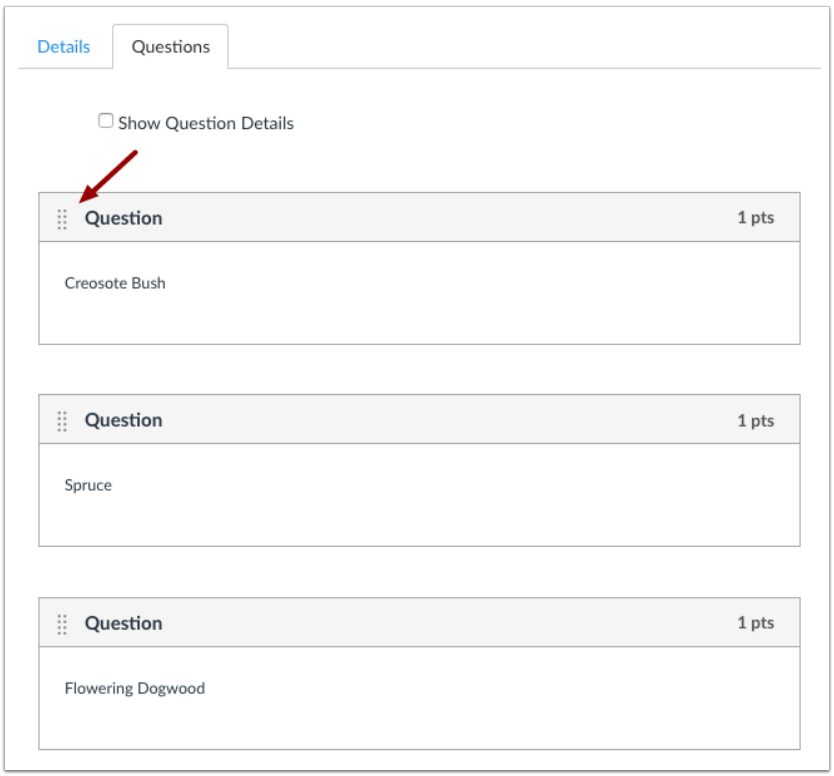


Locate the question or group you want to move.

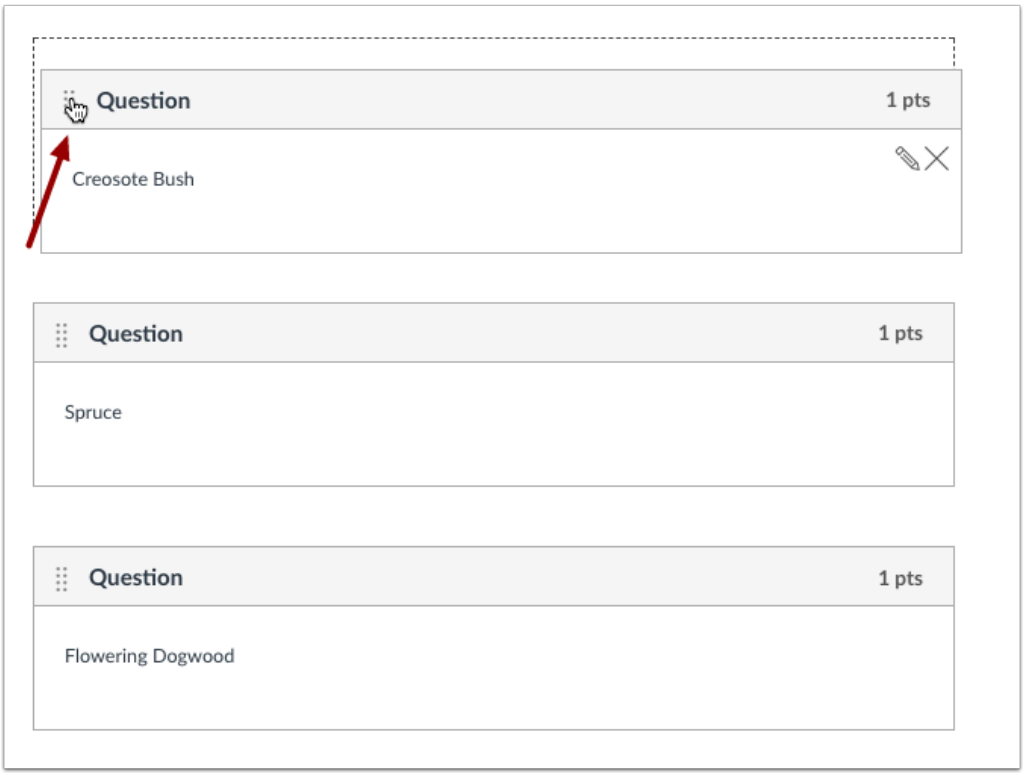
Reorder with Drag and Drop Option

You can use the drag and drop option to reorder quiz questions or groups.

Drag Question

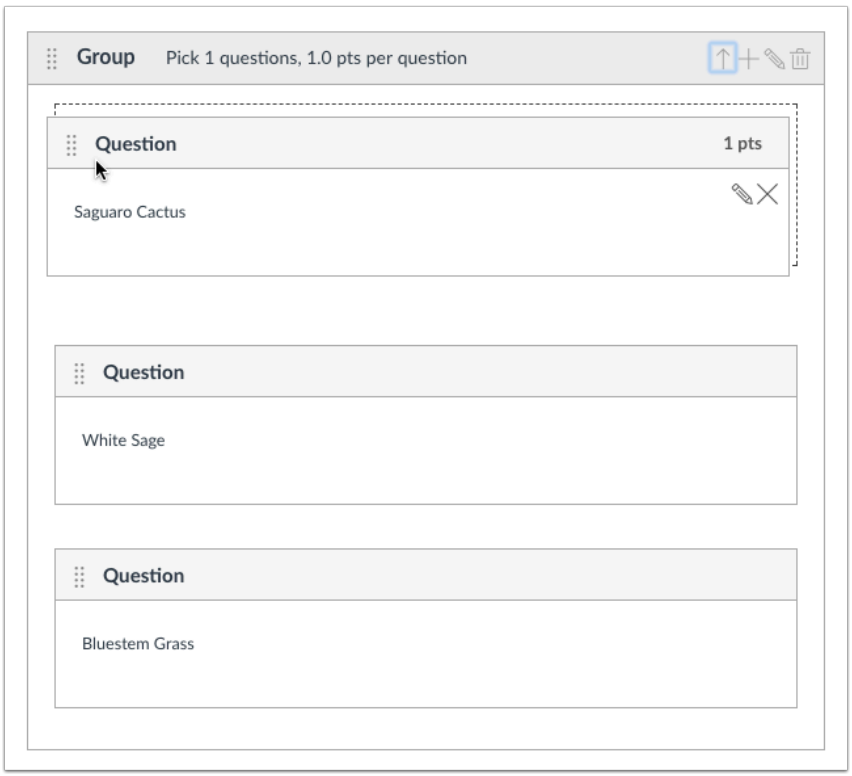


Hover over the drag handle next to the question or group. A pointer icon will appear.



Click and drag the question or group to the desired location.

Drag Question into Question Group



If your quiz has a question group that does **not** pull questions from a question bank, you can drag and drop questions in and out of the question group.

Reorder with Move Option

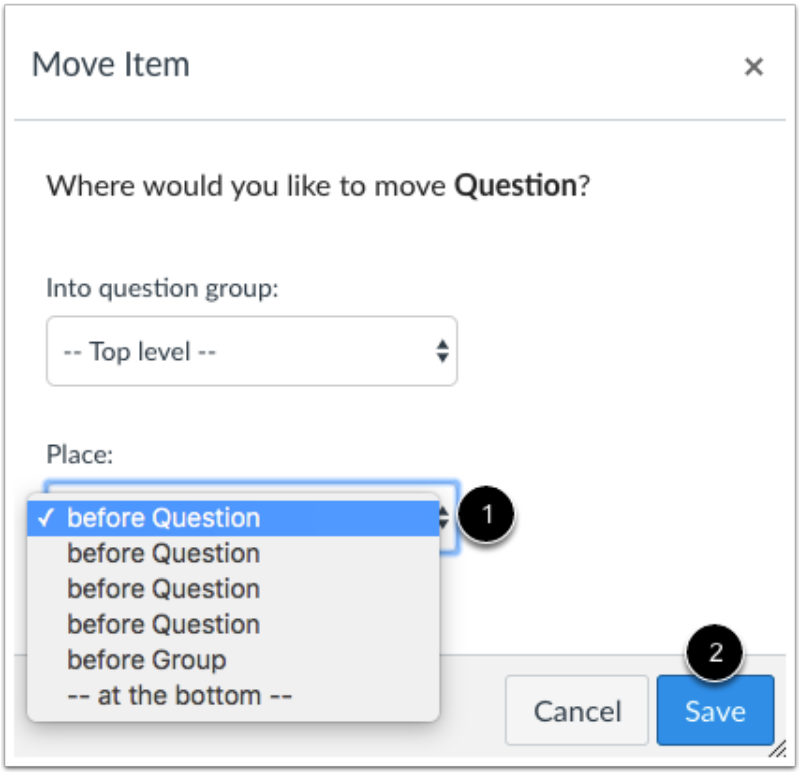
If you have a large quiz, you may want to use the Move option to reorder your quiz.

Open Move Dialog Menu



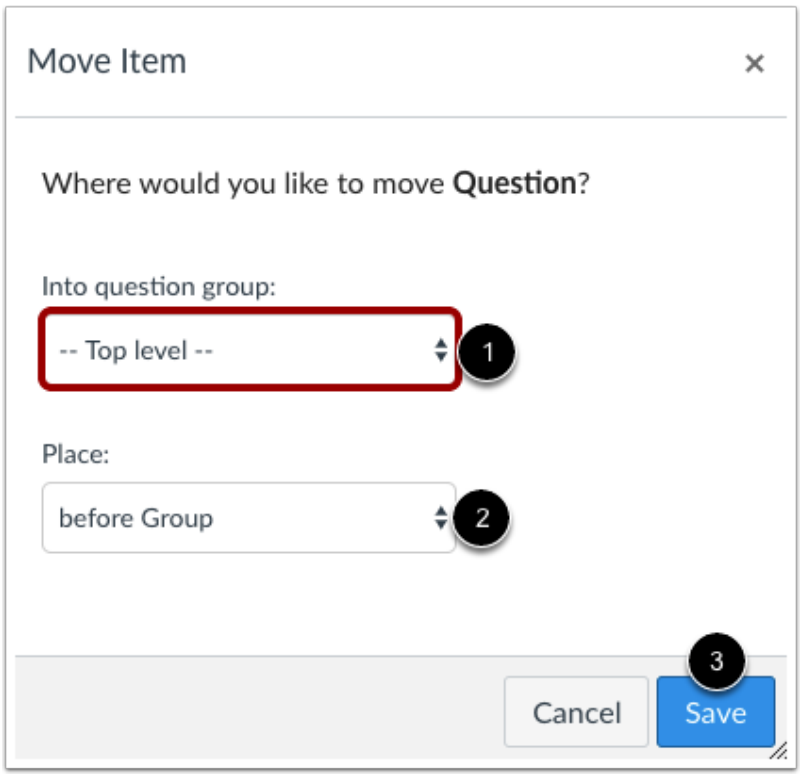
Click the drag handle next to the quiz question or group.

Move Quiz Question or Group



In the Place drop-down menu [1], choose the new location where you want to place the question or group. You can place the question before or after another quiz question or group. Click the **Save** button [2].

Move Question into Question Group



If your quiz contains at least one question group, the quiz creates a Question Group option.

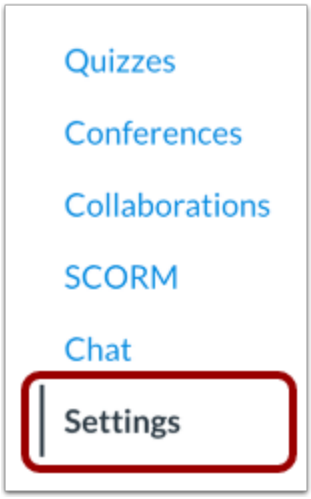
To move a question into a question group, click the **Question Group** drop-down menu [1] and select the group name. The Place drop-down menu [2] will update with location options within the selected group. Select the location of the question in the question group. If no questions exist in the group, the quiz defaults to the bottom of the group. Click the **Save** button [3].

Note: To move a question out of a question group, select the Top Level option in the question group menu. Then click the **Place** drop-down menu to select the new location.

How do I import a question bank from one Canvas course to another?

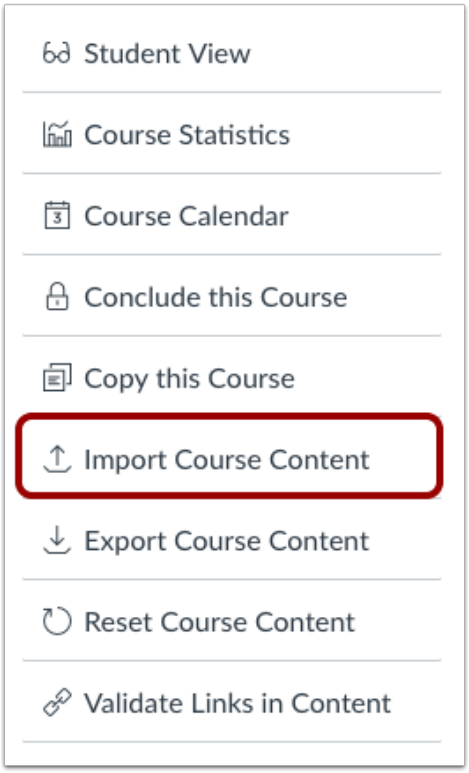
You can easily share Question Bank questions among several Canvas courses.

Open Settings



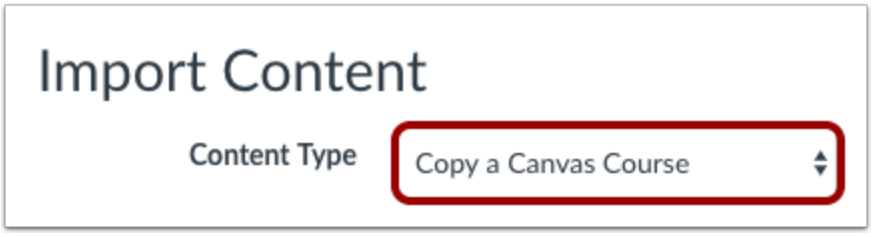
In Course Navigation, click the **Settings** link.

Import Content into Course



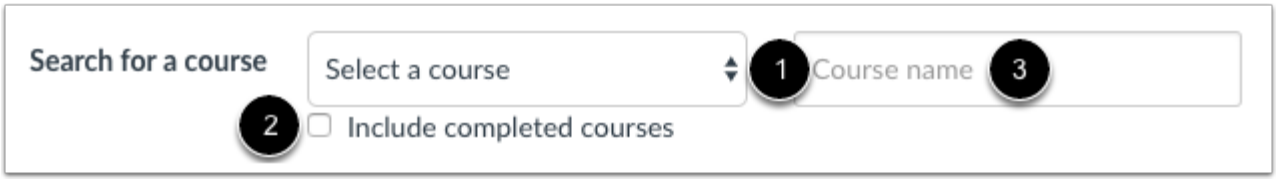
Click the **Import Content into this Course** button.

Select Content Type



In the Content Type drop-down menu, select the **Copy a Canvas Course** option.

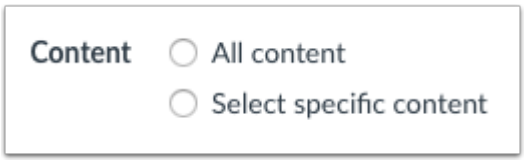
Search for a Course



In the **Search for a course** drop-down menu [1], select the course you would like to access. You can also choose to include completed courses by selecting the completed courses checkbox [2].

You can also search by course name in the Course Name field [3]. Start to type the name of the course you would like to access. Click the name of the course when it appears.

Select Specific Content



In the Content section, click the **Select specific content** radio button.

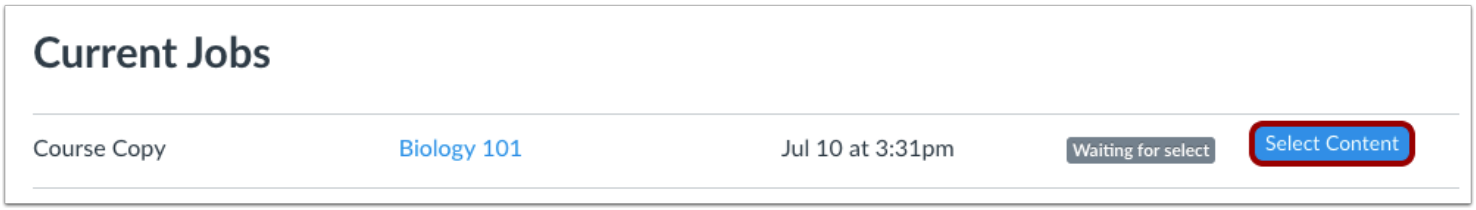
Import Course



Click the **Import** button [1].

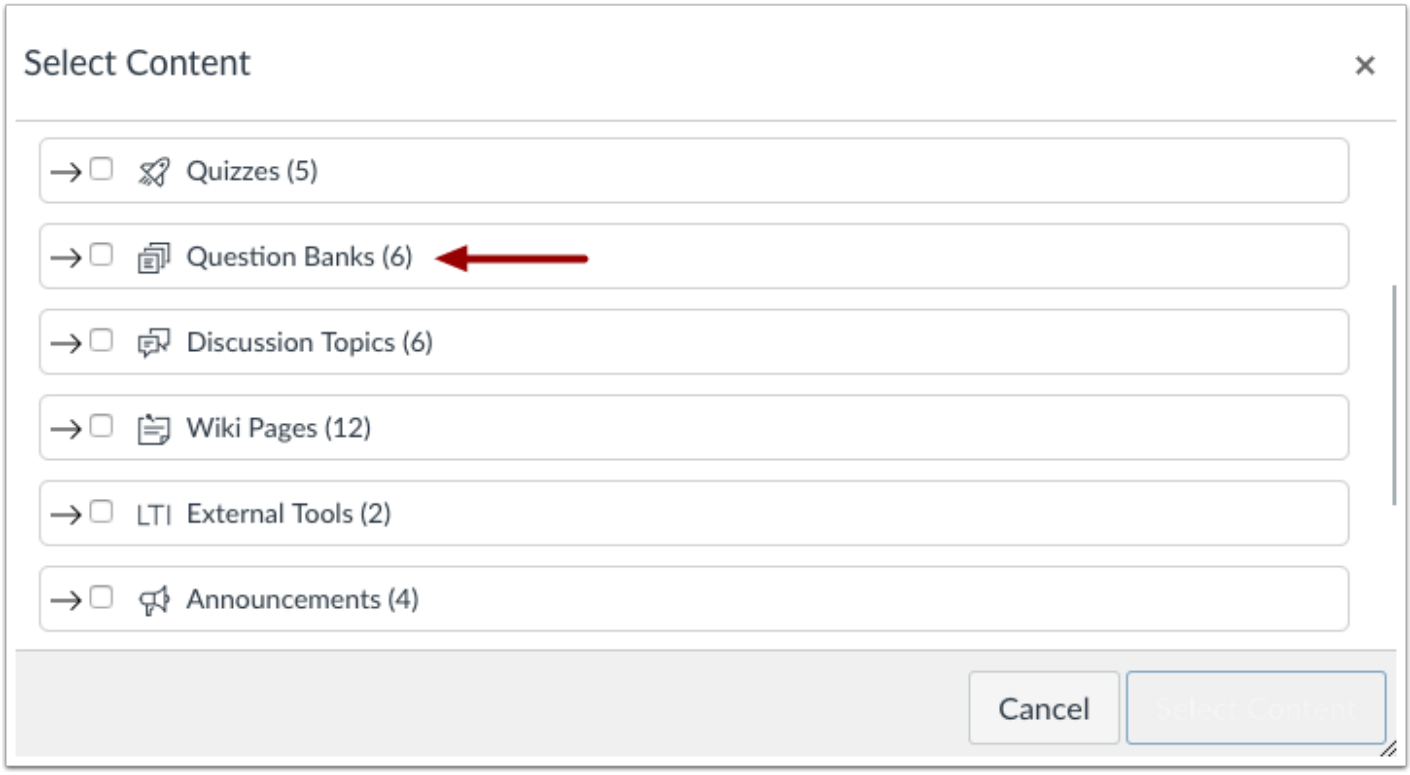
A progress indicator displays the upload status by percentage [2].

Select Content



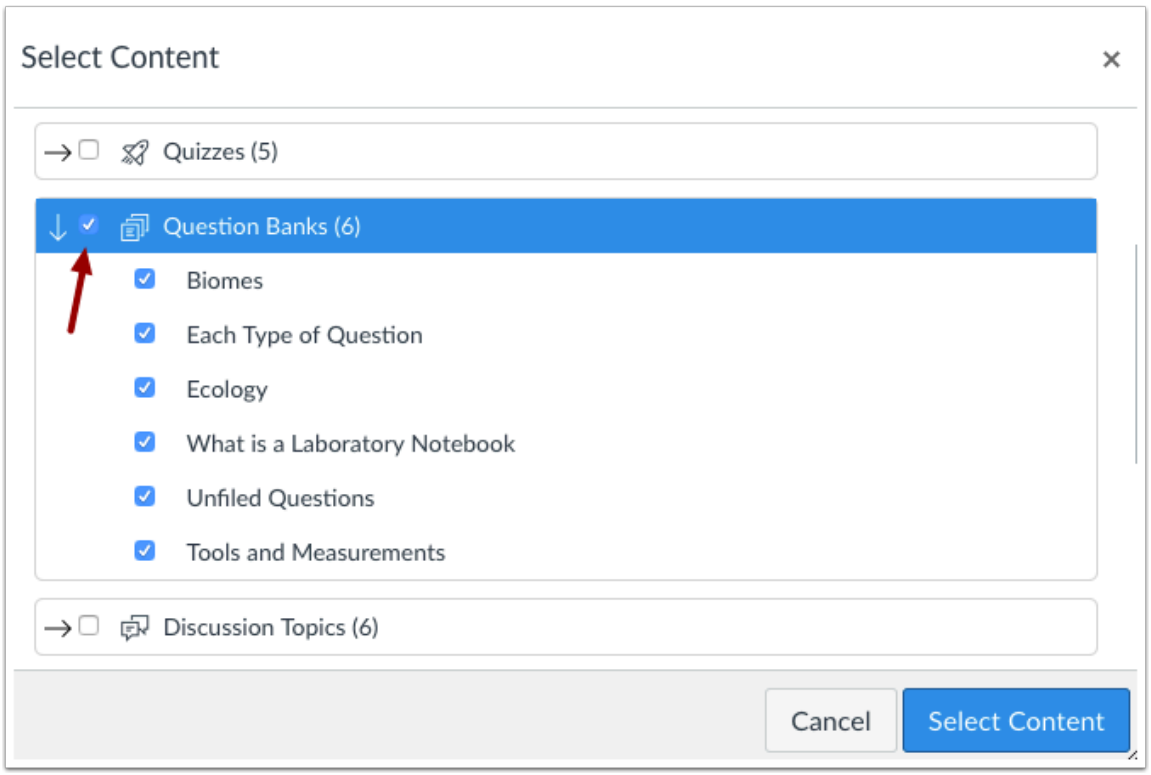
In the Current Jobs section, click the **Select Content** button.

Open Question Banks



Locate the Question Banks group. Most groups will have more than one question bank. To view the Question Banks, click the group's expand icon.

Select Question Banks



To import all question groups, click the checkbox next to the group name. Canvas automatically selects all items within the group.

Note: To import only a few question banks, select the specific items to be imported. Canvas will place a dash in the Question Groups checkbox, indicating not all items are selected within the group.

Select Content



Click the **Select Content** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a progress bar indicating the time remaining to complete the import.

The import may also display errors as part of the import status. Learn more about course import statuses.

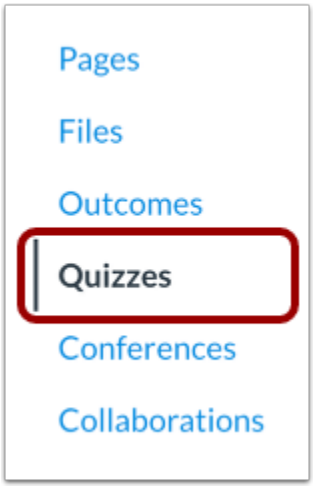
When the course has completed, view your question banks by accessing the Quizzes link in Course Navigation.

How can I create a quiz where students only see one question at a time?

Quiz Settings include the option to choose one quiz question at a time for all types of quizzes and surveys.

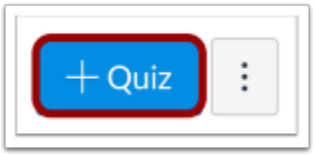
Note: When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.

Open Quizzes



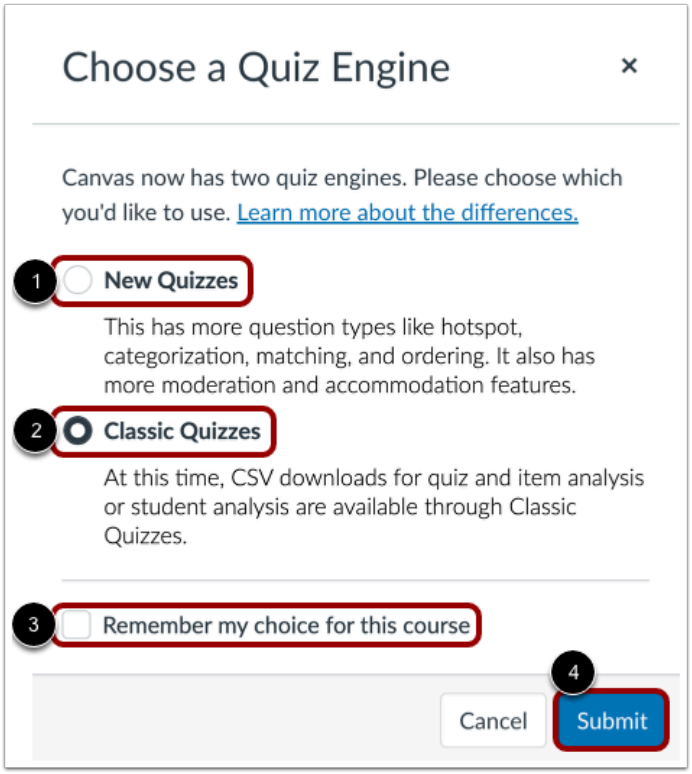
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

To select New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

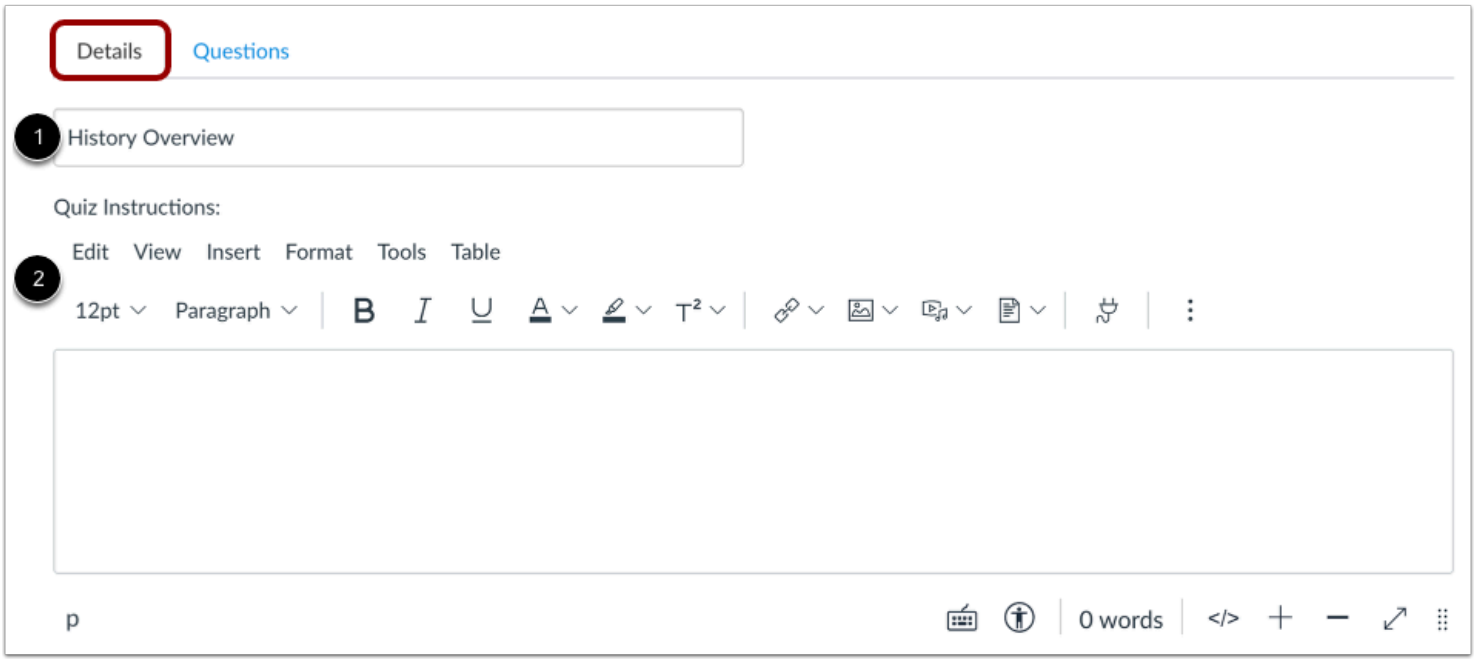
To save your quiz engine selection for this course, click the **Remember my choice for this course** checkbox [3].

Then click the **Submit** button [4].

Notes:

- Learn more about creating a quiz using New Quizzes.
- You can reset your quiz engine choice from the Quiz Options menu at any time.

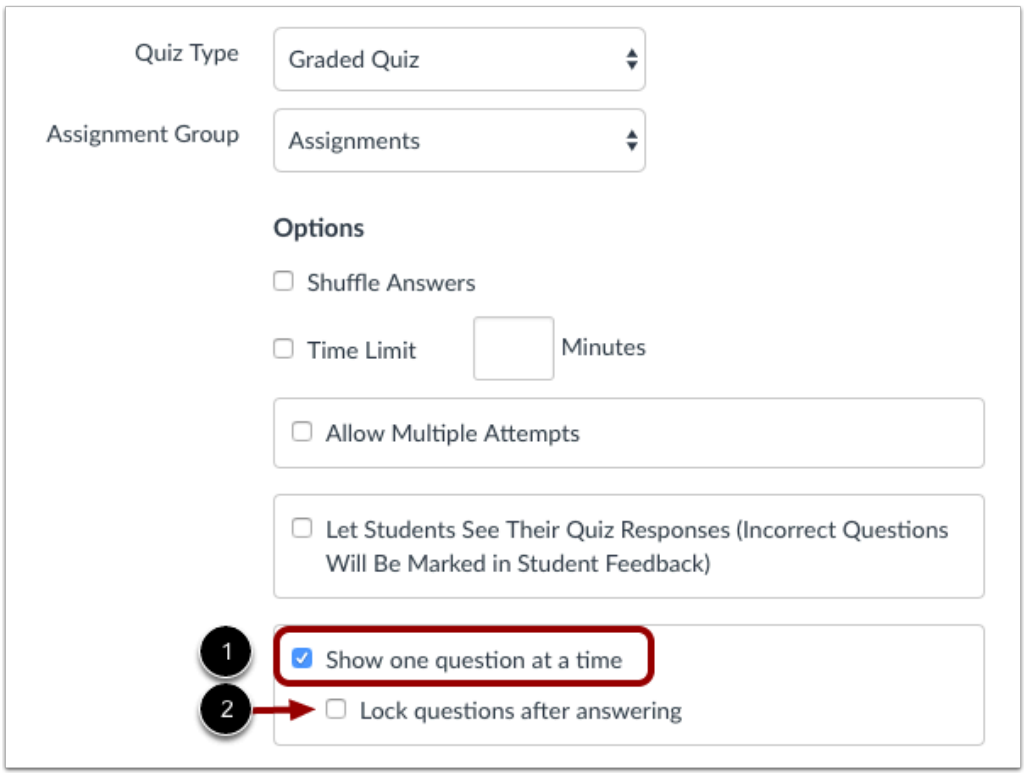
Edit Quiz Details



In the **Details** tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

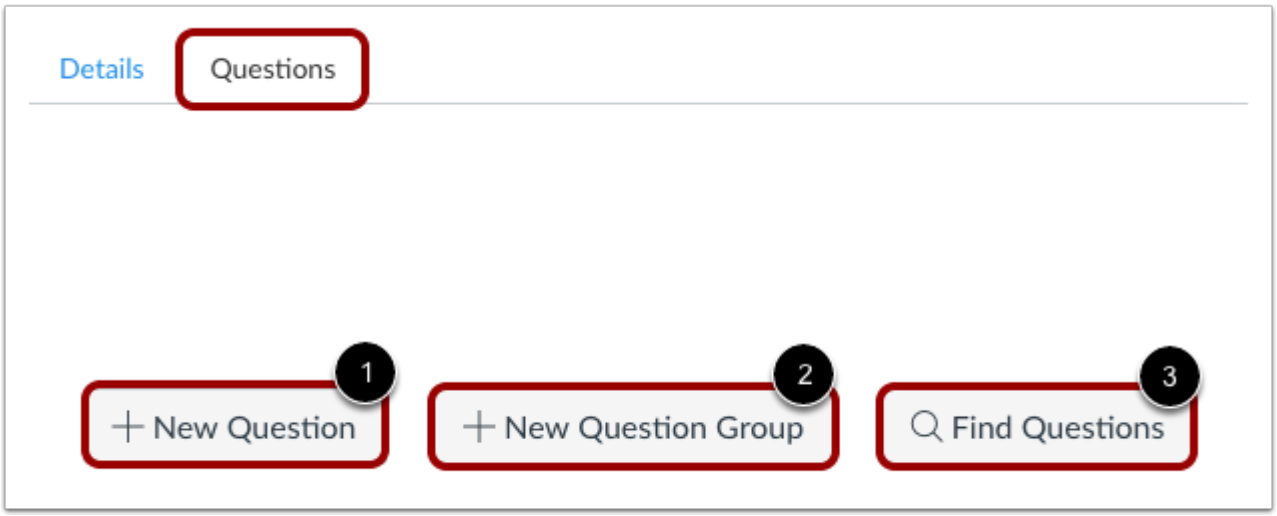
Note: To edit quiz settings for a quiz that uses the New Quizzes quiz engine, see How do I manage settings for an assessment in New Quizzes?

Edit Quiz Options



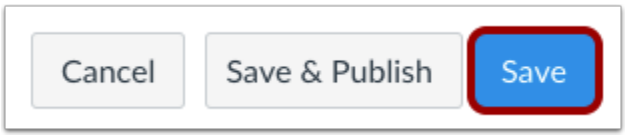
Click the **Show one question at a time** checkbox [1]. If you want to keep your students from returning to a previous question during the quiz, click the **Lock questions after answering** checkbox [2].

Edit Quiz Questions



In the **Questions** tab, you can create a new question [1], create a new question group [2], or find questions [3] by selecting them from a question bank.

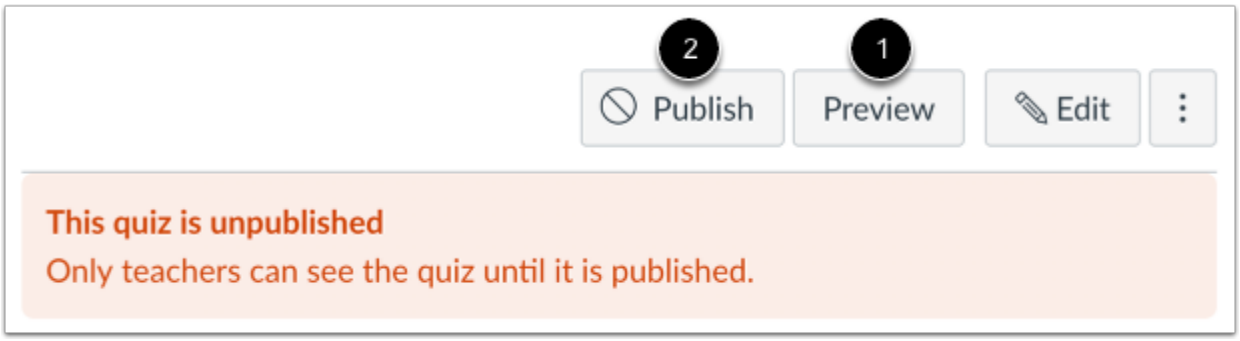
Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



To preview the quiz, click the **Preview** button [1]. When you are ready for students to see the quiz in the course, click the **Publish** button [2].

Note: We recommend you do not publish your quiz until it is final. If you change the quiz after a student has already opened it, the student will not see any of the changes in his or her version of the quiz.

How do I make a quiz available before or after the due date?

You can make a quiz available to all your students before or after the due date by setting availability dates. You can use availability dates for both New Quizzes and Classic Quizzes.

Note: If you are looking to change quiz dates for individual students, you can assign a quiz to an individual student or assign a quiz to a course section. Additionally, you may be able to edit due and availability dates for multiple quizzes at one time from the Assignments Index page.

Quizzes have an autosubmit feature tied to the Until (lock) date, which may affect student submissions. Only quiz attempts that have been started are auto-submitted. Common quiz scenarios and date results include the following:

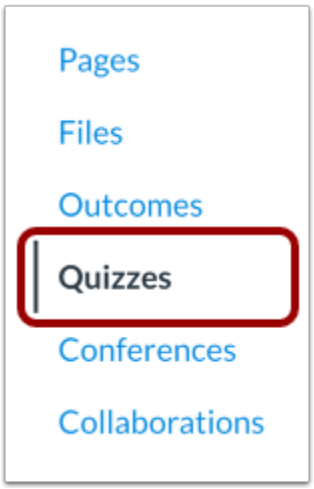
- *No dates*: quiz is never marked late and autosubmitted at course conclude (see course settings)
- *Due date only*: quiz is marked late at Due date and autosubmitted at course conclude (see course settings)
- *Due date with Until date*: quiz is marked late at Due date and autosubmitted at Until date
- *Time limit*: quiz is autosubmitted when time expires. The time limit will still expire if a student navigates away from the quiz. The quiz will autosubmit when the student navigates to the quiz page again.
- *Time limit with Until date*: quiz is autosubmitted when time expires unless the Until date expires first

Student View

When students view a quiz, they are able to see the details of the quiz. *Quiz details do not show due and availability dates in relation to the current time*. However, *within* the quiz, Canvas notifies students regarding any upcoming quiz deadlines:

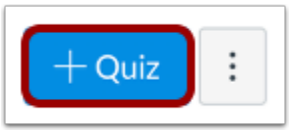
- For quizzes with a Due date, the browser displays a notification banner to let students know when the quiz will be marked late (30 minutes prior, 5 minutes prior, and 1 minute prior).
- For quizzes that are close to autosubmitting (using an Until date or the natural course conclude date), the browser displays a notification banner to let students know when the quiz will autosubmit (30 minutes prior, 5 minutes prior, 1 minute prior, and 10 seconds prior).
- For timed quizzes, the browser displays a notification banner if students are not able to complete the quiz in the full allotted time period. The quiz sidebar also displays a timer indicating how many minutes remain to complete the quiz. For example, if a 60-minute quiz has an Until date of 11:59 pm and a student begins the quiz at 11:30 pm, the student will only have 30 minutes to complete the quiz.

Open Quizzes



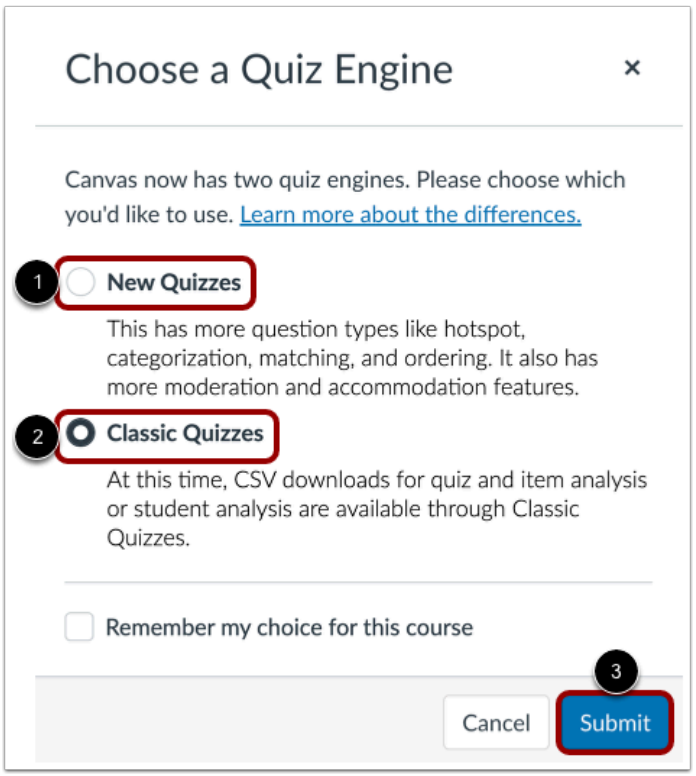
In Course Navigation, click the **Quizzes** link.

Add Quiz



To add a new quiz, click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

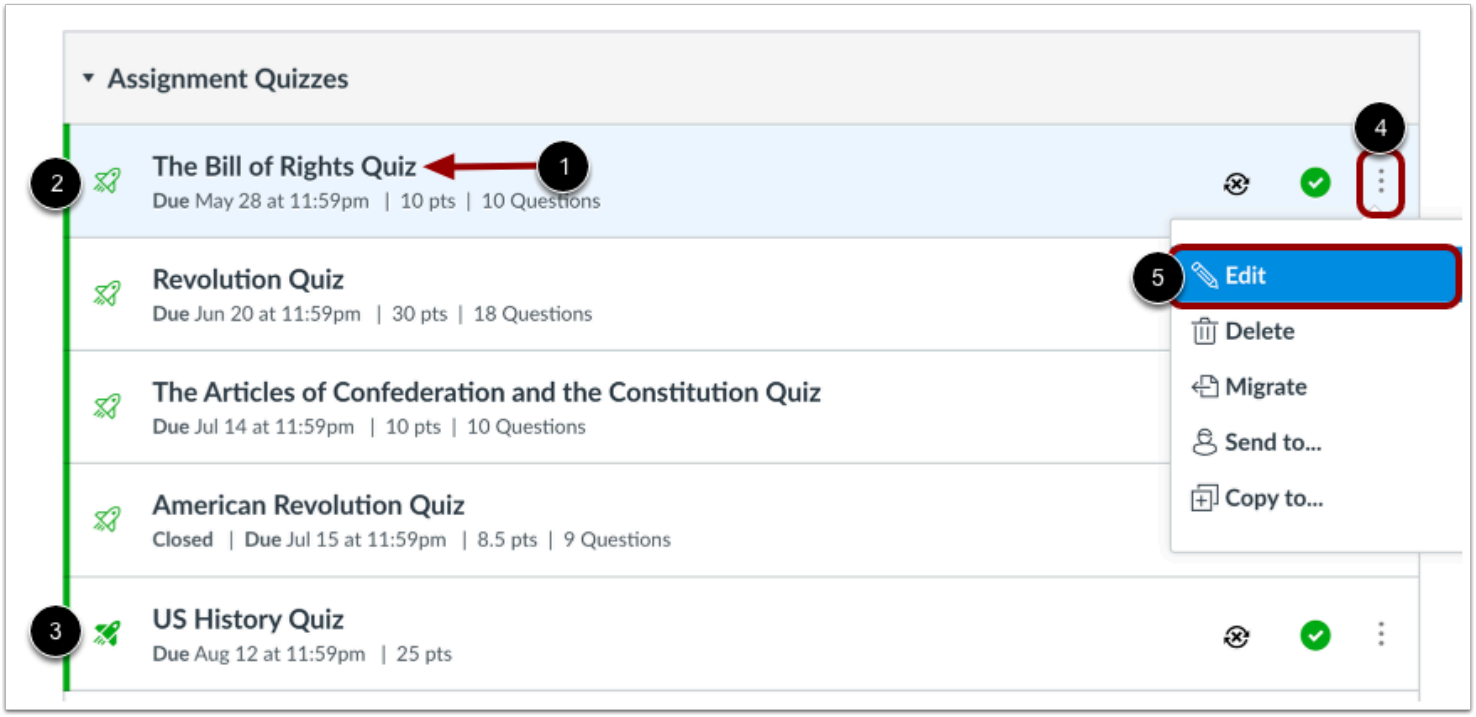
To select New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

Then click the **Submit** button [3].

Note: Learn more about creating a quiz using New Quizzes or Classic Quizzes.

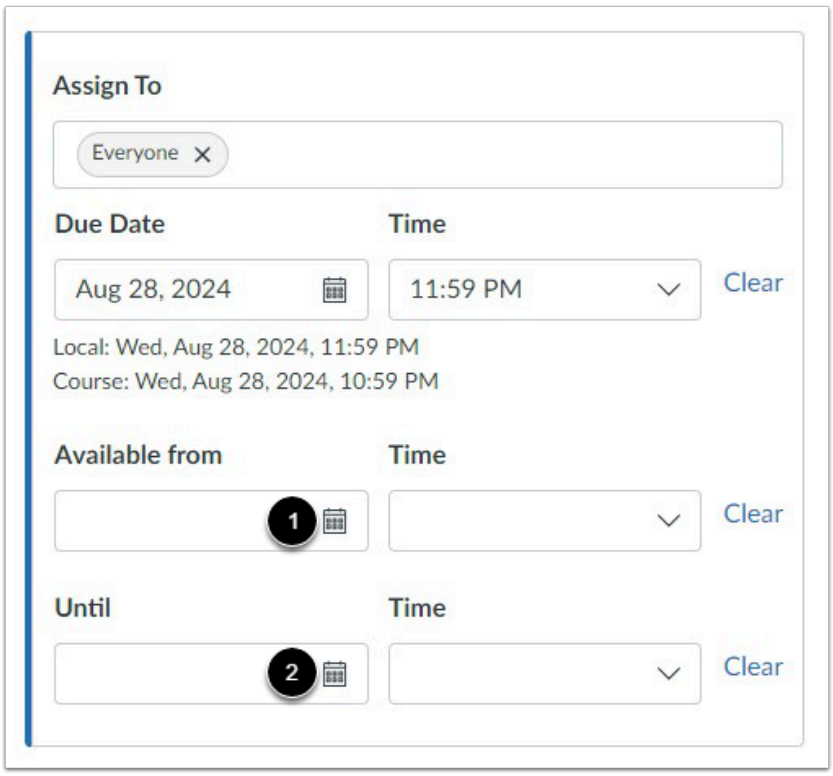
Edit Quiz



To edit the settings of an existing quiz, locate the quiz [1]. Classic Quizzes display an empty Quiz icon [2]. New Quizzes display a filled quiz icon [3].

To edit the quiz, click the **Options** icon [4], and select the **Edit** option [5].

View Availability Dates



View the availability date options for your quiz:

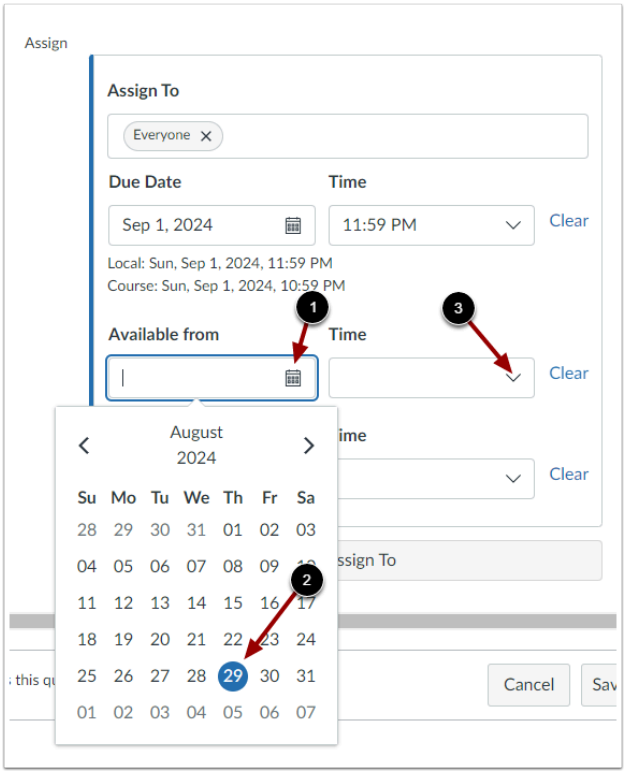
To select the date and time when the assignments will become available to students, click on the calendar icon under **Available from** [1]. If no time is set, this date defaults to 12:00 am for the course time zone.

To select the date and time when students can no longer submit the assignment, click on the calendar under **Until** [2]. If a date does not include a time, the listed date defaults to the course's default due time.

When the assignment is published, blank availability date fields allow the assignment to be viewed throughout the entire course.

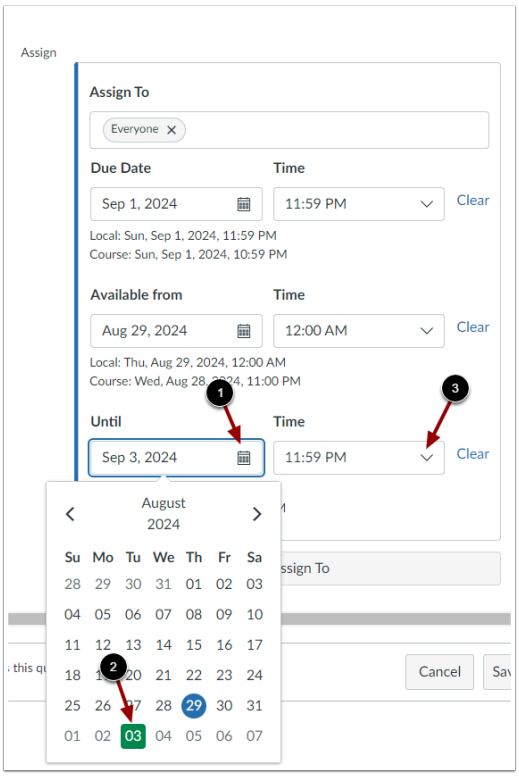
Note: If you have set section override dates in your course, you may need to select a course section and set availability dates that fall within the section override dates.

Set Available From Date



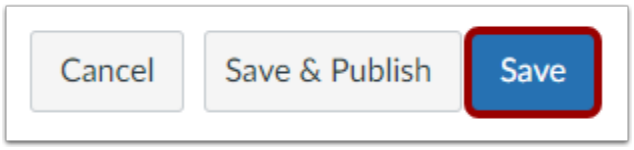
To set an Available From date, click the calendar icon [1] and select the date [2] and time [3].

Set Until Date



To set an Until date, click the calendar icon [1] and select the date [2] and time [3]. Click the **Done** button [4].

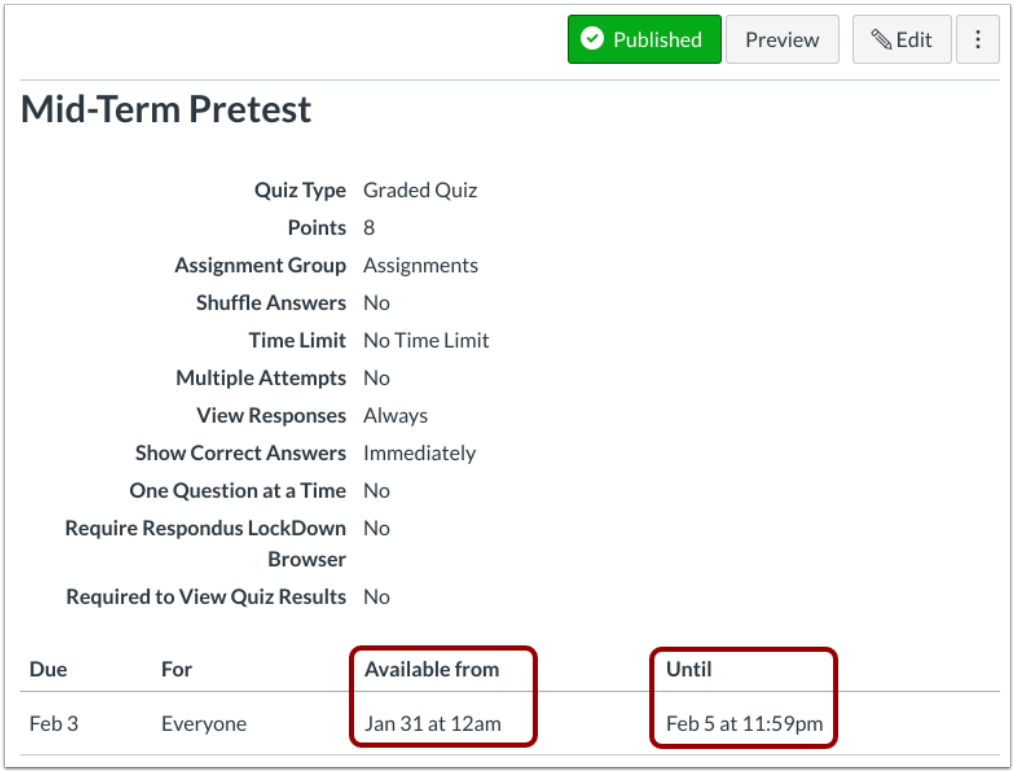
Save Quiz



Click the **Save** button.

Note: If you edited an existing quiz, any saved changes will automatically be updated.

View Quiz



View the dates you have made the quiz available to students.

How do I assign a quiz to everyone, individual students, differentiation tags, or sections?

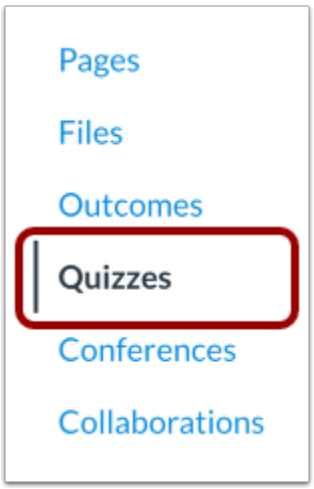
When creating or editing a quiz, you can assign a quiz to everyone, specific students, or specific sections. You can differentiate quiz assignments with separate due dates and availability dates. If enabled by your institution, you can assign a quiz to students with differentiation tags.

Only the students or sections specified in the quiz assignments can view the quiz.

When assigning a quiz to individual students or sections, the quiz appears within the Gradebook as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

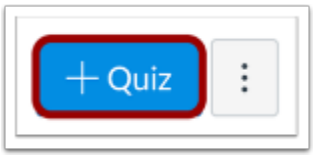
When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Open Quizzes



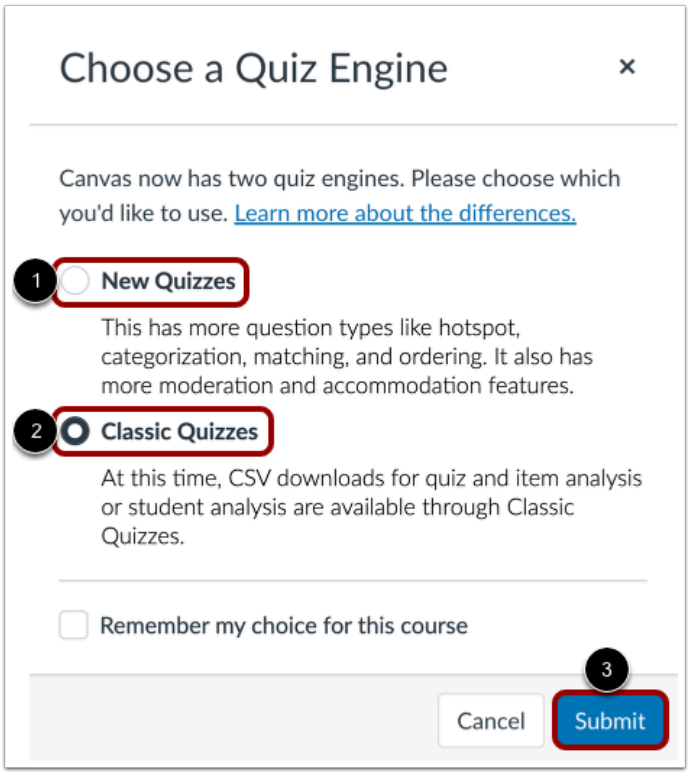
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

To create a quiz using New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

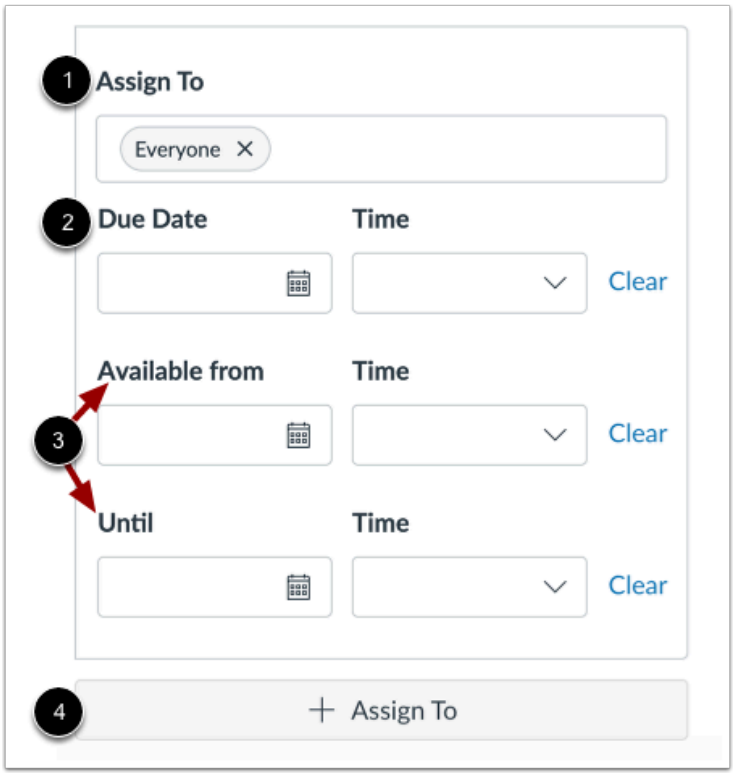
Then click the **Submit** button [3].

Add Quiz Details



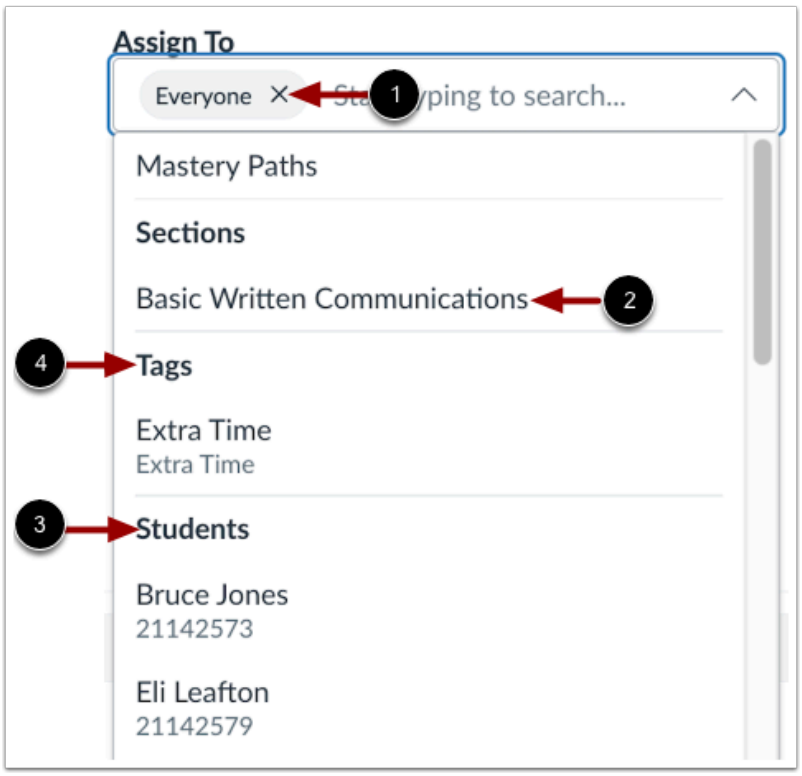
On the **Details** tab, add quiz details.

Assign Access



In the Assign Access section, you can manage assignees [1], the due date [2], and availability dates [3]. You can also add additional assignment details [4].

Select Assignees



By default, quizzes are assigned to everyone in the course. However, you can differentiate the assignments.

To assign a quiz to an individual student, section, or Mastery Path, remove Everyone by clicking the **Remove** icon [1].

To change the assignees, click the **Assign To** field. Then, select one or more assignees. You can assign to a course section [2], or an individual student [3].

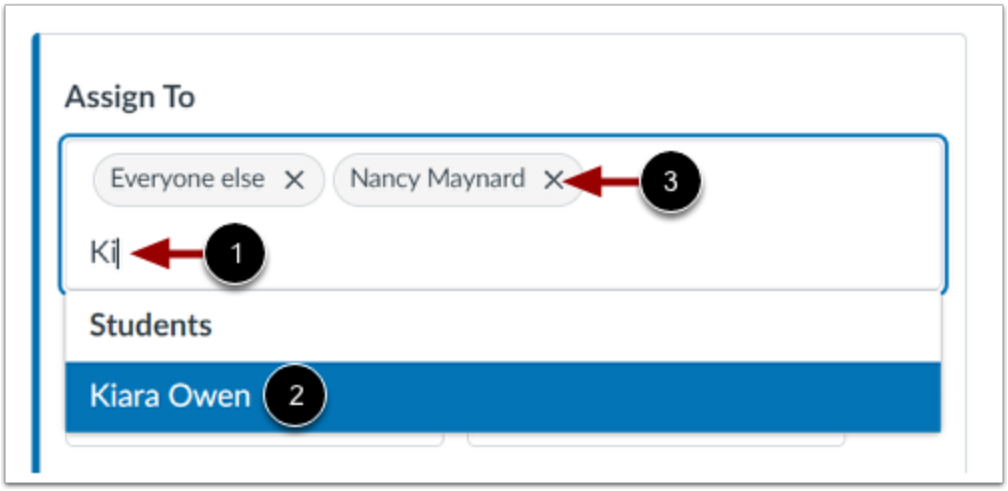
If enabled by your institution, you can assign a quiz to students with differentiation tags [4].

Notes:

- You can include more than one student or section in the To field as long as the students are to be assigned the same due and availability dates.
- If students have already taken the quiz and you remove Everyone from the Assign to field, attempts and scores for those students will be removed from the quiz. If students have already taken the quiz, you should add individual students using the **Add Assign To** button instead of removing Everyone from the **Assign To** field.

- If your course is using Mastery Paths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using Mastery Paths.
- If you unassign a student or section to a differentiated quiz you have previously graded, the grade and submission are removed from the assignment. You can restore the submission by reassigning the quiz to the student.
- When a student belongs to differentiation tags or sections with conflicting due dates for the same assignment, the assignment with the latest due date will apply. However, if there's an individual override set for the student, that due date will take precedence over all others.
- Differentiation tags are not supported for Group Assignments and will not appear as an option when creating them.

Find Student or Section

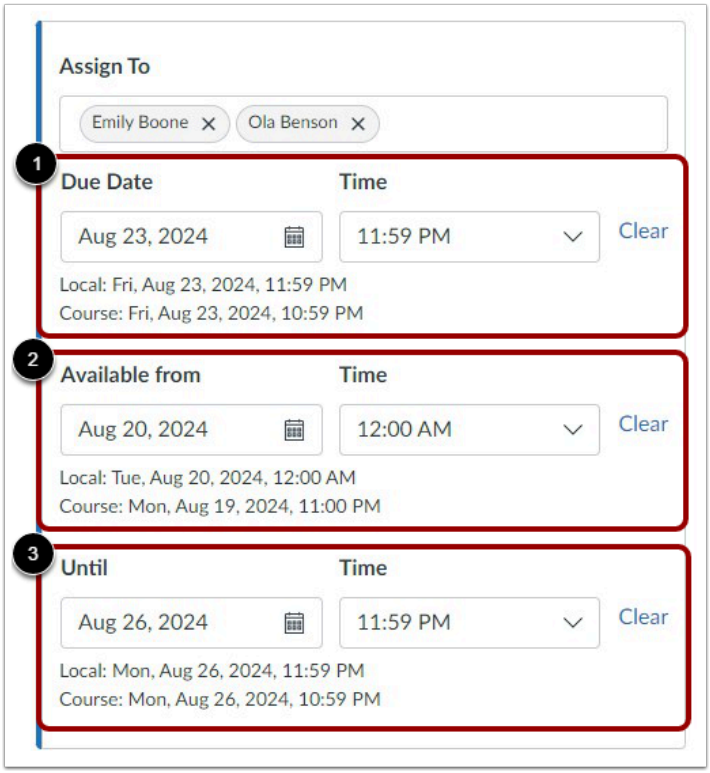


To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Note: The list is not scrollable.

Enter Due and Availability Dates



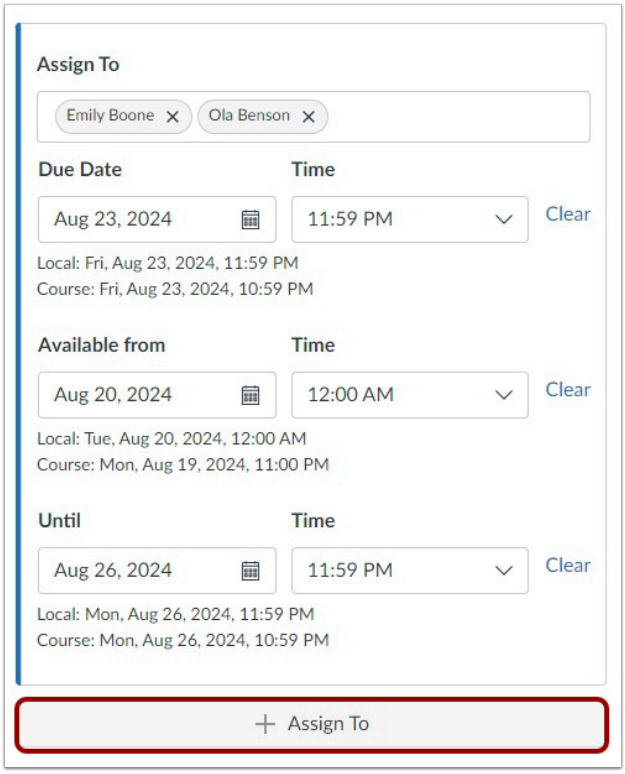
In the date fields, add your preferred date(s) with the following options:

- **Due Date** [1]: Set the date and time that the quiz is due. The due date is already populated for you if you created an assignment shell, but you can change it if necessary.
- **Available from** [2]: Set the date and time when the quiz becomes unlocked and available.
- **Until** [3]: Set the date and time when the quiz becomes locked and no longer available.

Notes:

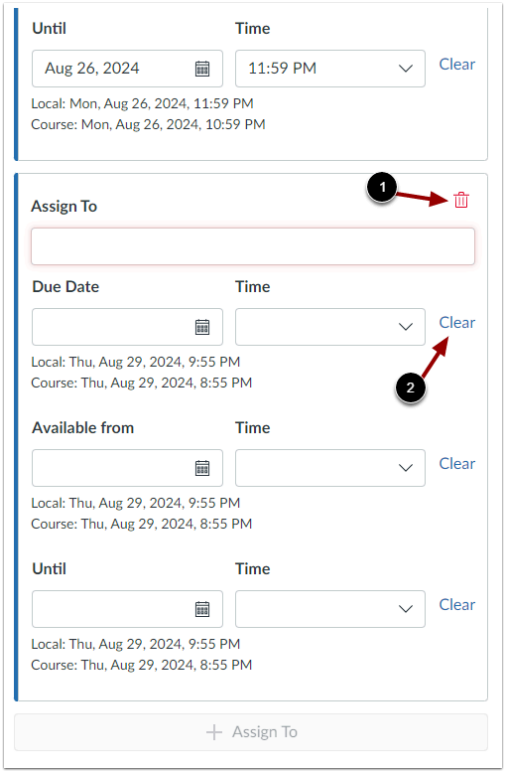
- Due dates assigned to specific students override group or section due dates.
- If you have set section override dates in your course, you may need to assign to a course section and set due and availability dates that fall within the section override dates.
- After you enter due dates or availability dates, Canvas displays the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
- Quizzes in progress automatically submit when the Until date and time passes.

Add Additional Dates



To add another student or section with a different due date and availability dates, click the **Add Assign To** button. Then enter a new set of assignees, due dates, and availability dates.

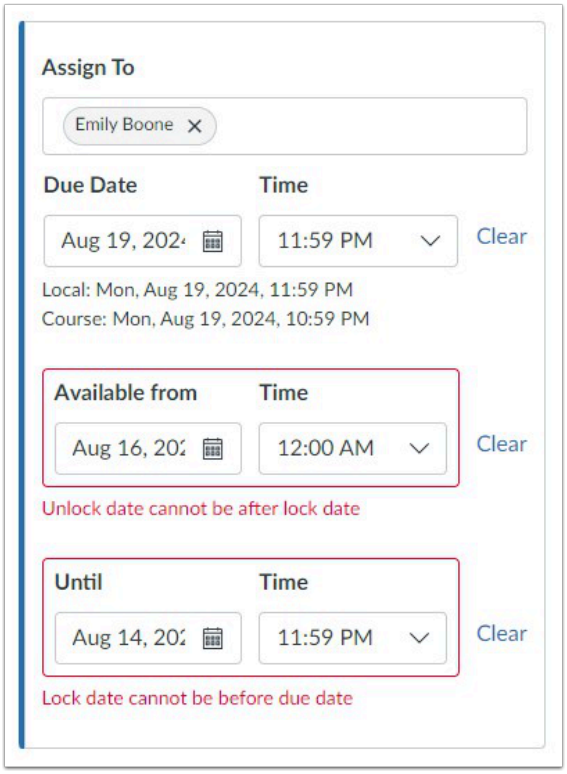
Remove Dates



You can delete entire assignments by clicking the **Remove** icon in the appropriate assignment section [1].

To remove the dates and times in the Due Date, Available from, or Until fields, click the **Clear** link [2].

View Date Error



If you enter invalid dates, Canvas displays error messages. Invalid entries include not unlocking the quiz before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the dates as needed.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the quiz against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the quiz date to be past the date of the closed grading period.

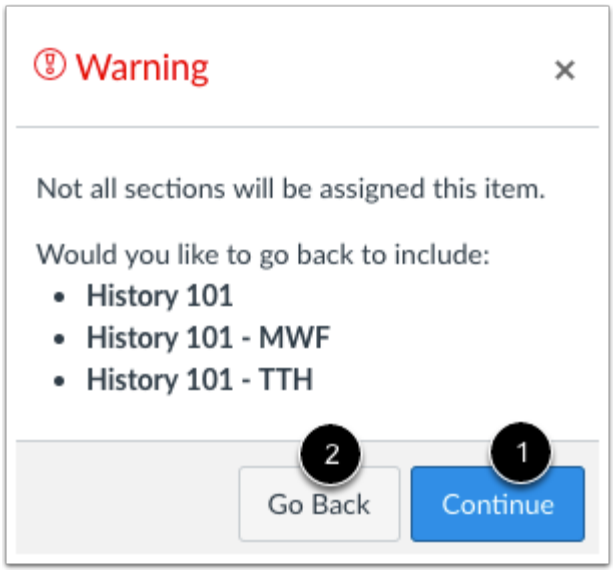
Save and Publish



If you are ready to publish the quiz, click the **Save & Publish** button [1]. If you want to create a draft of your quiz and publish it later, click the **Save** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

View Due Date Warning

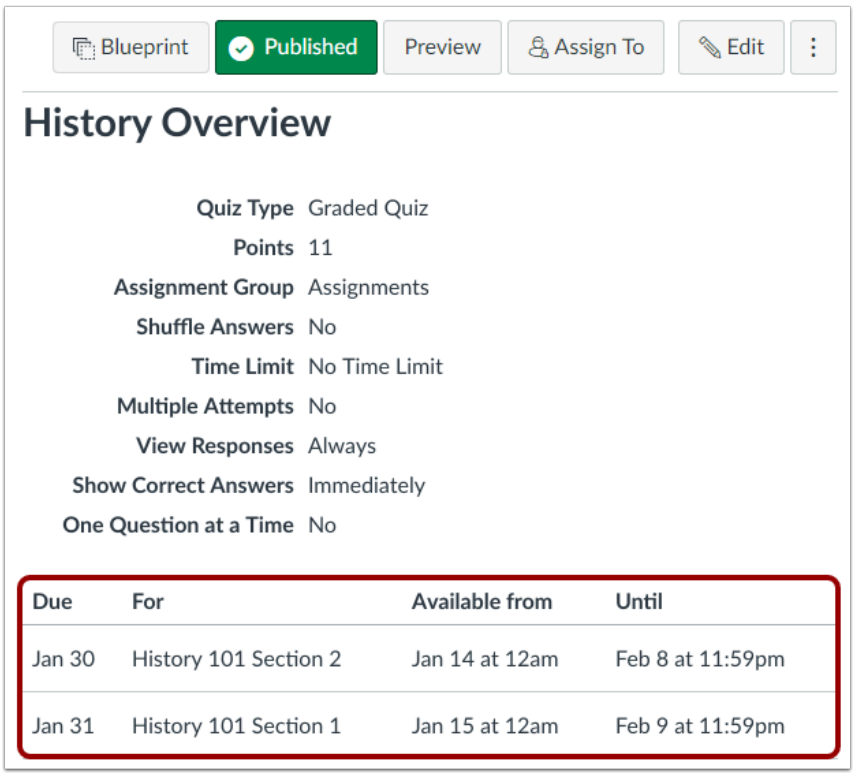


If you do not add all students through course sections or individual assignments, a warning message displays.

If you don't want to add any others to the assignment, click the **Continue** button [1]. Alternatively, to go back and add additional section or students, click the **Go Back** button [2].

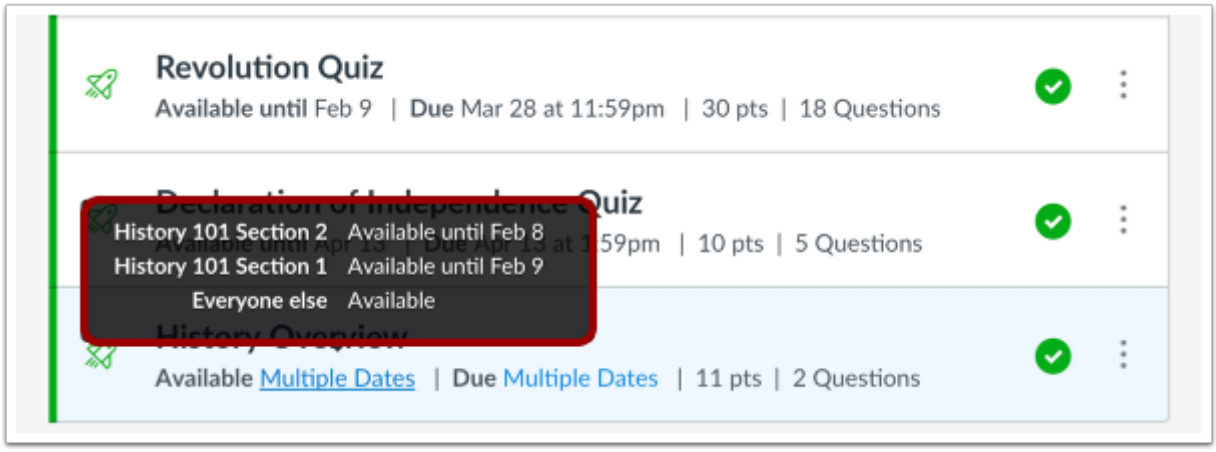
Note: This warning message does not display if *Everyone* or all course sections or students in the course are assigned to the quiz.

View Quiz Dates



View the dates and users assigned to the quiz.

View Quizzes Page



On the Quizzes Index Page, the quiz shows there are multiple users and dates assigned to the quiz. Hover over the text to view date availability.

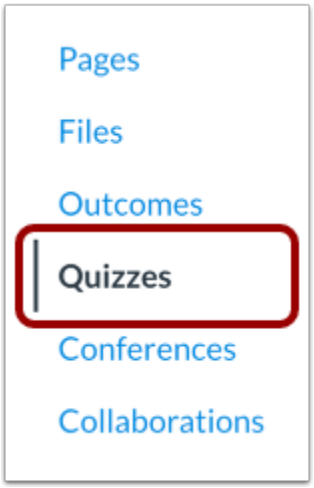
How do I delete a quiz?

You can delete quizzes from your course.

Notes:

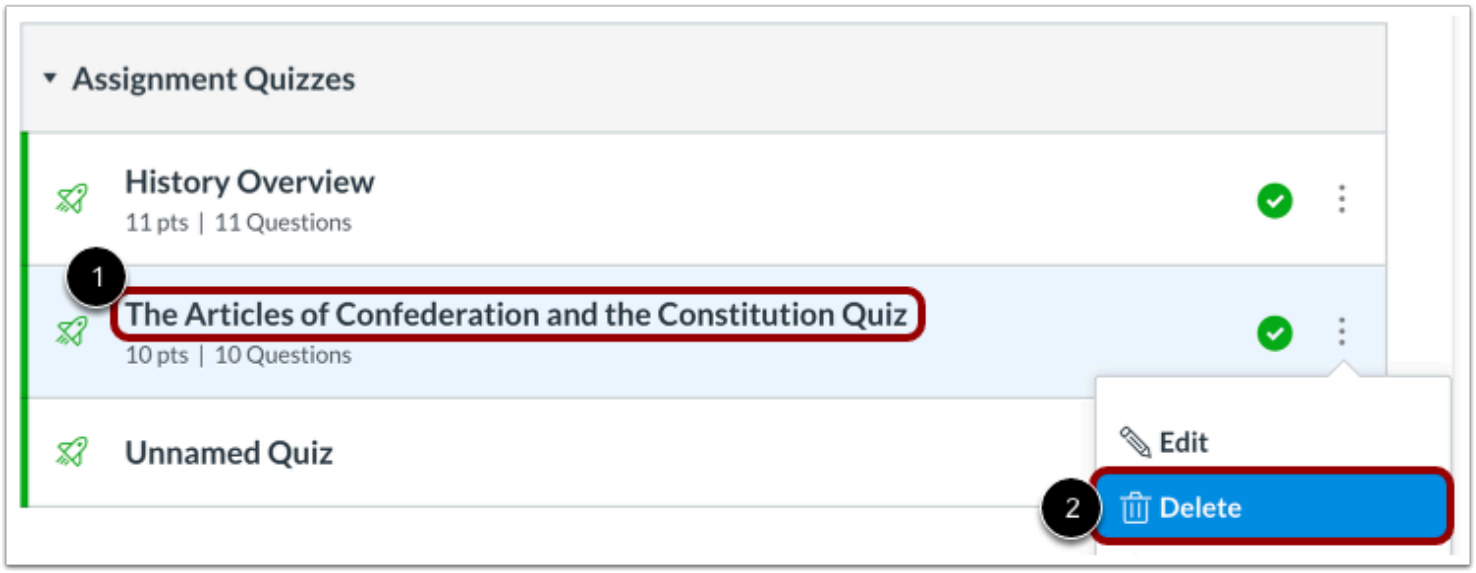
- Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual quizzes for any student, group, or section in a closed grading period.

Open Quizzes



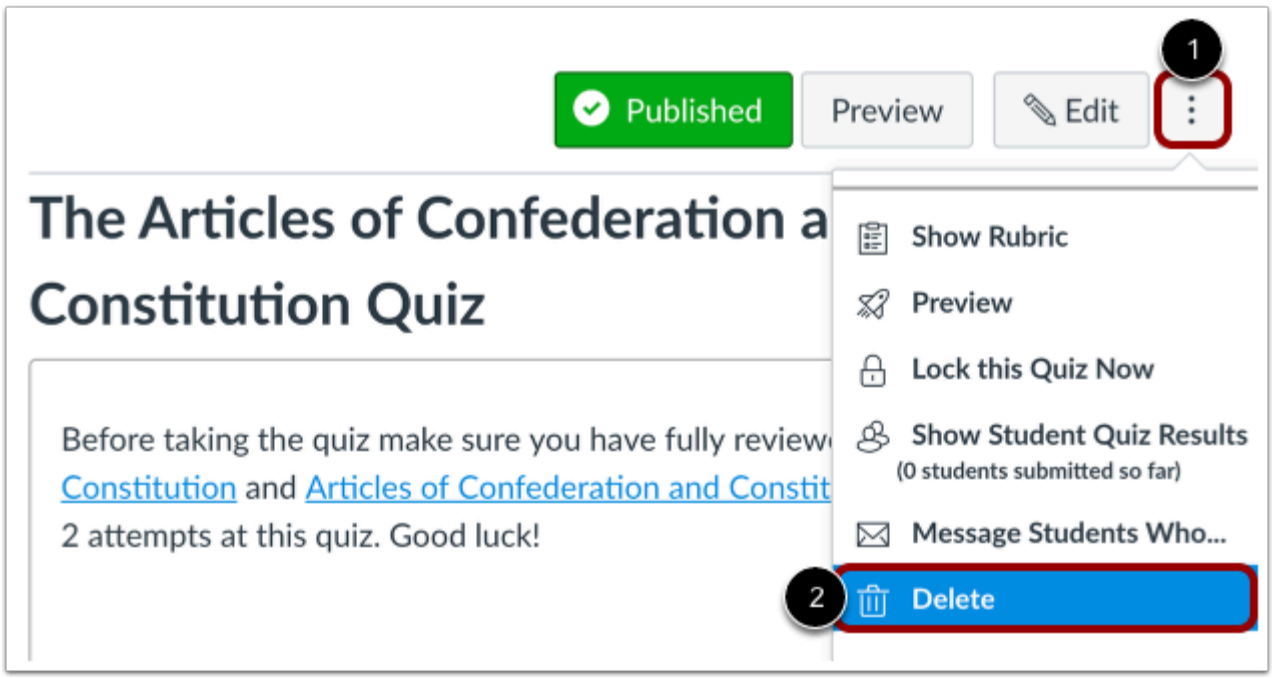
In Course Navigation, click the **Quizzes** link.

Select Quiz



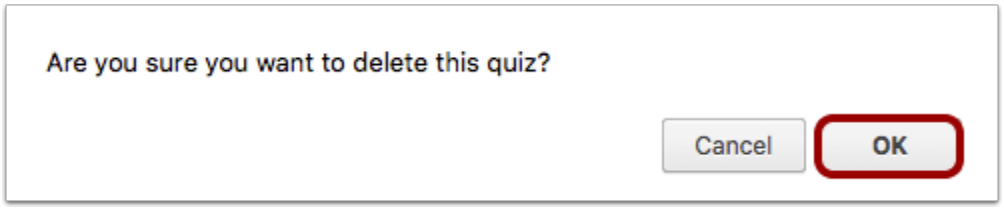
If you are editing the settings of an existing quiz, click the quiz title to open the quiz [1]. If you want to delete the entire quiz, click the **Options** icon [2], then click **Delete**.

Delete Quiz



You can also visit the quiz page, click the **Options** icon [1], and select the **Delete** link [2].

Confirm Deletion



A pop-up window will appear in your browser. Click **OK** to delete the quiz or **Cancel** to edit your quiz in another manner.

Note: Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.

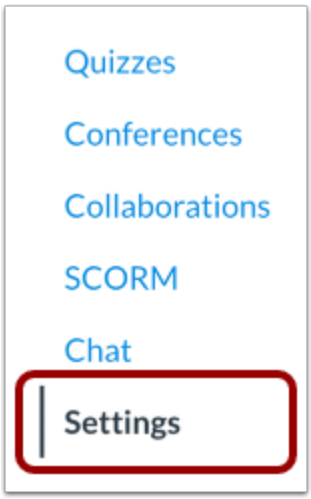
How do I export quiz content from a course?

If you need to export content from Classic Quizzes, you can export quiz content as a QTI ZIP file. Classic quizzes are exported as QTI 1.2 files.

Notes:

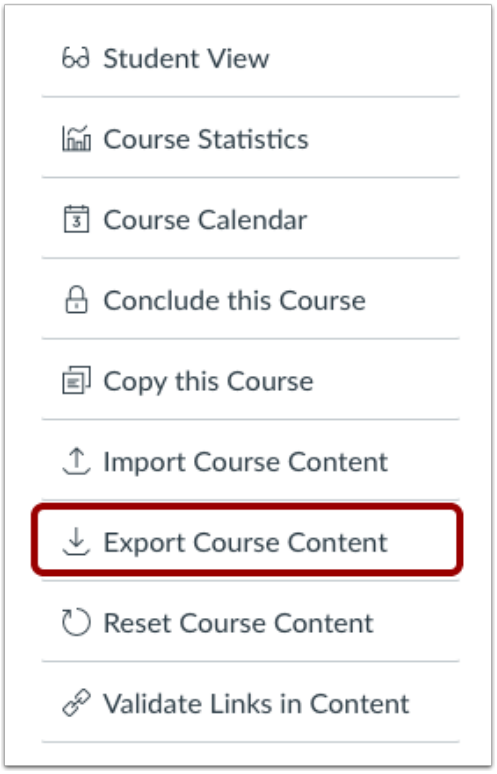
- An exported quiz with questions linked to a question bank will not include an export of the question bank. The QTI file will only include questions from the question bank that have been added to the quiz. If you want to import the classic quiz into another course along with question banks, you may prefer to export your Canvas course and select quizzes and question banks in the course import.
- You can use the QTI zip file to import quiz content between Canvas courses. If you unzip the QTI file, the files are in XML format.

Open Settings



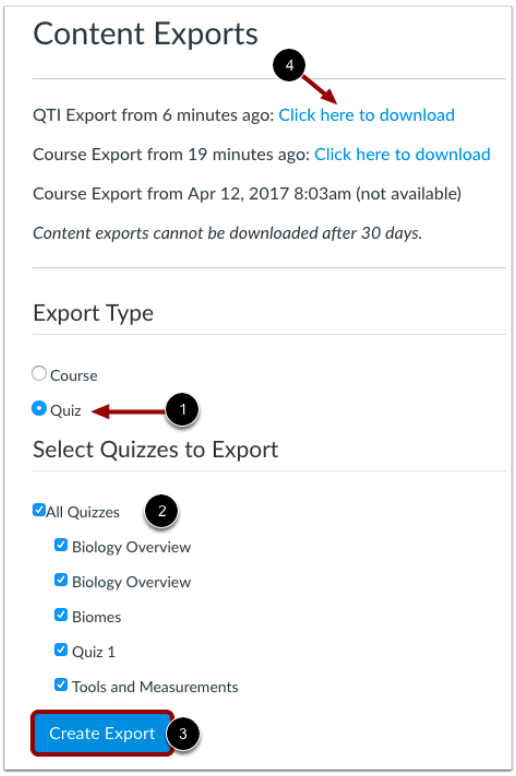
In Course Navigation, click the **Settings** link.

Export Course Content



In the sidebar, click the **Export Course Content** button.

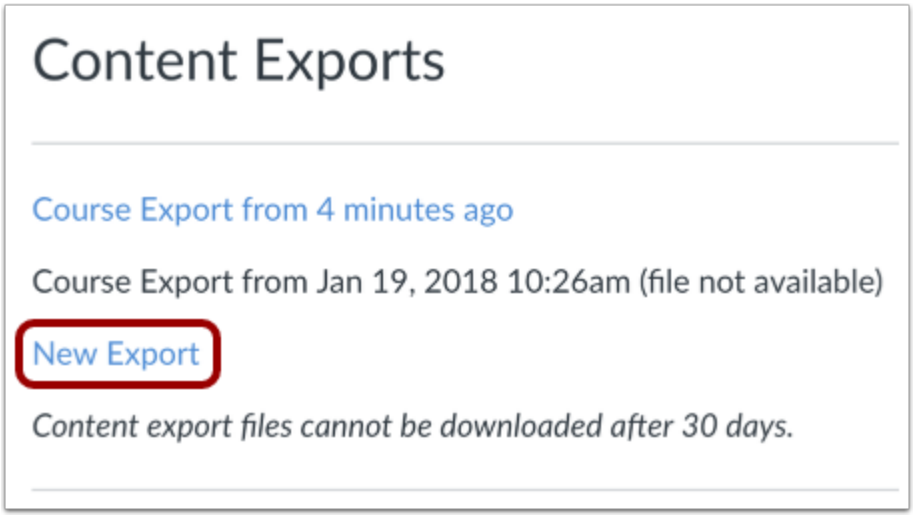
Choose Export Type



Click the radio button for **Quiz Export** [1]. Choose the Quizzes you want to export [2]. Click the **Create Export** button [3].

Note: When you create an export, Canvas will create an export archive [4] where you can download prior export files.

View Quiz Export



When the export is complete, click the **New Export** link.

Note: Content exports expire after 30 days and can no longer be downloaded.

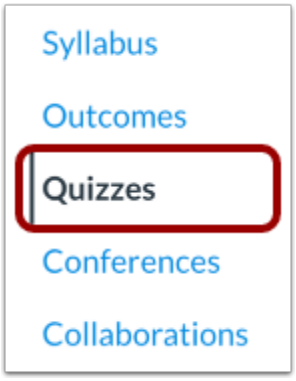
How do I copy a quiz to another course?

As an instructor, you can copy individual quizzes in one course directly into any active course in which you are enrolled. You can also send quizzes to other instructors at your institution. When you copy a quiz, any assets within that quiz (images, files, etc.) will be included in your quiz copy.

Notes:

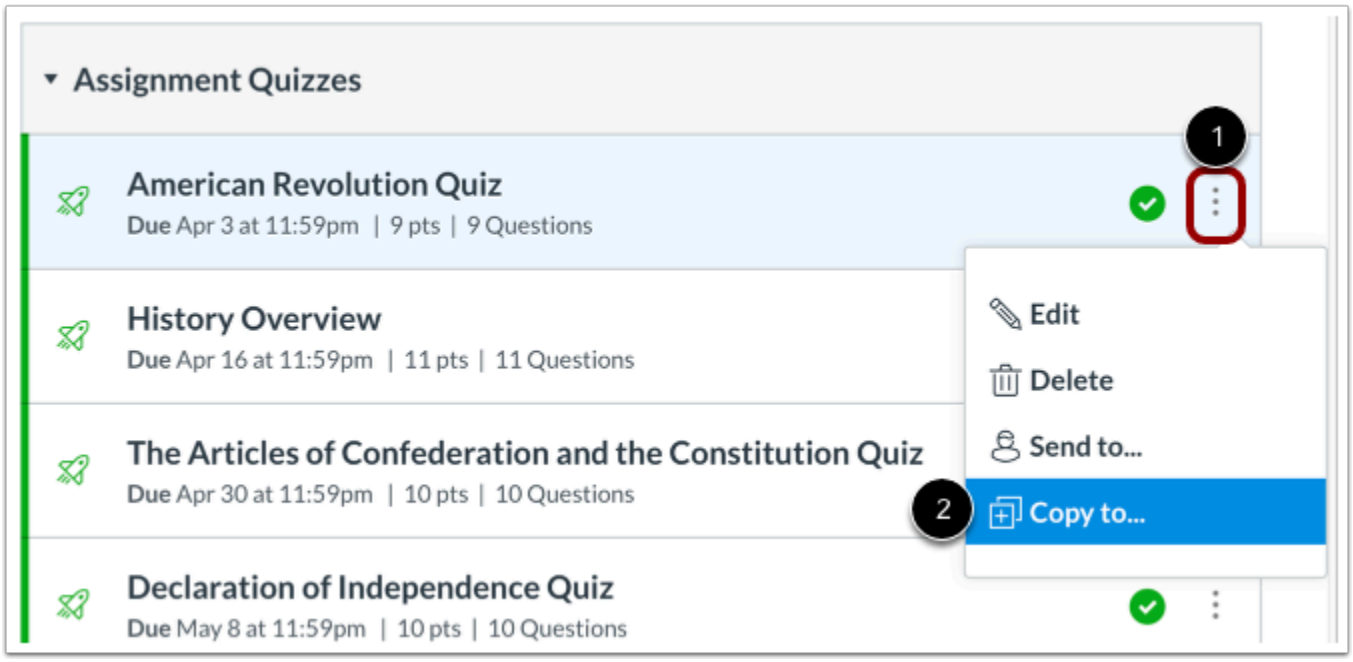
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same quiz to the same course more than once, the quiz you previously copied will be overwritten with the newly copied quiz.
- By default, quiz copies will not include unbookmarked question banks. To ensure your question banks are included, you must bookmark your question banks.
- Currently, this feature does not support copying quizzes with linked question banks. To copy a quiz with linked question banks, you must use the Course Import tool instead.

Open Quizzes



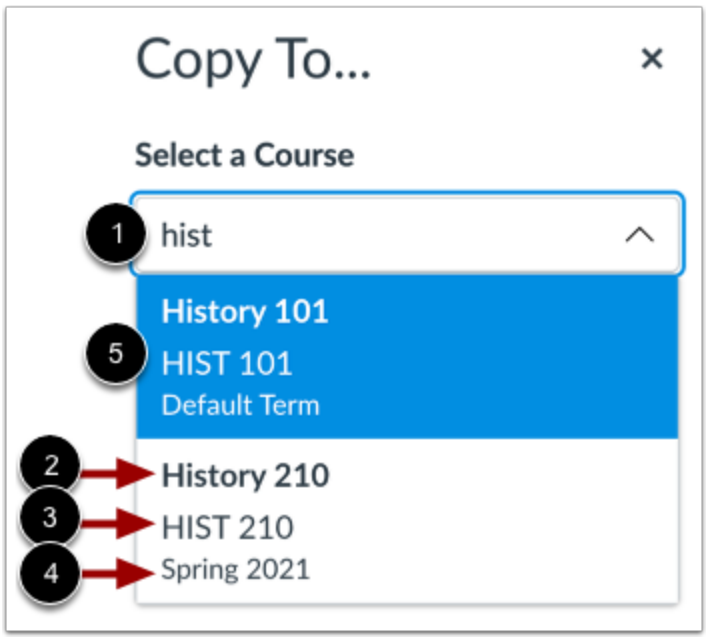
In Course Navigation, click the **Quizzes** link.

Open Quiz Options



Locate the quiz you wish to copy, then click the quiz **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



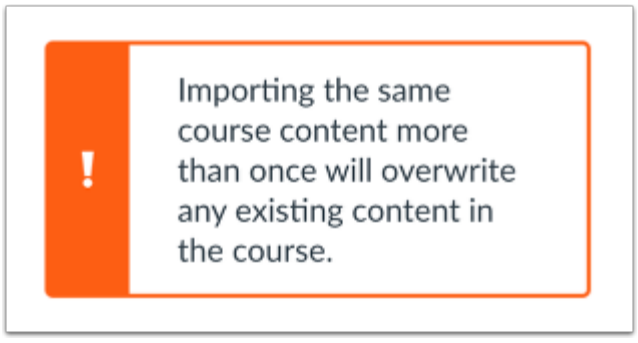
Enter the name of a course, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the quiz [5].

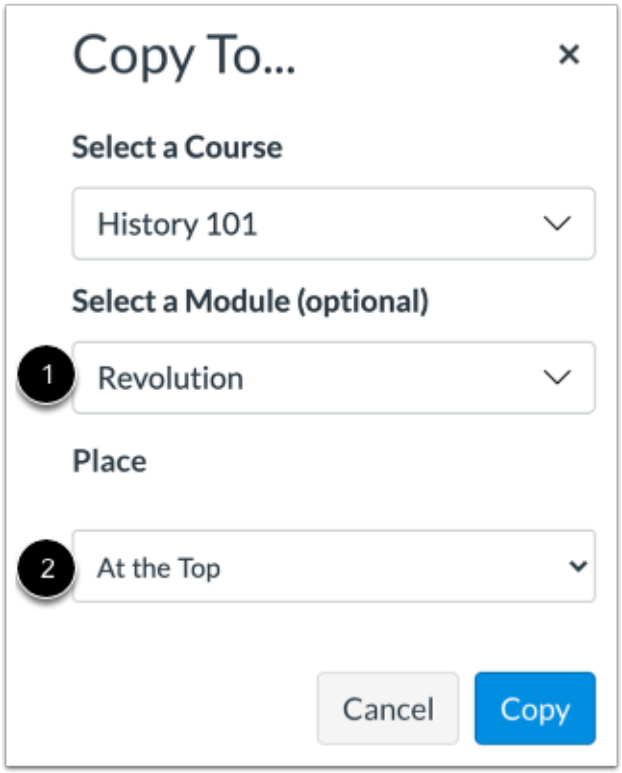
Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Quizzes cannot be copied to a concluded course.

View Copy To Content Warning Message



When copying content, a message displays explaining that importing the same course content more than once overwrites any existing content in the course.

Select Location

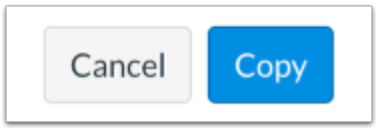


If you wish, you can copy the quiz into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied quiz.

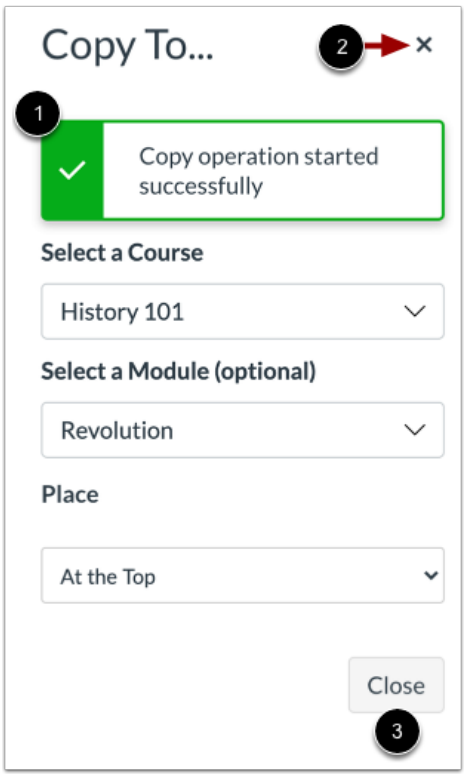
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the quiz to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Quiz



Click the **Copy** button.

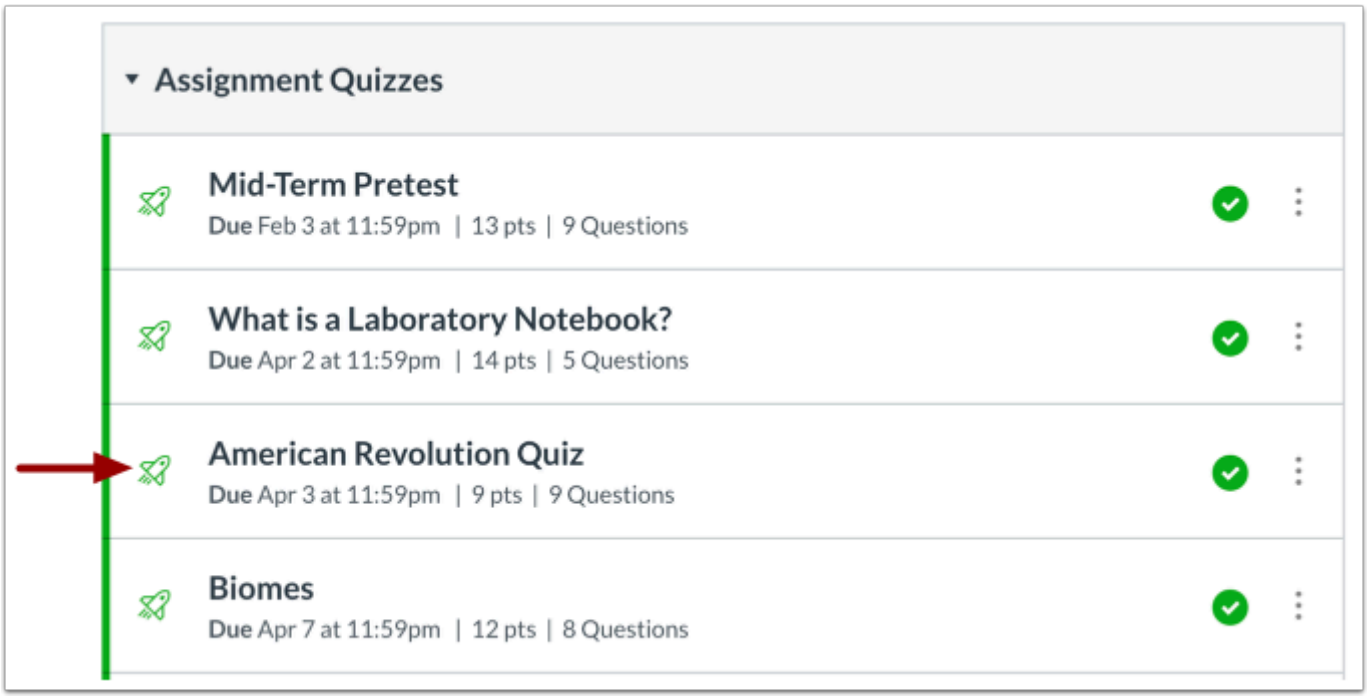
View Copy Notification



Canvas displays a notification when a quiz copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Quiz



Copied quizzes display on the Quizzes Index Page for the course into which it copied.

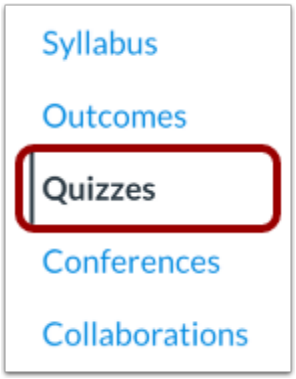
How do I send a quiz to another instructor?

As an instructor, you can share individual quizzes in your course with other instructors at your institution. You can also copy an individual quiz into another course. When you share a quiz, any assets within that quiz (images, files, etc.) will be included in the shared file.

Notes:

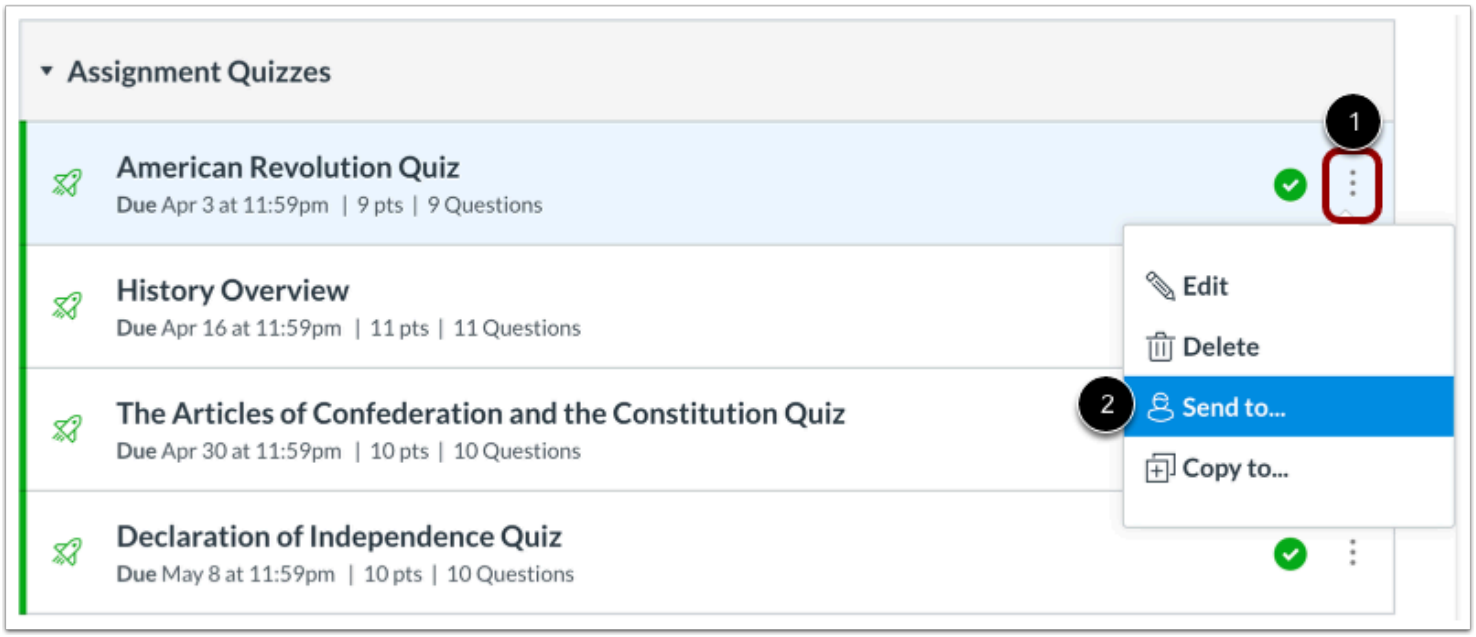
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

Open Quiz Options



Locate the quiz you wish to send, then click the quiz **Options** icon [1]. Select the **Send To...** option [2].

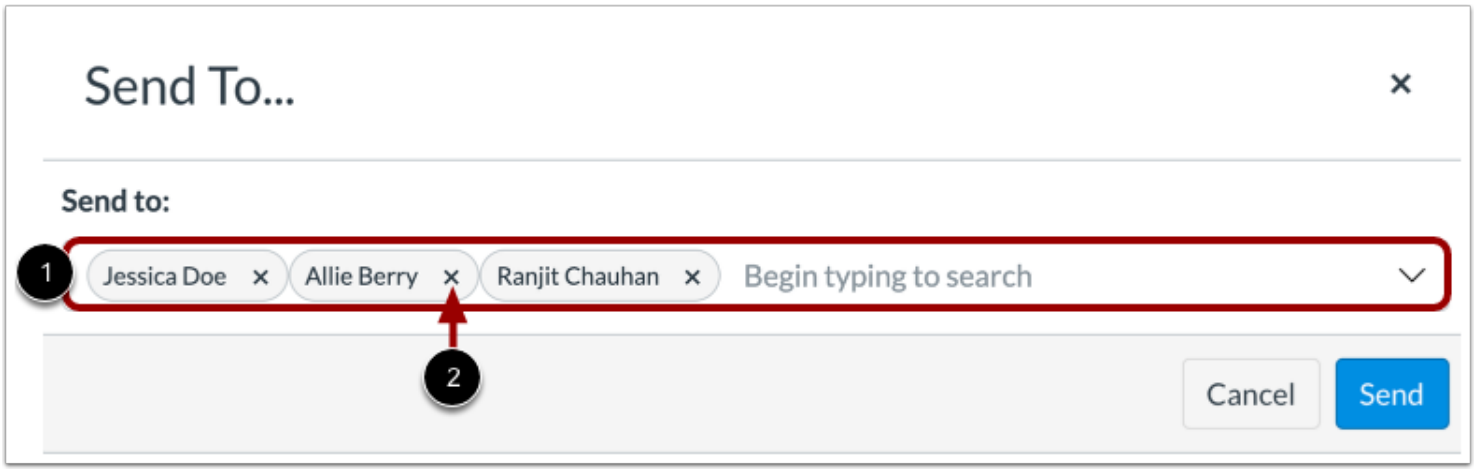
Select Recipient



To send your quiz to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your quiz [2].

Note: You can send the quiz to multiple instructors at one time.

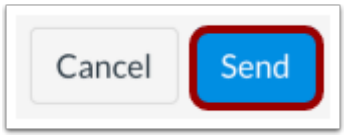
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the quiz to yourself, add your name to the Send to field.

Send Quiz



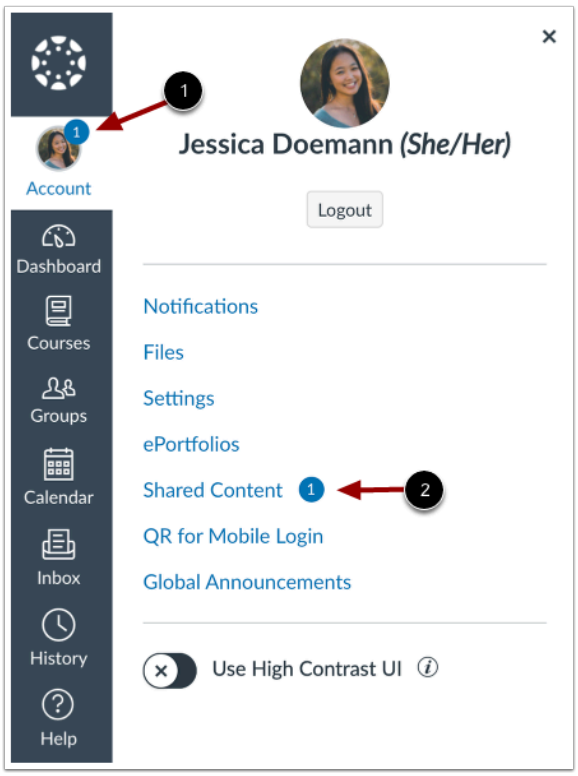
Click the **Send** button.

View Sent Notification



Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

Once I publish a quiz, how do I make additional changes?

Once you publish a quiz and make it available to your students, you can make changes to the quiz. Original quiz data is retained as part of any existing student submissions. However, students who have already opened or completed the quiz will not see any changes you make, which may affect their grades. These types of changes include adding new questions or deleting questions from the original quiz.

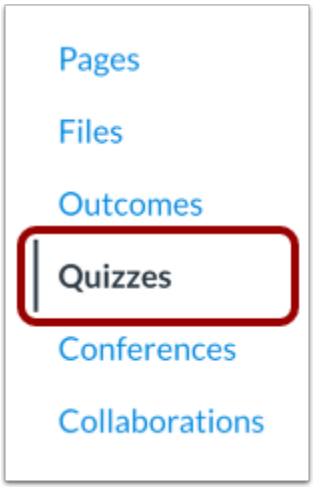
Additionally, if you change only the point value of the quiz, the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook.

If you only need to make changes to existing quiz questions, after editing the quiz you can use quiz regrade to edit certain types of quizzes, or you can add fudge points to individual student quiz scores using SpeedGrader. You can also moderate the quiz to give additional attempts.

Notes:

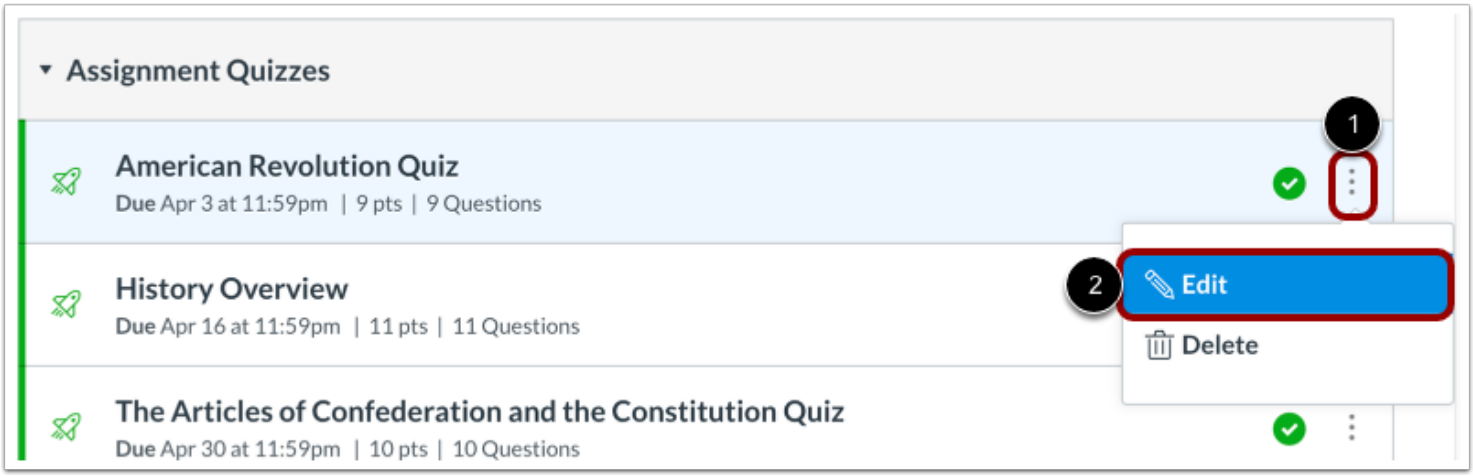
- Changing the until date for a published quiz will not alter the auto-submit time for students with in-progress submissions.
- Making a change to a quiz while there is an active attempt in session allows students to receive additional time to take their quiz.

Open Quizzes

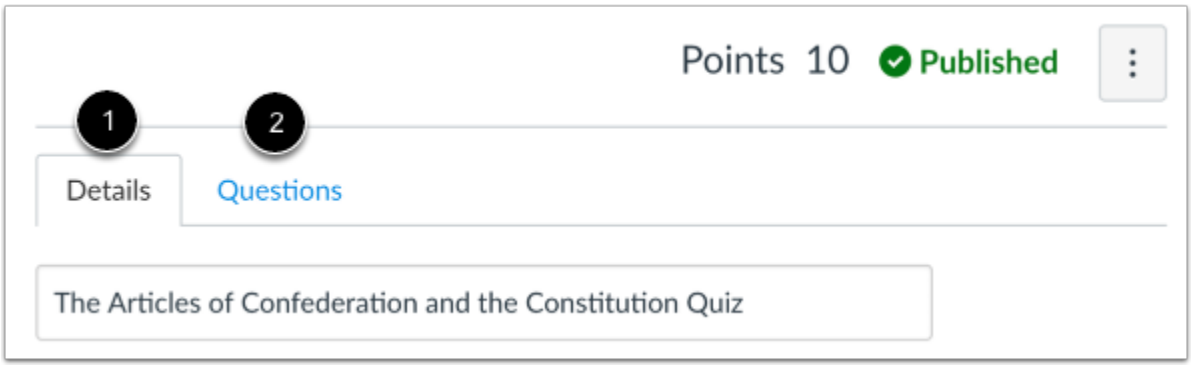


In Course Navigation, click the **Quizzes** link.

Edit Quiz



Locate the quiz you want to edit and click the **Settings** icon [1]. Click the **Edit** link [2].



To edit quiz settings, click the **Details** tab [1]. To edit quiz questions, click the **Questions** tab [2].

Make the required edits to your quiz.

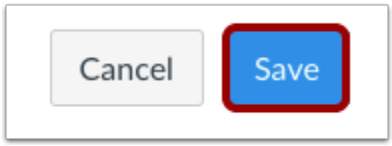
Notify Students



Once you have edited the quiz, you can notify the students in your course that the quiz has changed by selecting the **Notify users this quiz has changed** checkbox. The notification will be sent to any students who have enabled the Course Content option in their notification settings, including students who have already completed the quiz.

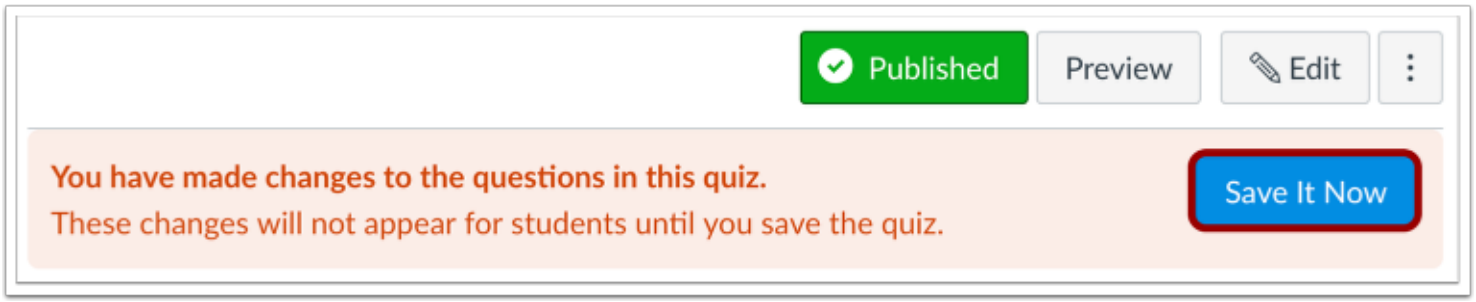
Note: If you change the due date of the quiz, students who have enabled the Due Date option in their notification settings receive a notification, regardless of whether you select the quiz change notification checkbox.

Save Quiz



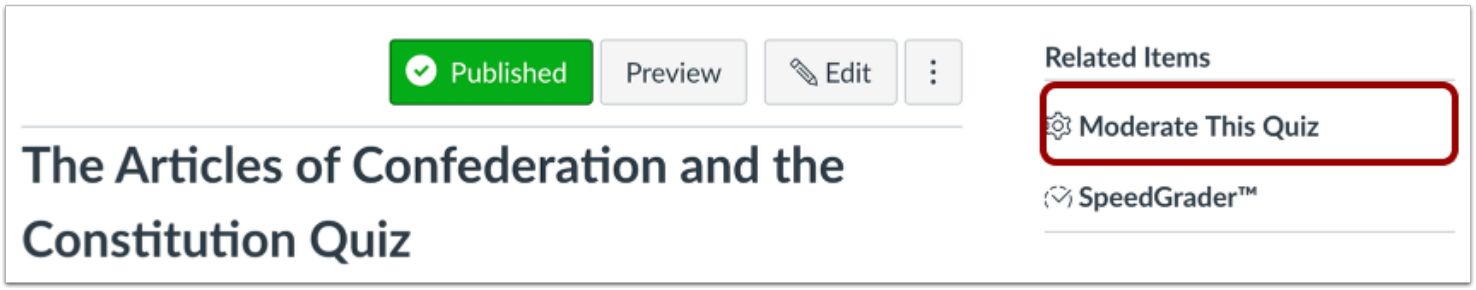
Click the **Save** button.

Save It Now



If you exit the quiz without saving, Canvas will display a message indicating you have made changes to the questions in the quiz that cannot be viewed by students. To ensure students are seeing the most current version of the quiz, click the **Save It Now** button.

Moderate This Quiz



You can also moderate the quiz to grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts. To moderate the quiz, click the **Moderate This Quiz** link.

Once I publish a quiz, how do I use the Moderate Quiz page?

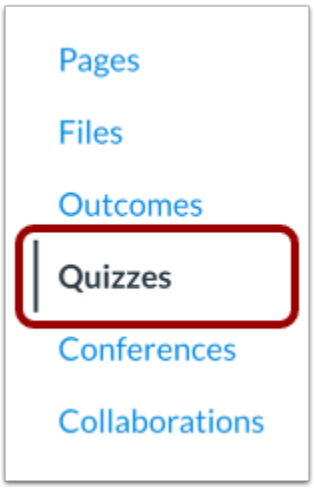
Once you publish a quiz, the quiz sidebar will display the Moderate This Quiz link. This feature allows you to manage quiz settings for individual students in your course. You can view each student's submission progress and the number of attempts they have made.

Additionally, you can grant extra attempts, provide additional time for timed quizzes, and manually unlock quiz attempts. For more details, refer to our guide on providing extra attempts to students.

Notes:

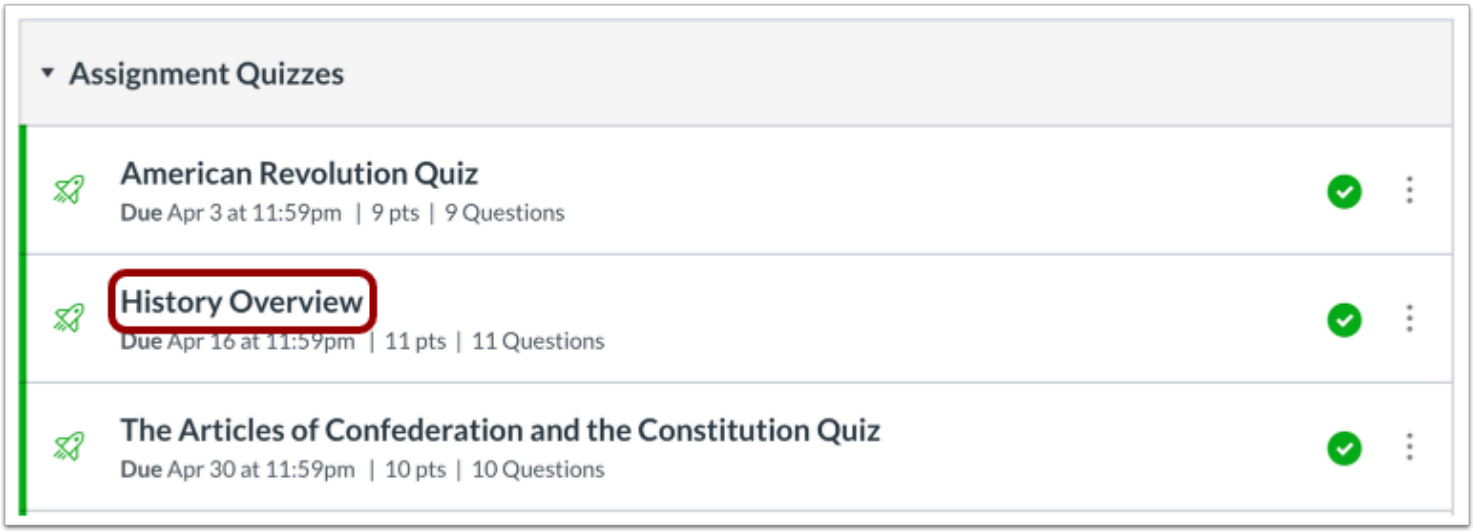
- Depending on the size of your course, Moderate Quiz information may take a few minutes to update. You may have to refresh the page to view the most current data.
- If you change the quiz settings while a student is taking a quiz, the new settings will not apply until the student has completed the current attempt.
- In New Quizzes, you can view detailed student results and manage accommodations, attempts, and time limits using the Moderate page.

Open Quizzes



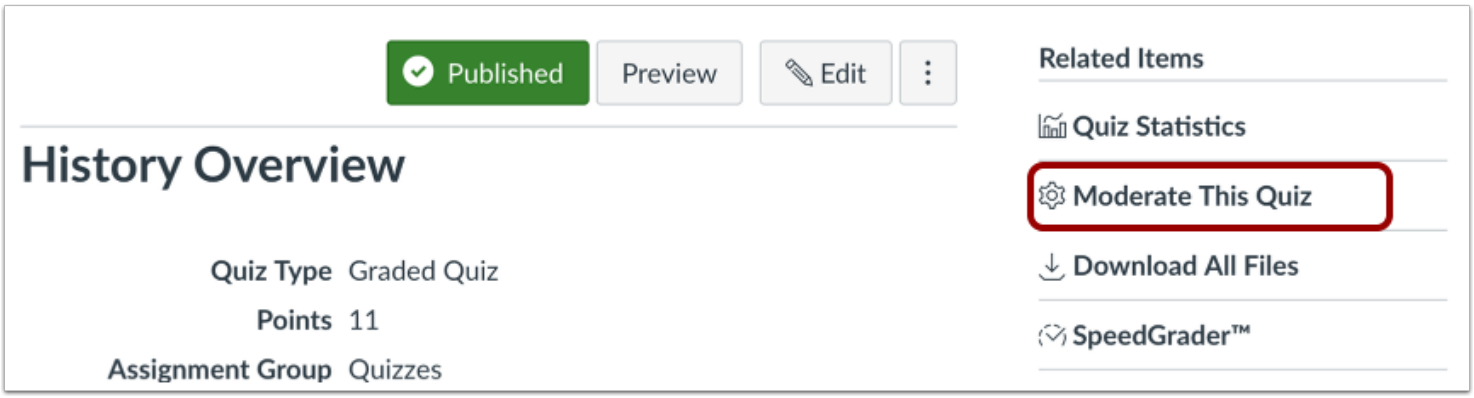
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the name of the quiz.

Moderate This Quiz



Click the **Moderate This Quiz** link.

View Search Filter



To view the quiz attempts of a specific student, use the **Search People** field.

View Moderate Quiz Columns

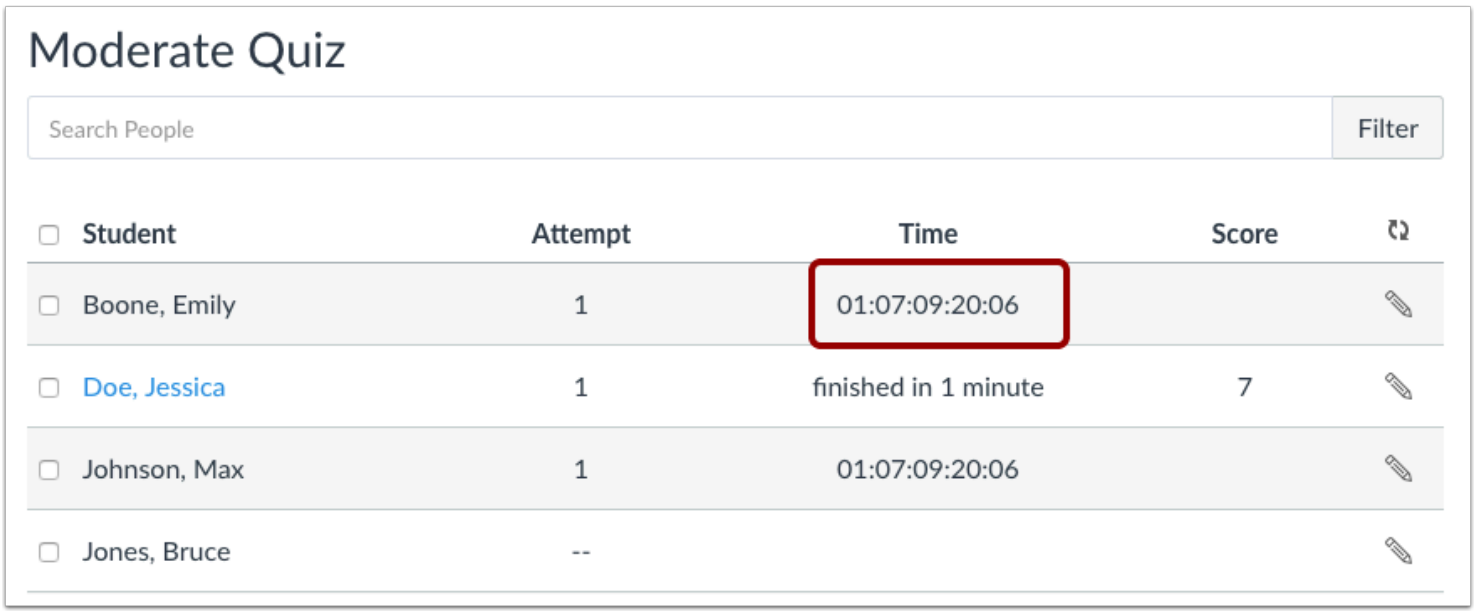


The Moderate Quiz page displays the following information:

- Student name [1]
- Number of times the student has already attempted to take this quiz [2]
- Quiz time—completed attempts show the time it took for the student to complete the quiz; running time shows the remaining time the student has to complete the quiz [3]
- Number of remaining attempts, if any [4]
- Quiz score—for multiple submissions, the score is the most recent attempt [5]

To refresh the page and make sure all column statistics are current, click the refresh icon [6].

View Current Attempt Time



If you view the Moderate Quiz page while a student is currently taking a quiz, the Time column shows the running time for the quiz. When time has expired, the Time column displays the submission as *Time Up!*

For non-timed quizzes, the timer counts down to the quiz Until date. If no Until date is set for the quiz, the quiz defaults to the course end date. The highest number display is in months, days, hours, minutes, and seconds.

Note: When students are taking a non-timed quiz, their timer will show the elapsed time counting up.

View Timed Quiz Current Attempt Time

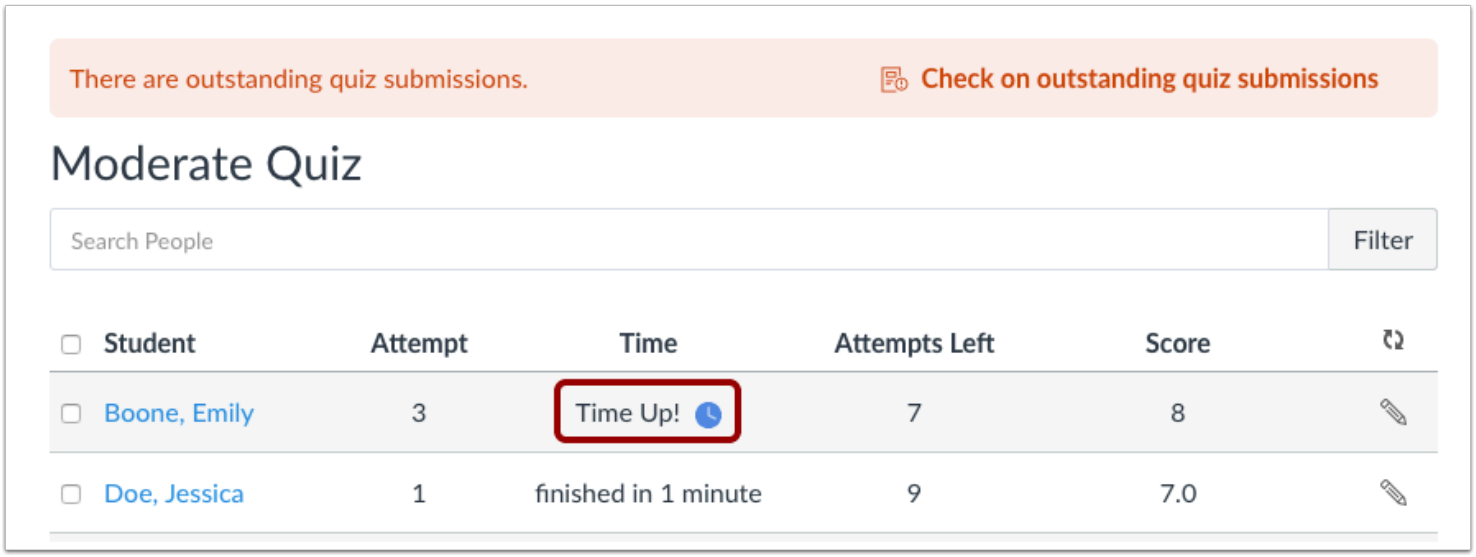


If you view the Moderate Quiz page while a student is currently taking a timed quiz, the Time column shows the running time remaining in the quiz [1]. When time has expired, the Time column displays the submission as *Time Up!*

The quiz also displays a clock icon [2] that you can use to extend time on the current attempt.

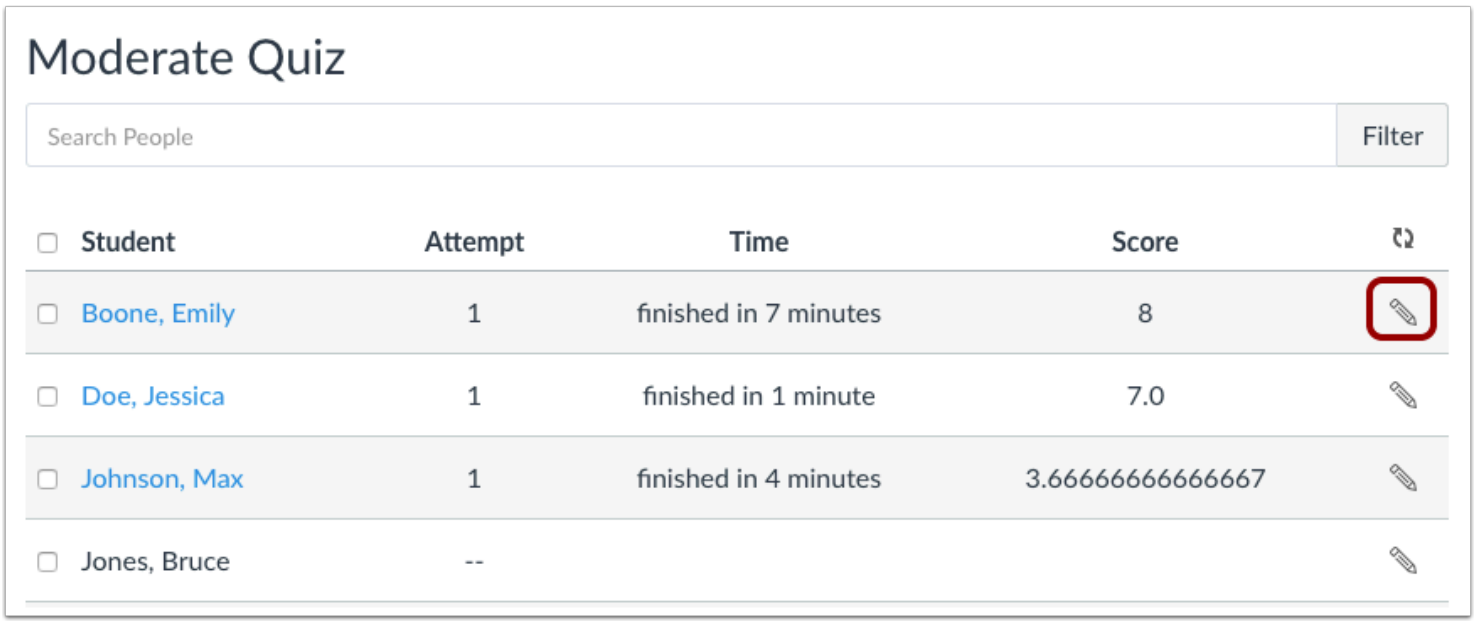
Note: When students are taking a timed quiz, their timer will show the elapsed time counting down.

View Outstanding Submissions



If the page displays a warning message, time has expired on one or more student submissions, but the submissions are outstanding and need to be manually submitted.

Moderate Quiz



You can moderate a quiz at any time for an individual student by clicking the **Edit** icon. Moderating a quiz allows you to grant extra attempts and manually unlock quiz attempts. Depending on the quiz settings, you can also provide additional time for timed quizzes or allow students to view quiz results one more time.

You can also moderate multiple students at once by applying the same settings to all selected students.

For more details, refer to our guide on providing extra attempts to students.

Once I publish a quiz, what kinds of quiz statistics are available?

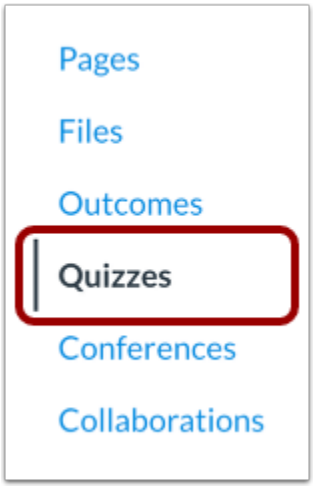
You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question. For more detailed information about item analysis limitations and calculations, please refer to the Item Analysis resource document.

For optimum course performance in the Canvas interface, 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.

Notes:

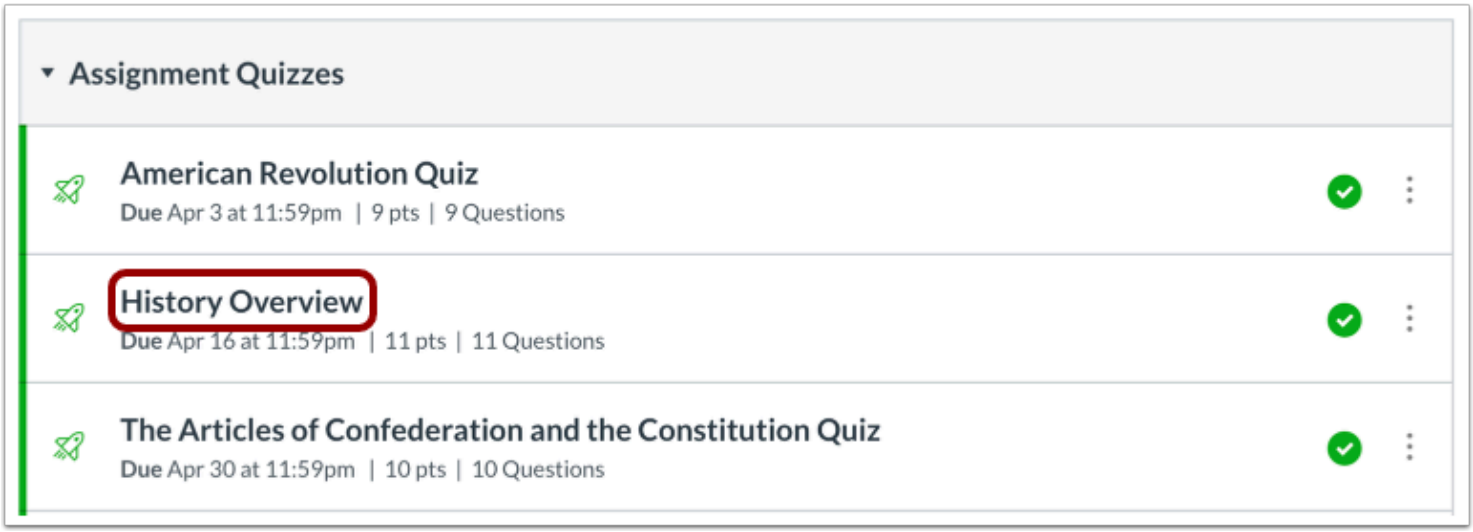
- Editing a quiz with student submissions may affect quiz statistics. If the Question Breakdown charts no longer correctly display the information you expect after you edit a quiz, the Student Analysis report can provide the correct data.
- Media items do not display in quiz statistics.
- Answers that were edited or created in the Rich Content Editor for a Multiple Answers quiz question do not display in quiz statistics.

Open Quizzes



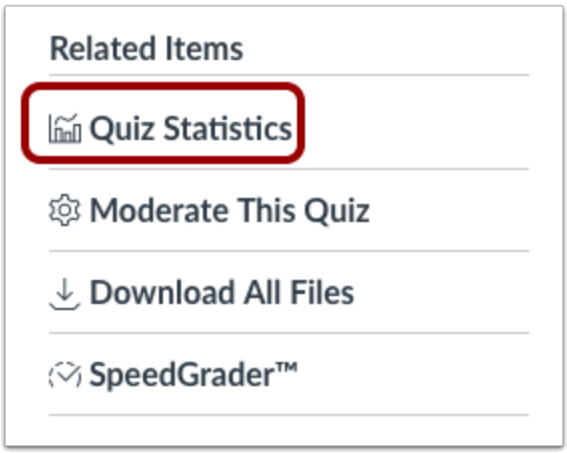
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the title of the quiz you want to open.

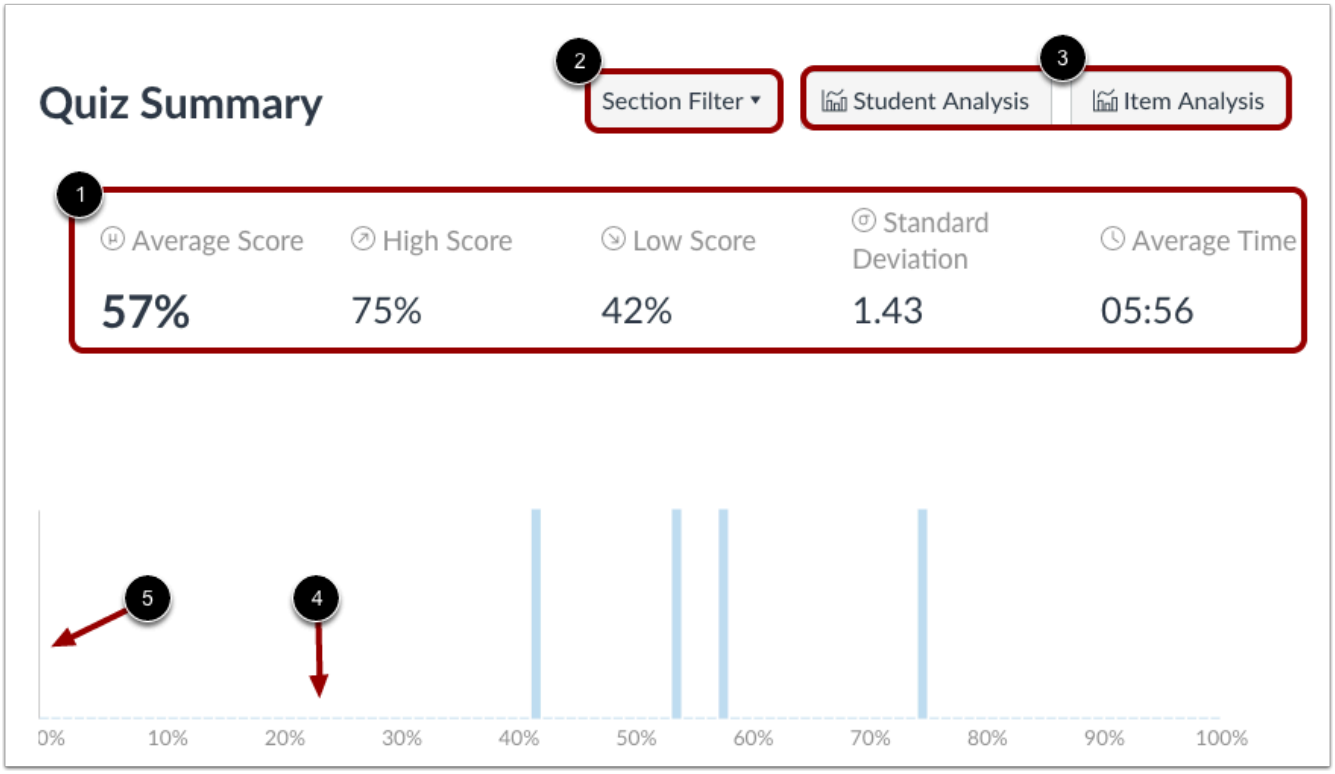
Open Quiz Statistics



Click the **Quiz Statistics** link.

Note: Quiz Statistics will not be available until at least one student has completed the quiz.

View Statistics



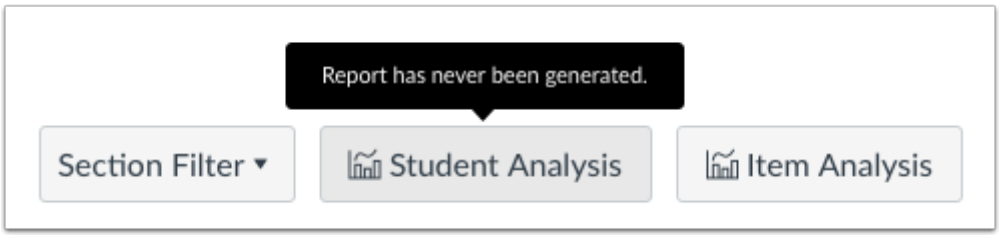
By default, the quiz summary shows statistics for all sections including the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion [1].

To view quiz statistics for a section, click the **Section Filter** drop-down menu [2]. To access additional survey results, generate a Student/Item Analysis report [3].

In the summary graph, the x-axis indicates the quiz scored percentages [4], and the y-axis indicates the number of students who received each percentage [5].

If a student had multiple assignment attempts, you can view past attempts in SpeedGrader. Quiz stats will only display the kept score for the student (highest score or latest score). To view the score setting for multiple attempts, edit your quiz and view the multiple attempts settings option. If necessary, you can give your students an extra attempt.

View Analysis Reports



Download CSV files to view Student Analysis or Item Analysis for each quiz question to count all student attempts in the statistics. For more detailed information about item analysis limitations and calculations, please refer to the Quiz Item Analysis resource document.

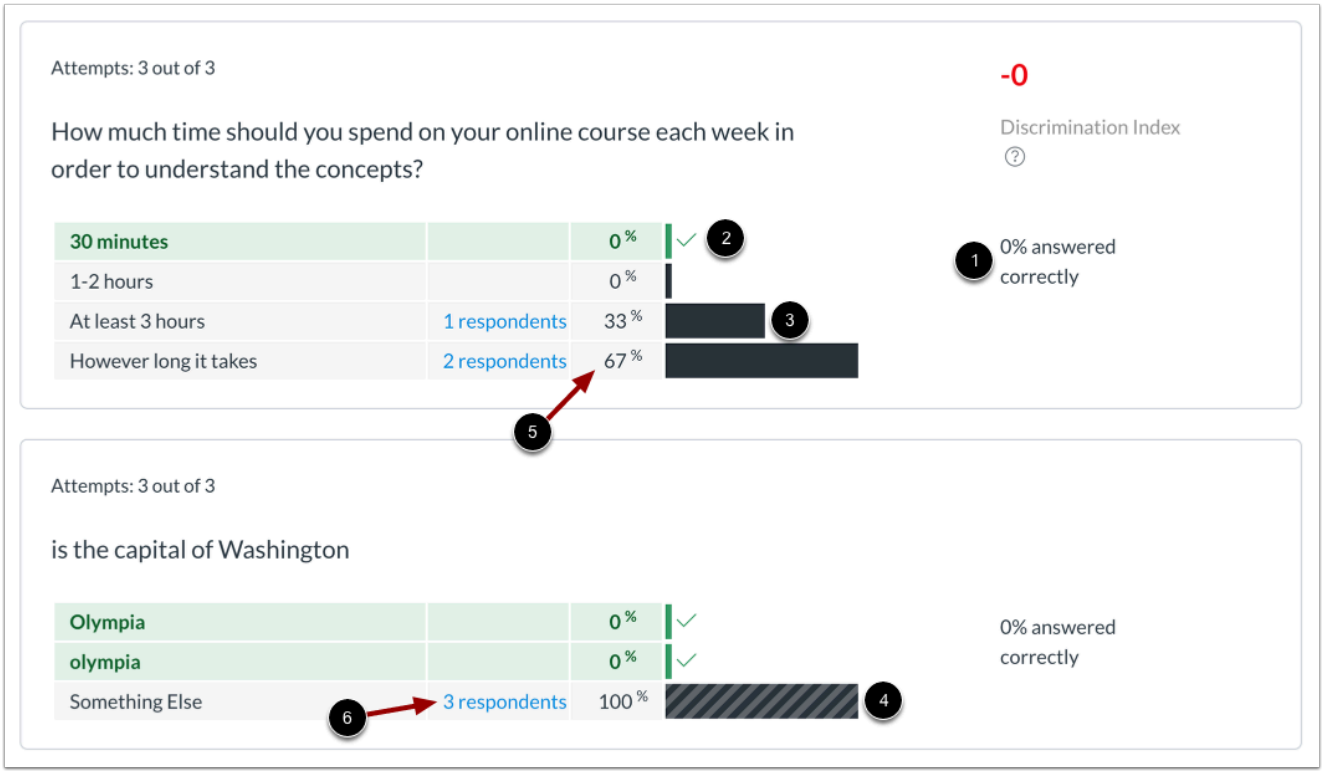
When you generate an analysis report, Canvas shows the last time the report was generated. If there is an error with the report, you can retry the option or cancel the analysis completely.

The Student Analysis report includes a tabular representation of each student's answers and the grade awarded for each answer.

Notes:

- By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.
- The Item Analysis report only displays statistics for Multiple Choice and True/False questions.
- If you have permission to read SIS data in the course, the sis_id column is included in the CSV download.

View Question Breakdown

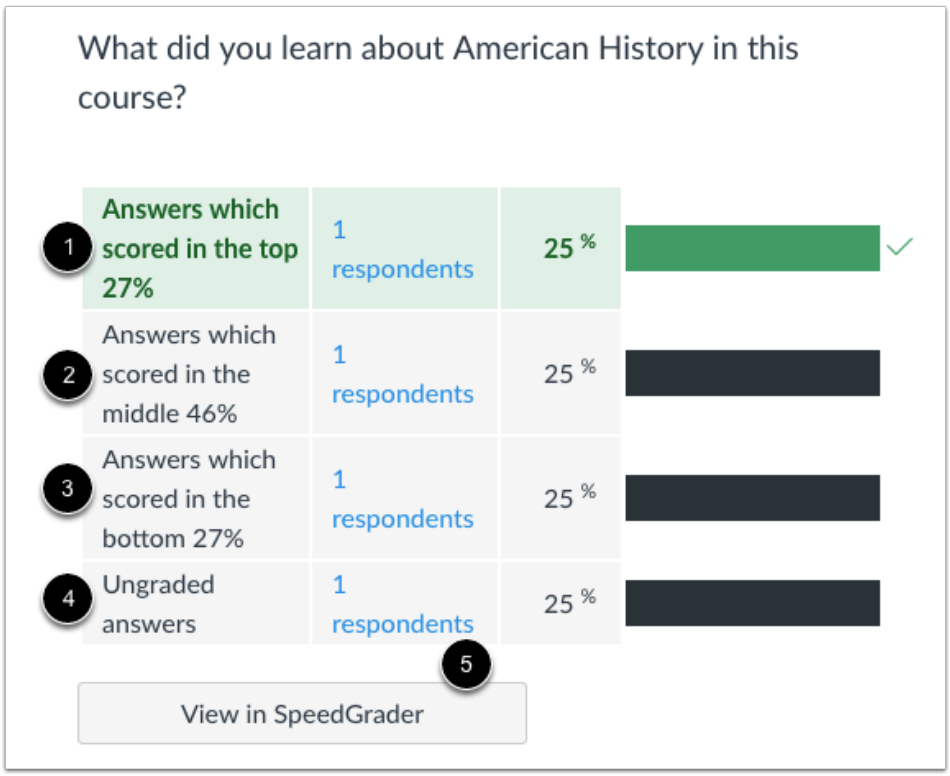


Quiz question shows the total percentage of students who answered the quiz question correctly [1].

Each question includes a breakdown with each question answer choice. Correct answer response(s) are shown in a green bar with a check mark [2]; incorrect responses are shown in a black bar [3]. Question types that do not have set answer choices, such as Fill-in-the-Blank questions, display entries other than the correct answer in a black striped bar [4]. The horizontal bars are scaled according to the answer response percentage [5].

Each response also displays the number of respondents who selected the answer [6]. To view the names of the students who selected an answer choice, click the **[x respondents]** link.

View Manually Graded Questions



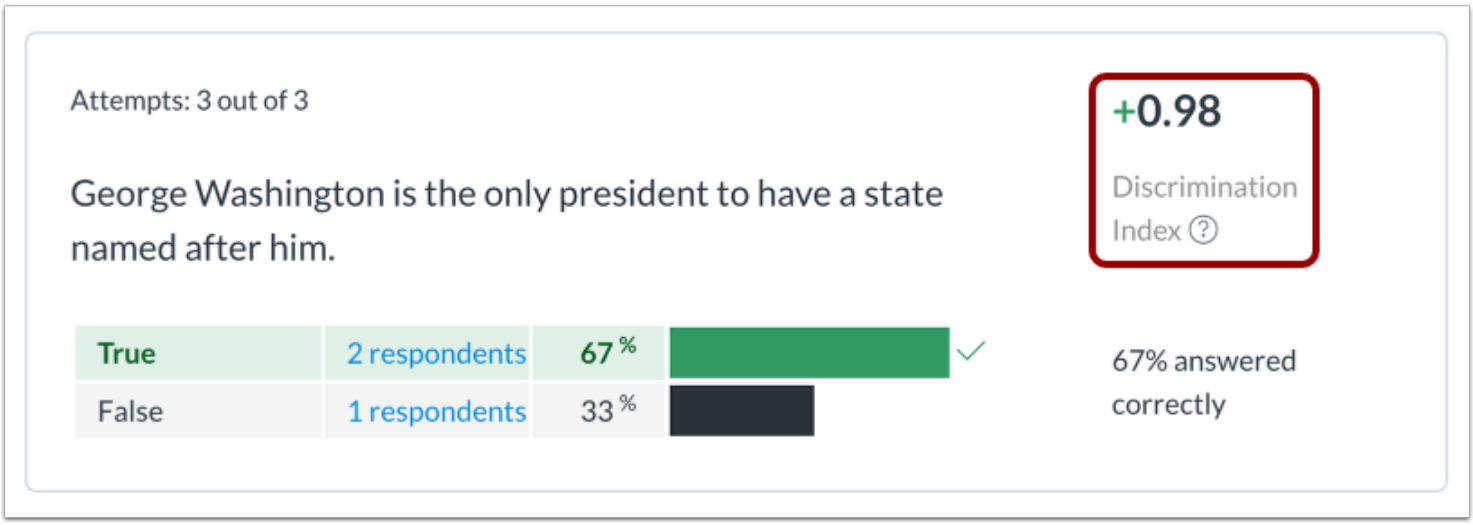
Quiz statistics also show relative grade performance for manually graded essay and file upload quiz question types. Manually graded question types are shown in the same table format as other quiz types.

A manually graded quiz type is marked as correct if it contains a student score greater than or equal to the question points possible.

Grade breakdown responses are shown as the top 27% [1], middle 46% [2], and bottom 27% [3]. The statistics also show submissions that have not yet been graded [4]. However, if all scores are identical, a response category may show more than the percentage number of students (e.g., all students score 100%).

Manually graded questions also include access to SpeedGrader for quick reference [5].

View Discrimination Index



True/False and Multiple Choice quiz questions include an item discrimination index, which provides a measure of how well a single question can tell the difference between students who do well on an exam and those who do not.

It divides students into three groups based on their score on the whole quiz: the top 27%, the middle 46%, and the bottom 27%. The number of correct answers from the bottom group is subtracted from the number of correct answers in the top group, then the total is divided by the size of the group.

Lower discrimination scores are scored +0.24 or lower; good scores are +0.25 or higher. An ideal discrimination index shows students who scored higher on the quiz getting the quiz question right, students who scored lower on the quiz getting the quiz question wrong, and students in the middle range on either side. A discrimination index of zero shows all students getting the quiz question right or wrong.

Ideally, students who did well on the exam should get the question right. If students do well on the overall exam but not on the question, the question itself may need to be revised.

Once I publish a quiz, how can I give my students extra attempts?

You can grant access to an individual student, several students, or the entire class to have extra attempts on a quiz. If your quiz is locked, you can also manually unlock the quiz for a student, even if the student has not yet taken the quiz.

You can add extra attempts through accessing student quiz results or moderating the quiz.

Accessing Student Quiz Results is a quick way to allow an extra attempt for an individual student.

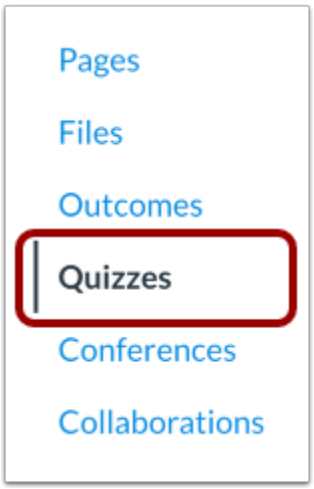
Moderating the quiz lets you allow extra attempts for individual students as well as multiple students at once. This option also allows you to grant extra attempts for students who have not yet taken the quiz. For timed quizzes, you can grant extra time for an attempt. If your quiz options allow students to view results only once after each attempt, you can also let students view quiz results one more time.

You can also use these options to remove attempts as well. For instance, if you need to remove a student attempt, you can decrease the attempts accordingly.

Notes:

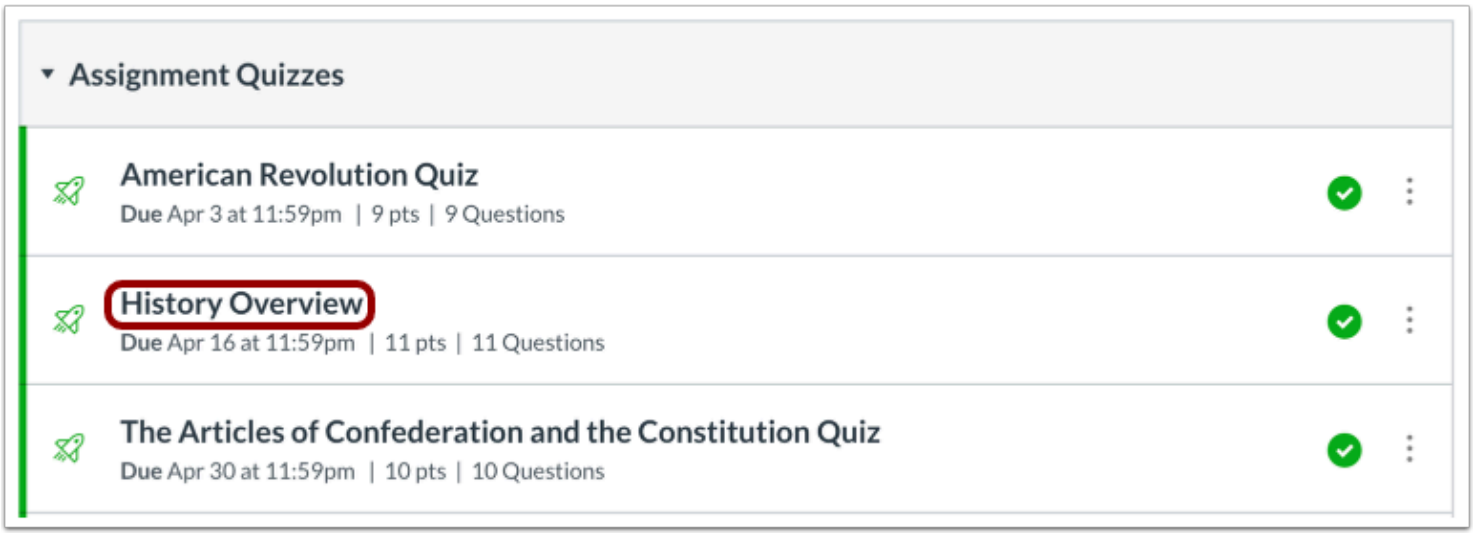
- When extra attempts are given via the Moderate Quiz option, Canvas keeps the highest quiz score. You can keep the most recent score or an average of all scores by giving all students multiple attempts in the quiz scoring options.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes their extra attempt(s), any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.
- While you can modify the number of attempts for individual students, this only allows you to reduce the number of additional attempts. You cannot delete a quiz that has already been submitted.

Open Quizzes



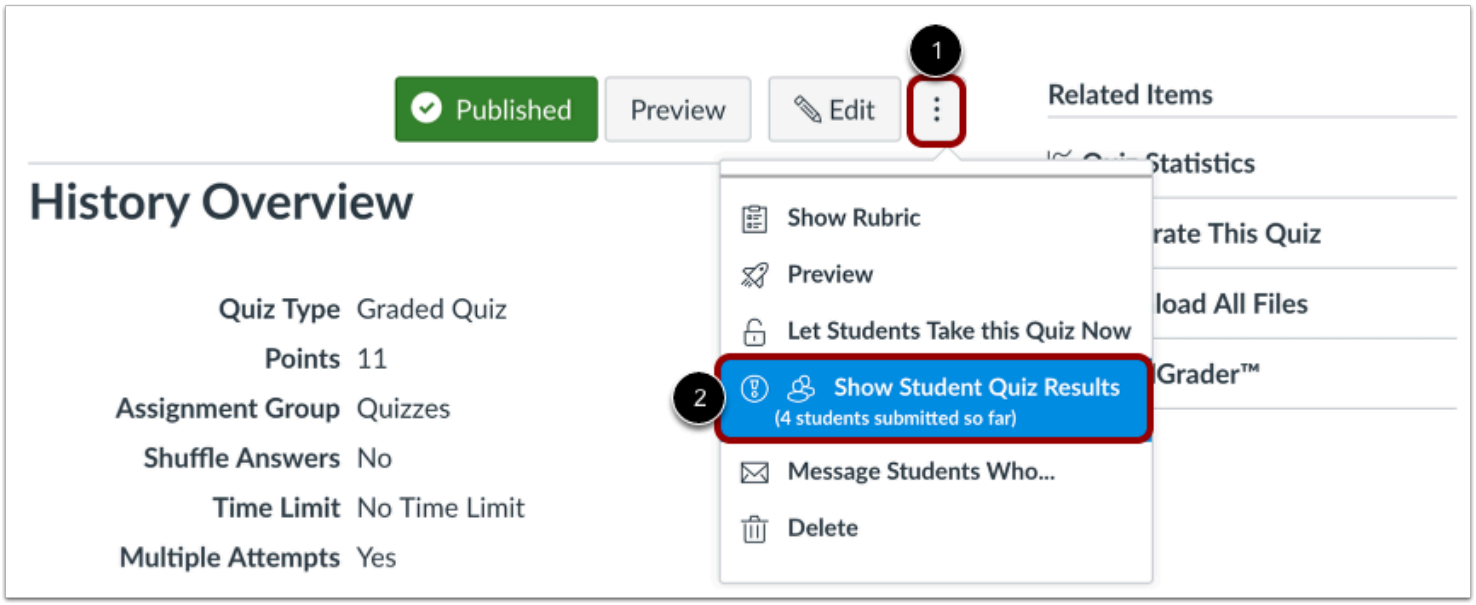
In Course Navigation, click the **Quizzes** link.

Open Quiz



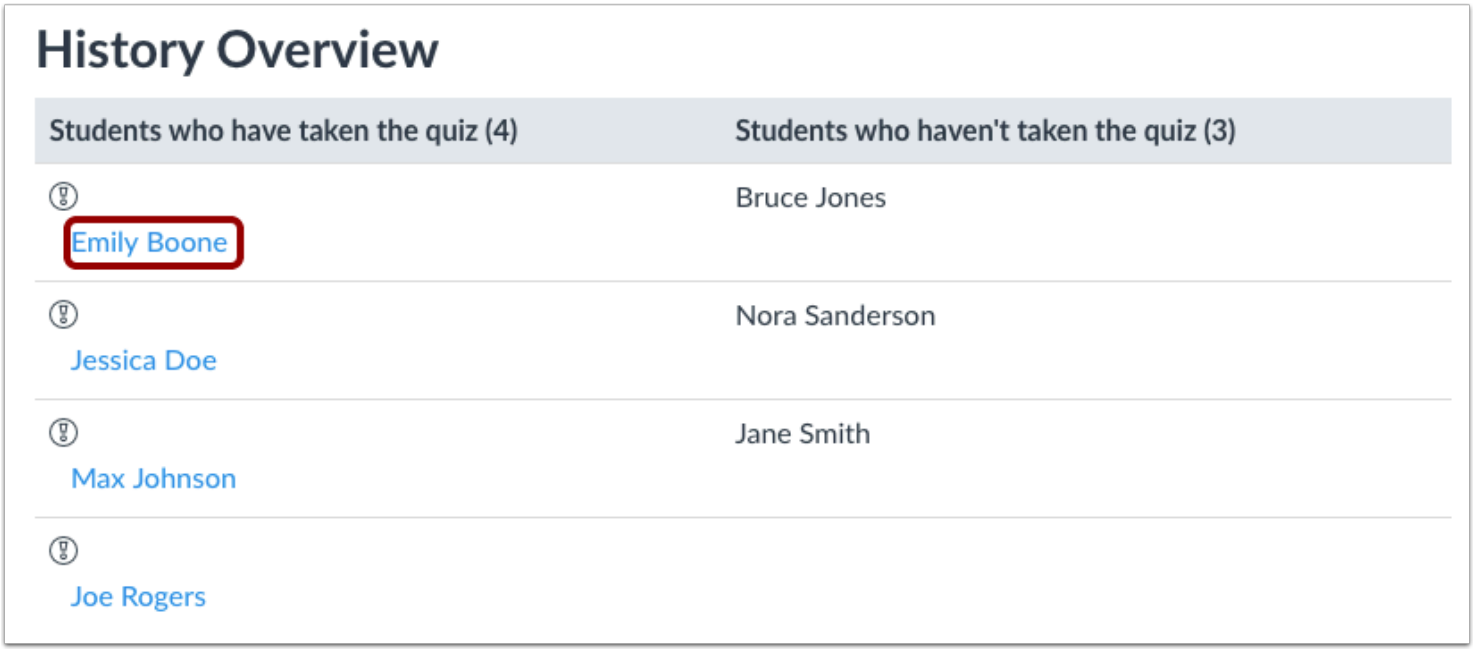
Click the name of the quiz.

Add Extra Attempt through Student Quiz Results



To add an extra attempt for an individual student, click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].

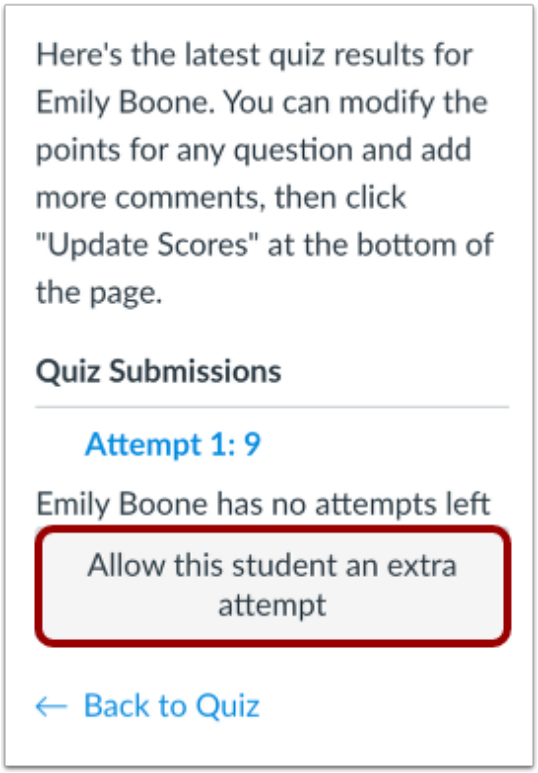
Select Student



Under the heading *Students who have taken the quiz,* click the name of the student.

Note: To give an extra attempt to students who have not taken the quiz, you need to add an attempt by moderating the quiz.

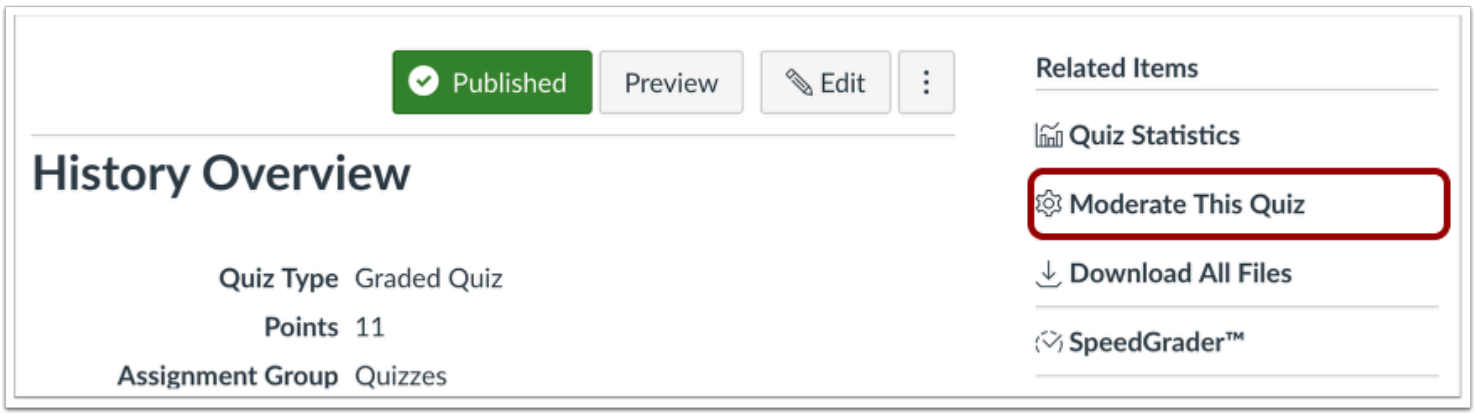
Allow this Student an Extra Attempt



Click the **Allow this student an extra attempt** button. The student will automatically receive an extra attempt for the quiz.

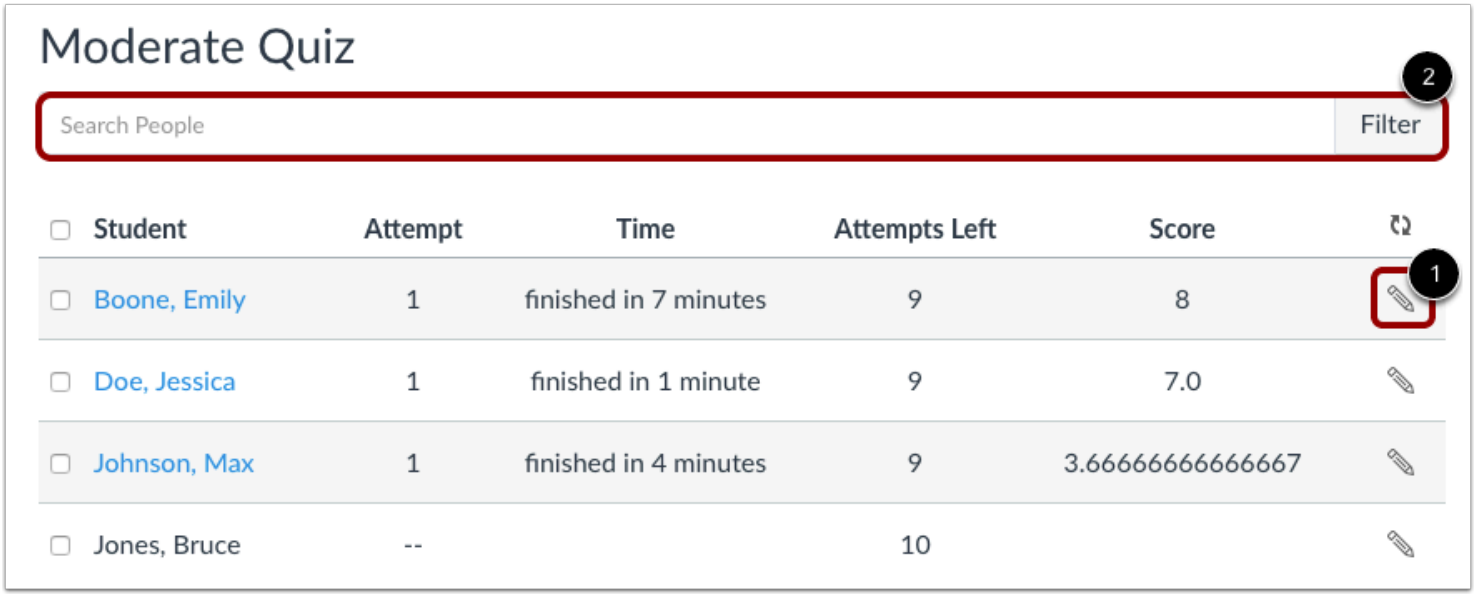
Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes their extra attempt, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

Add Extra Attempt through Moderate This Quiz

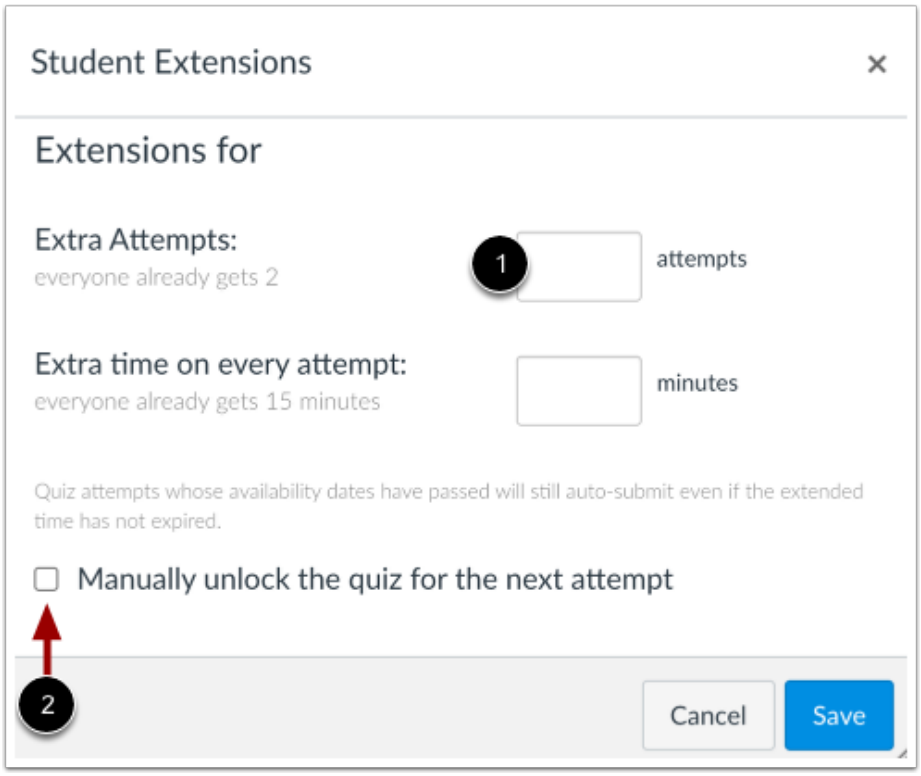


To add attempts for one or more students, click the **Moderate This Quiz** link.

Moderate Quiz



To moderate a quiz for one student, locate the student and click the **Edit** icon [1]. You can also filter students in your course by using the **Search People** field [2].



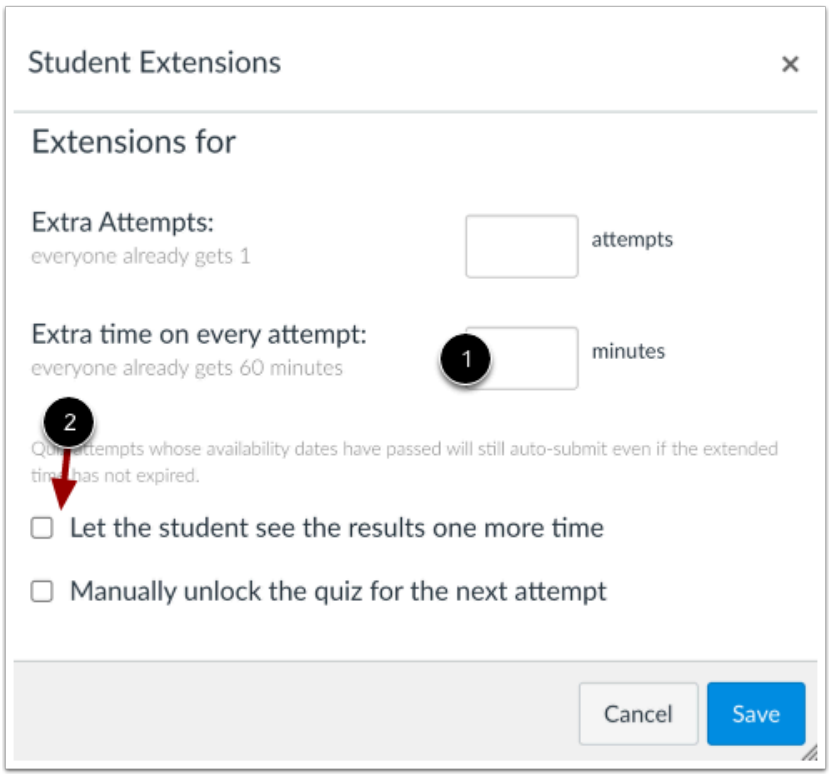
Type the number of extra attempts you'd like to give to the student in the **Extra Attempts** field [1].

If your quiz is locked because of availability dates, you need to unlock the quiz for the student by clicking the **manually unlock the quiz for the next attempt** checkbox and update the availability dates for the individual student or the entire class [2].

Notes:

- The Extra Attempts field only displays for quizzes that have set the number of attempts allowed for students.
- If a quiz requires an access code, students will still need to enter that code to begin their quiz attempt after it has been manually unlocked.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes their extra attempt, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

Adjust Additional Options



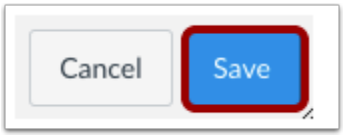
Depending on your quiz settings, the student extension box may contain additional options.

If the quiz has a time limit and you want to give more time, type the number of extra minutes in the **Extra Time on Every Attempt** field [1]. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. You can manage extra time in timed quizzes.

If the quiz is saved with the Only Once After Each Attempt option, you can **let the student see the quiz results one more time** [2]. Results include both their responses and the correct answers. Once the student has viewed the quiz results, the results view extension will be reset and the results will be hidden again. Learn more about limiting quiz results.

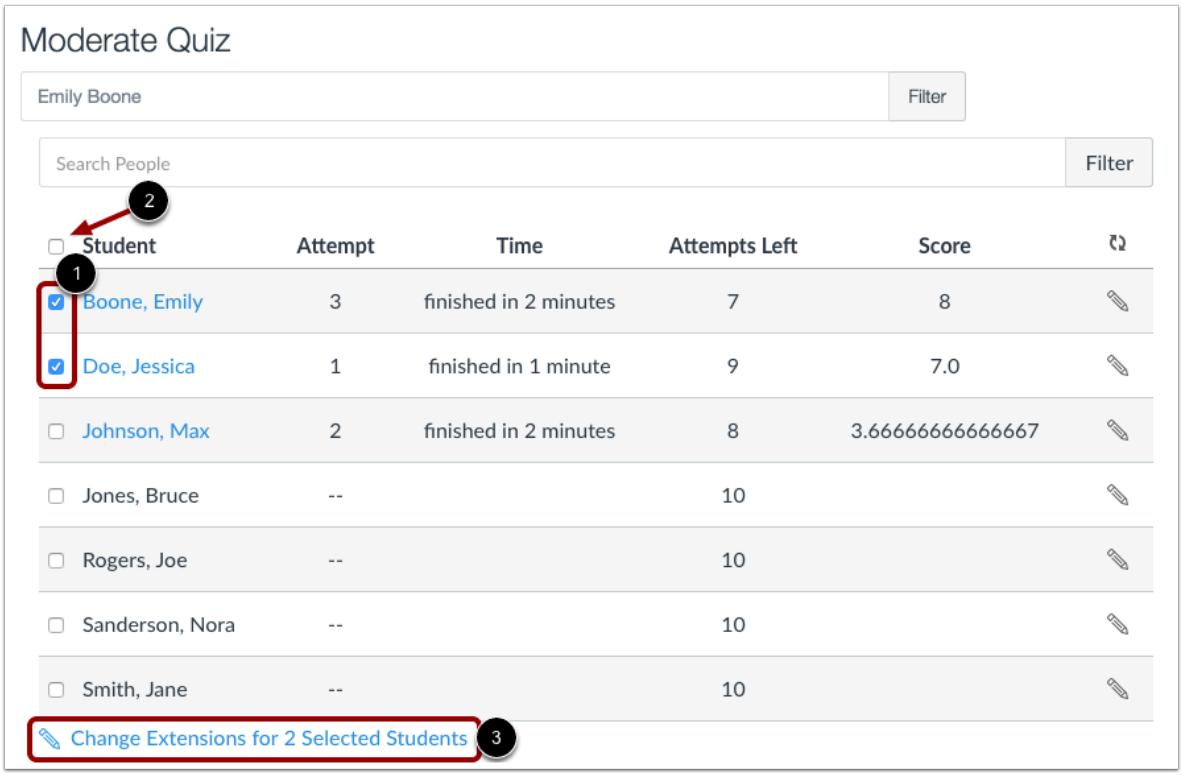
Note: If you select the **Only Once** option but also give students an extra attempt, they will be able to see their quiz results both before and after taking the quiz. If students are allowed multiple attempts, consider enabling the **Allow Multiple Attempts** option instead. This lets you choose to show quiz responses only after their final attempt.

Save Changes

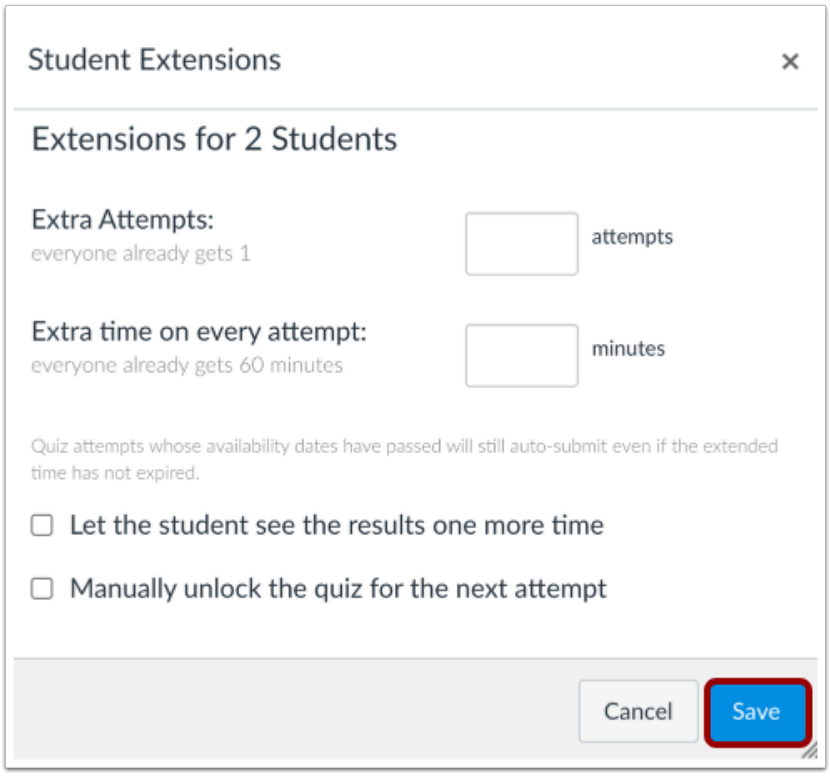


Click the **Save** button.

Moderate Quiz For Multiple Students



If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click **Change Extensions for [#] Selected Students** button [3].



Complete the extensions for the students you selected. Remember, depending on your quiz settings, additional quiz options may display for all selected students.

To apply the changes, click the **Save** button.

Once I publish a timed quiz, how can I give my students extra time?

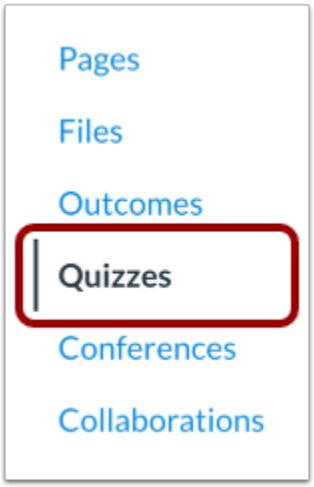
If you have set a time limit on your quiz, you can grant access for extra time. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt. You can choose how many minutes to extend the quiz, and whether you want to add those minutes to the current time or the current (scheduled) end time.

Note:

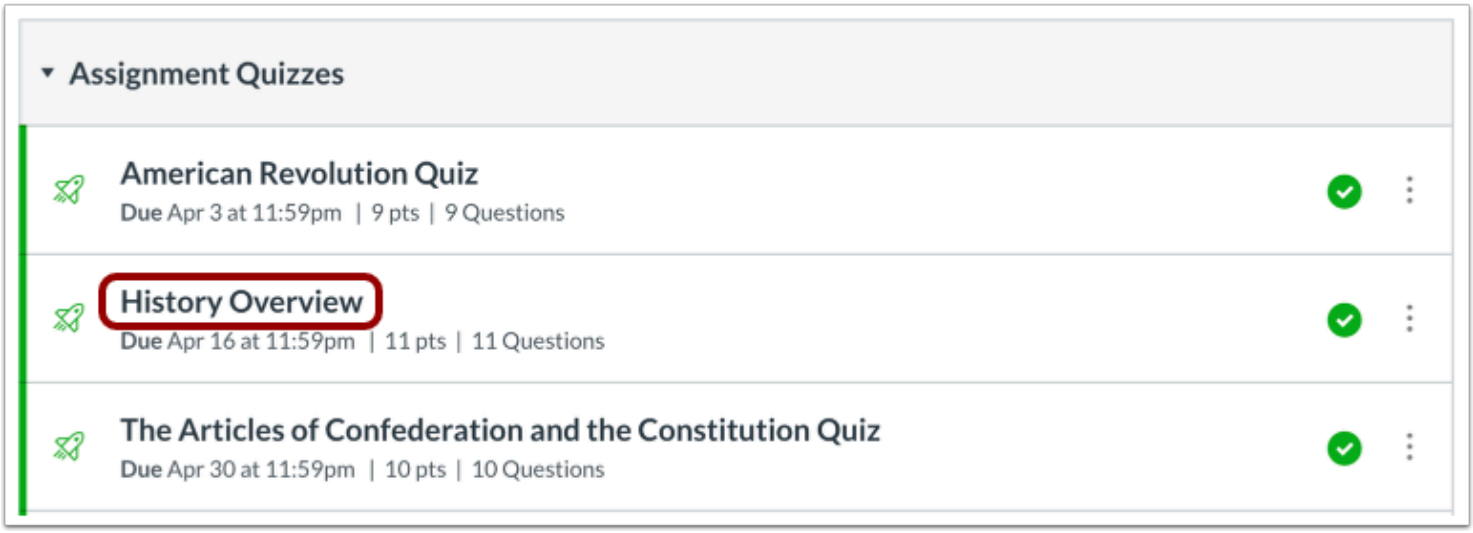
- A quiz must be published before you can moderate it. If you would like to manage the quiz moderation options before allowing students to access it, set the quiz Available from date to a future date and publish the quiz. Your students will not receive a notification for an unavailable quiz. Once you've made timing moderations, you can unpublish the quiz to save your moderations. You can then continue to edit the quiz prior to publishing it for your students to access.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.
- The maximum time you can extend a current attempt is 1440 minutes (24 hours).
- If you give a student extra time during an in-process quiz with a set availability date and time, their submission time will display as occurring later than the selected availability time.

Open Quizzes



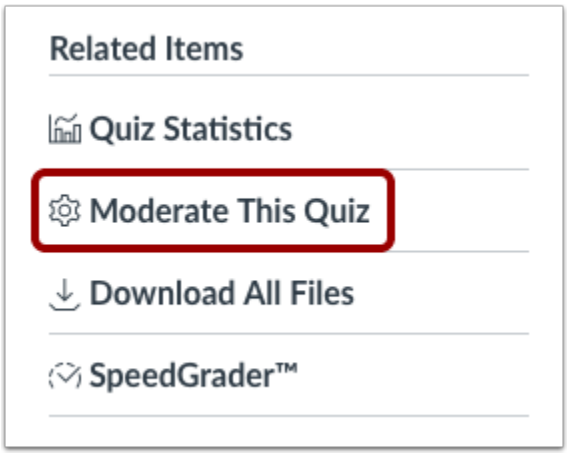
In Course Navigation, click the **Quizzes** link.

Open Quiz



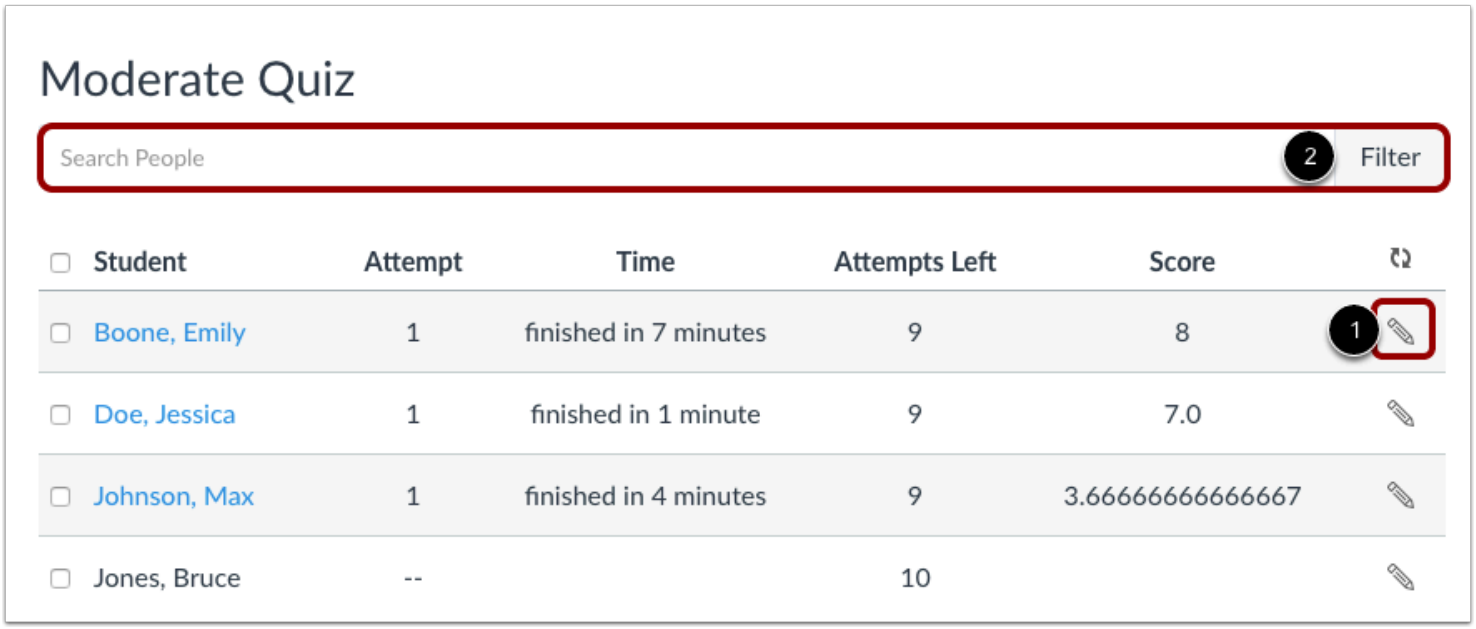
Click the name of the quiz.

Moderate this Quiz



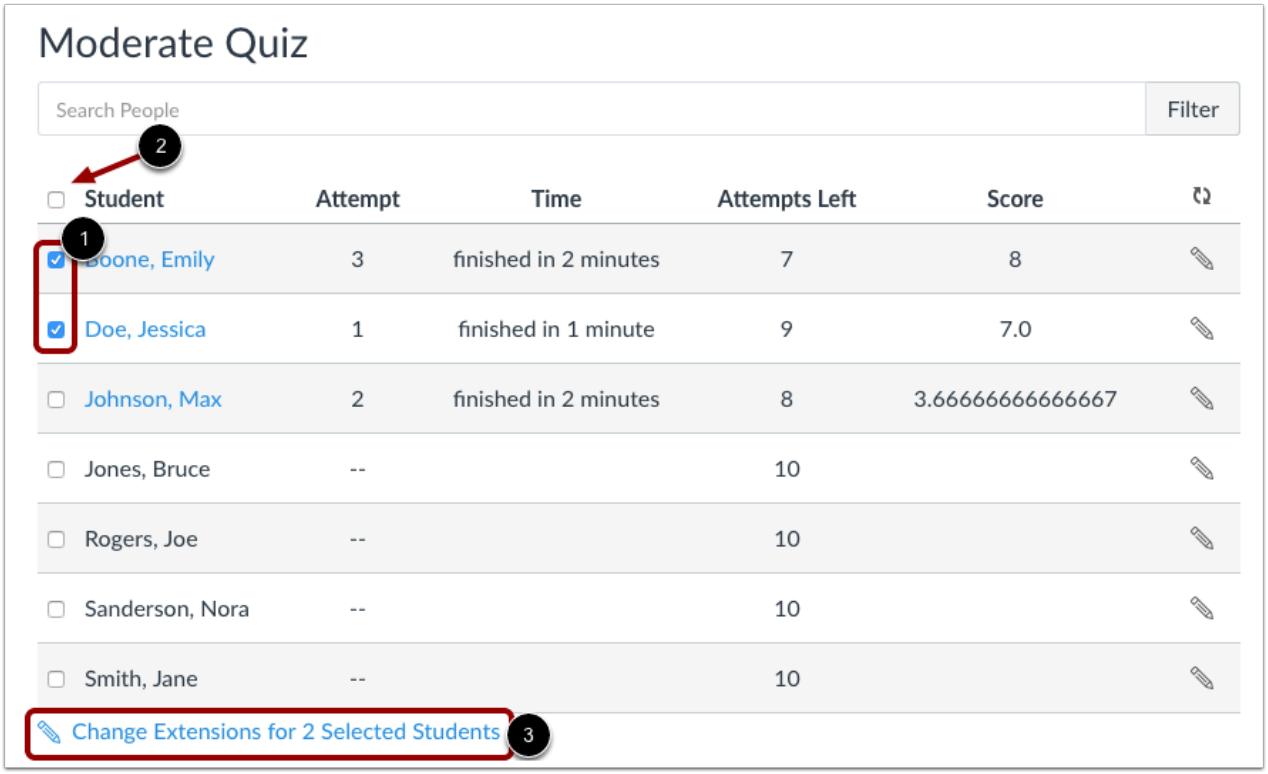
Click the **Moderate This Quiz** link.

Moderate Quiz



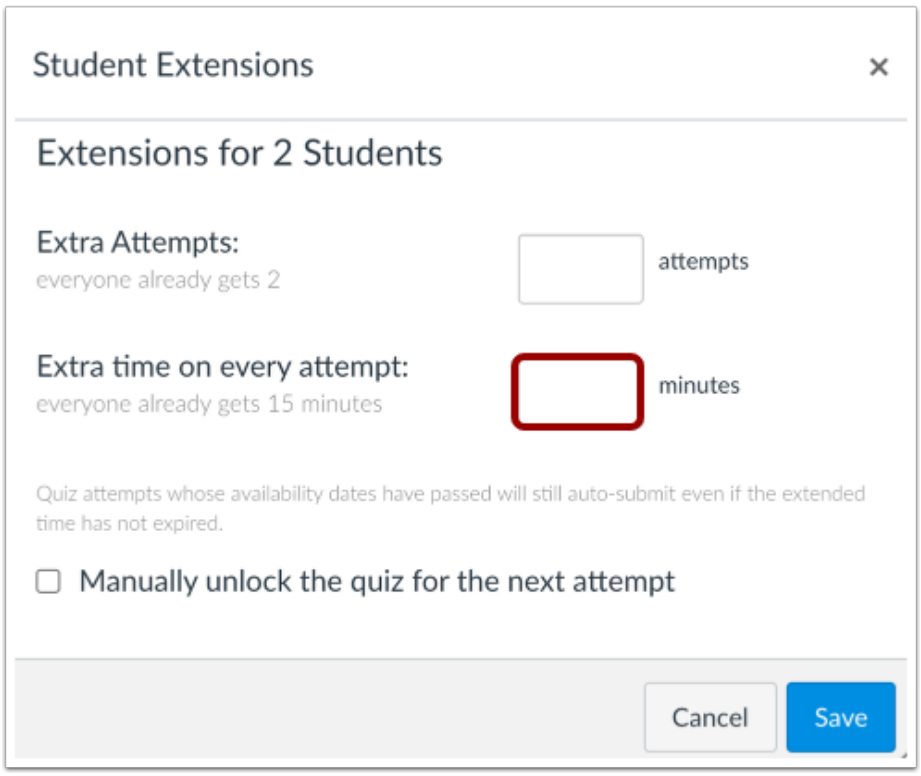
To moderate a quiz for one student, locate the student and click the **Edit** icon [1]. You can also filter students in your course by using the **Search People** field [2].

Moderate Quiz For Multiple Students



If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click **Change Extensions for [#] Selected Students** button [3].

Add Extra Time on Attempt



Type the number of extra minutes in the **Extra Time on Every Attempt** field. Extra time can only be added in full-minute increments.

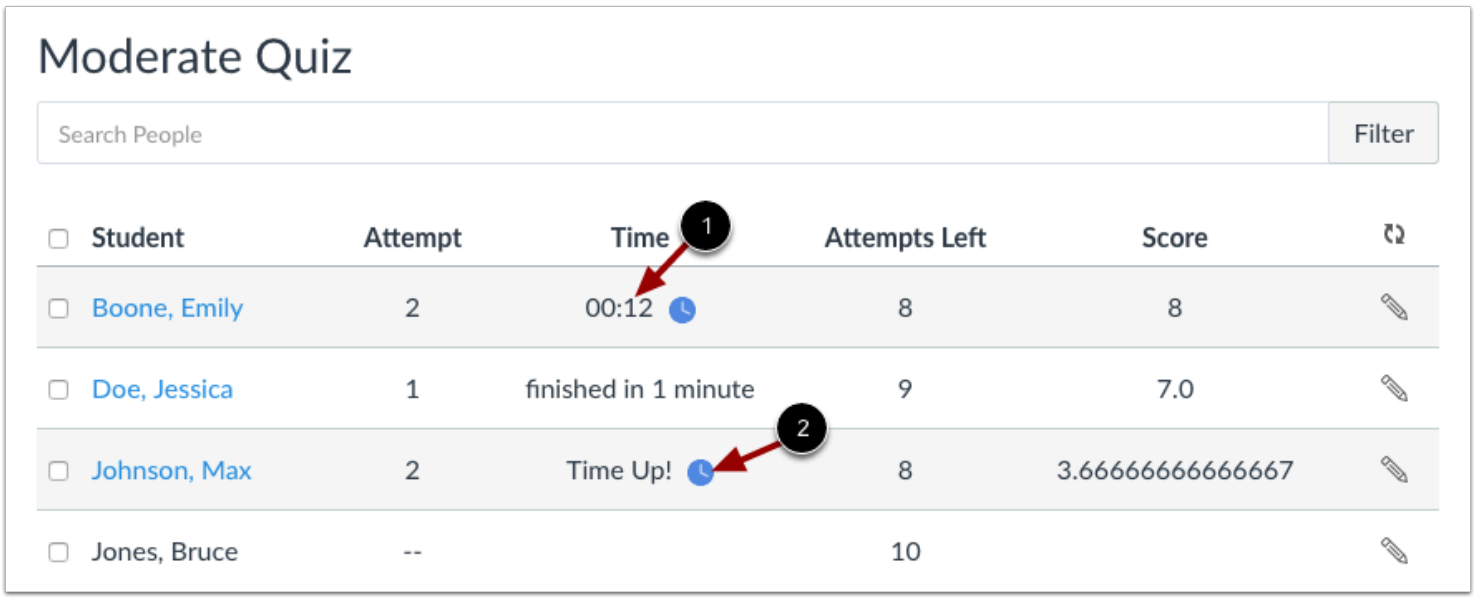
If you are adding time for multiple students, the student extension box will apply the extra time for all selected students.

If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.

Notes:

- The **Extra Time on Every Attempt** field only displays for quizzes with a time limit.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

Add Extra Time on Current Attempt



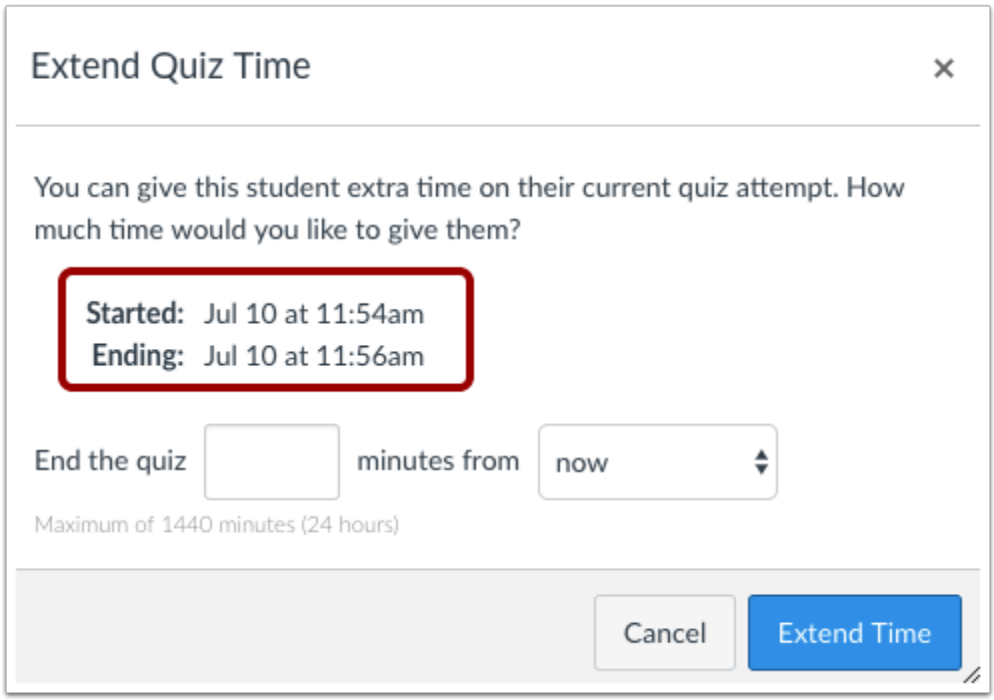
If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt.

For current attempts, the remaining time displays [1].

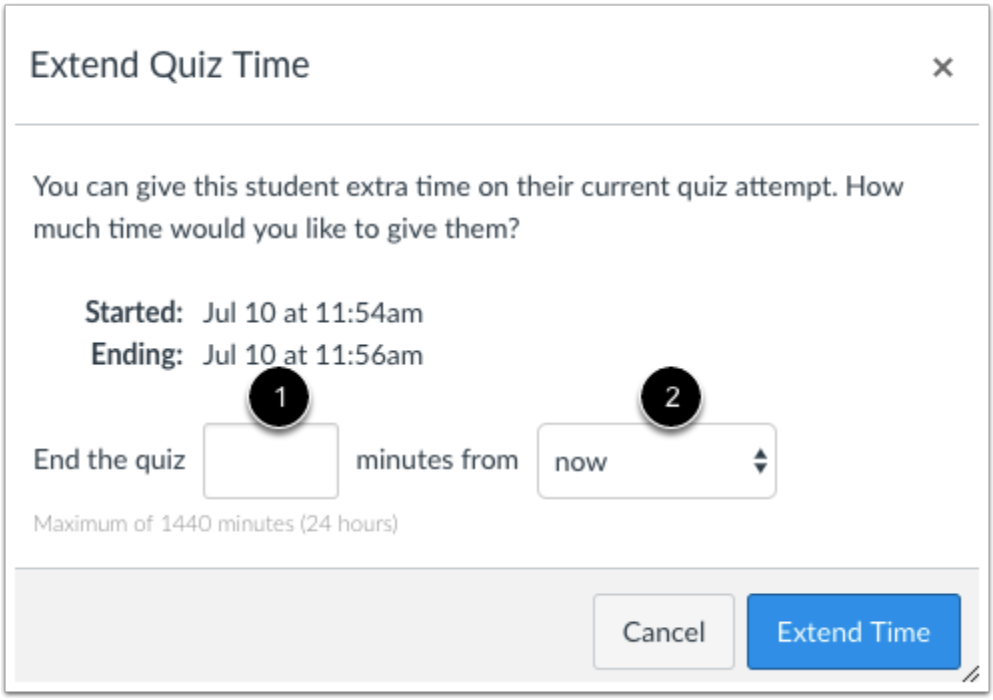
To extend the quiz time for the student, click the Clock icon [2].

Note: You can only extend the time for one current quiz attempt at a time.

Extend Quiz Time



In the Extend Quiz Time window, you can view what time the quiz began and what time it is scheduled to end.



In the **End the quiz** field [1], enter the number of extra minutes you want to give the student as part of their current attempt. The maximum time you can extend a current attempt is 1440 minutes (24 hours).

In the **minutes from** drop-down menu [2], select whether you want to add those minutes to the current time or **the current end time**.

If you want to end the quiz in relation to the current time, select the **now** option in the drop-down menu.

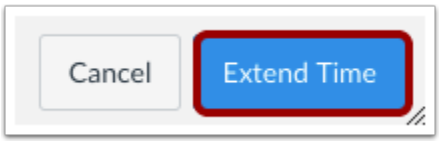
- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:40, meaning that 10 minutes have gone by. However, you want to have the quiz end at 11:45. Since the current time is 11:40, you need to end the quiz in 5 minutes. Enter the number 5 in the minutes field, and select the **now** option in the drop-down menu.

If you want to end the quiz in relation to the current end time of the quiz, select the **current end time** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:30, meaning it was nearly the same time that the student started the quiz, and you want to extend the quiz to end at noon. If the current end time is 11:50 am and you want to extend it by 10 minutes, enter the number 10 in the minutes field, and select the **current end time** option in the drop-down menu.

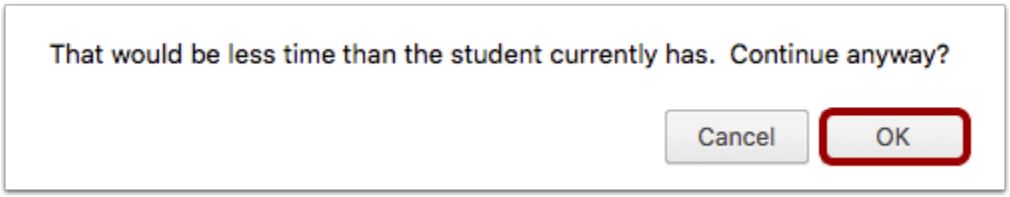
Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

Extend Time



Click the **Extend Time** button.

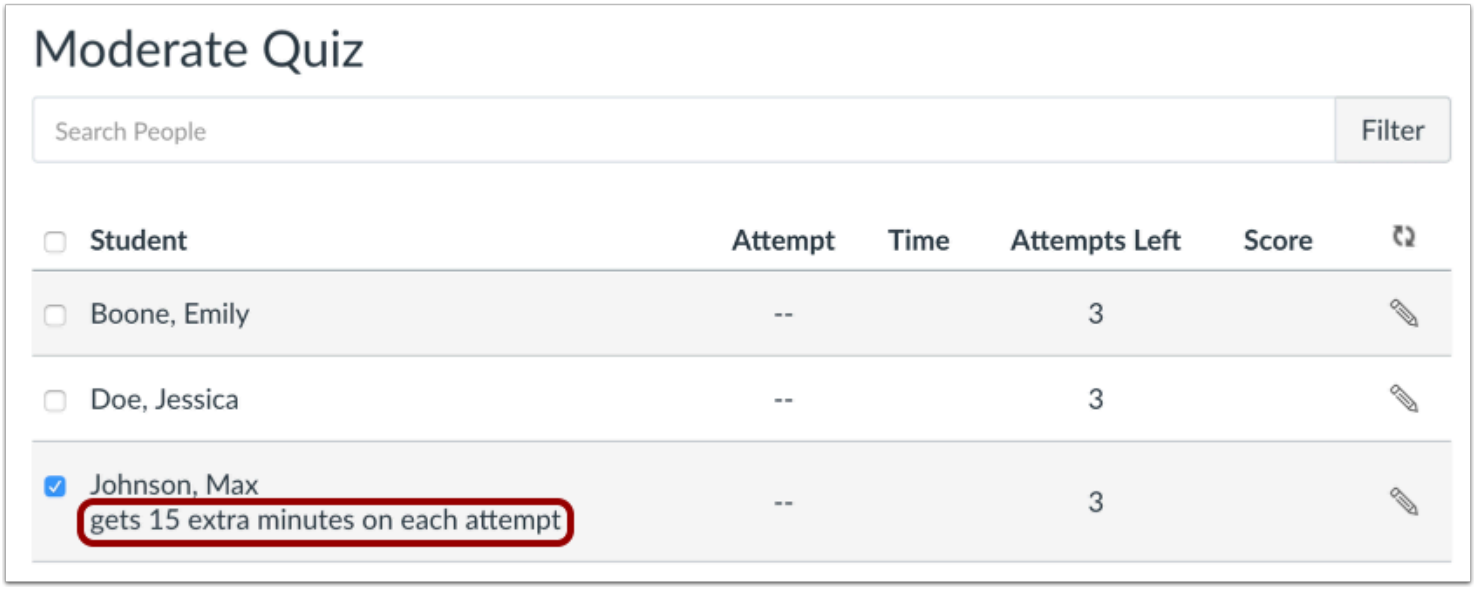
Less Time Warning



Changing the time in relation to the **Now** option might mean that the student will have less time than was originally on the clock. In our example, the student still had 10 minutes remaining when the instructor moderated the quiz. Changing the time to 5 minutes means the student has 5 fewer minutes to take the quiz.

If you want to change this option, click the Cancel button. Otherwise, click the **OK** button.

Verify Extension



View student time extensions on the Moderate Quiz page.

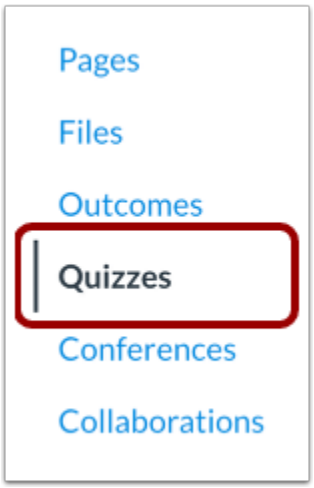
Note: Once you finish moderating a quiz, you can unpublish the quiz and all moderations will be saved. You can then continue to edit the quiz prior to publishing it for your students to access.

How do I manually submit outstanding student quiz submissions?

When a student views a timed quiz and time expires, Canvas auto-submits the quiz. However, if a student navigates away from the quiz page, the quiz submission remains outstanding. On the Moderate Quiz page, Canvas generates a warning message about the outstanding submission. This lesson shows you how to submit any outstanding submissions for a quiz at one time.

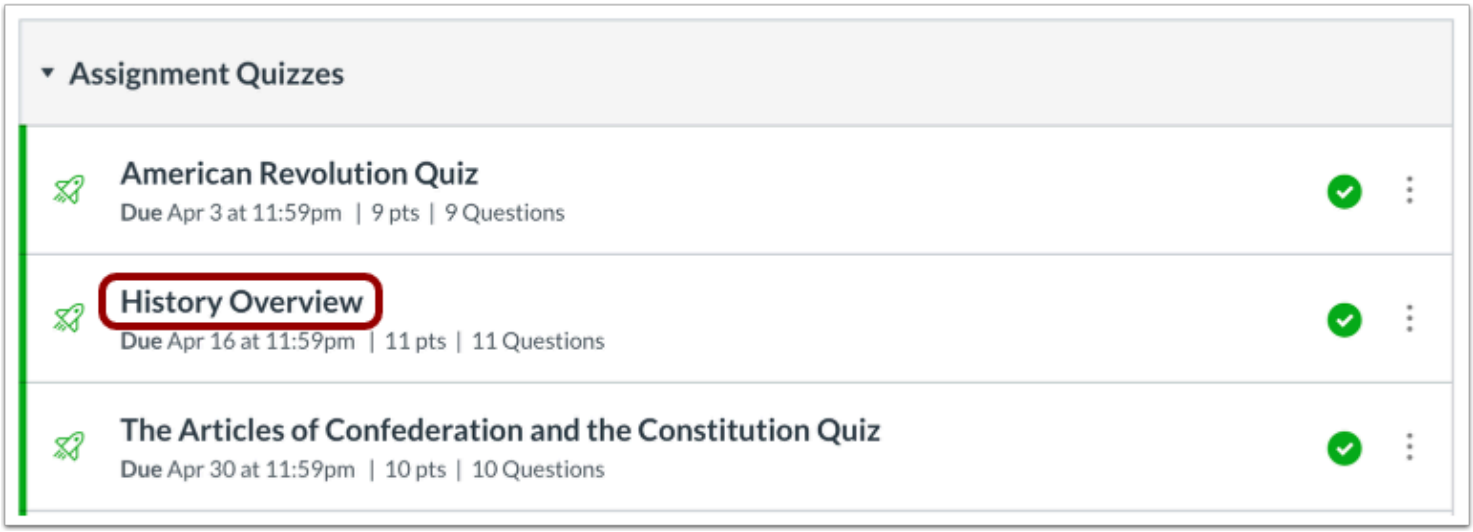
When students leave an untimed quiz without submitting, their submissions will not be considered outstanding. These submissions will be submitted and considered outstanding after an event occurs that attempts to calculate their quiz grade. These events may include ending of availability dates, deleting or editing the quiz, attempting to view the outstanding submission, and editing an assignment group.

Open Quizzes



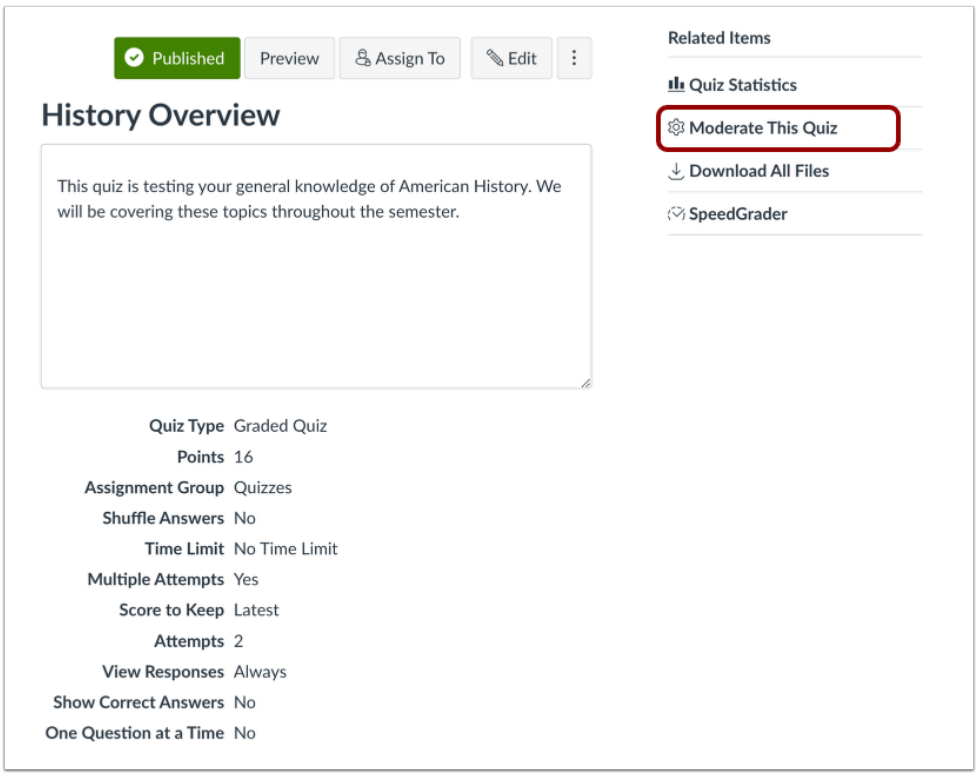
In Course Navigation, click the **Quizzes** link.

Open Quiz



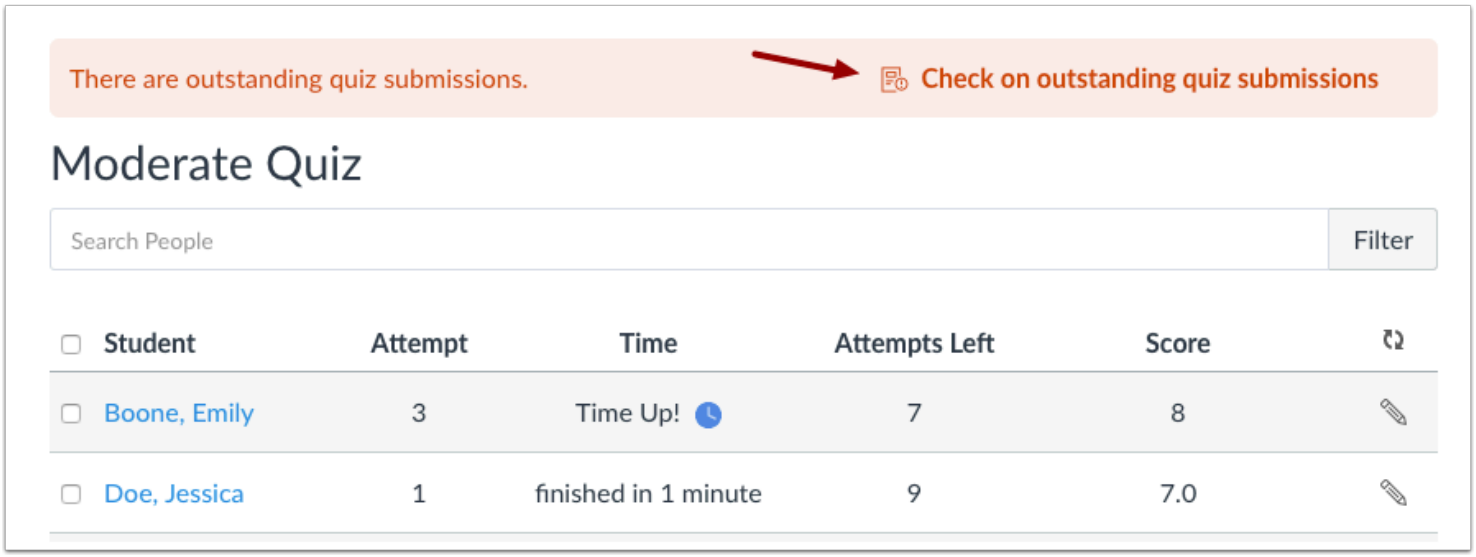
Click the name of the quiz.

Moderate This Quiz



Click the **Moderate This Quiz** link.

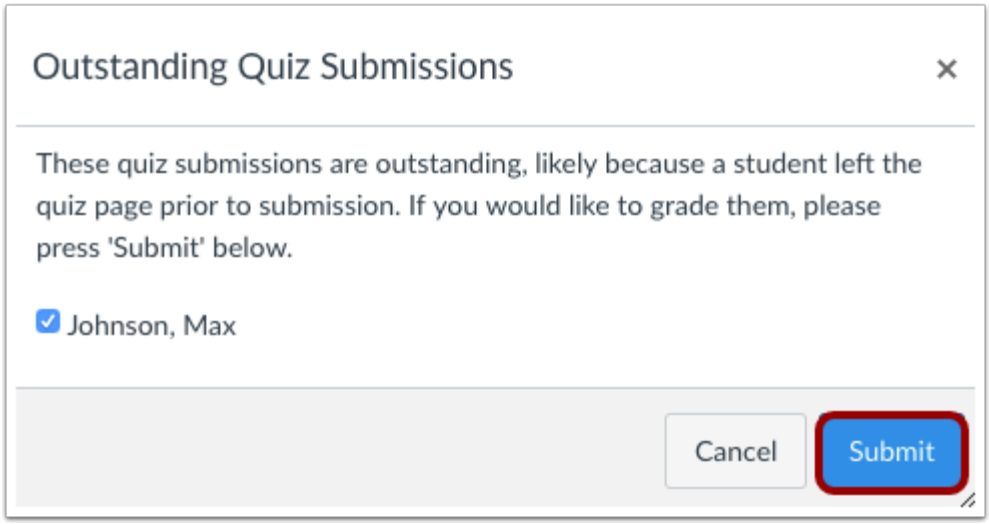
Check Outstanding Quiz Submissions



At the top of the browser window, click the **Check on outstanding quiz submissions** link.

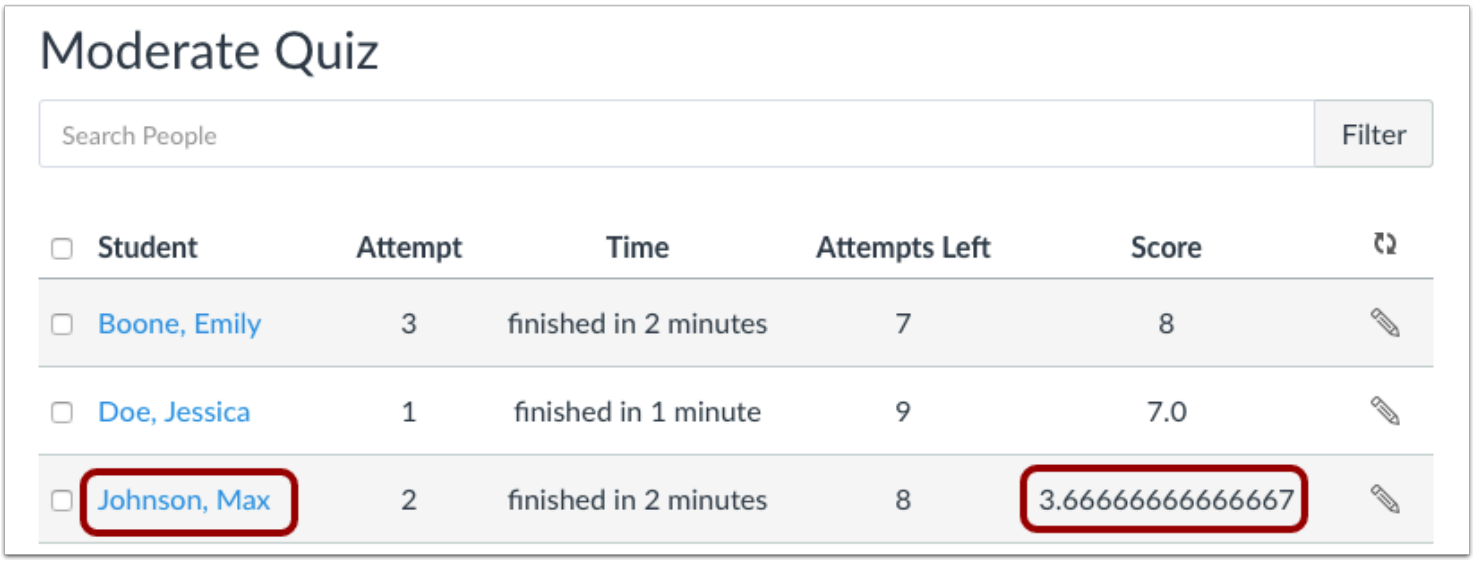
Note: If you do not see the link, there are no outstanding quizzes. If the quiz is untimed, it is only considered outstanding after an event such as the ending of availability dates, deleting or editing the quiz, attempting to view the outstanding submission, and editing an assignment group.

Submit Quiz Submissions



To grade outstanding submissions for the selected student(s), click the **Submit** button.

View Updated Submission

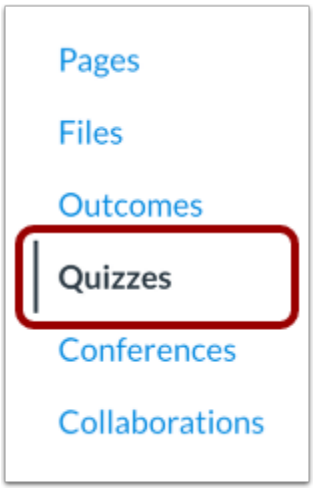


View the updated submission(s) and score(s).

How do I view student results in a quiz?

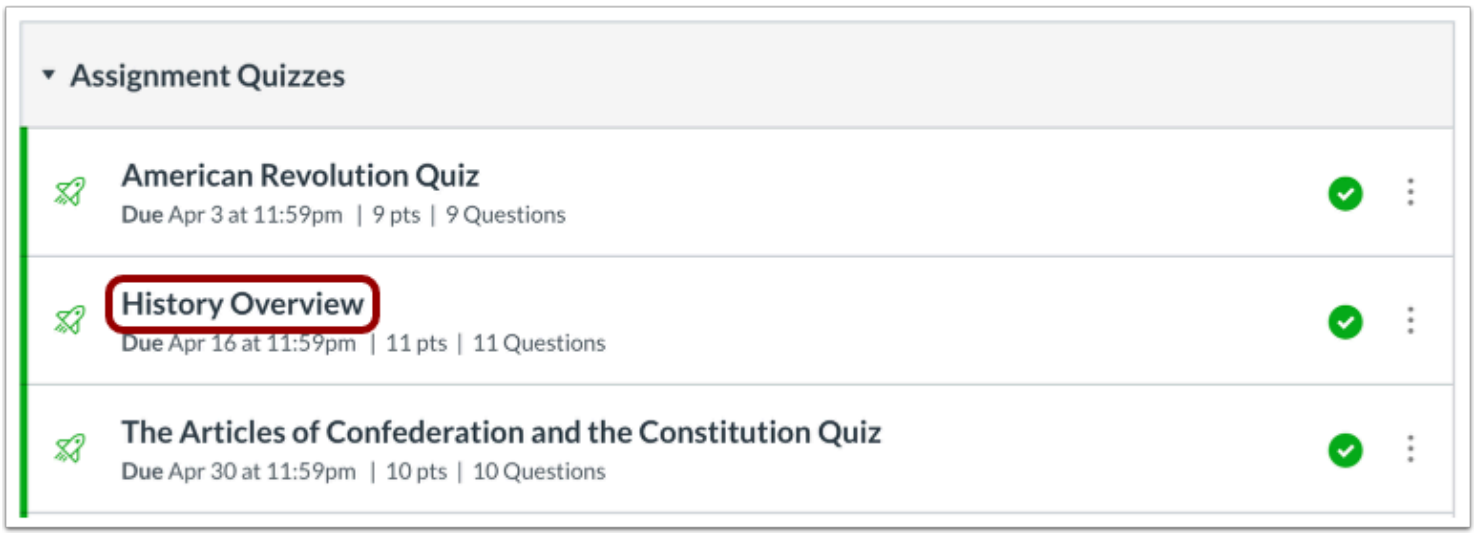
You can view student quiz results within each quiz in your course by viewing the quiz results page or moderating the quiz. If a student has multiple quiz attempts, you can also view results of all attempts. As an instructor, you can choose the type of quiz results to display to students as listed in the quiz options.

Open Quizzes



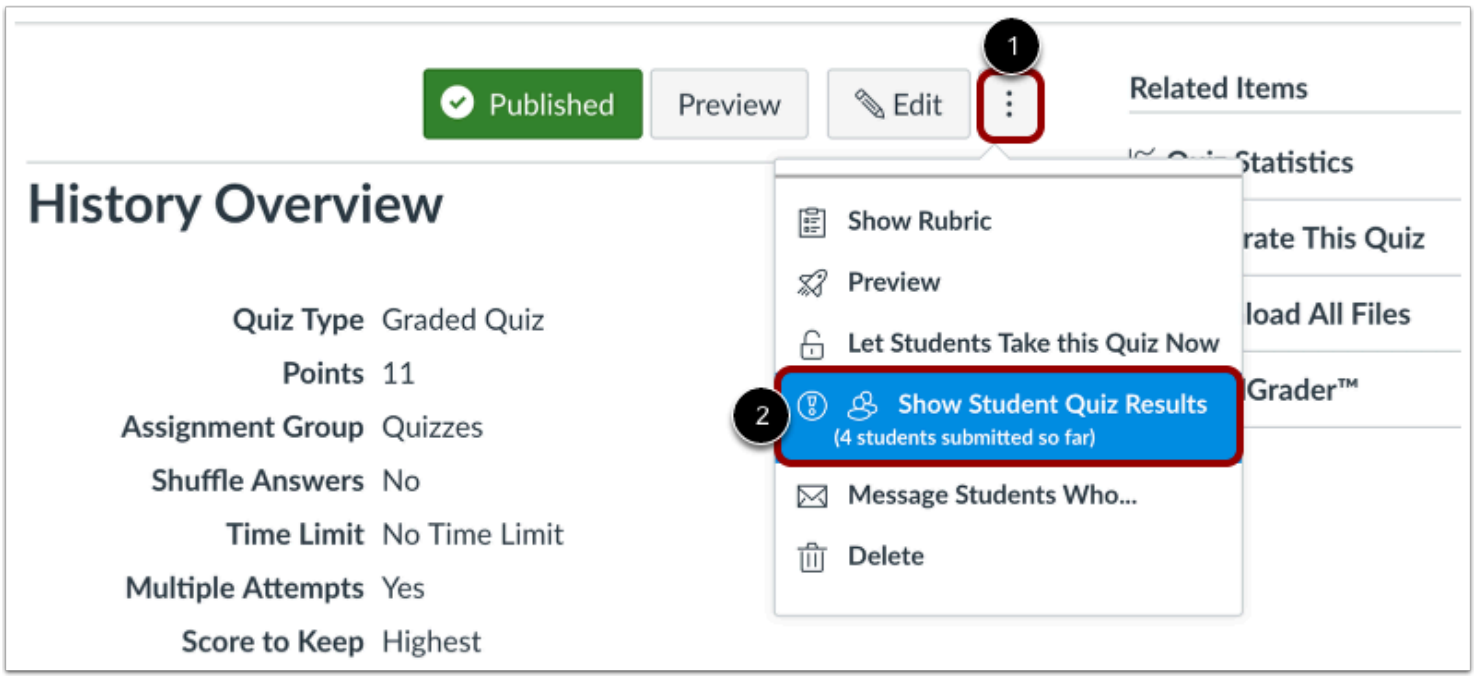
In Course Navigation, click the **Quizzes** link.

Open Quiz



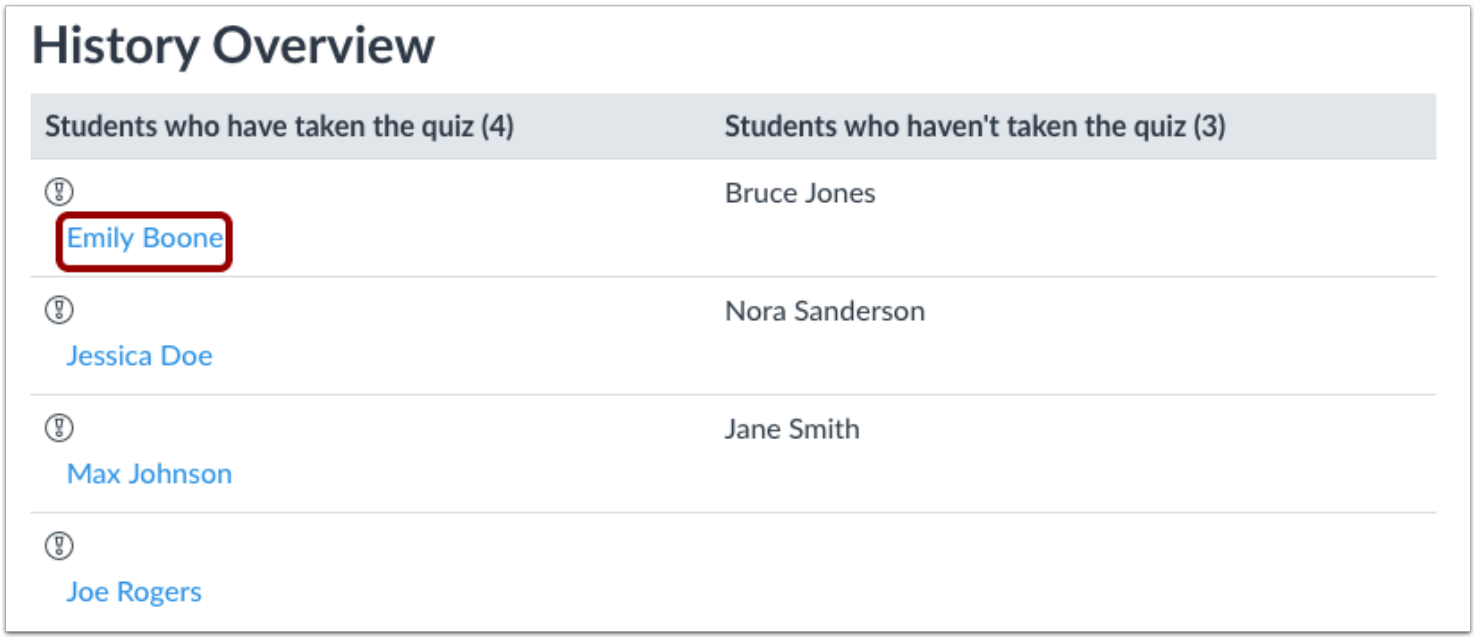
Click the name of the quiz.

Show Student Quiz Results



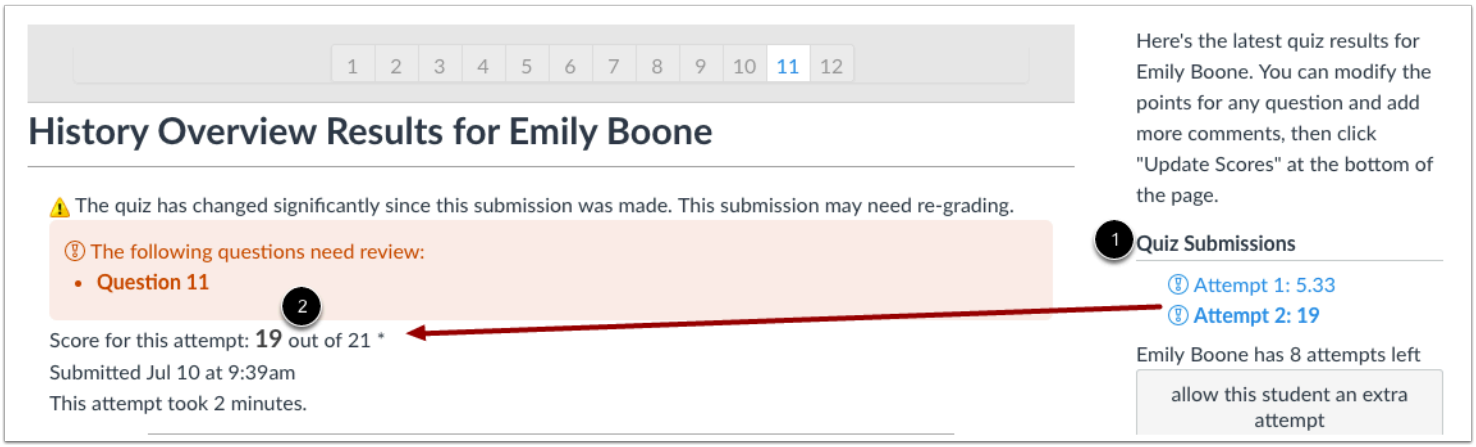
Click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].

View Individual Results



Under the heading Students who have taken the quiz, click the name of a student.

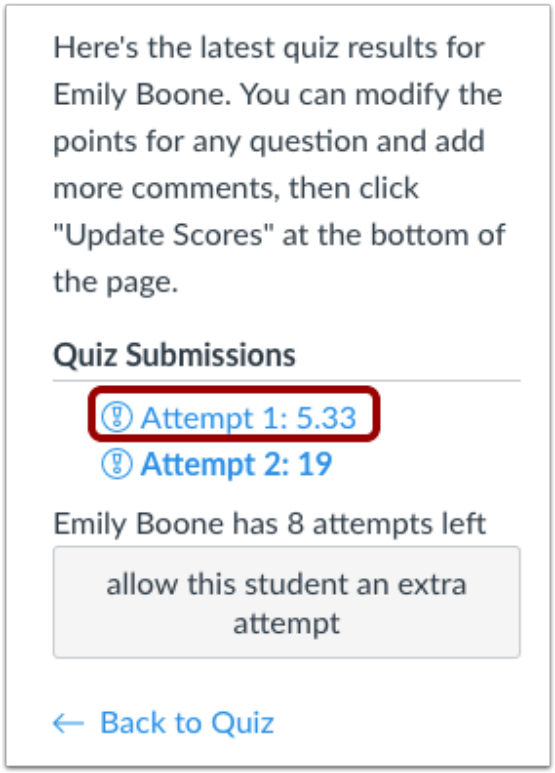
View Most Recent Attempt



The sidebar displays each attempt and the score for each attempt [1].

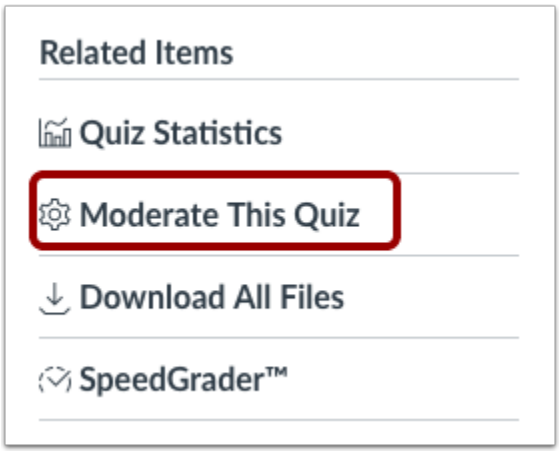
In the content area [2], Canvas displays the results of the most recent attempt by default. The attempt number being viewed is shown in bold text.

View Prior Attempts



If there is more than one attempt, you can view past results. To view a past attempt, click the attempt you want to view. The results of the quiz attempt will appear in the content area.

Moderate This Quiz



You can also use the Moderate this Quiz page to view quiz results, along with the overall number of student quiz attempts. Click the **Moderate this Quiz** link.

View Quiz Results



View the number of attempts and the most recent score for each attempt. To view results for a specific student, click the name of the student.

How do I view a quiz log for a student?

You can view quiz logs to view the status of your student quizzes. This feature is designed to help you investigate problems that a student may have in the quiz and gain insight into your quiz questions. Quiz logs are not intended to validate academic integrity or identify cheating for a quiz.

The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress. If you gave the student multiple attempts for a quiz, the log will always show the most recent attempt by default. However, you can view any attempt within the log.

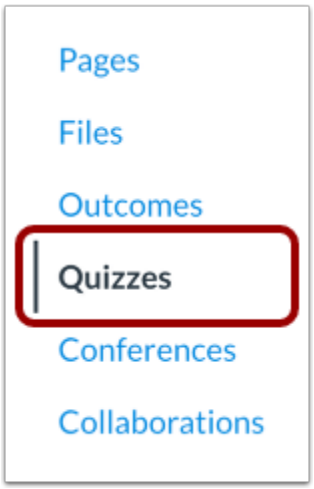
Each attempt will display timestamps and quiz action statuses in the quiz log.

If you are looking to investigate potential academic integrity or cheating concerns, we recommend that you first work with the academic affairs office, academic technology office, or other office charged with handling academic misconduct matters within your institution. They can share processes, guidelines, and approved institutional approaches for investigating academic integrity issues that may or may not occur in an online environment.

Notes:

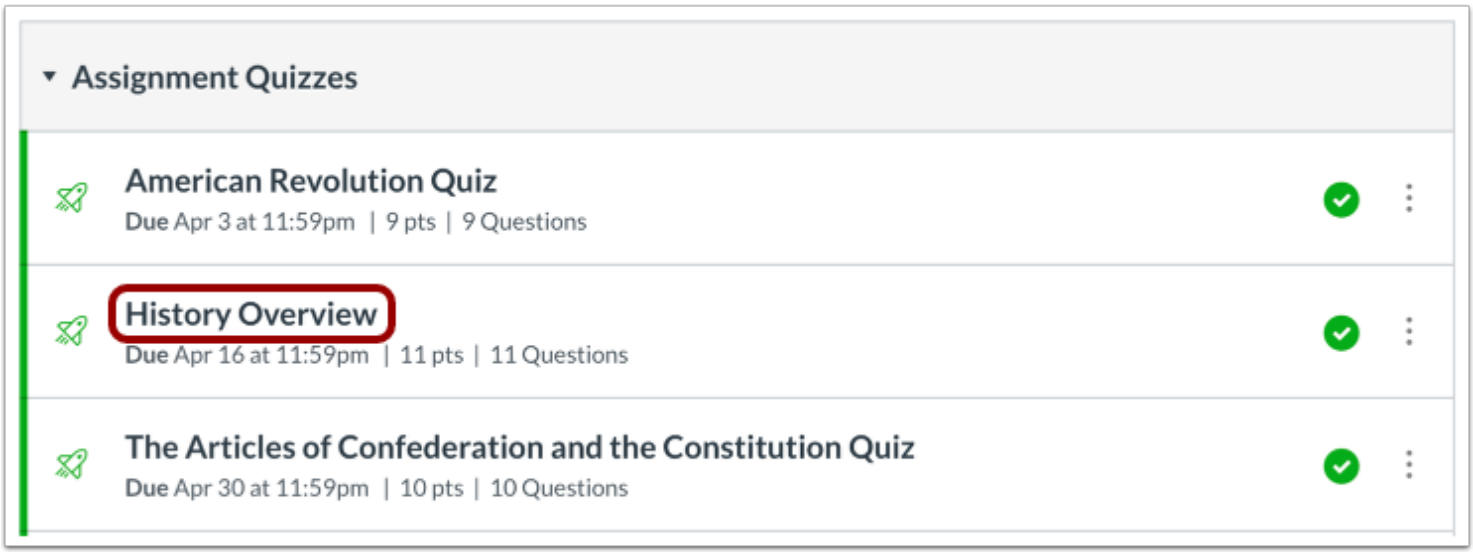
- Quiz logs should not be used to validate academic integrity or identify occurrences of cheating.
- Quiz logs are only retained for six months.
- Quiz Log Auditing is currently a course opt-in feature. To enable the link to view quiz logs, learn how to manage feature options in the course features lesson.
- The quiz log may show Fill-in-Multiple-Blanks, Matching, Multiple Answers, and Multiple Dropdown questions as being answered at the beginning of the quiz. This action is generated by the autosave component within Canvas quizzes. If a student clicks to answer another question, the quiz will autosave all the questions and show them as being answered. Because of the autosave behavior, the quiz log does not include an accurate log for Fill-in-Multiple-Blanks, Matching, Multiple Answers, and Multiple Dropdown questions.

Open Quizzes



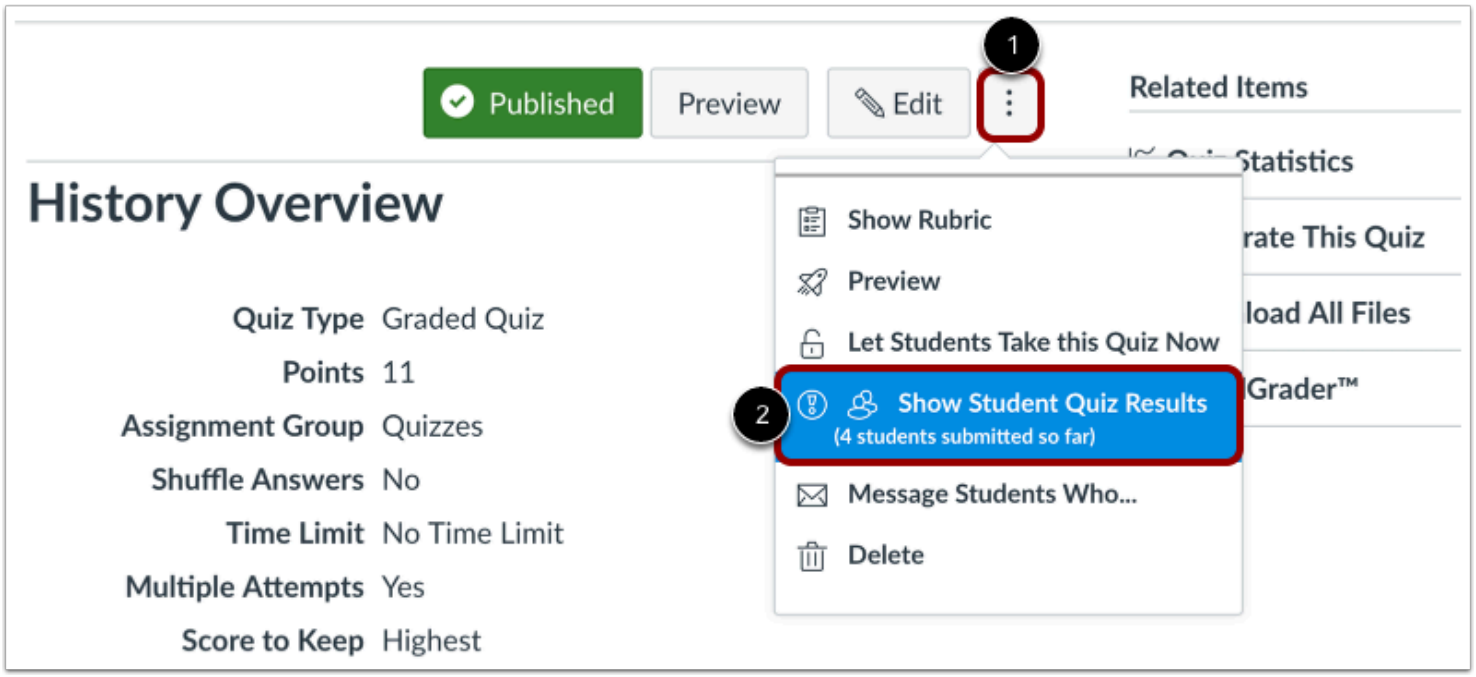
In Course Navigation, click the **Quizzes** link.

Open Quiz



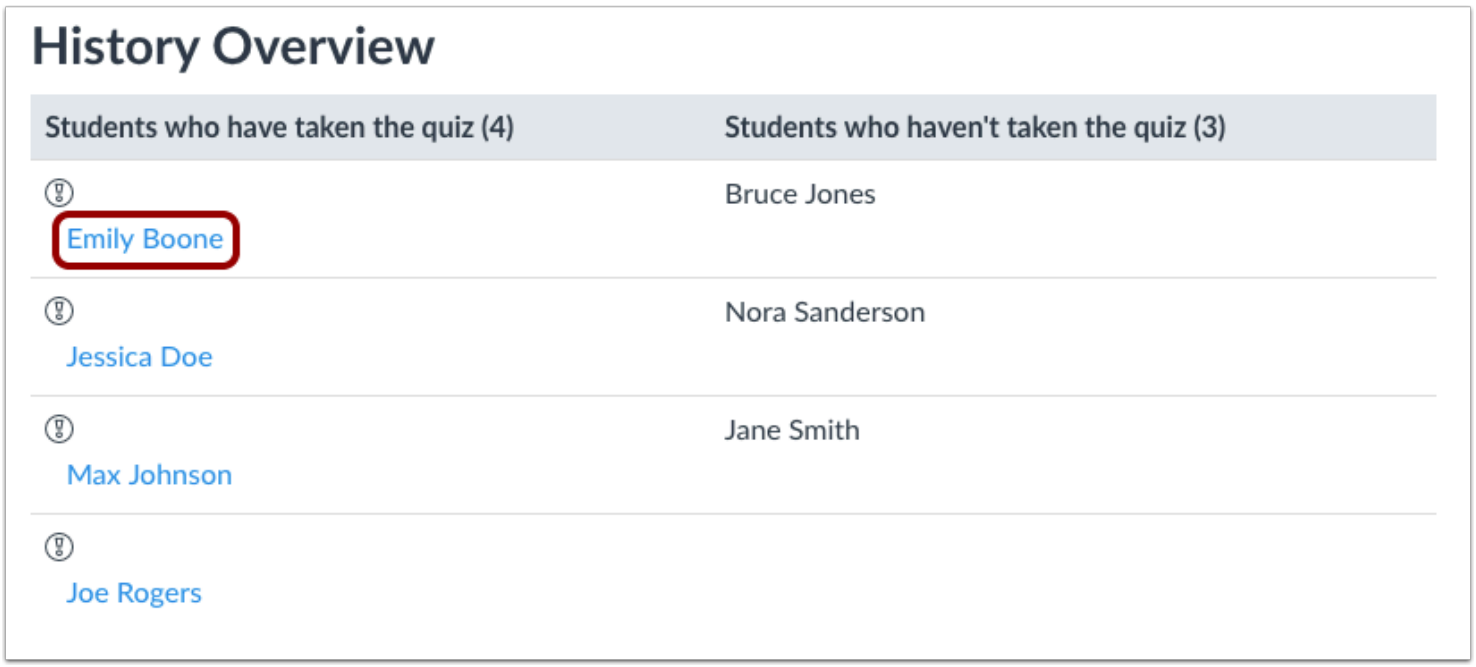
Click the name of a quiz.

Show Student Quiz Results



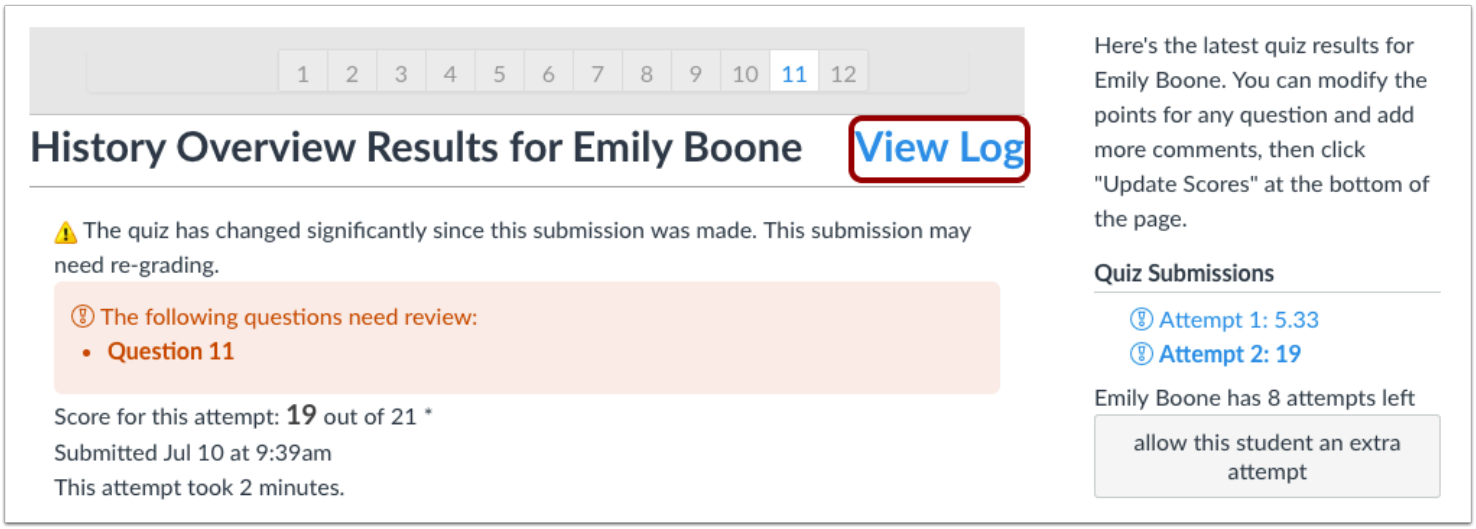
Click the **Options** menu [1] and click the **Show Student Quiz Results** option [2].

Open Student Results



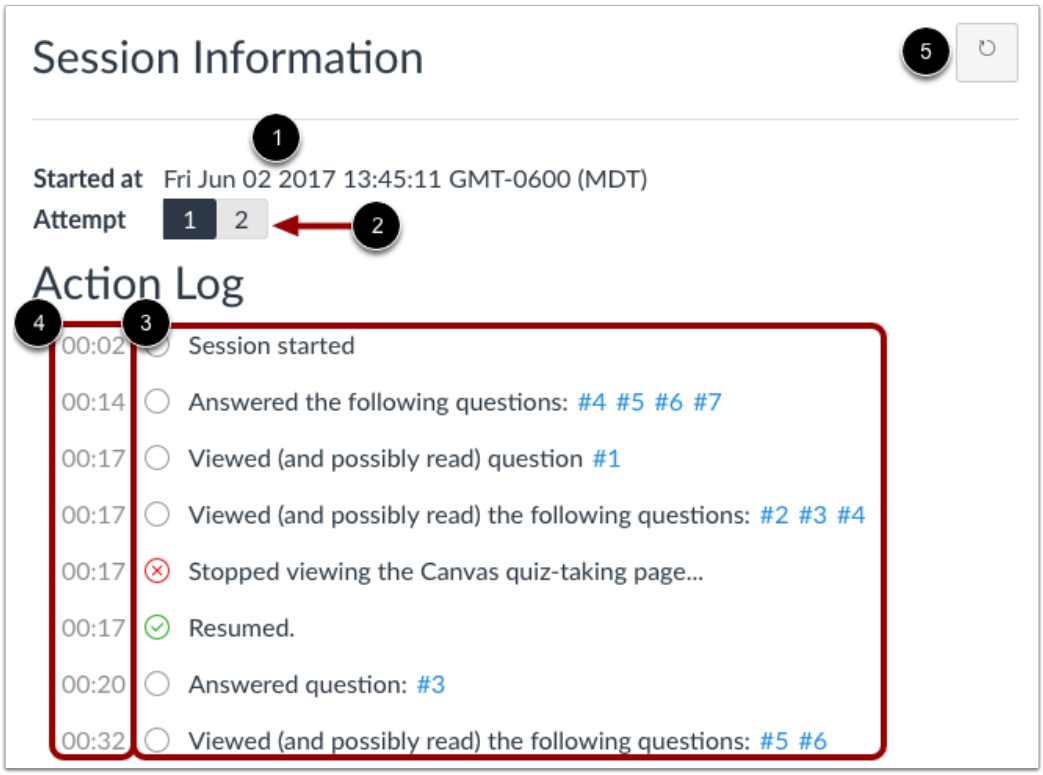
Click the name of a student.

View Log



Click the **View Log** link.

View Session Information and Action Log



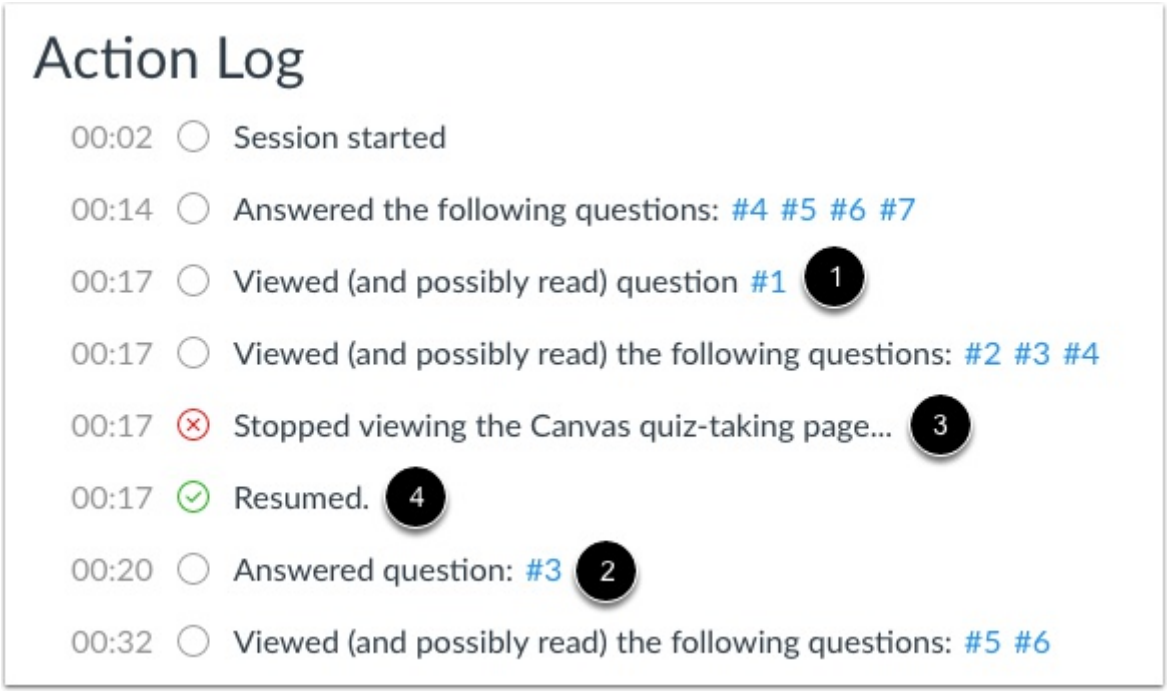
View the session information and the action log for the quiz.

The session information shows the start date and time [1] for the attempt [2].

The action log for the specified attempt will display a status [3] and a timestamp [4] for each quiz action.

To refresh the quiz log, click the **Refresh** icon [5].

View Action Log Statuses

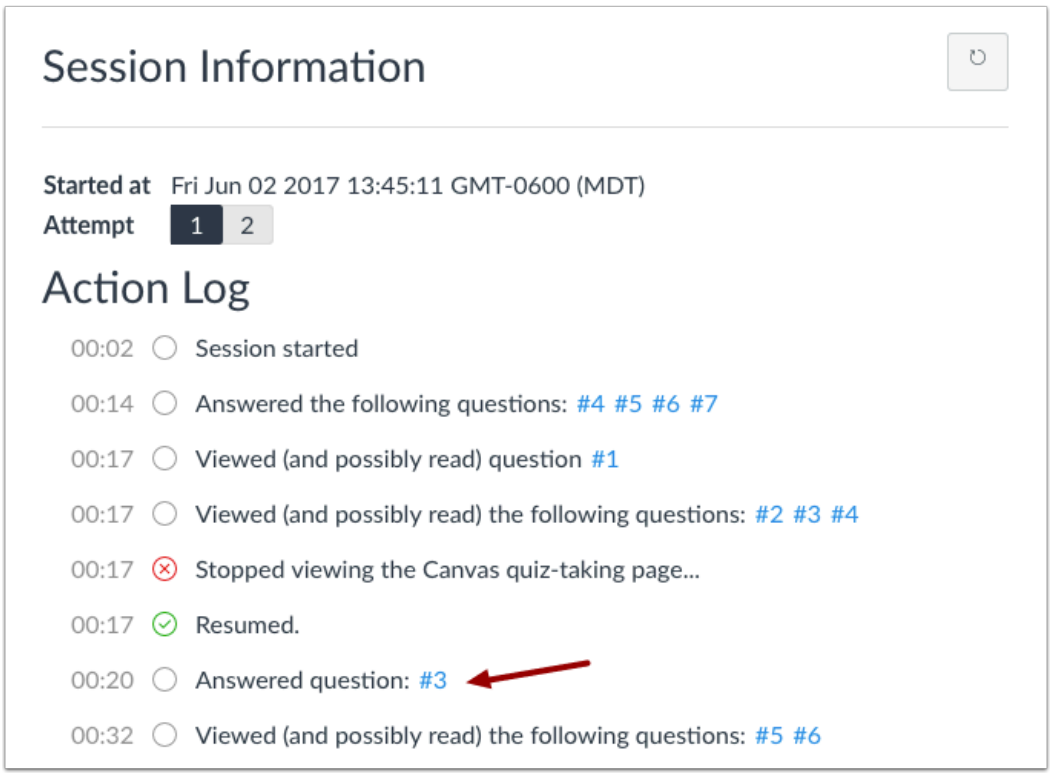


Each item in the action log contains a status.

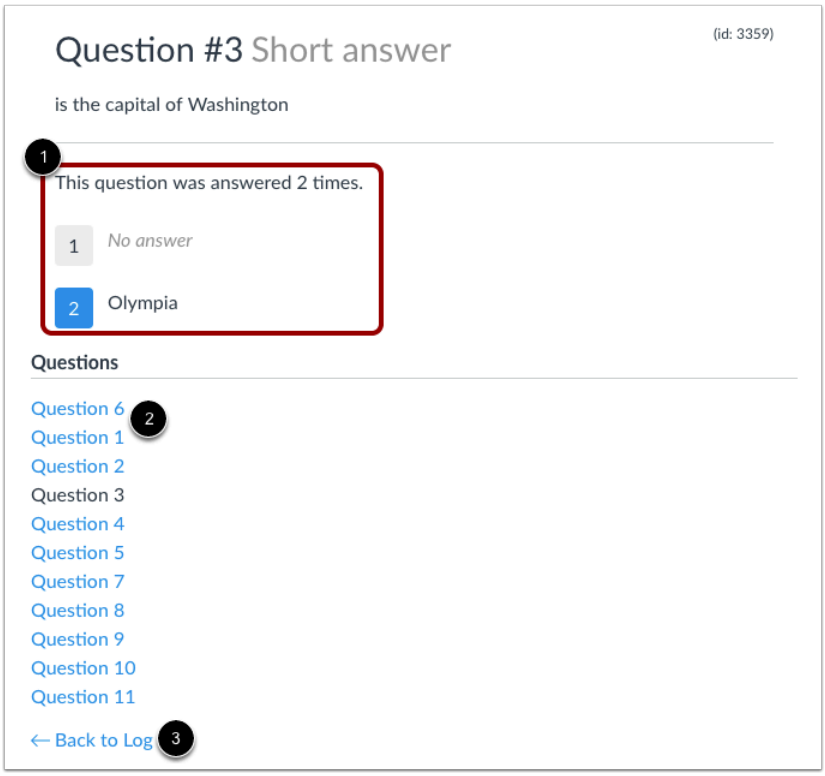
Possible action log statuses include:

- **Viewed (and possibly read) a question** [1] displays when a student is active on the quiz page, but has not answered the question.
- **Answered a question** [2] displays when a student has answered the question. If questions are shown being answered multiple times, the student either changed their answer(s), or the answer was generated by the quiz autosave feature.
- **Stopped viewing the Canvas quiz-taking page** [3] displays when a student navigates away from the quiz (closes the browser tab, opens a new browser tab, or navigates to a different program).
- **Resumed** [4] displays when the student has returned to the quiz.

View Question Answers



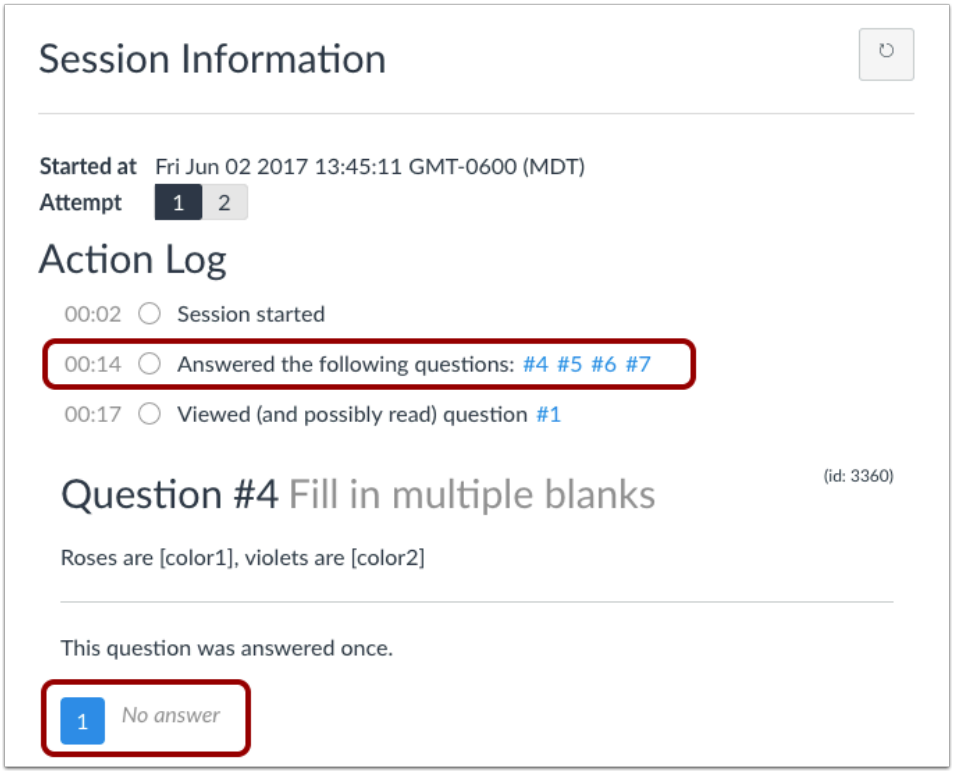
To view responses to a question, click the link to the quiz question number.



You can view the number of times the question was answered, as well as each specific attempt at answering the question [1].

To view answers for another quiz question, click the question number [2]. To return to the log, click the **Back to log** link [3].

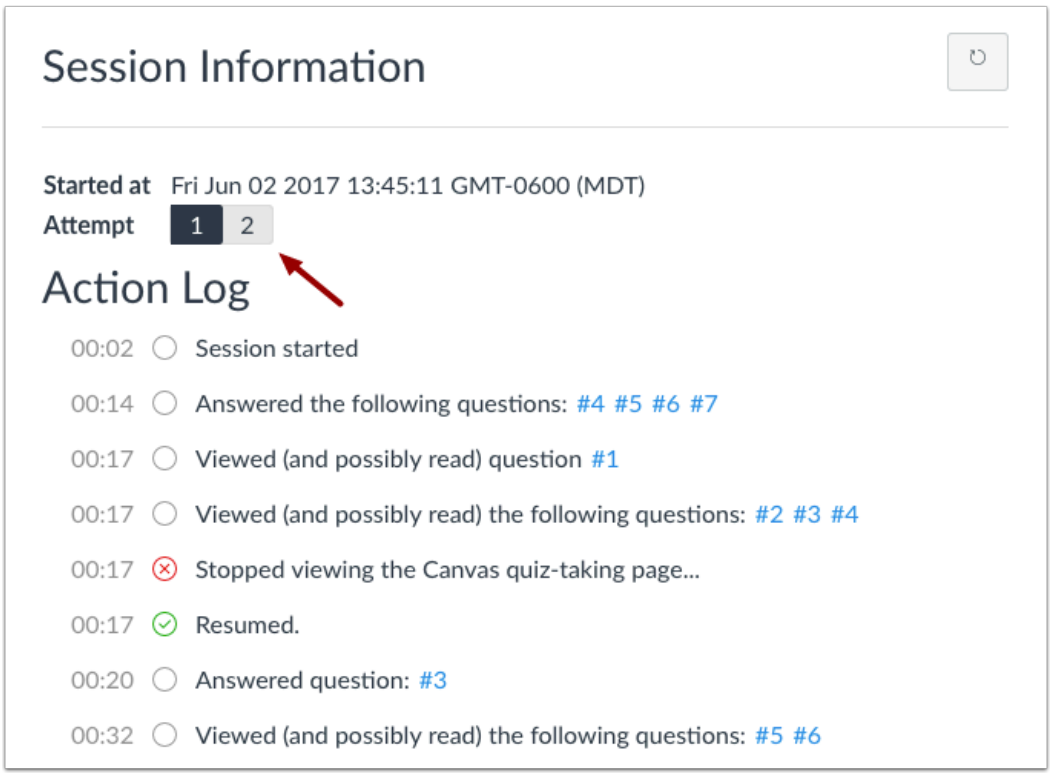
View Autosave Answers



The log may show Fill-in-Multiple-Blanks, Matching, Multiple Answers, and Multiple Dropdown questions as being answered at the beginning of the quiz. This action is generated by the autosave component within Canvas quizzes. If a student clicks to answer another question, the quiz will autosave all the questions and show them as being answered. Because of the autosave behavior, the quiz log does not include an accurate log for Fill-in-Multiple-Blanks, Matching, Multiple Answers, and Multiple Dropdown questions.

When viewing the question answers in the log, the question will show a *null* or *no answer* response for the autosaved answer attempt.

View Additional Attempts



If the student has more than one quiz attempt, the log always shows the last attempt. Prior attempts can be viewed by clicking the number of the attempt.

What options can I use to regrade a quiz in a course?

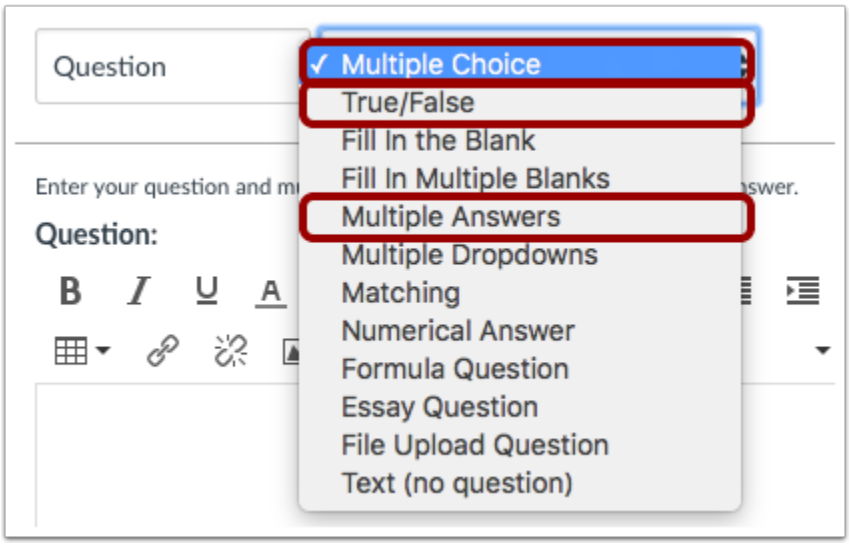
If you accidentally published a quiz that needs to be corrected, you can use quiz regrade to edit existing quiz questions and tell Canvas to recalculate student grades.

Quiz regrade only works with specific quiz question types and only applies to students who have already taken the quiz. Adding or removing a question does not trigger the quiz regrade feature. Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook. If you have edited your quiz in one of these three ways, you should moderate the quiz and let the student retake the quiz.

This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.

Once the quiz regrade completes, you will receive an email notification to let you know that the regrade has finished.

Regrade Question Types



Currently, quiz regrade is available Multiple Choice, True/False, and Multiple Answers question types.

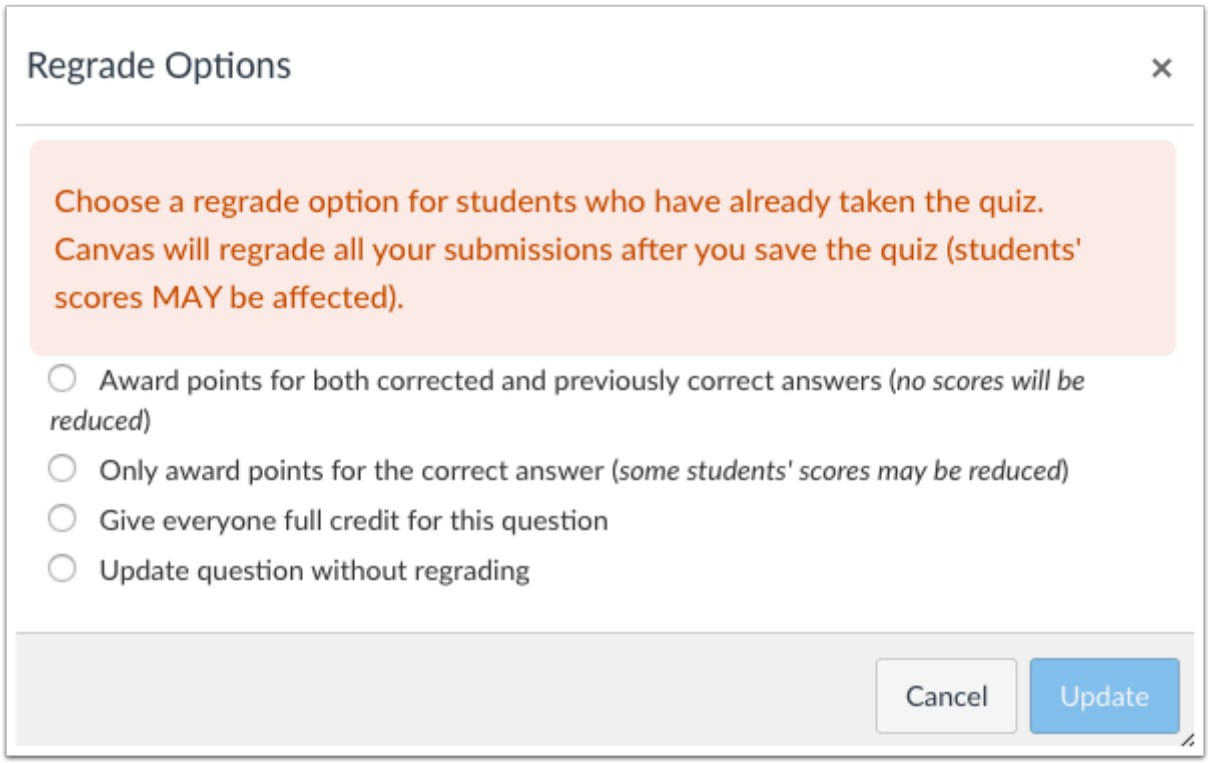
- Learn how to regrade Multiple Choice questions
- Learn how to regrade True/False questions
- Learn how to regrade Multiple Answers questions

Regrade Restrictions

Quiz regrade does not apply to questions **linked** to a question bank since questions may be used in more than one quiz.

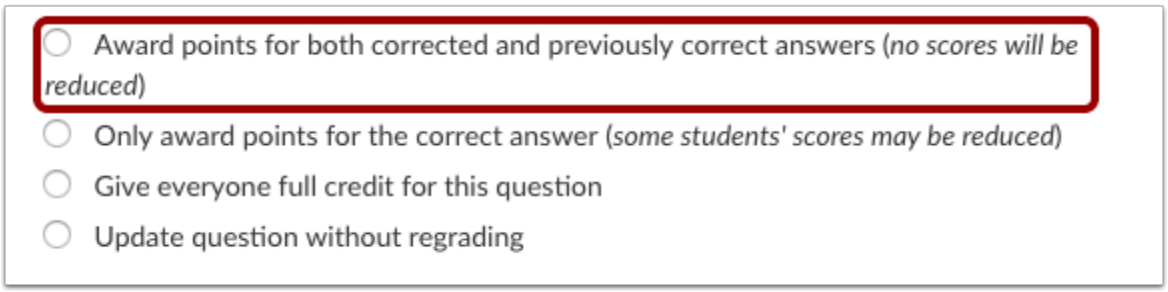
Additionally, adding or deleting answers from a question with submissions disables the option to regrade that question.

Regrade Options



When you change the correct answer in a quiz question, Canvas presents up to four quiz regrade options, depending on the question type.

Award Points for Both Answers

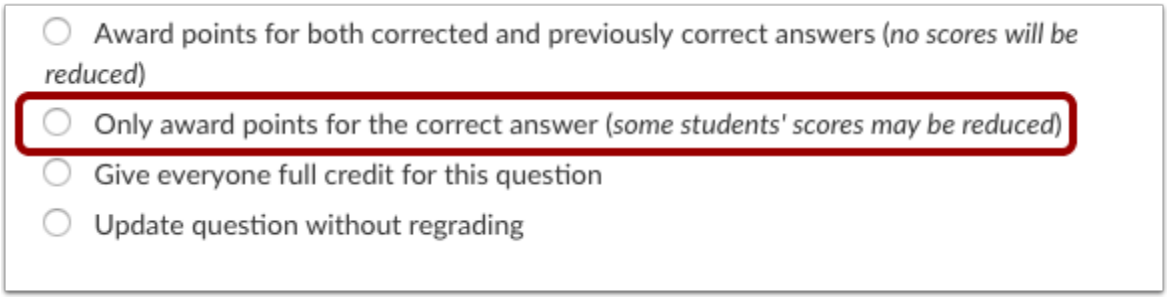


Using quiz analytics or student feedback, you may find that students found a question too confusing, or you realized that the question could have been listed with multiple answers when only one was selected. In cases like these, you can select the **Award points for both corrected and previously correct answers** option to avoid penalizing your students.

Notes:

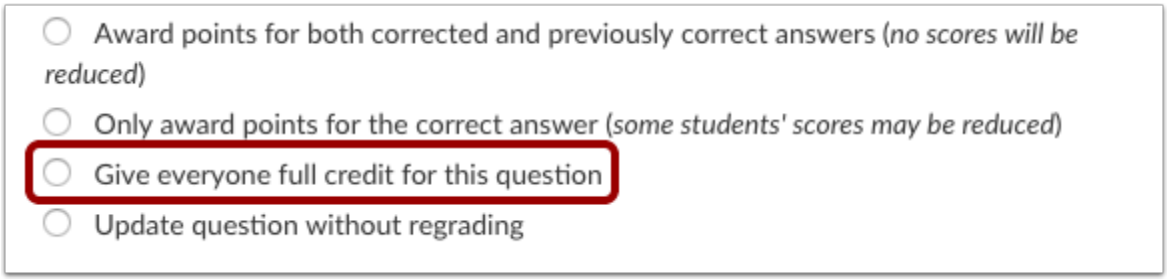
- If a question has been regraded multiple times, the Award points for both corrected and previously correct answers option only awards points for the corrected answer and the latest answer marked as correct.
- This option is *not available* for Multiple Answer questions.

Award Points for Correct Answer



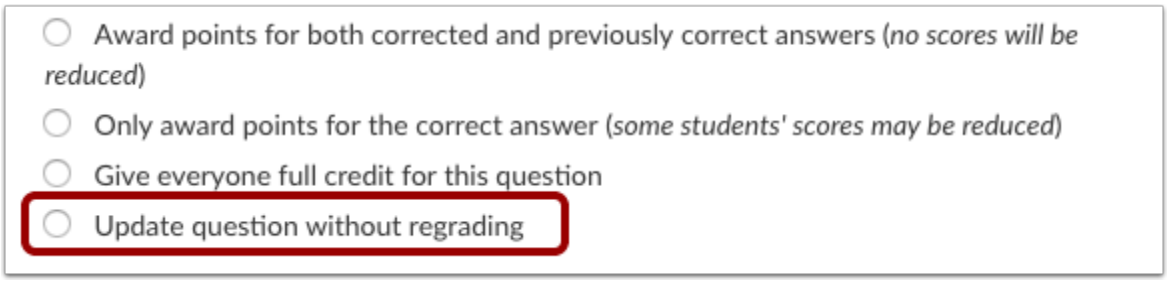
Occasionally an incorrect answer may get marked as the correct answer for a quiz. The **Only award points for the corrected answer** option allows you to correct the answer and give credit to those who selected the answer that should have been correct.

Give Everyone Full Credit



In some cases it might be appropriate to simply give everyone full credit for a question. Select the **Give everyone full credit for this question** option.

Update without Regrading



If you need to improve your question or answers for a future quiz, you can select the **Update question without regrading** option to update a question without regrading the students who have already taken the quiz.

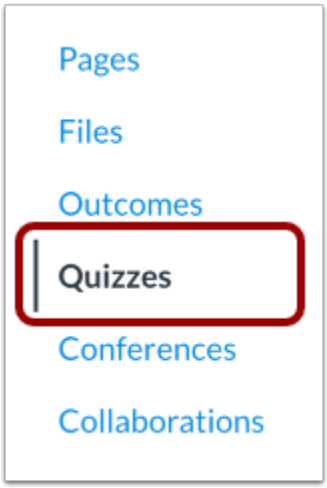
How do I regrade a Multiple Choice quiz question?

If you accidentally published a quiz with an existing multiple choice question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

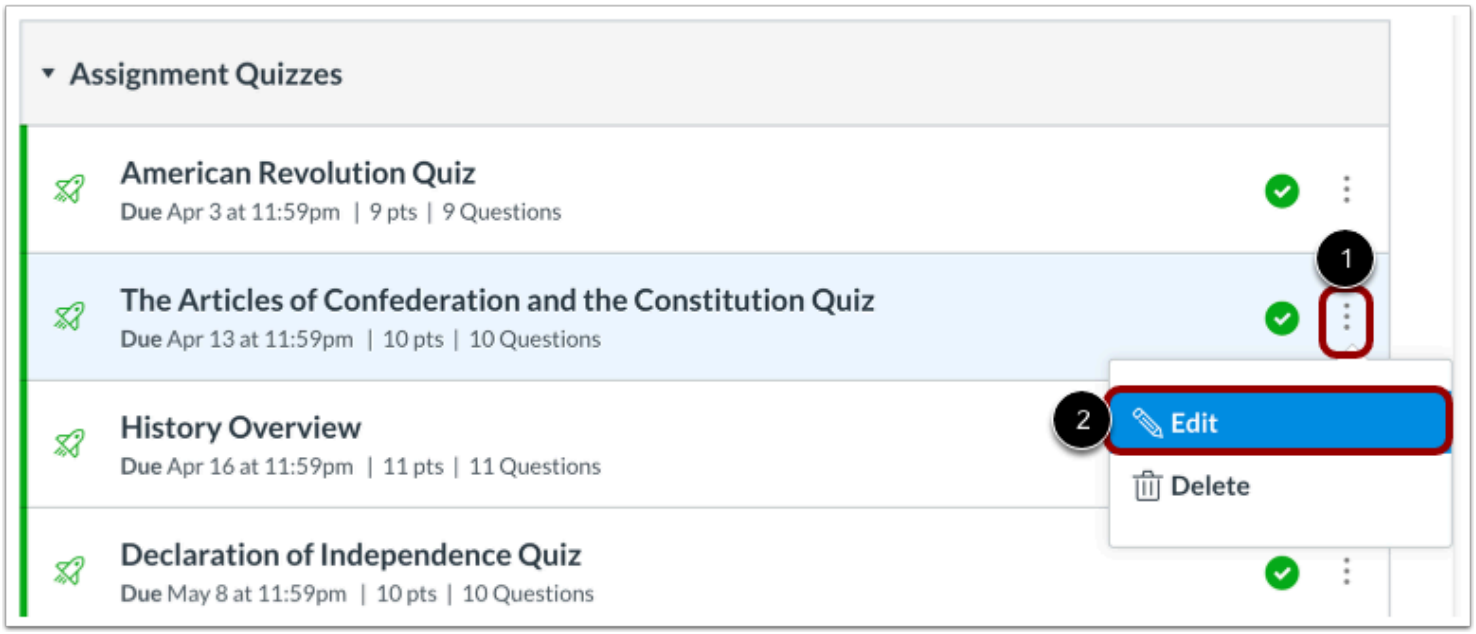
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a multiple choice question with submissions disables the option to regrade that question.

Open Quizzes



To regrade a quiz, in Course Navigation, click the **Quizzes** link.

Edit Quiz



Find the quiz you want to regrade and click the **Options** icon [1], then click the **Edit** button [2].

Open Questions Tab

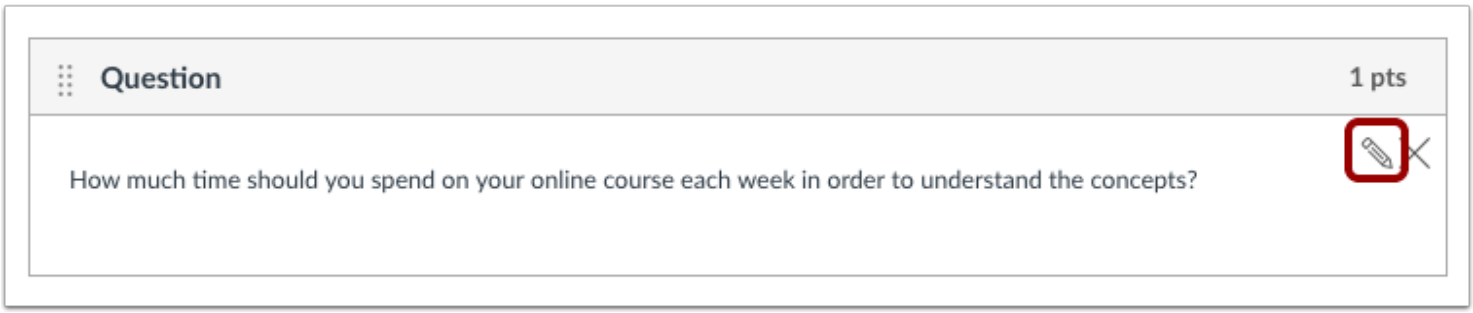


Click the **Questions** tab.

You can regrade:

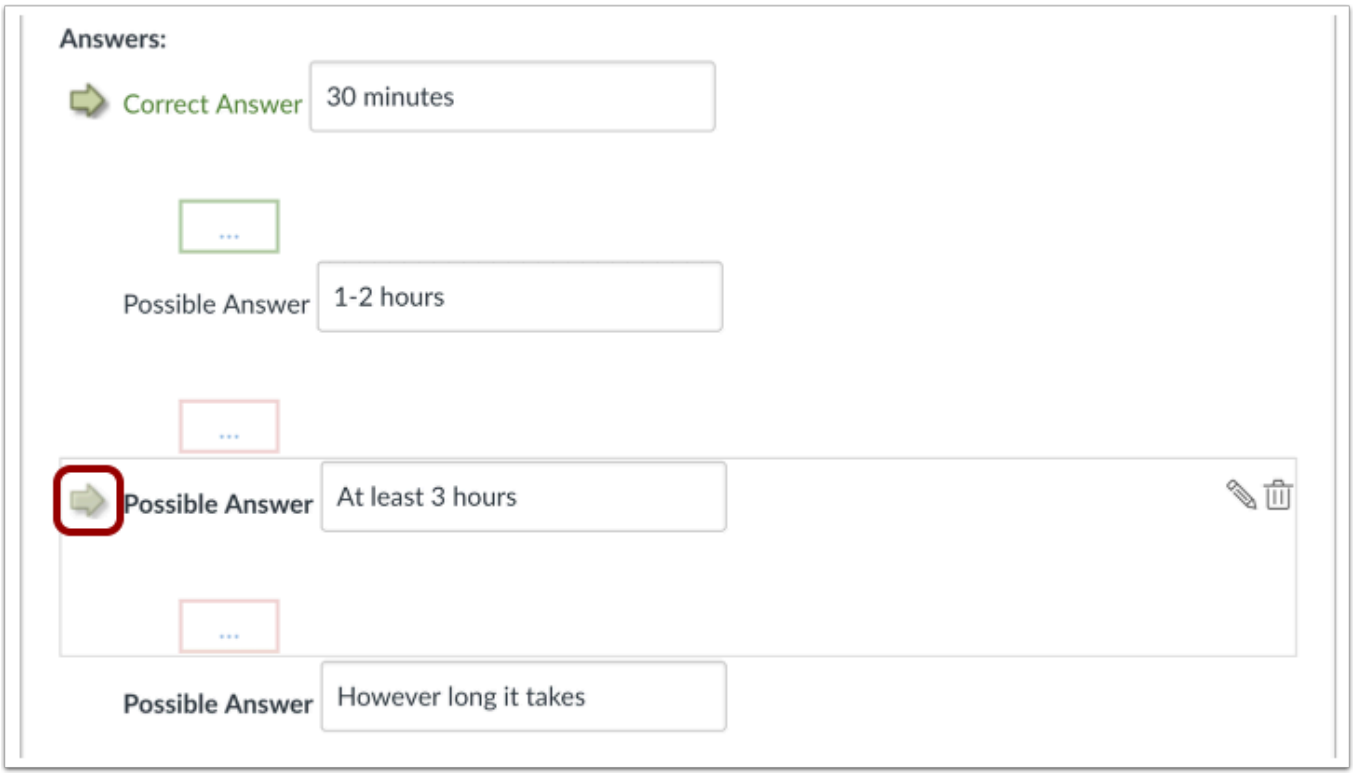
- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions

Edit Multiple Choice Question



Locate the multiple choice question in the quiz. Hover over the question until the edit icon appears. Click the **Edit** icon.

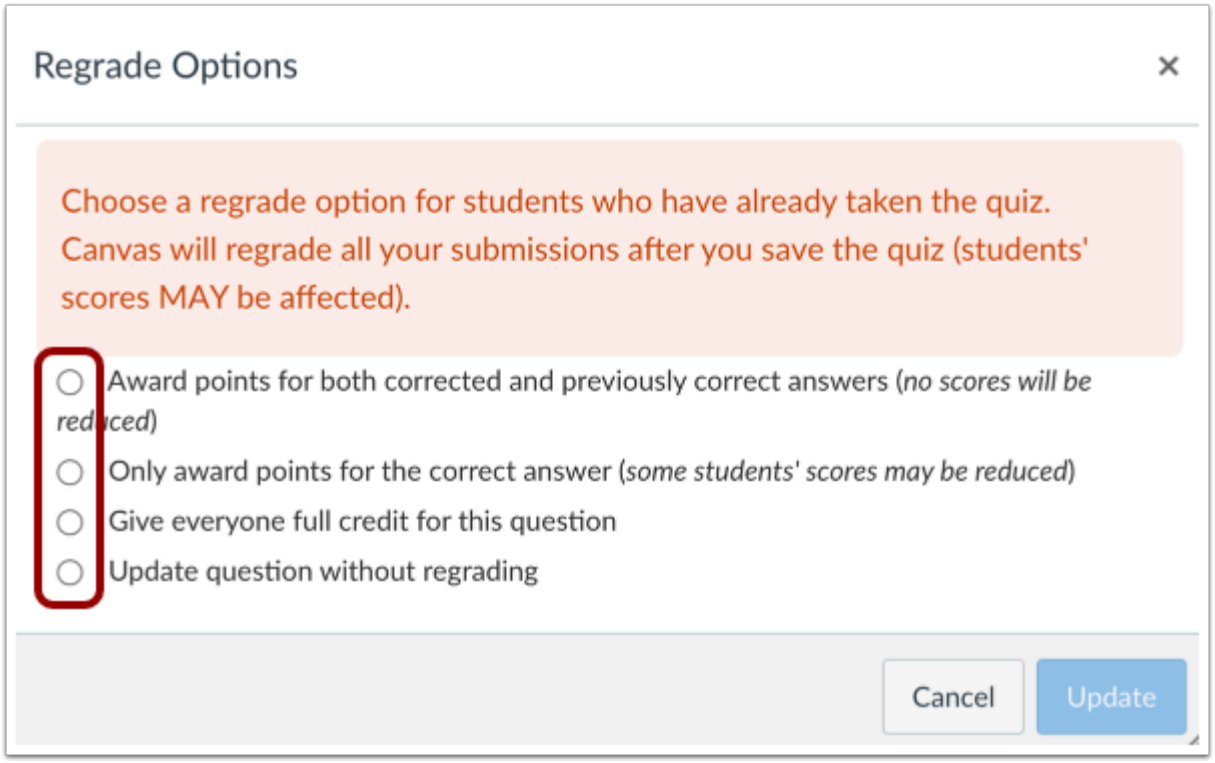
Select New Correct Answer



Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

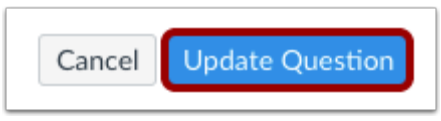
Note: Adding or deleting answers from a question with submissions disables the option to regrade that question.

Select Regrade Option



Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Update Question



Click the **Update Question** button.

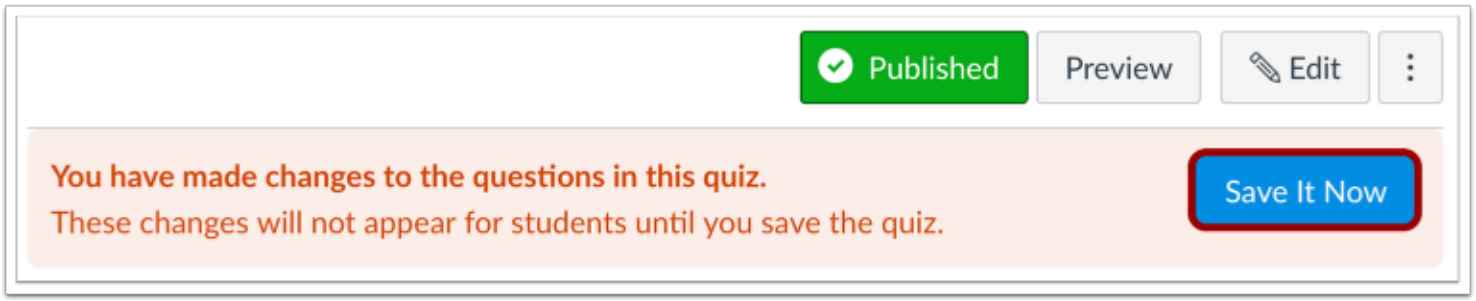
Save Quiz



When you've finished editing your quiz, click the **Save** button.

Note: Regrade options will not apply until you have re-saved the quiz.

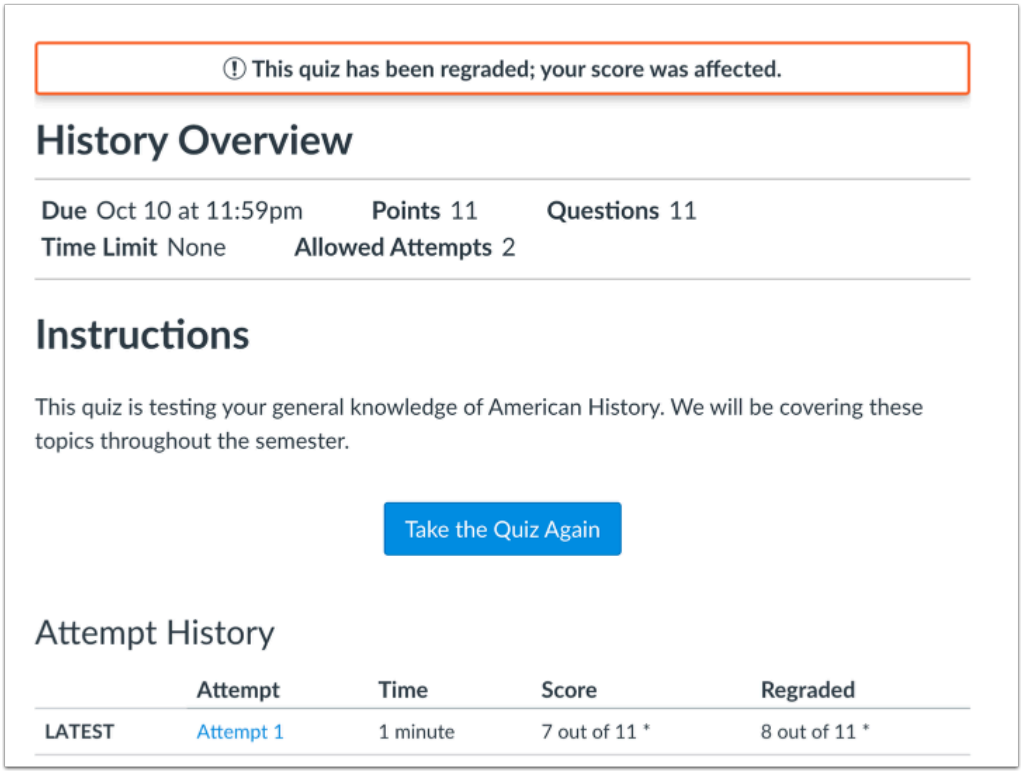
Save It Now



If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.

Student View



When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.

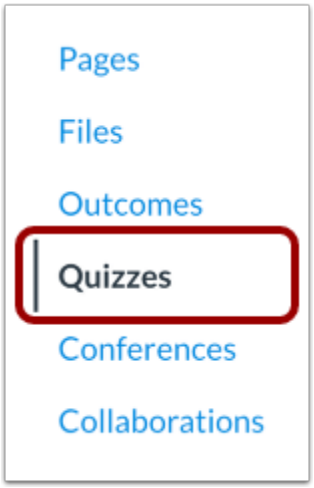
How do I regrade a True/False quiz question?

If you accidentally published a quiz with an existing true/false question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

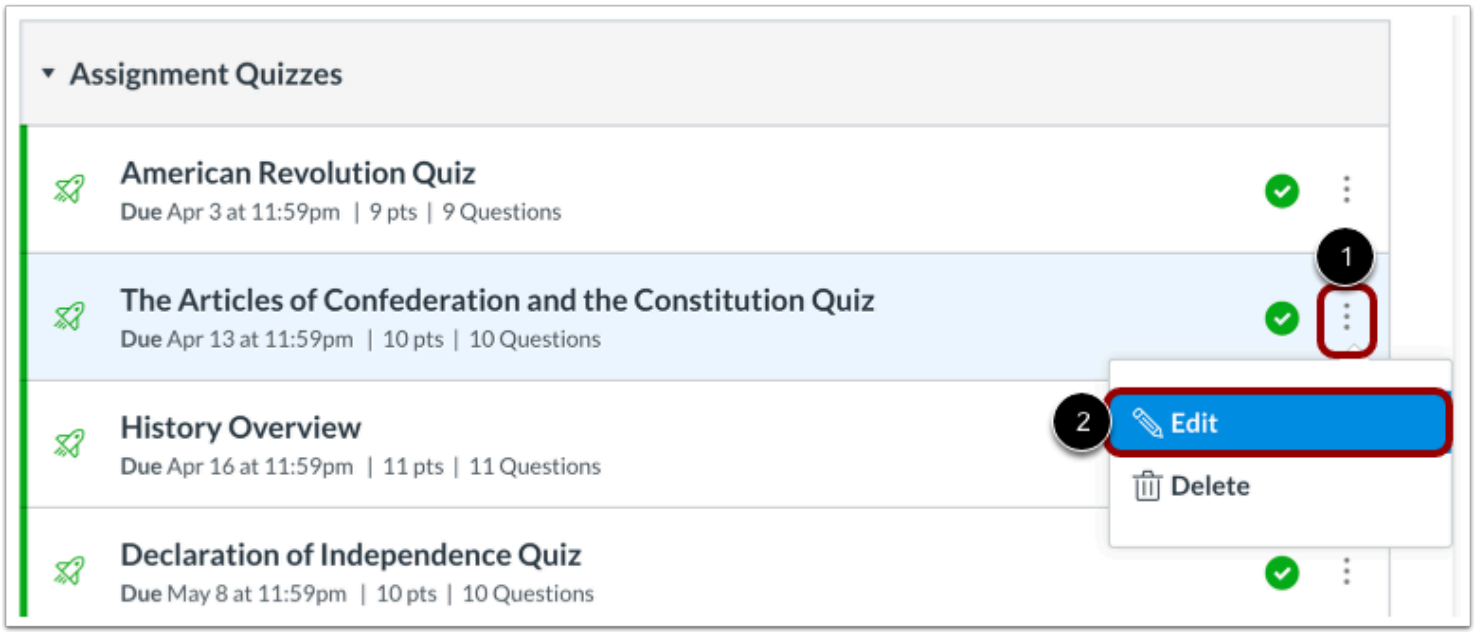
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a true/false question with submissions disables the option to regrade that question.

Open Quizzes



To regrade a quiz, in Course Navigation, click the **Quizzes** link.

Edit Quiz



Find the quiz you want to regrade and click the **Options** icon [1], then click the **Edit** button [2].

Open Questions Tab

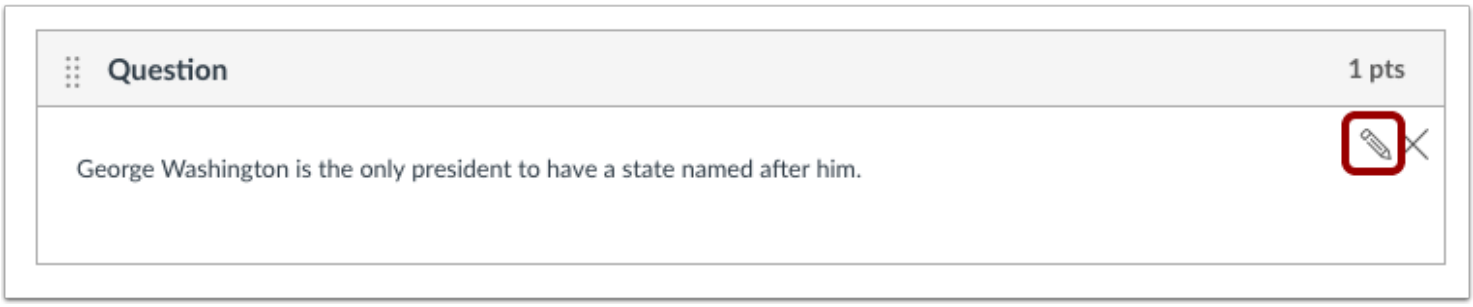


Click the **Questions** tab.

You can regrade:

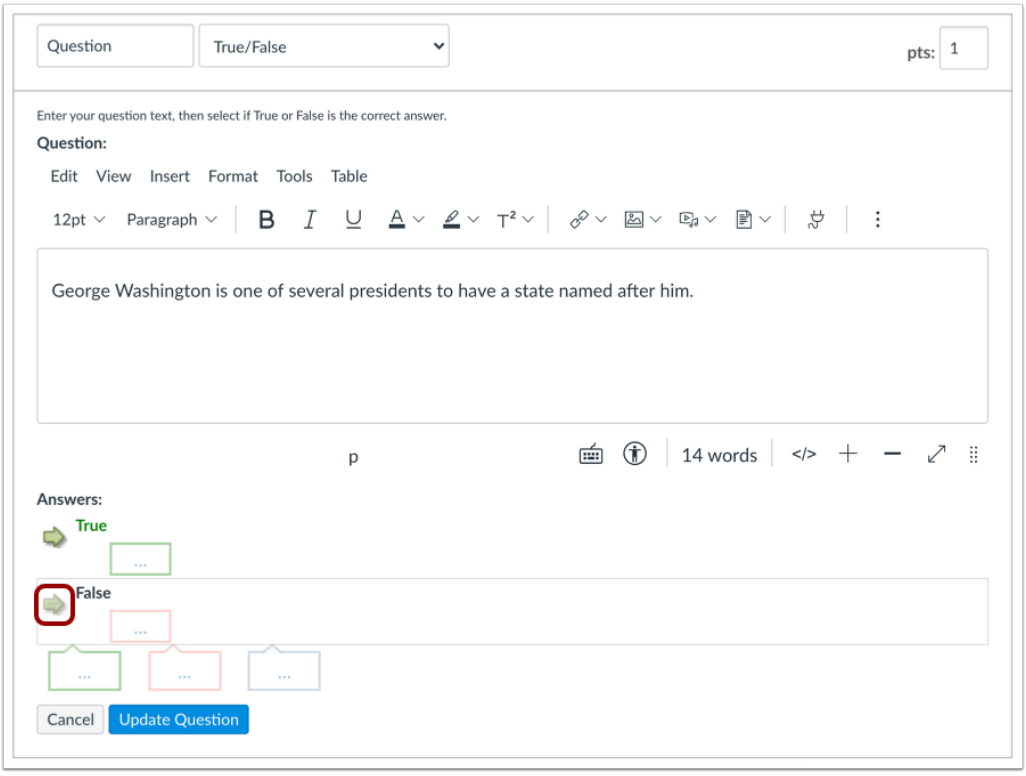
- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions

Edit True/False Question



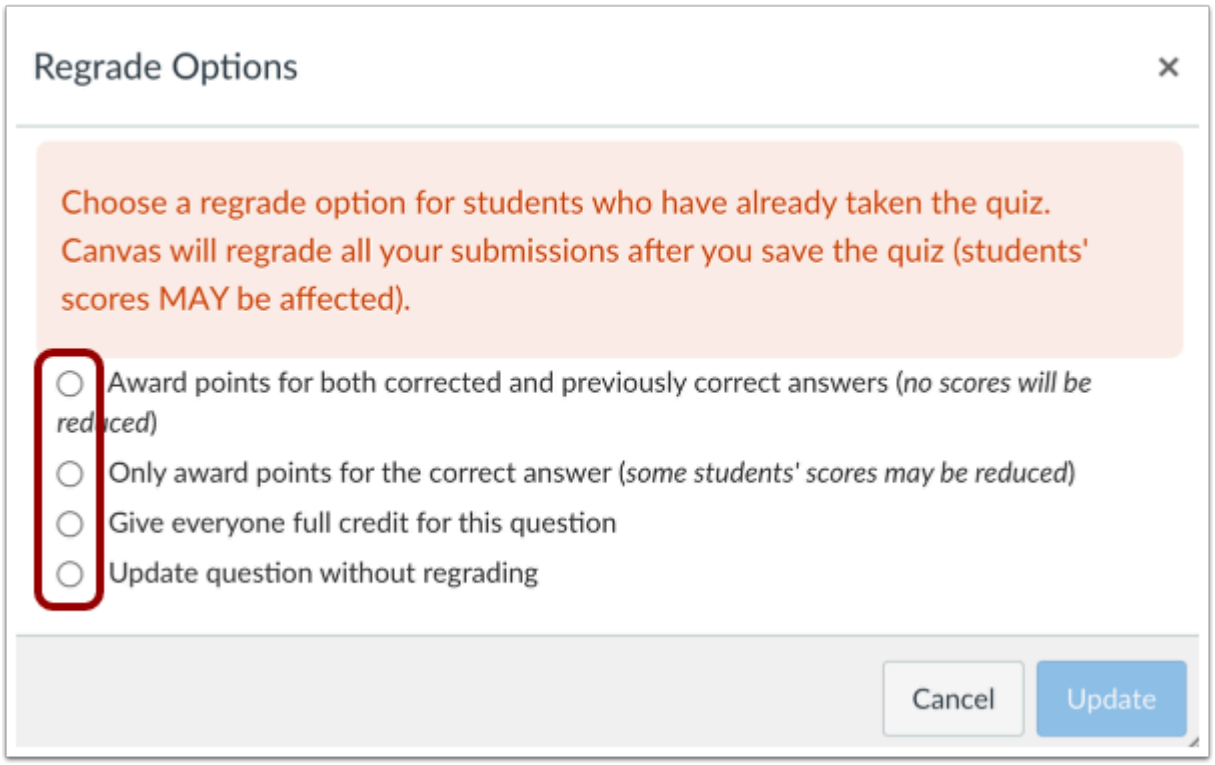
Locate the true/false question in the quiz. Hover over the question until the edit icon appears. Click the **Edit** icon.

Select New Correct Answer



Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

Select Regrade Option



Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Update Question



Click the **Update Question** button.

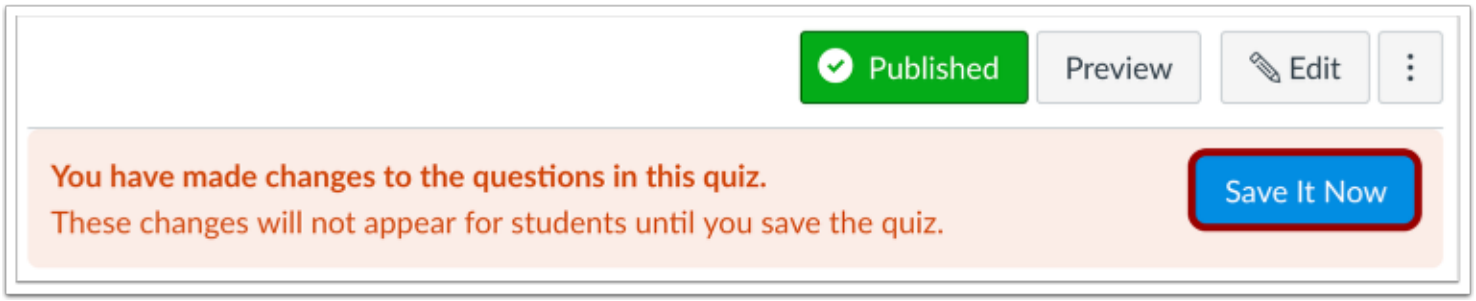
Save Quiz



When you've finished editing your quiz, click the **Save** button.

Note: Regrade options will not apply until you have re-saved the quiz.

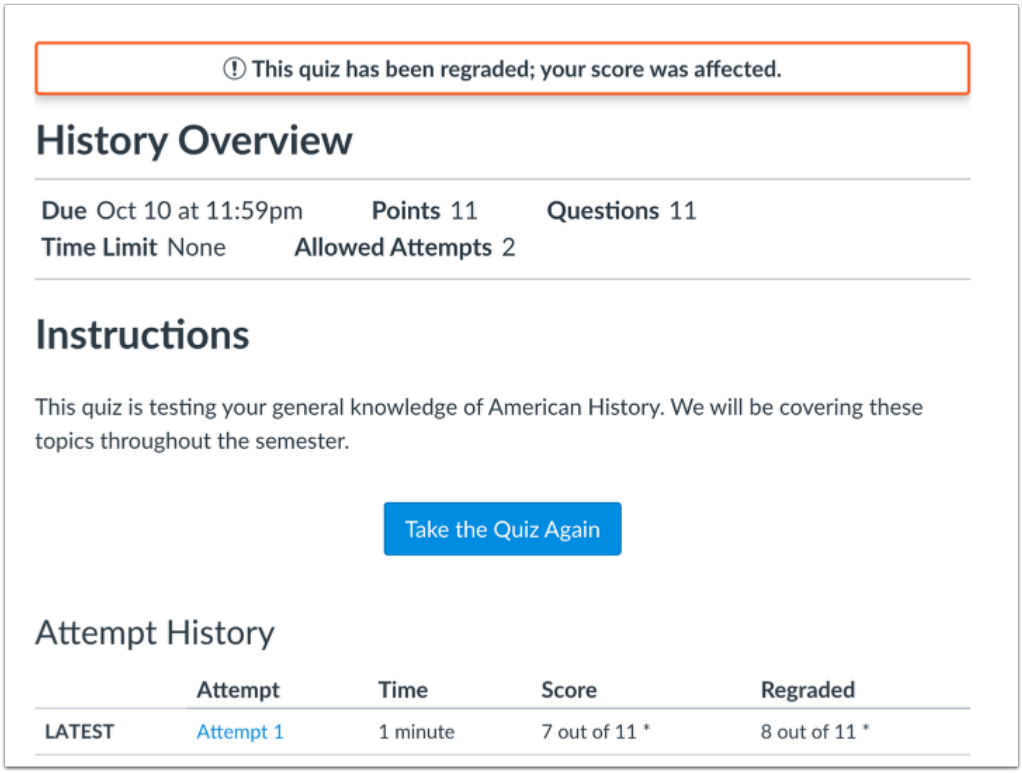
Save It Now



If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.

Student View



When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.

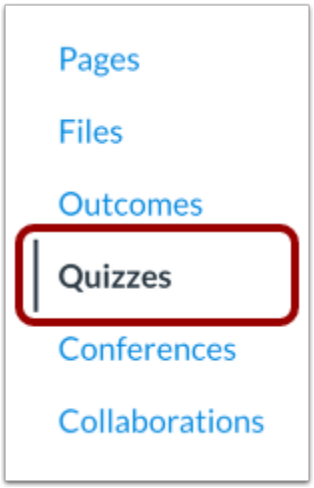
How do I regrade a Multiple Answers quiz question?

If you accidentally published a quiz with an existing multiple answers question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

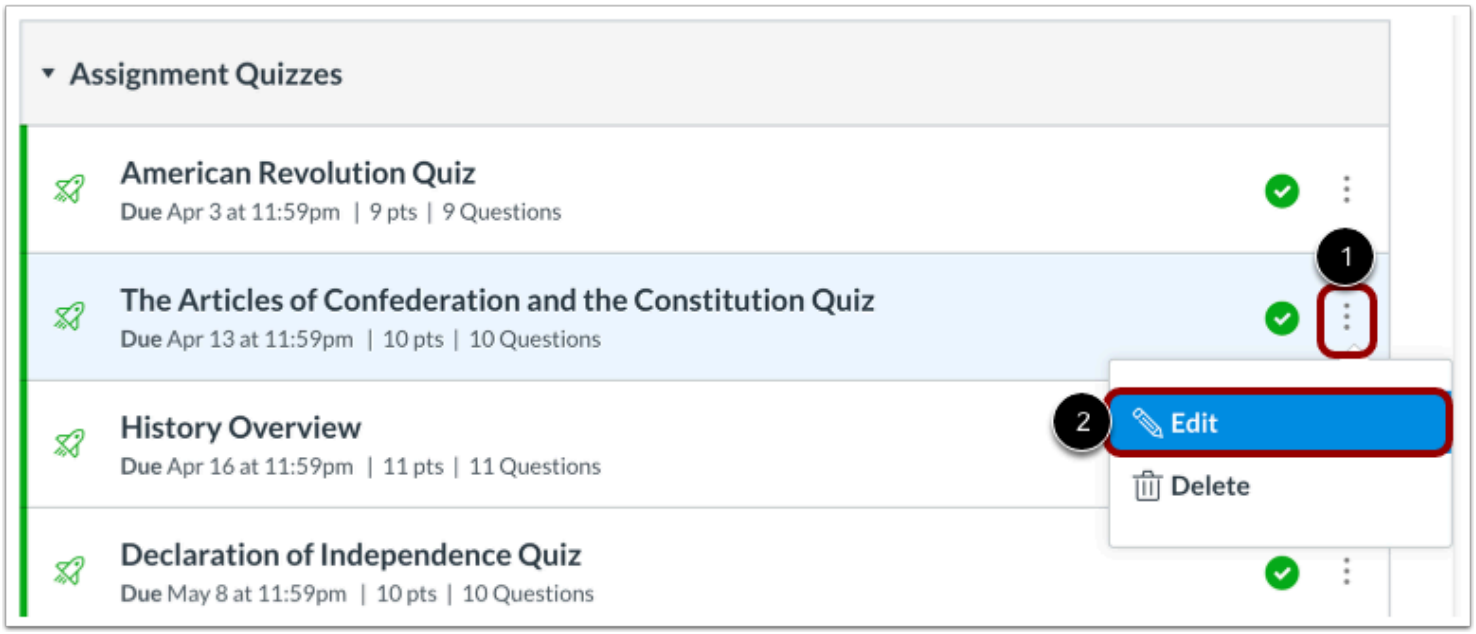
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple answer question does not trigger the quiz regrade feature.
- Adding or deleting answers from a multiple answers quiz question with submissions disables the option to regrade that question.

Open Quizzes



To regrade a quiz, in Course Navigation, click the **Quizzes** link.

Edit Quiz



Find the quiz you want to regrade and click the **Options** icon [1], then click the **Edit** button [2].

Open Questions Tab



Click the **Questions** tab.

You can regrade:

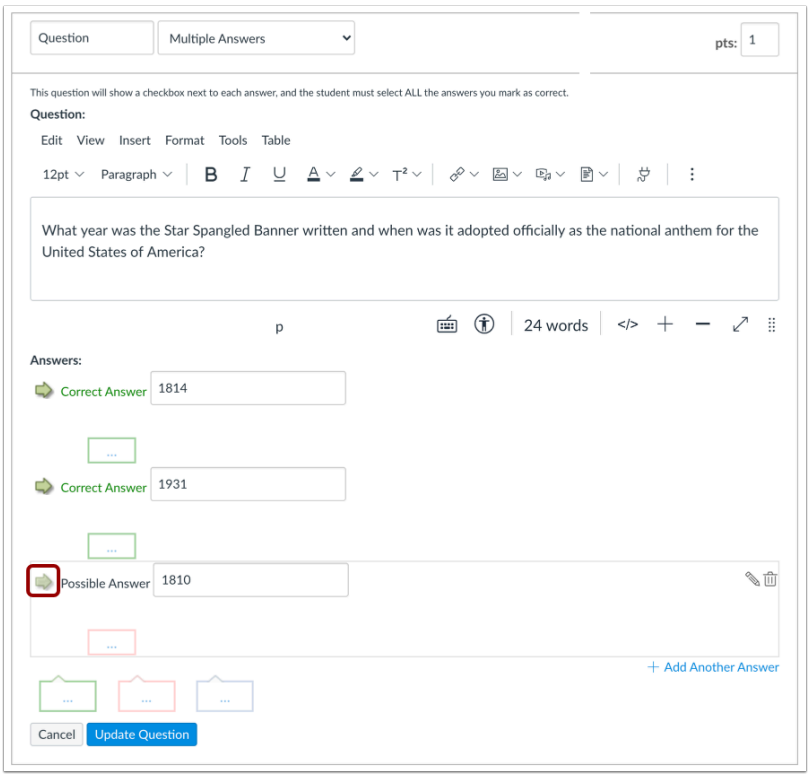
- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions

Edit Multiple Answers Question



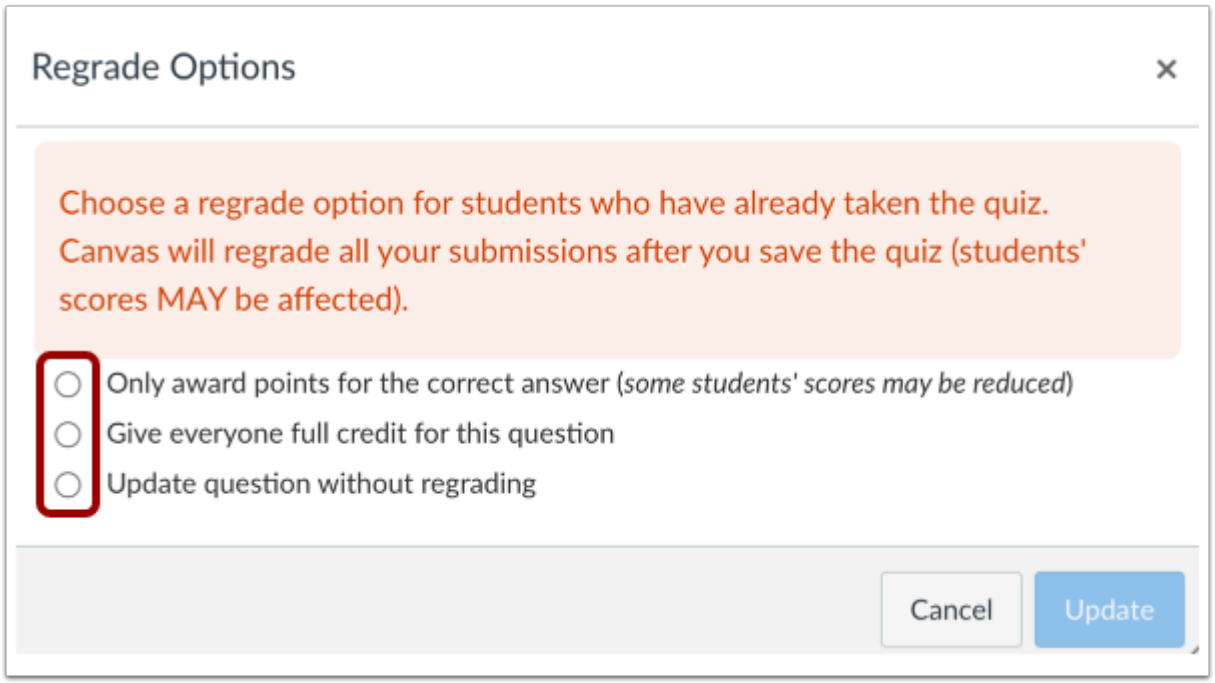
Locate the multiple answers question in the quiz. Hover over the question until the edit icon appears. Click the **Edit** icon.

Select New Correct Answer



Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

Select Regrade Option



Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Note: The *Award points for both corrected and previously correct answers option* is not available for this question type.

Update Question



Click the **Update Question** button.

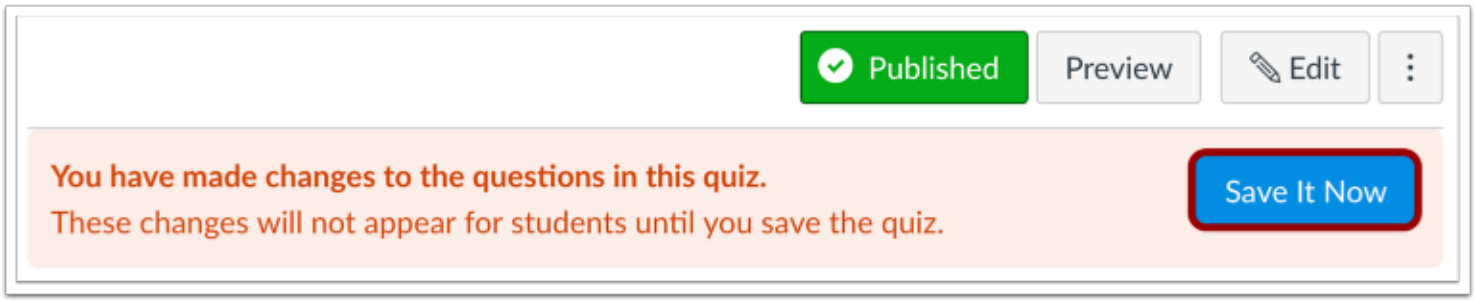
Save Quiz



When you've finished editing your quiz, click the **Save** button.

Note: Regrade options will not apply until you have re-saved the quiz.

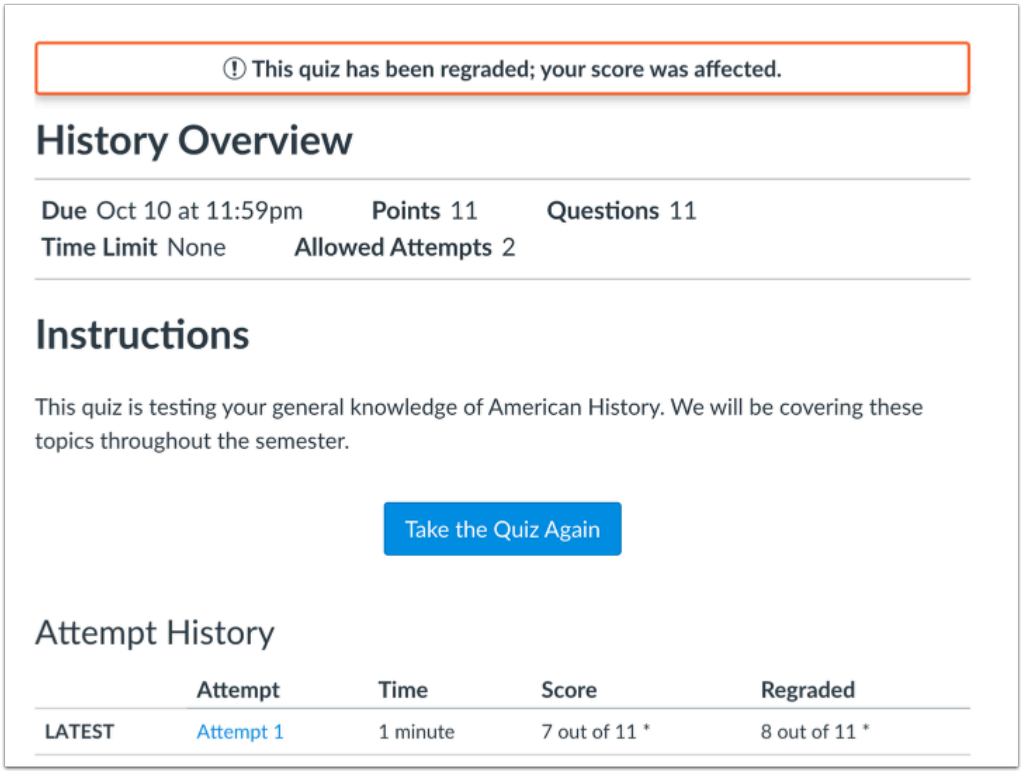
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Student View



When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.

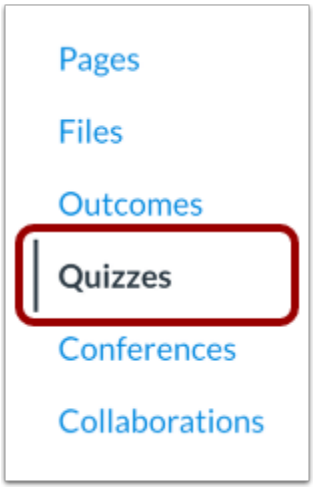
How do I create a survey in my course?

You can use surveys to receive feedback from your students or give them some extra points by responding to a survey. Graded surveys appear in the Syllabus, Gradebook, Calendar, and To Do Lists.

Notes:

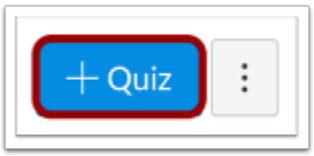
- Student Analysis for surveys must be downloaded as a CSV file. Item Analysis is not available for surveys.
- Graded surveys do not support the use of fudge points to manually add or remove points from a student's overall quiz score.
- The anonymous option can be enabled or disabled before or after a survey has received submissions, allowing a user with sufficient permissions to see a student's identity and responses. To collect fully anonymous survey responses, you may want to use a third-party survey tool.

Open Quizzes



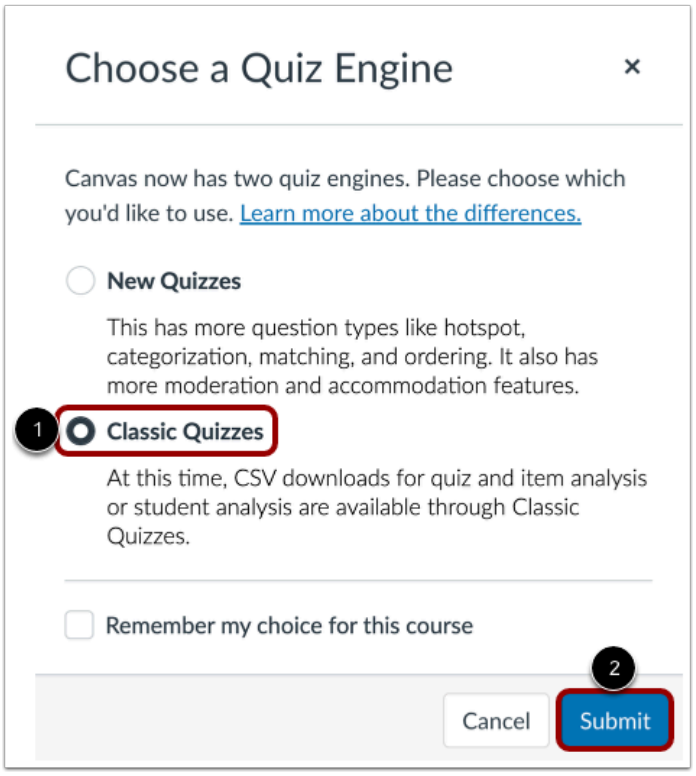
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine

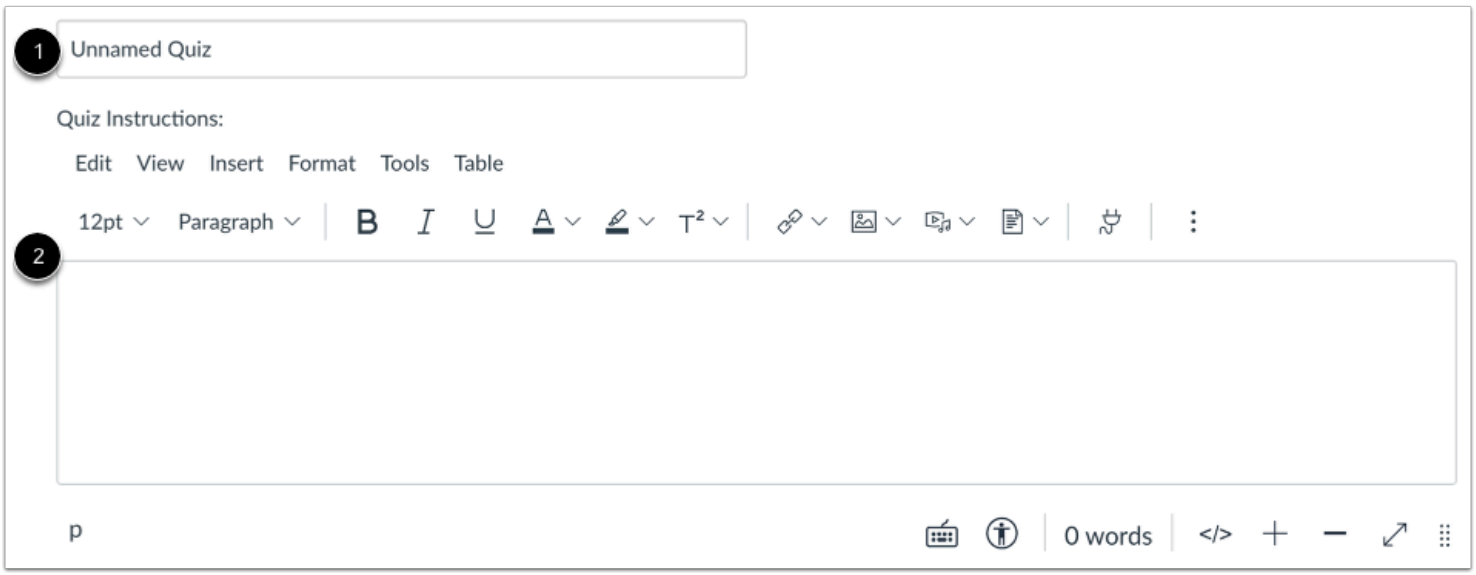


If your course has New Quizzes enabled, you must select a quiz engine.

Surveys must be created using classic quizzes. To create a survey using classic quizzes, click the **Classic Quizzes** option [1].

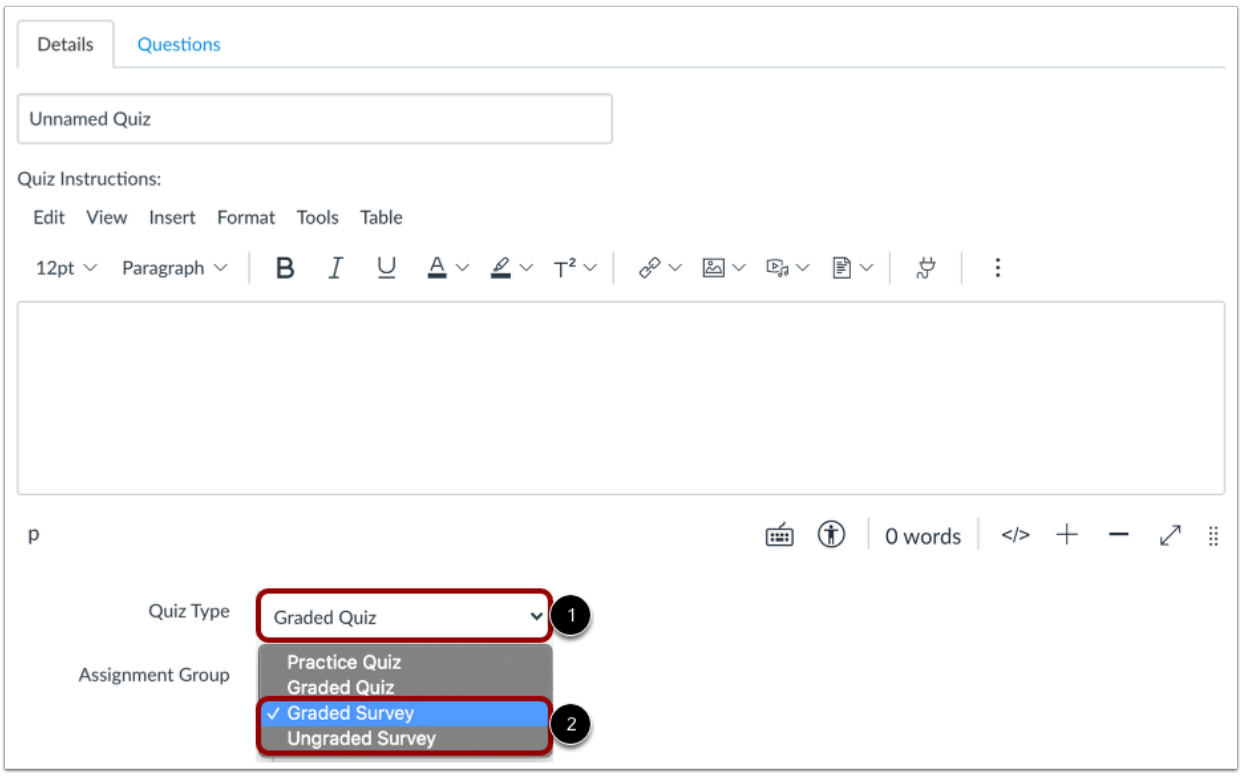
Then click the **Submit** button [2].

Add Survey Details



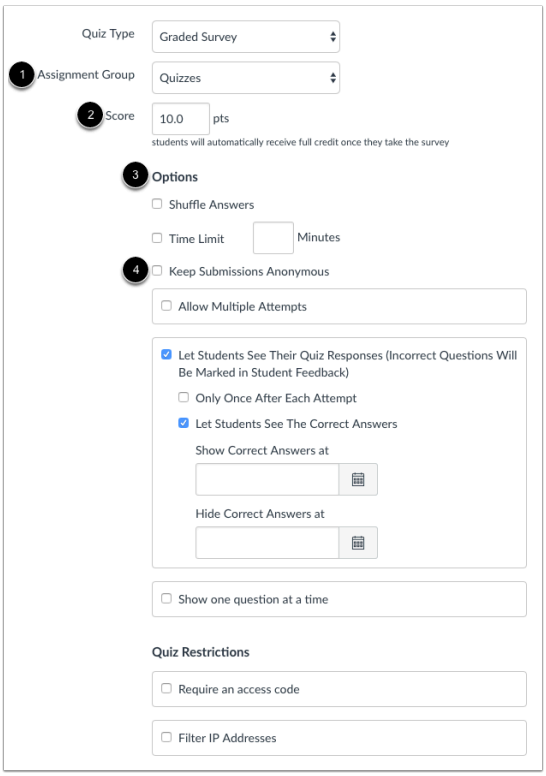
Give your survey a name [1], and complete any survey instructions in the text box [2].

Select Survey Type



Click the **Quiz Type** drop-down menu [1] and select the survey type you want to create [2].

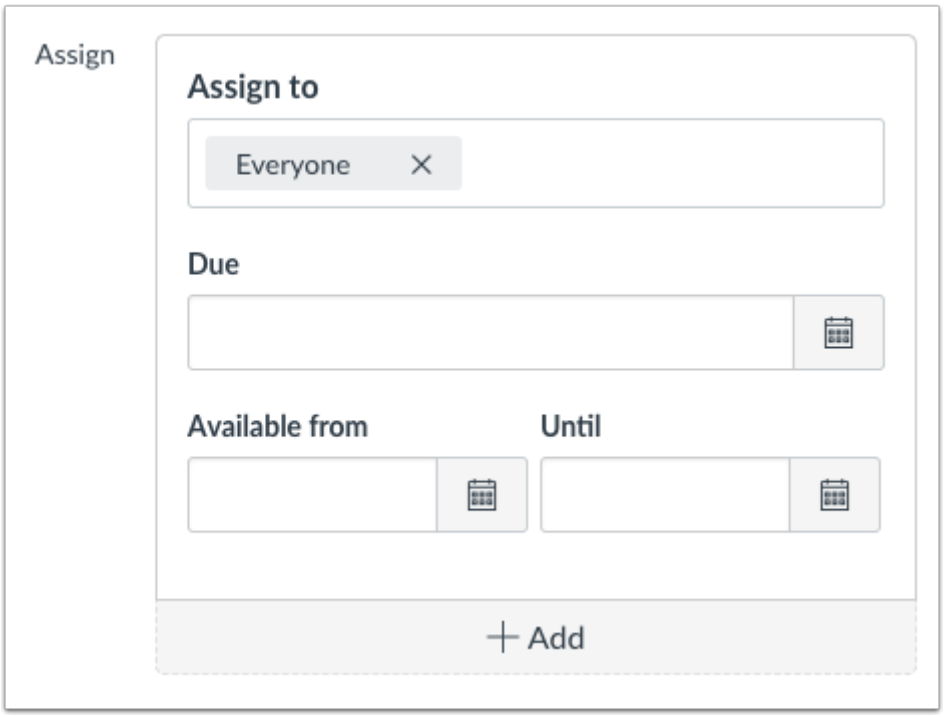
Select Survey Options



Place your survey in an assignment group [1], assign your survey a score [2], and complete the survey options [3].

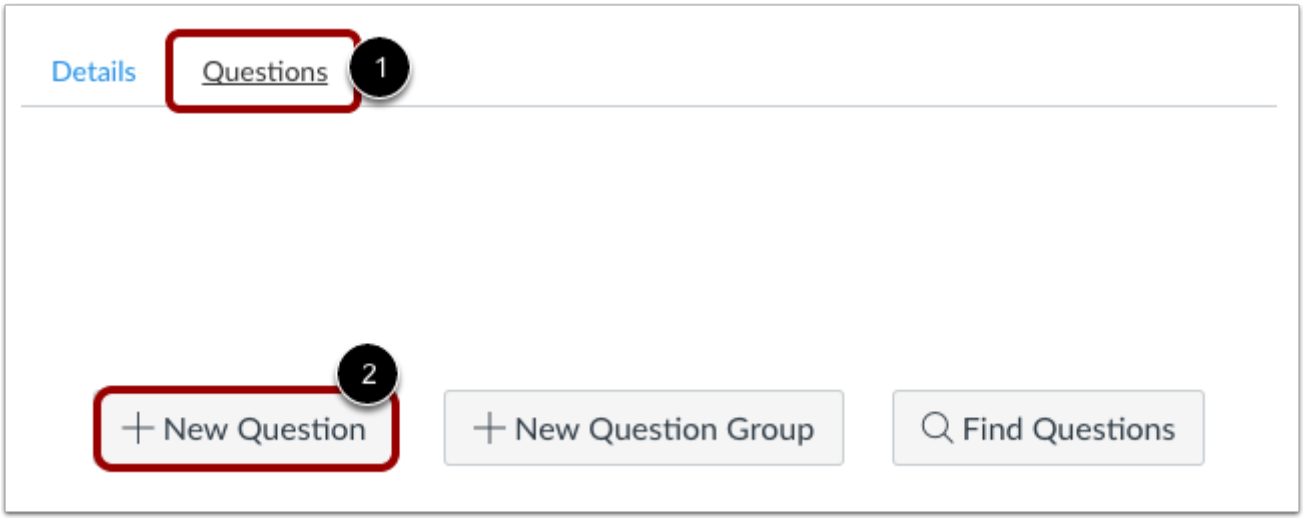
Within surveys, you have all the regular quiz options, but you can also keep submissions anonymous [4]. This anonymous option applies to both graded and ungraded surveys and can be enabled and disabled before or after survey submissions.

Select Availability Dates



You can also set a due date and available from/until dates for your survey.

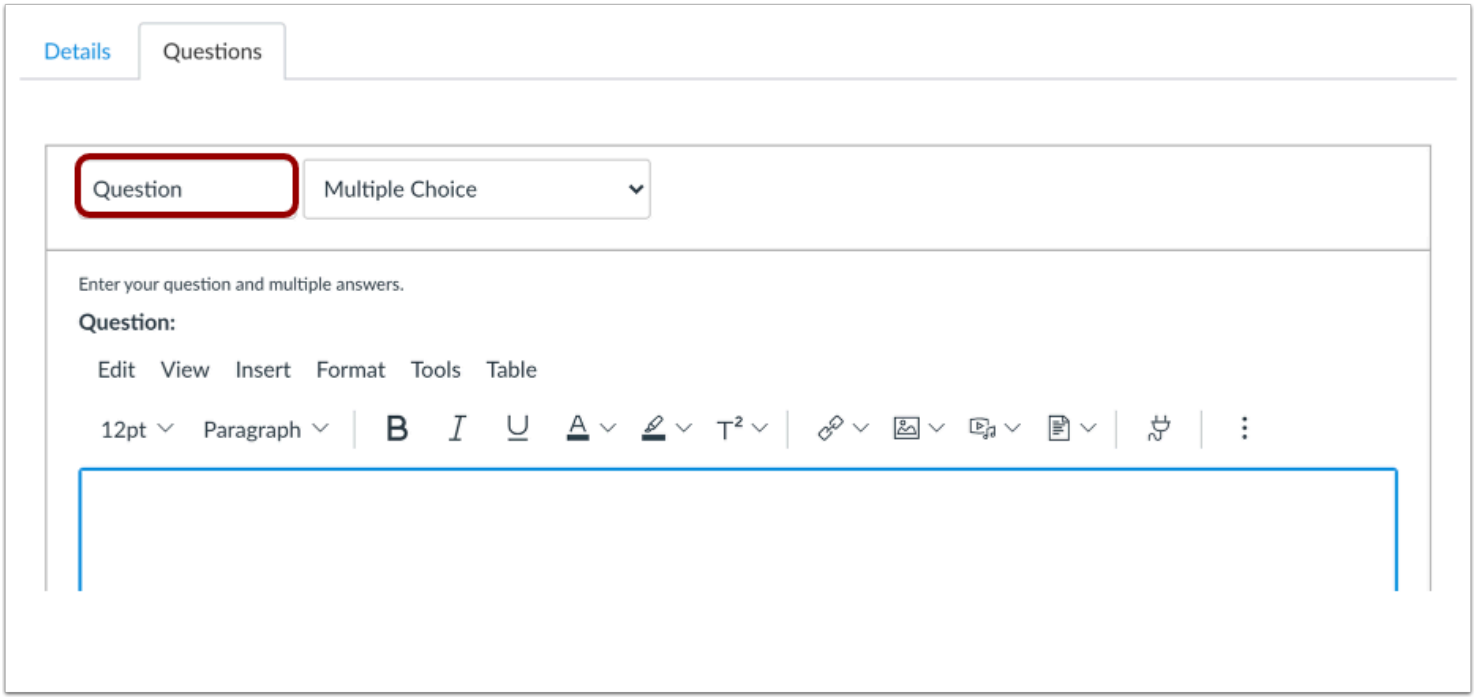
Add Question



Click the **Questions** tab [1]. Manually create a new survey question by clicking the **New Question** button [2]. To find out what kind of options are available for questions, please see the question type lesson in the Instructor guide.

Note: If you include a file upload question on an anonymous survey, the downloaded files will include the student's name in the file name. To preserve anonymity on a survey, do not include file upload questions.

Name Survey Question



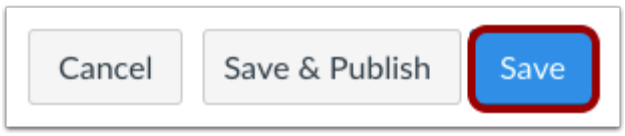
Survey questions are not automatically numbered for instructors. To add a custom name to your survey question, enter the name in the question text field. Custom names can help you identify survey questions more easily.

Regardless of the question name, students always see survey questions in numerical order (i.e. Question 1, Question 2).

Create Likert (Quantitative) Scale Questions

If you're interested in creating questions that involve a quantitative scale, you can create a Likert scale question using the Multiple Dropdowns question type. Please reference the Likert scale lesson for more information.

Save Survey



Click the **Save** button to save your work and preview the survey.

Note: You should not publish your survey until it is your final product. If you are ready to publish your survey and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



To preview the survey, click the **Preview** button [1]. When you are ready for students to see the survey in the course, click the **Publish** button [2].

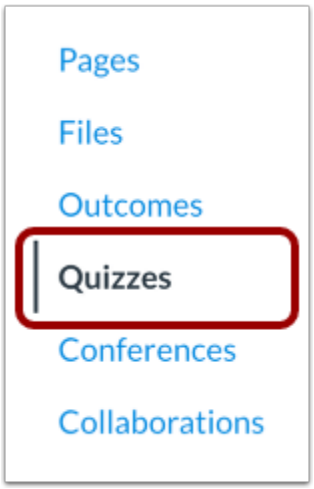
How do I view survey results in a course?

You can see graded or ungraded survey results after one or more users have taken the survey.

Notes:

- 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 the first 10 sections of your course.

Open Quizzes



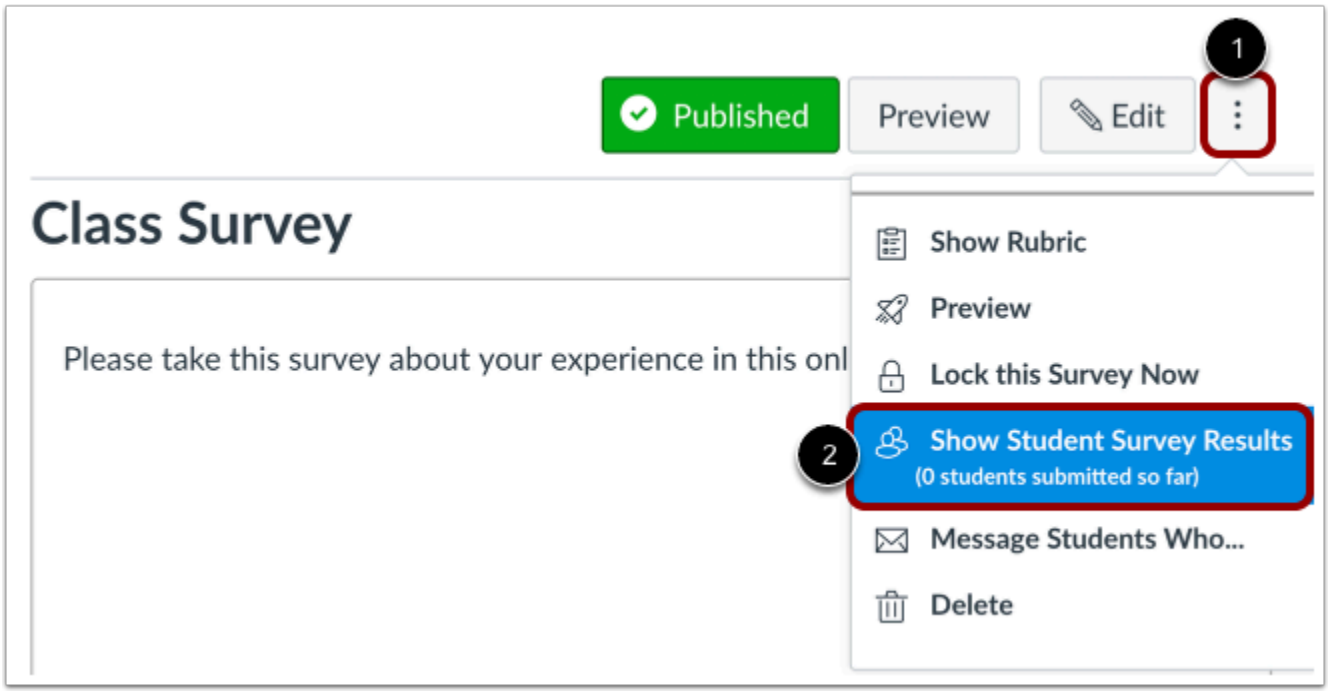
In Course Navigation, click the **Quizzes** link.

Open Survey



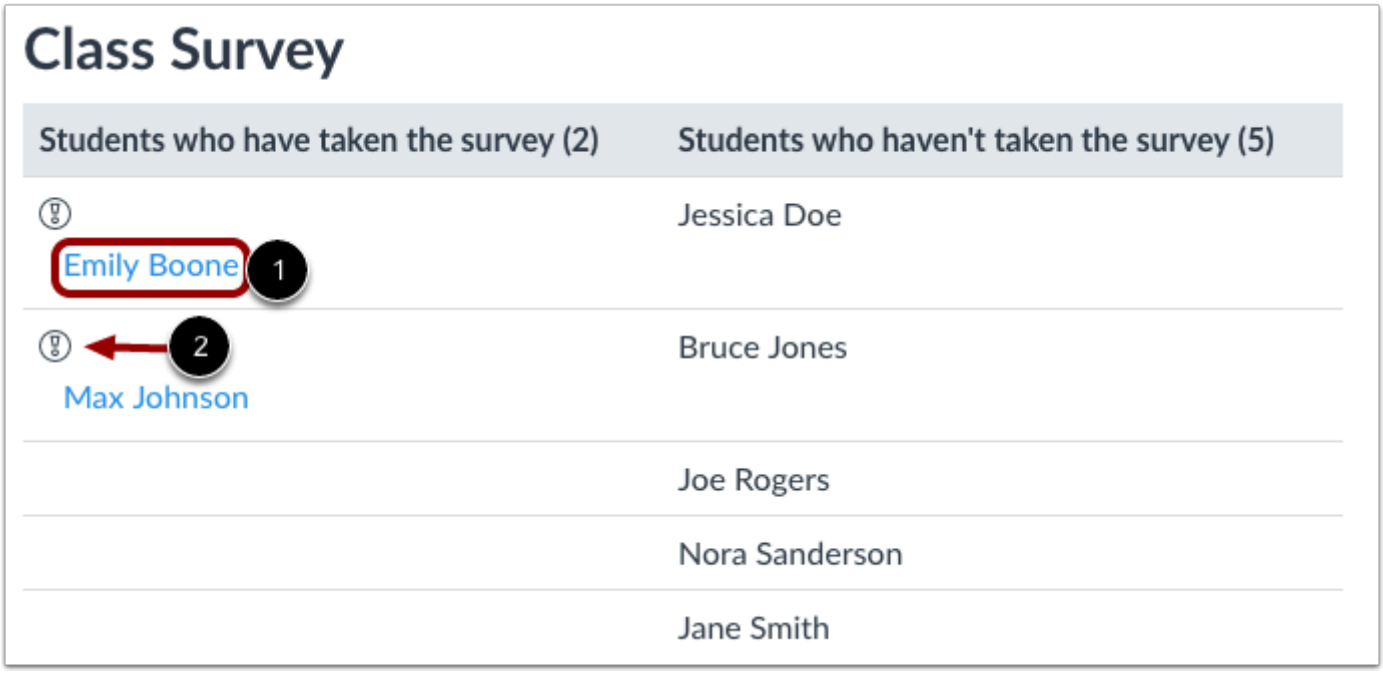
Click the Survey name.

Show Student Survey Results



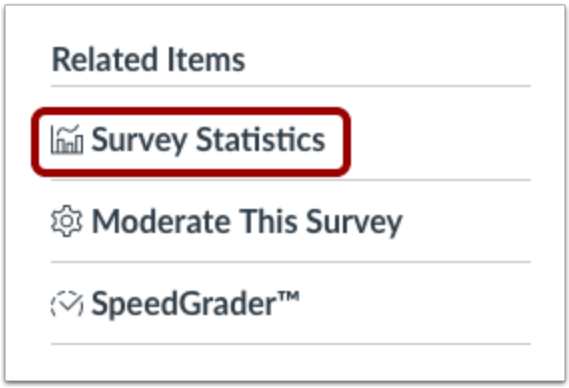
Click the **Options** icon [1] and select the **Show Student Survey Results** link [2] to view individual submissions.

Select Student Survey Result



Under the **Students who have taken the quiz** heading, click the name of a student [1]. You can also see a list of students who haven't taken the practice quiz. The **warning** icon [2] indicates a submission that needs review.

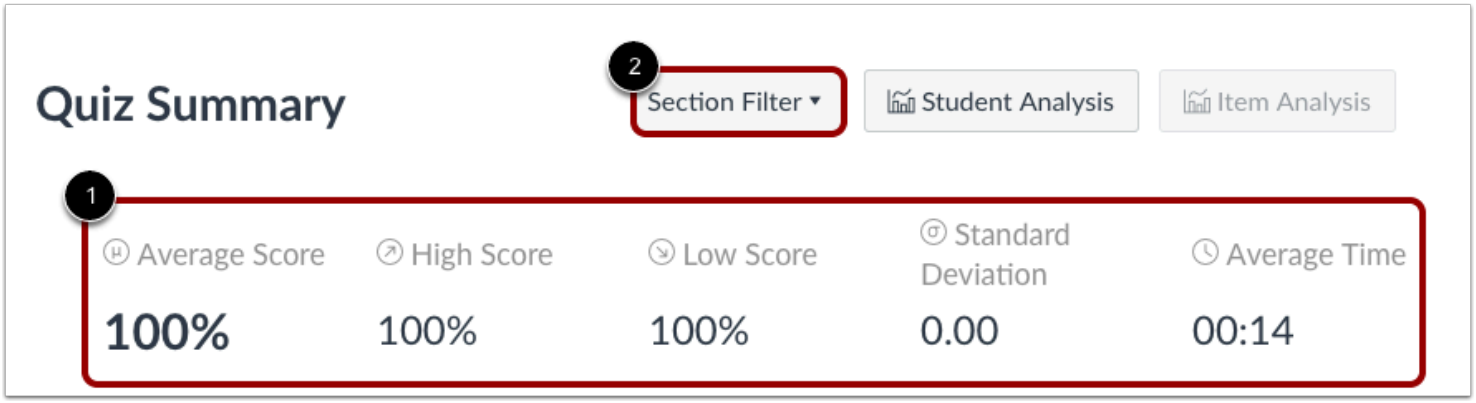
Open Survey Statistics



In the sidebar, click the **Survey Statistics** link to view all the responses to the Survey.

Note: To view responses to essay questions, view individual submissions or download the Student Analysis CSV.

View and Filter Statistics



View the Survey statistics [1]. You can view an entire summary that shows all score percentages. The summary also shows the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of completion.

To filter Survey statistics, click the **Section Filter** button [2] and choose the section that you would like to view. Note that you can only view the first 10 sections of your course. To access additional Survey results, generate a Student Analysis report.

View Student Analysis Report



Like quiz statistics, you can also download Survey results by clicking the **Student Analysis** button.

Note: By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.

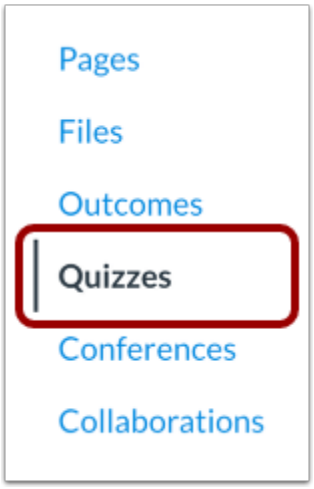
How do I view practice quiz results in a course?

You can view results after one or more students have taken the practice quiz.

Notes:

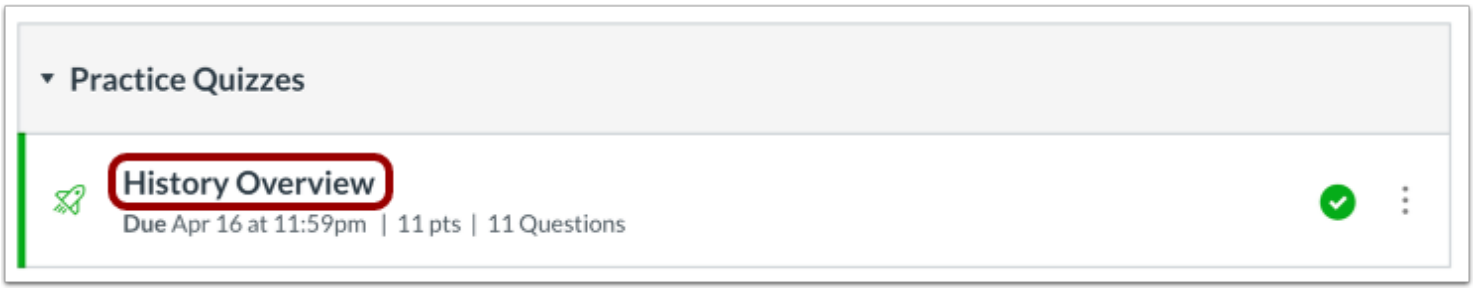
- Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz.
- Practice quizzes do not appear in the Syllabus, the Gradebook, or SpeedGrader. To make practice quiz results easier to find for students, you may want to include practice 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 page.
- To view responses to essay questions, view individual submissions or download the Student Analysis report.

Open Quizzes



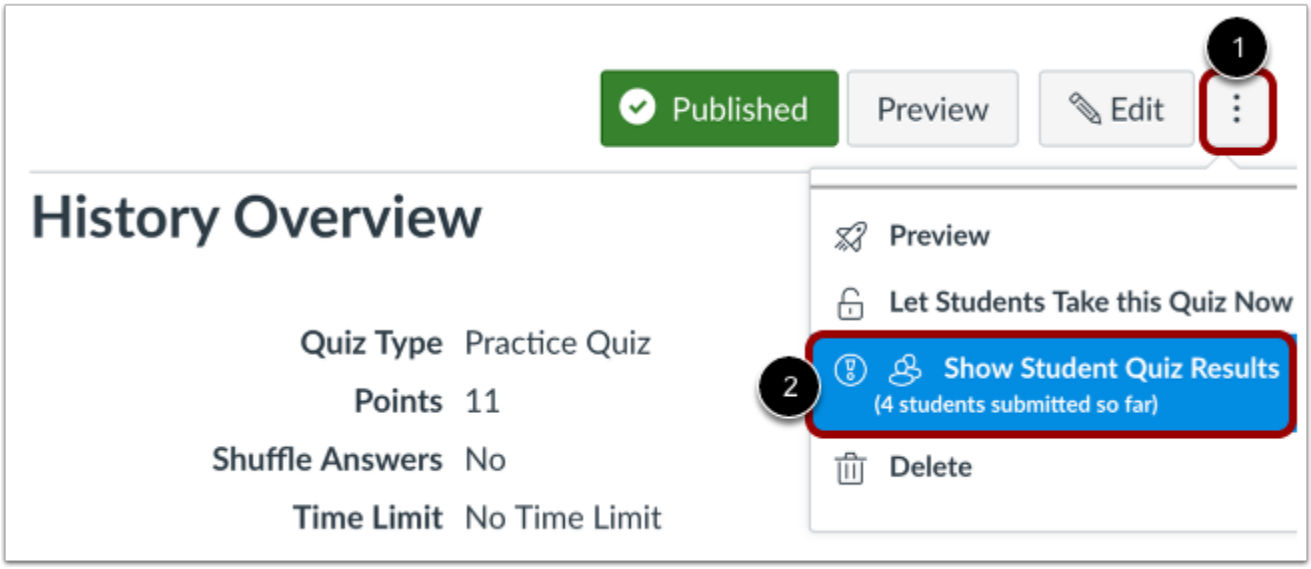
In Course Navigation, click the **Quizzes** link.

Open Practice Quiz



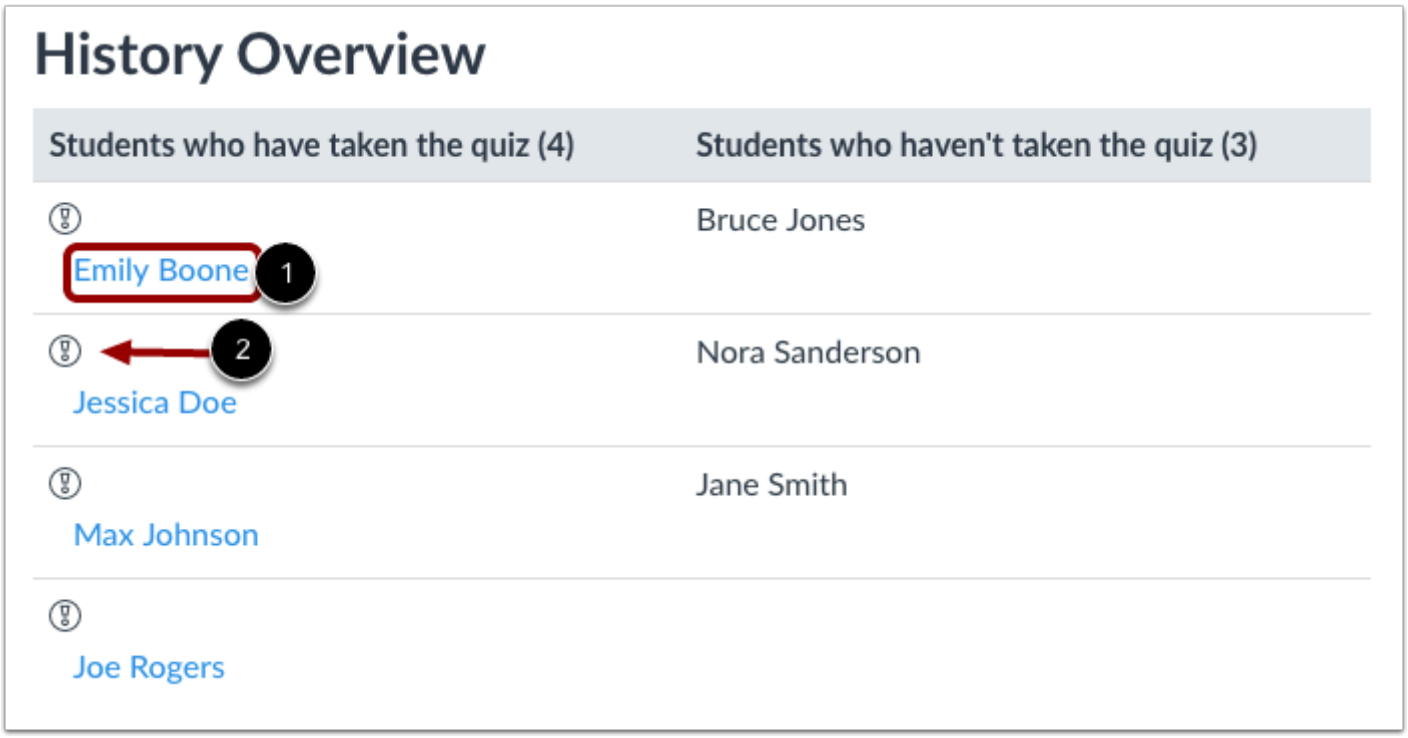
Click the title of the Practice Quiz you want to open.

Show Student Quiz Results



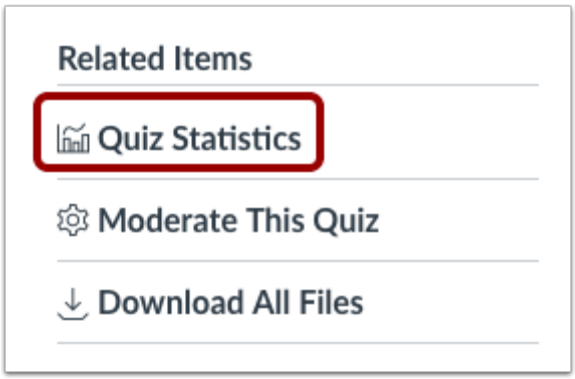
Click the **Options** icon [1], then click the **Show Student Quiz Results** link [2].

Select Student Quiz Result



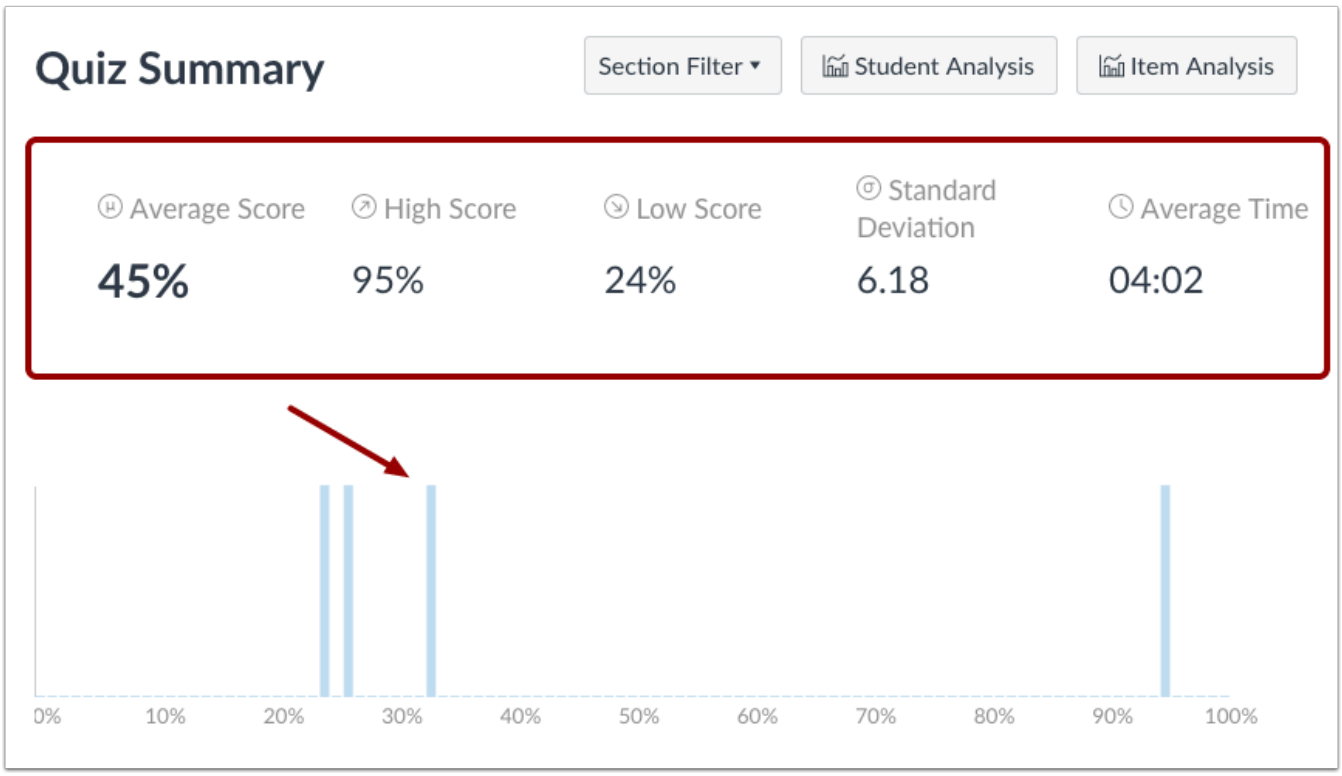
Under **Students who have taken the quiz** heading, click the name of a student [1]. You can also see a list of students who haven't taken the practice quiz. The **warning** icon [2] indicates a submission that needs review.

Open Quiz Statistics



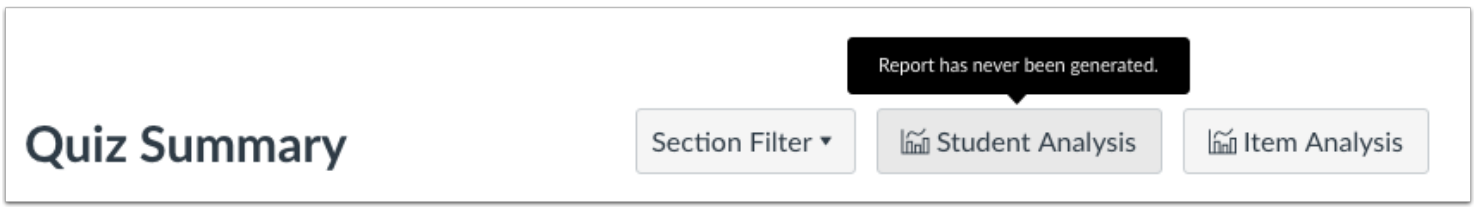
In the Practice Quiz, you can also view Quiz Statistics by clicking the **Quiz Statistics** link.

View Quiz Statistics



View statistics for each quiz question. You can view an entire summary that shows all score percentages. The summary also shows the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of completion. Click here to learn more about quiz statistics.

View Analysis Reports



You can also download quiz results by clicking the **Student Analysis** or **Item Analysis** links. Click here to learn more about quiz analysis.

Note: By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.

How do I set up a quiz to be sent to my institution's student information system (SIS)?

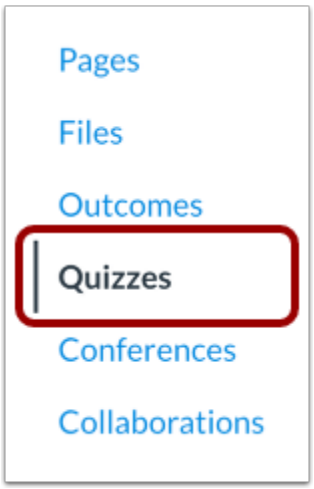
If your institution is using a student information system (SIS) for grading purposes, you can set up a quiz to be sent back to the SIS. However, you must first specify which quiz(zes) in the course should be sent to your SIS as part of the grade publishing process. Each quiz must be modified individually. However, your institution may have already enabled an option for all quizzes to be configured for your SIS.

Quizzes configured to sync to your SIS display a Sync to SIS icon in the Assignments Index Page and Quizzes Index Page. You can click the icon to turn SIS sync on or off for an individual quiz.

Each SIS requires specific setup procedures to properly post grades for quizzes. Depending on how quizzes are assigned to students, **some quizzes may not be supported**.

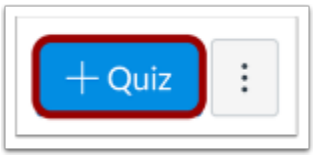
Note: If your institution has configured an integration between Canvas and your SIS, you may be able to find guides specific to your SIS in the Instructure Community SIS Guides.

Open Quizzes



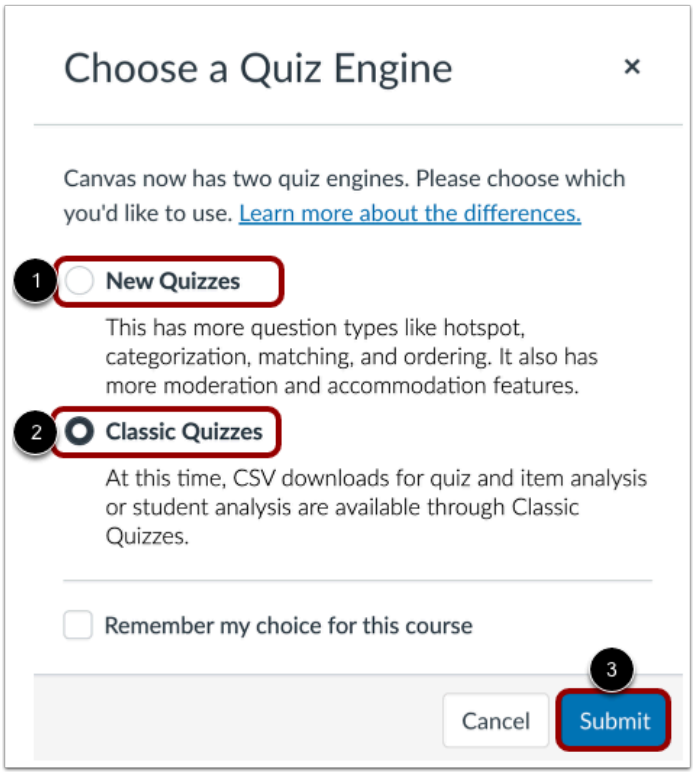
In Course Navigation, click the **Quizzes** link.

Add Quiz



To add a new quiz, click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

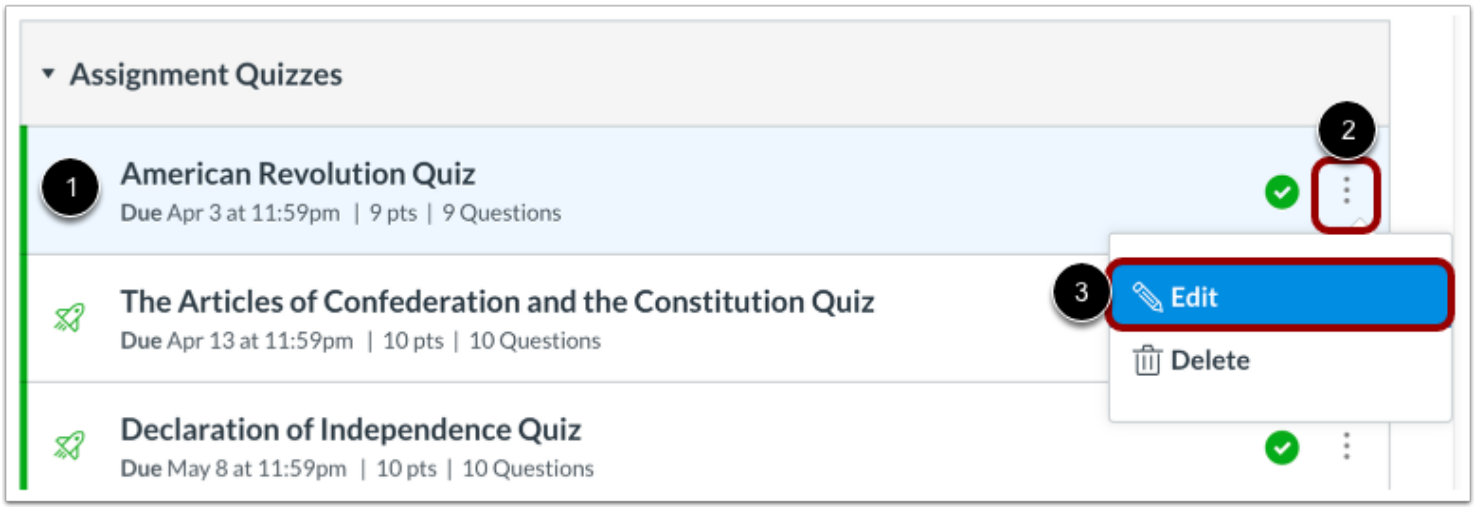
To create a quiz with New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

Then click the **Submit** button [3].

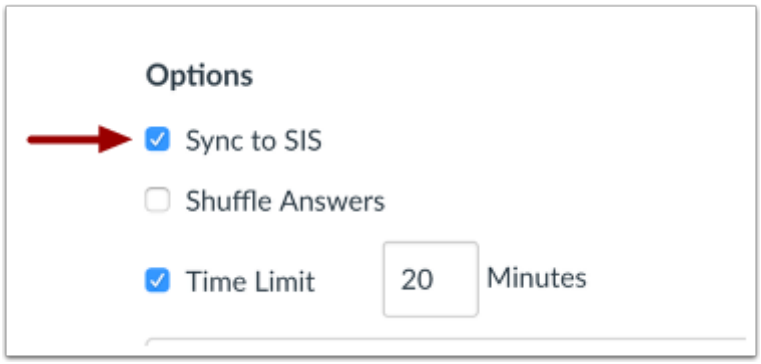
Note: Learn more about creating a quiz using New Quizzes.

Edit Quiz



To set up a quiz that has already been created, locate the quiz [1], click the **Options** icon [2] and select the **Edit** option [3].

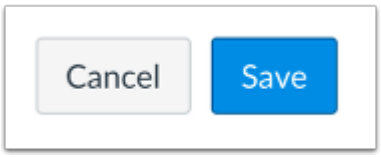
Sync to SIS



In the quiz options, click the **Sync to [SIS]** checkbox.

The [SIS] label may display the name of your institution's SIS.

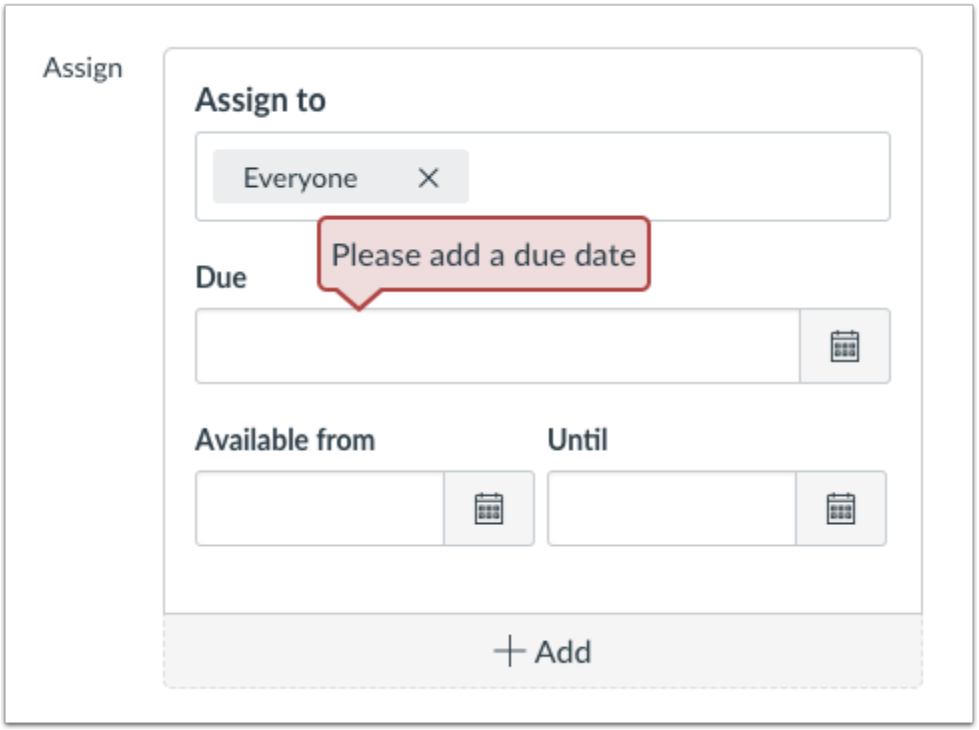
Save Quiz



Click the **Save** button.

Note: For new quizzes, you can click the **Save & Publish** button.

View Quiz Errors



How do I set up a quiz to be sent to my institution's student information system (SIS)?

If you cannot save your quiz and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the quiz can be enabled to be synced to your SIS. Correct the error then save the quiz again.

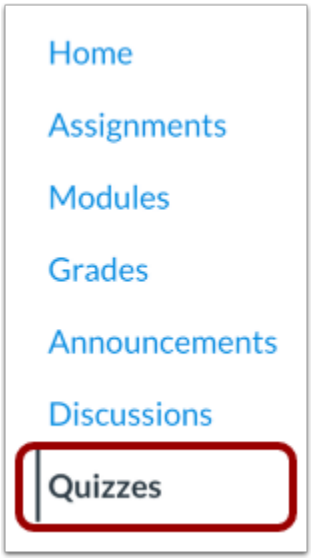
New Quizzes

How do I create a quiz using New Quizzes?

You can create a quiz using New Quizzes from the Quizzes page. You can create various types of content in each quiz.

Note: New Quizzes is an opt-in tool. If this tool is not available to you, please contact your Canvas admin.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

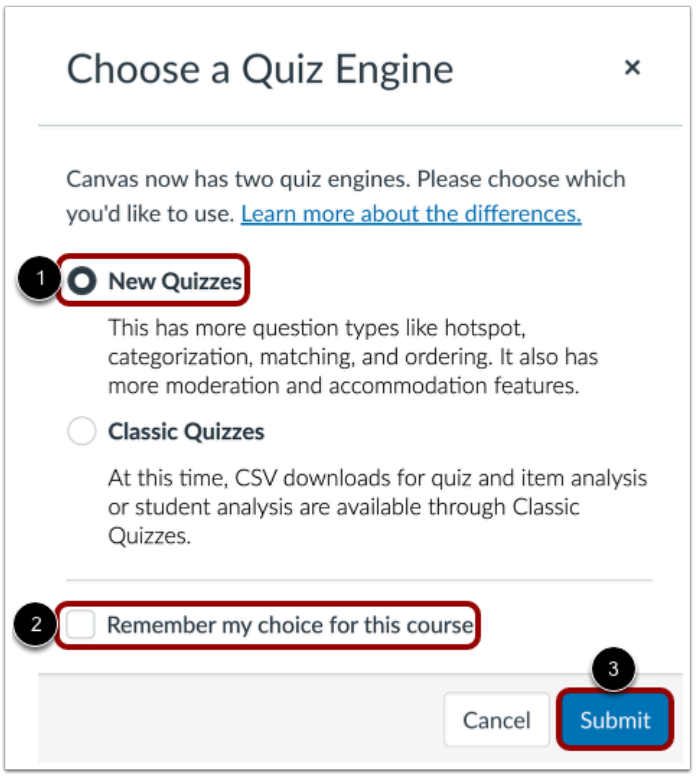
Note: You can also access quizzes from the Assignments page.

Add Quiz



Click the **Add Quiz** button.

Create New Quiz

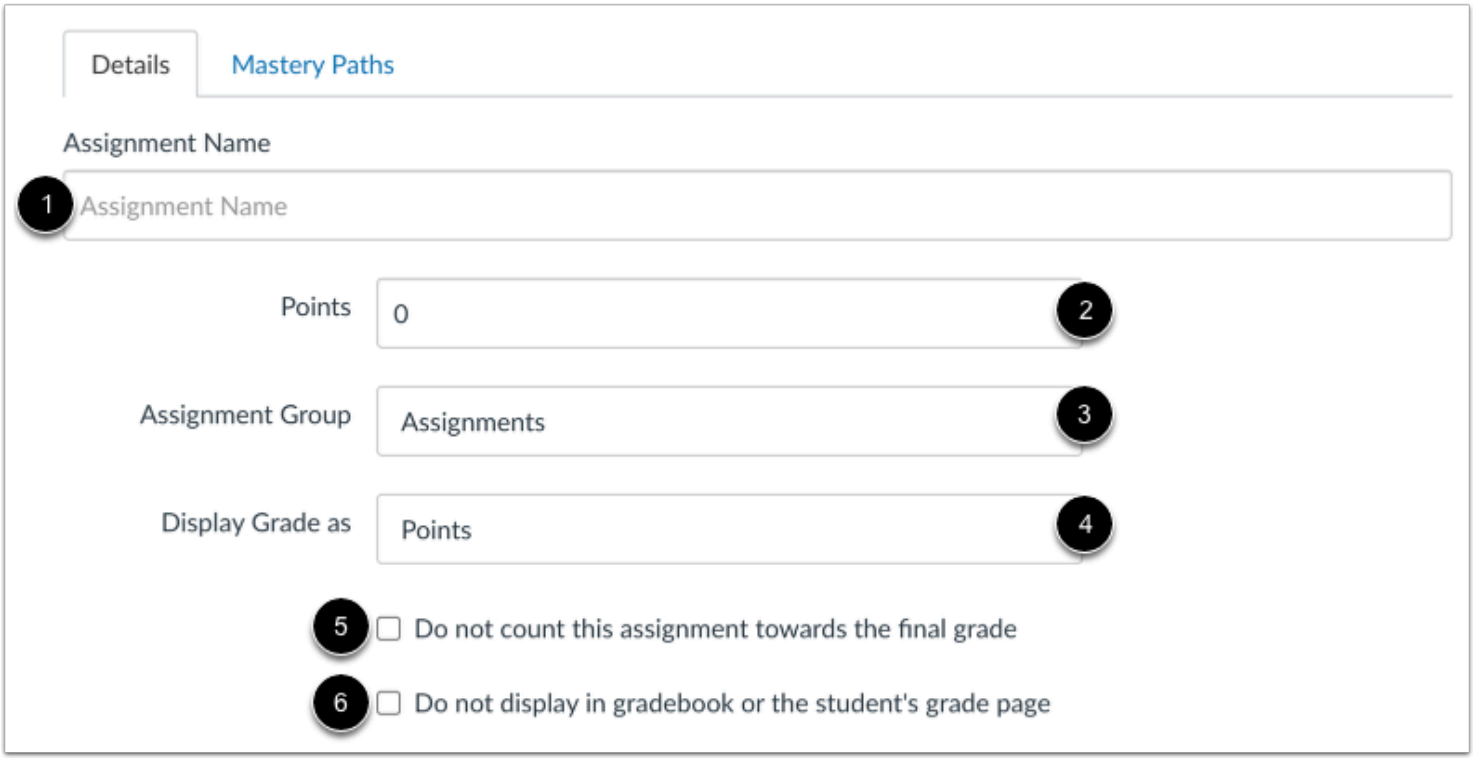


In the Choose a Quiz Engine screen, select the **New Quizzes** option [1]. To save your quiz engine selection for this course, check the **Remember my choice for this course** checkbox [2].

Then click the **Submit** button [3].

Note: You can reset your quiz engine choice from the Quiz Options menu at any time.

Edit Quiz Details



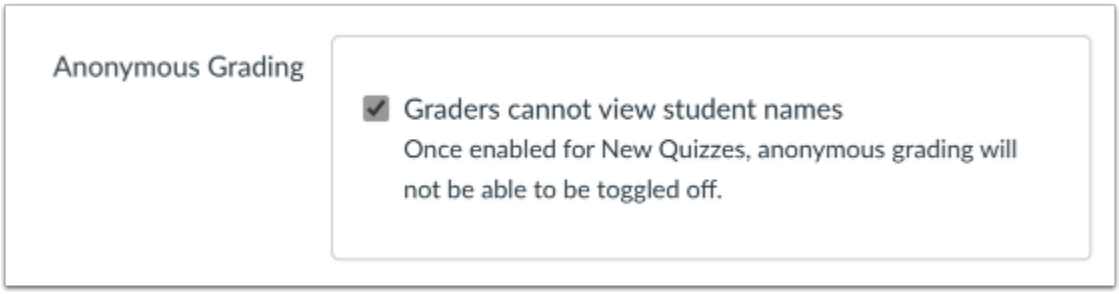
In the **Assignment Name** field [1], enter the name of your quiz. To enter quiz details, enter the total points possible [2], select the assignment group [3], and choose how the grade is displayed to students [4].

To remove this quiz from final grade calculations, click the **Do not count this assignment towards the final grade** checkbox [5].

The points possible set on the assignment details page is the total points possible for the quiz. Points set per question determine points earned for correct answers. Points earned for correct answers are totaled and divided by the sum of the total question points for the quiz. That percentage is then used to calculate the final score based on the total points set on the assignment details page. For example, if you set the total points on the assignment details page to 50 and create an quiz with 10 questions each worth 1 point, the quiz has a total of 10 points but is worth 50 points when graded. If a student answers 9 questions correctly, their quiz score is 90% (9/10). However, their final score in the Gradebook will be 45/50 (90%).

If your quiz is worth zero points, you can choose to not display the quiz in the Gradebook or student Grades page [6].

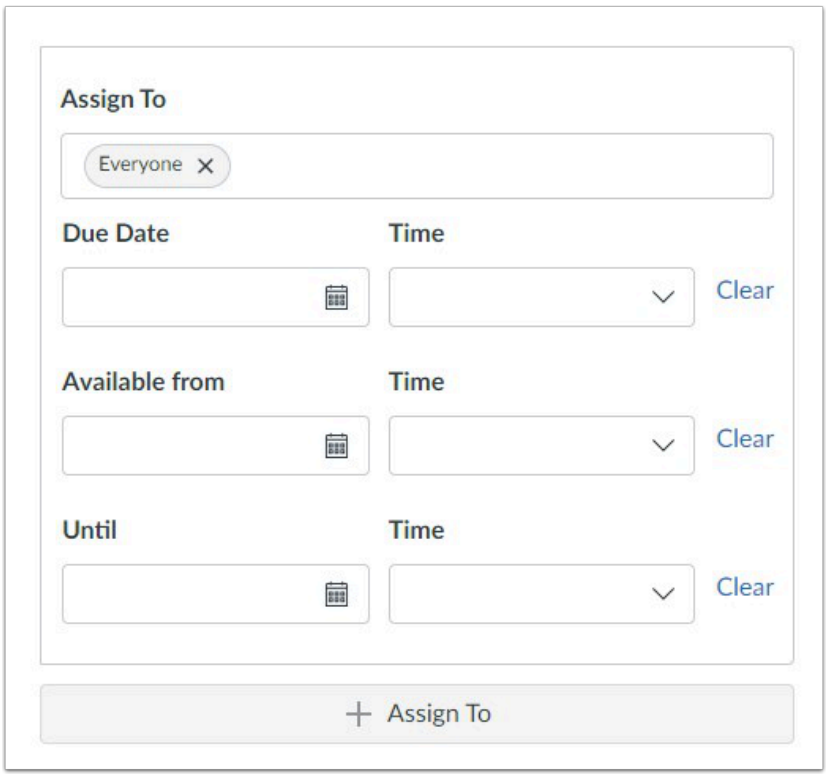
Anonymous Grading



Anonymous grading hides student names from graders when they view assignment submissions in SpeedGrader.

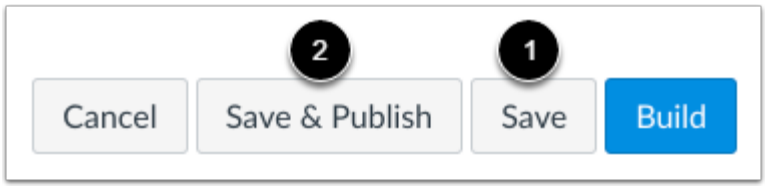
Note: Once anonymous grading is turned on for a quiz, it cannot be turned off.

Assign Quiz



In the Assign area, you can assign the quiz to students, add due dates, and add availability dates.

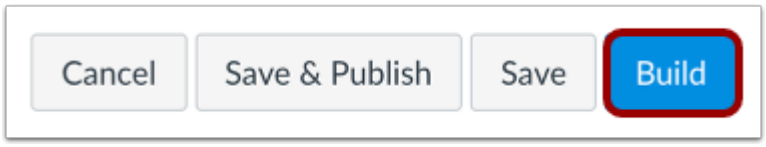
Save Quiz



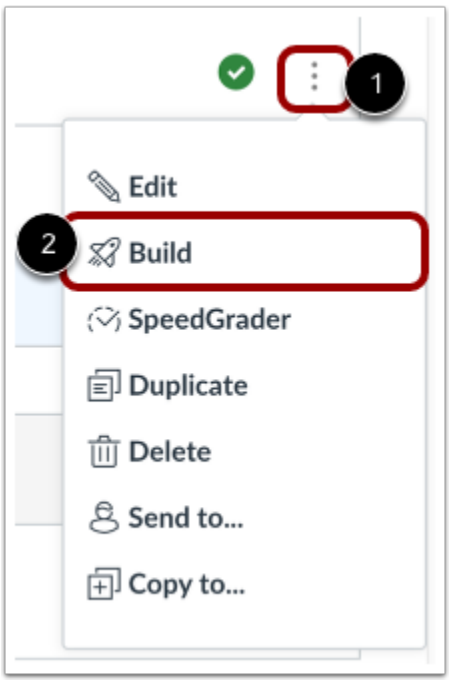
To save your quiz details, click the **Save** button [1]. To save and publish your quiz, click the **Save & Publish** button [2].

Clicking the Save or Save & Publish button returns you to the page where you opened the quiz.

Open Build Page

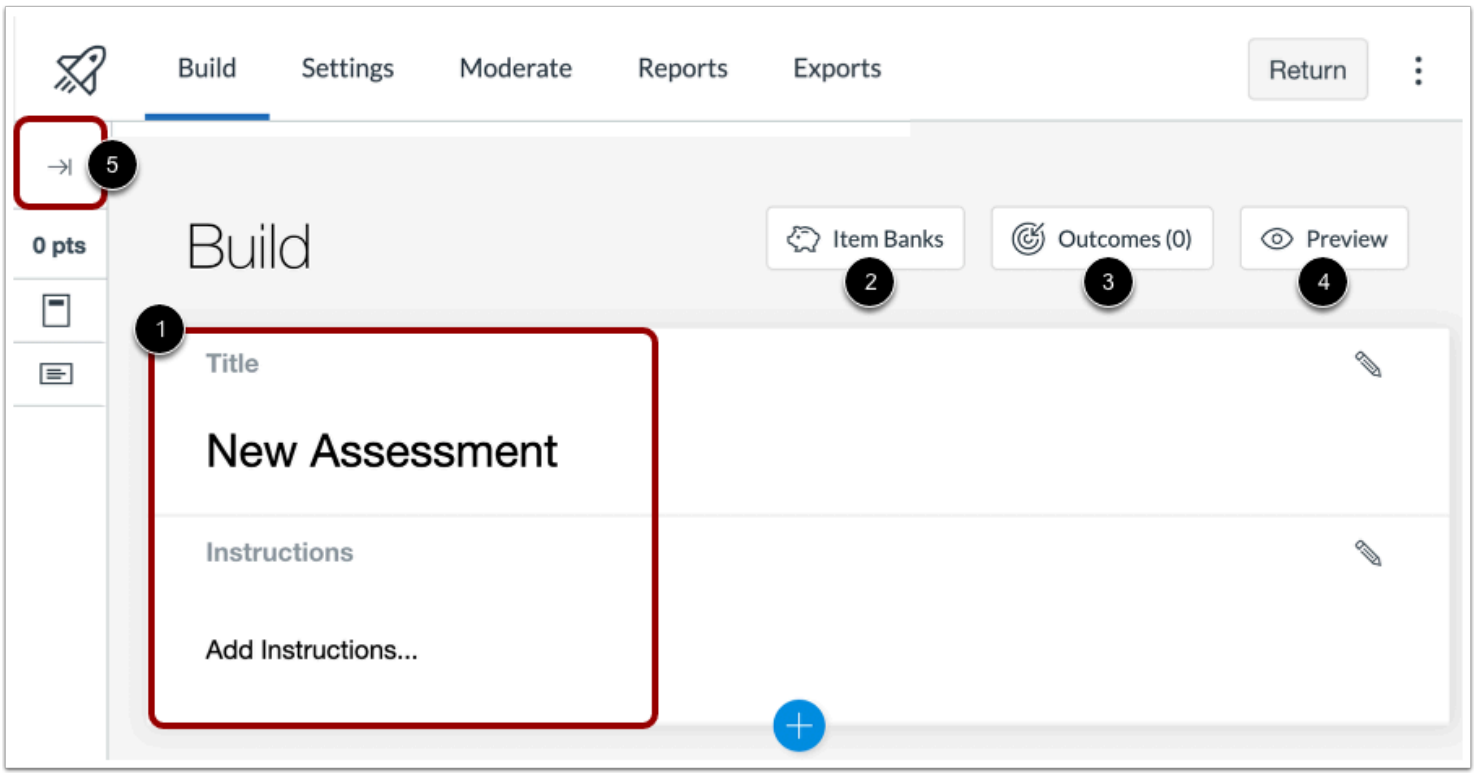


To open the New Quizzes build page and add questions and content to your quiz, click the **Build** button.



If you clicked the Save or Save & Publish button and returned to the page where you opened the quiz, you can click the **Options** icon [1] and then click the **Build** link [2].

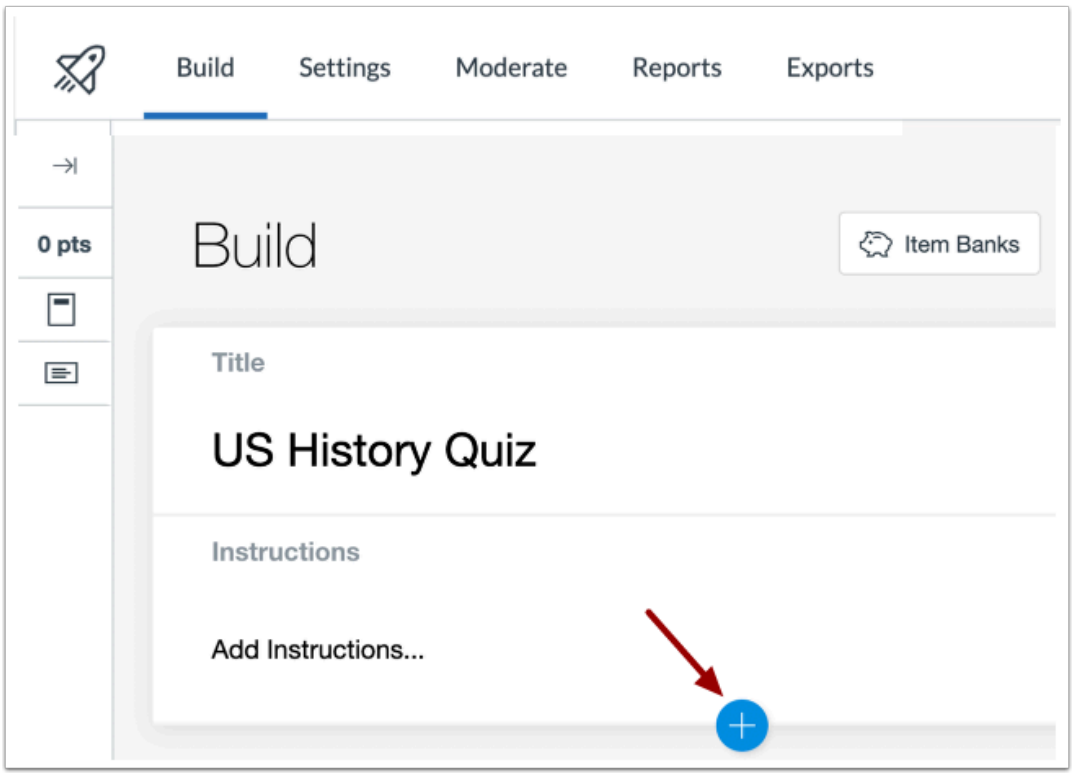
Build Quiz



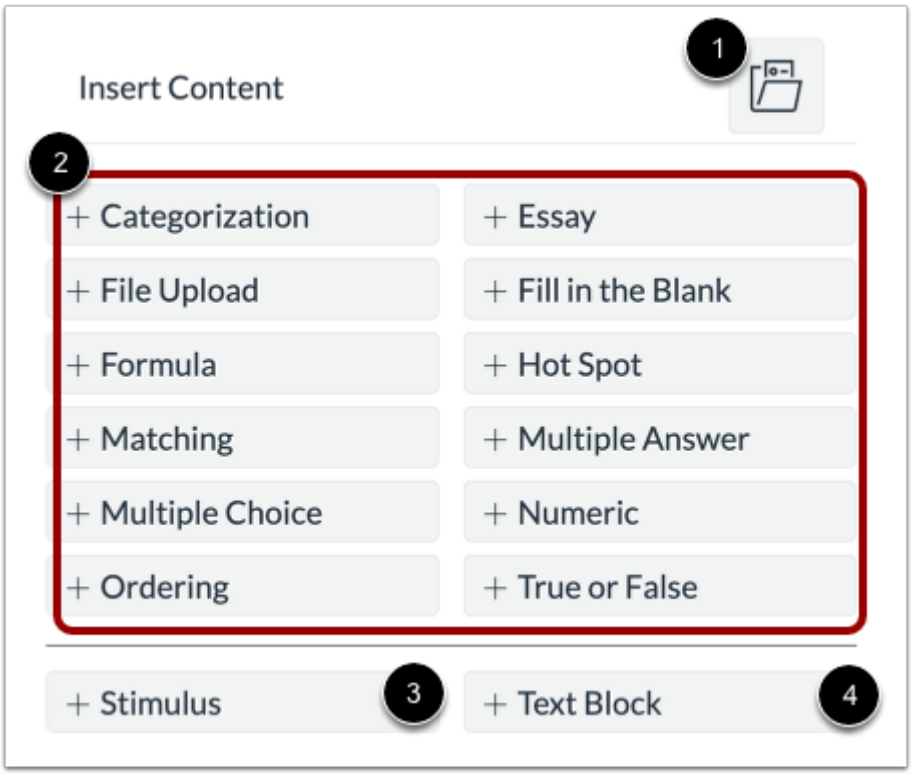
In the Build page, you can edit the title and description of your quiz [1], view your item banks [2], align the quiz to outcomes [3], preview the quiz from the student view [4], and navigate the quiz [5].

You can use the Rich Content Editor to format and add content to your quiz instructions.

Add Content



To add content to your quiz, click the **Add** button.

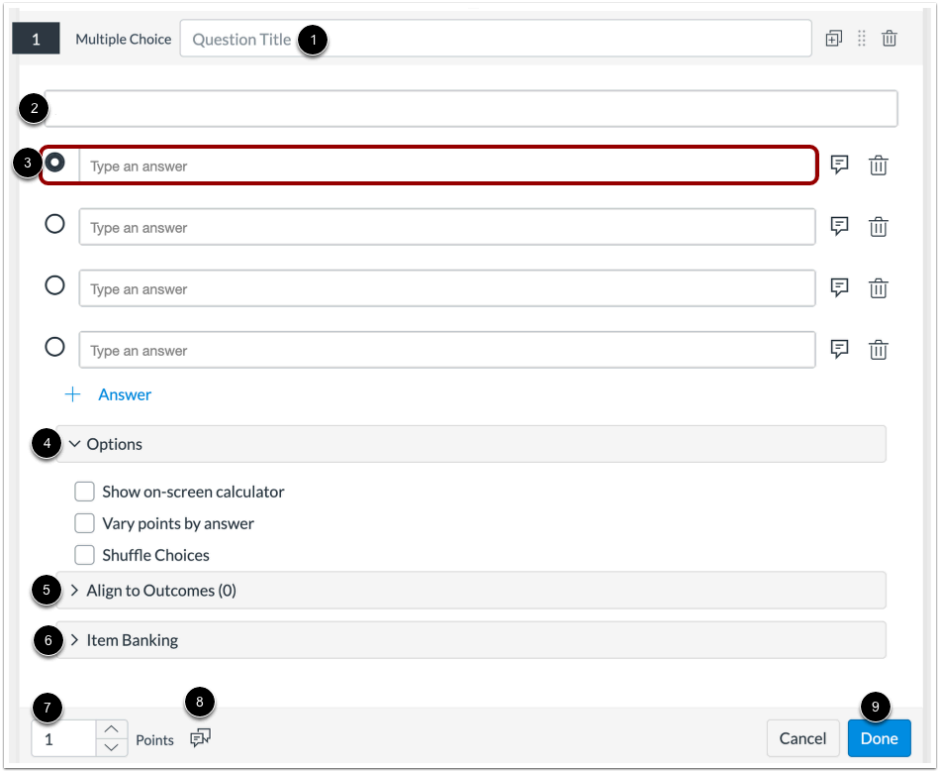


To insert content from an item bank, click the **Item Bank** button [1]. To create a new question, click the button for the question type [2], add stimulus content [3] or add text block content [4].

The following question types are available in New Quizzes:

- Categorization
- Essay
- File Upload
- Fill in the Blank
- Formula
- Hot Spot
- Matching
- Multiple Answer
- Multiple Choice
- Numeric
- Ordering
- True or False

Edit Question



For each question, you can enter a question title [1], question stem [2], and answers [3]. You may also select options specific to the question [4], align the question to an outcome [5], and add the question to an item bank [6].

In the **Points** field [7], adjust the point value for the question by entering a number or clicking the arrow buttons. To add general student feedback, click the **Feedback** icon [8].

To save the question, click the **Done** button [9].

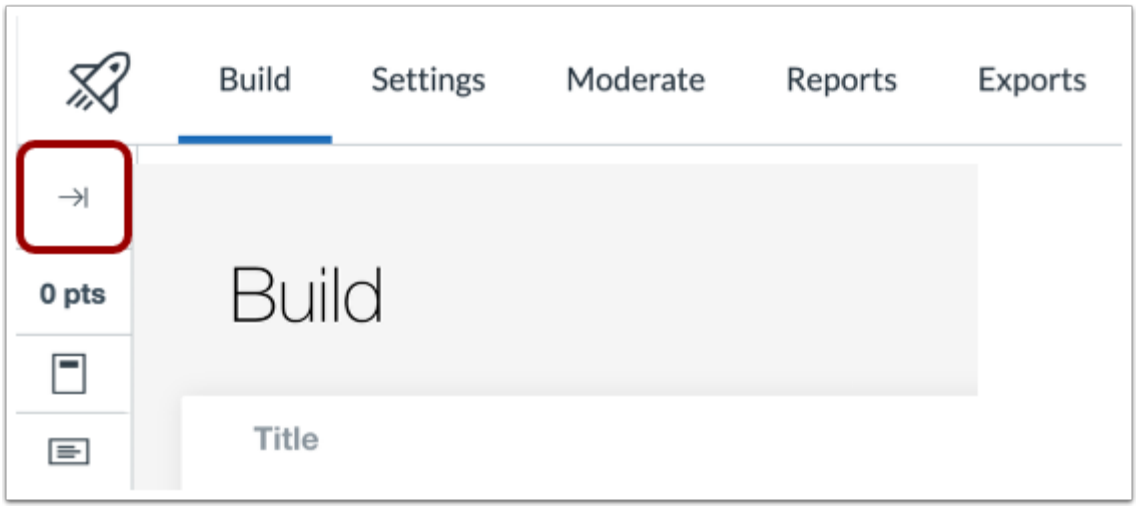
Note: Essay questions do not include an answer field and must be graded manually.

Delete Question



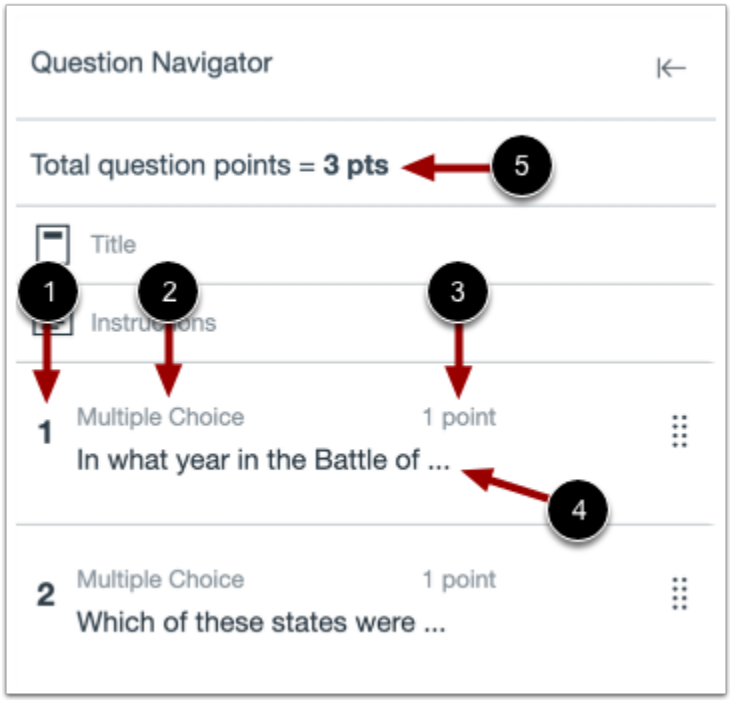
To delete a question, click the **Delete** icon. The page will confirm you want to remove the item.

Open Question Navigator

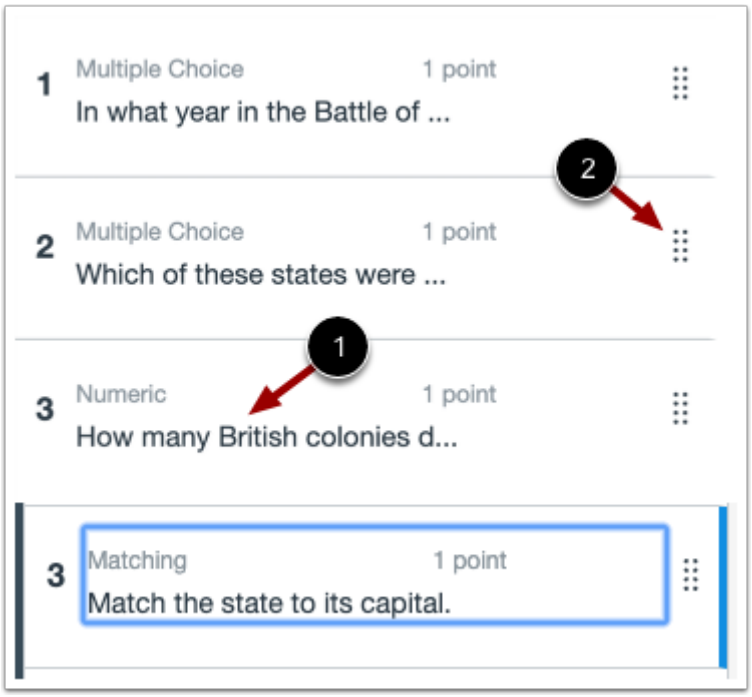


To open the Question Navigator and view your quiz, click the **Expand** icon.

View Question Navigator



In the Question Navigator, you can view each question number [1], question type [2], point total [3], question stem [4], and total question points [5].



To view a question in the quiz, click the question stem [1]. You will be taken to the question within the quiz.

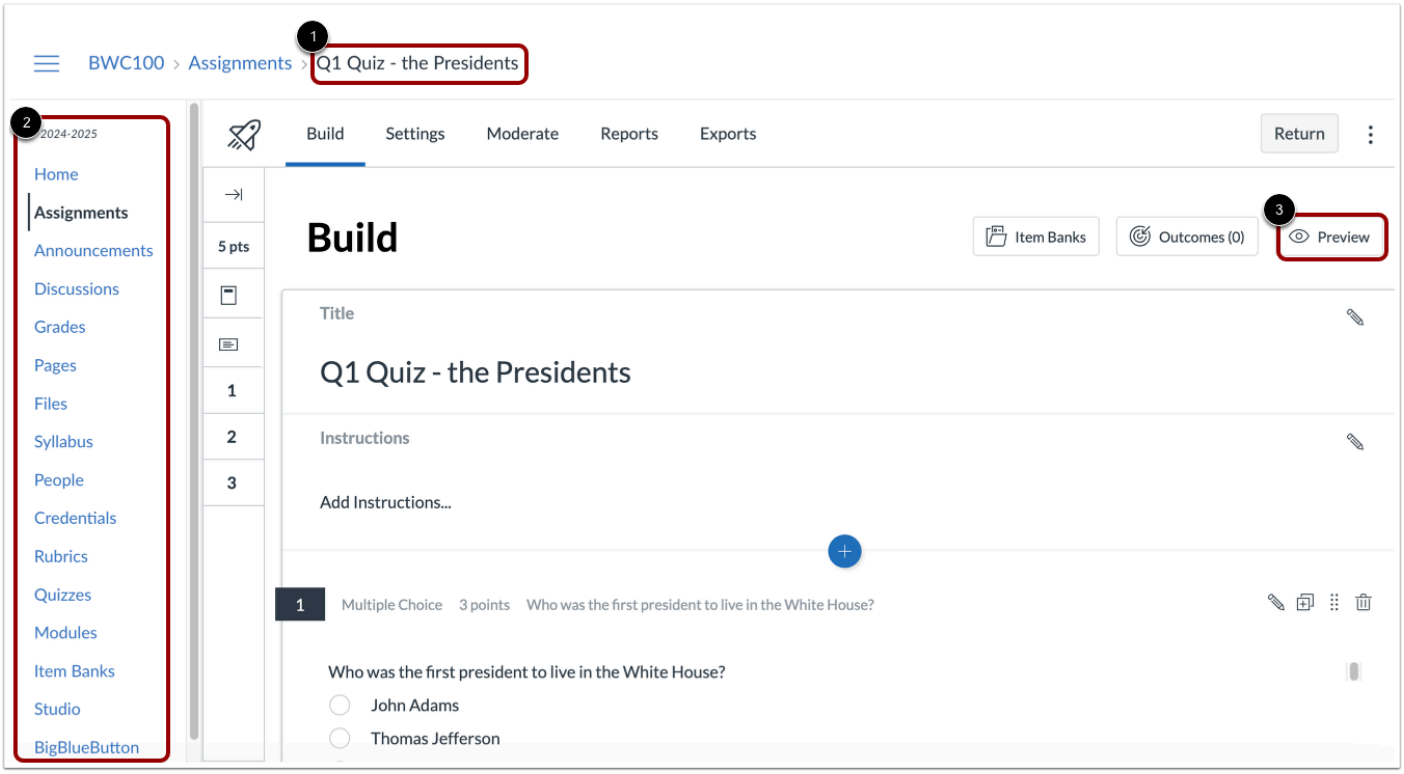
To manually reorder questions, click and hold the **Move** icon [2]. Drag the question to where you want it to display in the quiz.

Return to Quizzes Page



To close your quiz and return to the Quizzes page, click the **Return** button.

View Navigation Display



When creating or editing a New Quiz, you can view the Quiz Title [1], the Course Navigation [2], and the View as Student button [3].

Note: You can collapse the Course Navigation using the Menu icon for a more focused view.

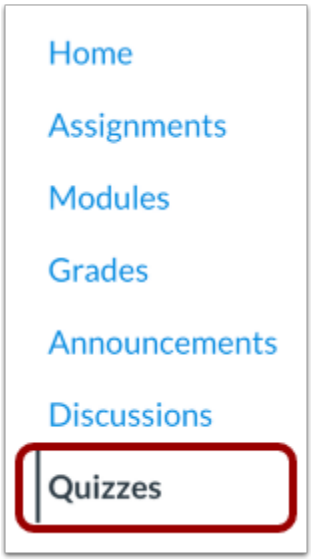
How do I create an anonymously graded quiz using New Quizzes?

When creating a New Quiz, you can choose to set up a quiz with anonymous grading. Selecting the anonymous grading option hides student names from graders when they view assignment submissions in SpeedGrader.

Notes:

- Anonymous Grading is currently a course feature option. You can enable this feature in Course Settings. If the Anonymous Grading option is not available for your course, your institution admin has not enabled the Anonymous Grading account feature option.
- You or an admin can enable or disable the anonymous grading option at any time. Any edits made to the assignment will be tracked, and auditing tools will be added to help with accountability in a future release.
- Posting grades for an anonymous New Quizzes will remove anonymity from the quiz.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

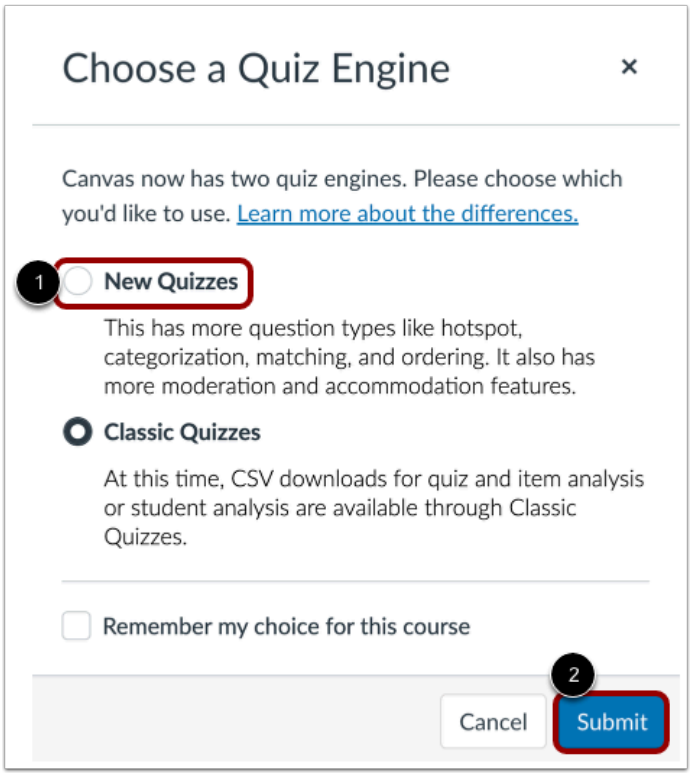
Note: You can also access quizzes from the Assignments page.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine

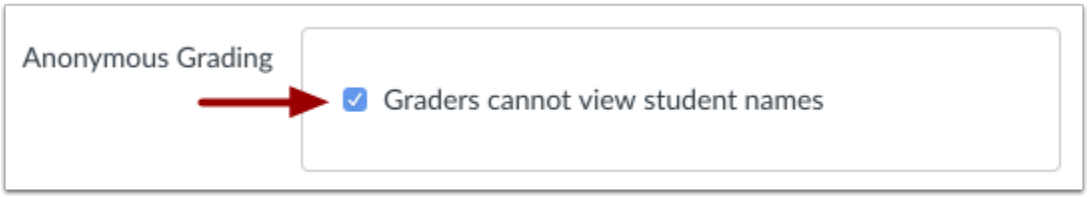


If your course has New Quizzes enabled, you must select a quiz engine.

To select New Quizzes, click the **New Quizzes** option [1].

Then click the **Submit** button [2].

Select Anonymous Grading



Click the **Graders cannot view student names** checkbox.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1].

To save your quiz details, click the **Save** button [2]. To save and publish your quiz, click the **Save & Publish** button [3].

To open the New Quizzes build page and add questions and content to your quiz, click the **Build** button [4].

How do I duplicate a New Quizzes quiz?

You can duplicate a New Quizzes quiz in your course. When a quiz is duplicated, the word Copy is added to the end of the quiz name.

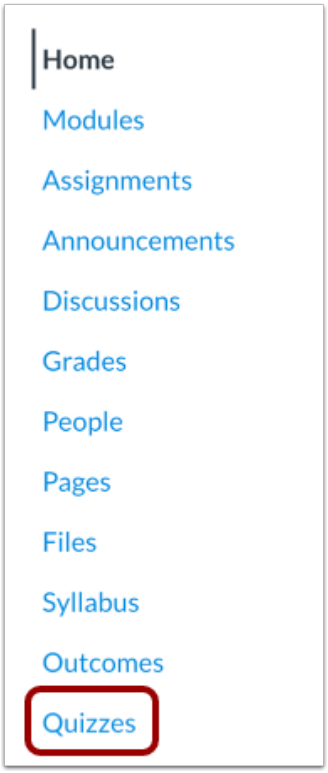
Duplicating a quiz defaults the copied quiz to an unpublished status. All items in the quiz are duplicated including the name, description, instructions, questions and answers, point values, and quiz settings, except for the following situations:

- Copied quizzes are always assigned to everyone in the course; differentiated quizzes are not retained for individual users, groups, or sections.
- If a differentiated quiz includes an Everyone Else date, the copied quiz retains the Everyone Else due date, if any.
- If a differentiated quiz does not include an Everyone Else date, the copied quiz does not include a due date.

Notes:

- Quizzes created using Classic Quizzes cannot be duplicated.
- Except for New Quizzes quizzes, assignments configured as an external tool submission type cannot be duplicated.

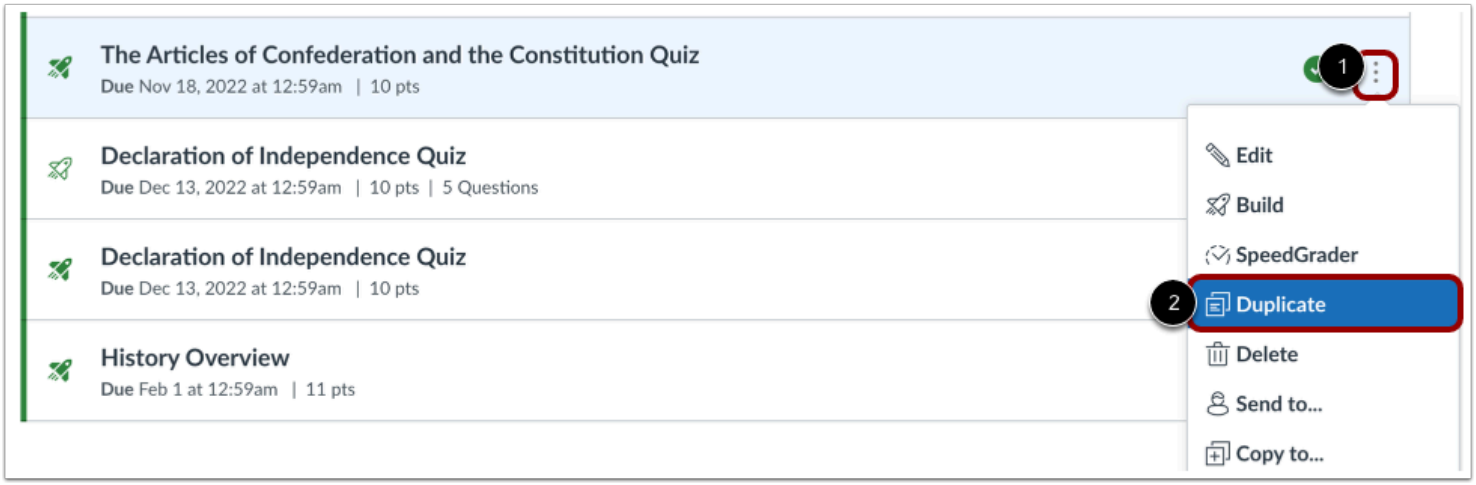
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Duplicate Quiz



Locate the New Quizzes quiz you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate



View the quiz duplicate in your course.

Note: If applicable to your course, the Quizzes page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

How do I migrate a Canvas quiz to New Quizzes?

If allowed by your institution, you can migrate an individual quiz from Classic Quizzes to be used in New Quizzes from the Quizzes Index Page. Alternatively, you can bulk migrate multiple quizzes via course copy, IMSCC or QTI file course imports or API.

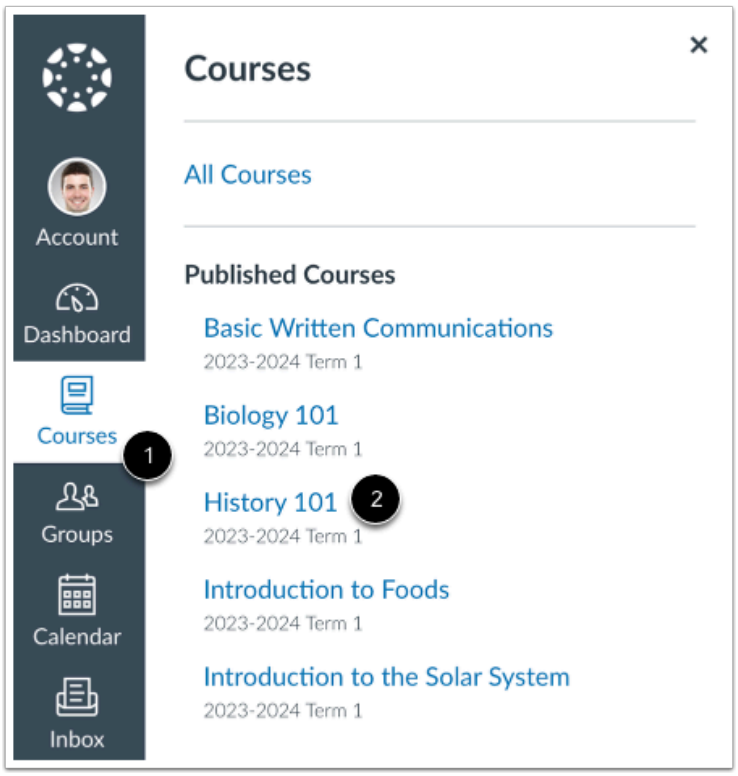
New Quizzes does not include a survey feature. Therefore, surveys migrated from Classic Quizzes come over as standard quizzes in New Quizzes.

If your institution enables the New Quizzes migration during course import/copy feature option, question banks linked via a question group in Classic Quizzes will migrate to New Quizzes. If the quiz migration feature is not enabled by your institution, questions from question banks must be individually added before migrating to New Quizzes.

Notes:

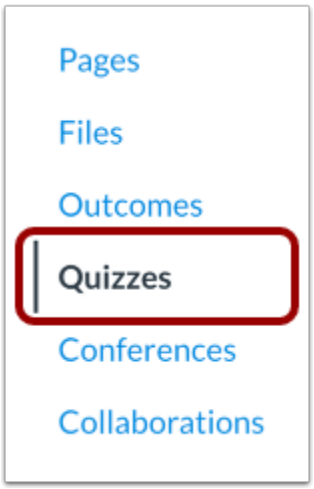
- Turn off the Sync to SIS feature before migrating a quiz.
- After migration to New Quizzes, Multiple Dropdown questions display as Fill in the Blank questions.
- Text No Question items from Classic Quizzes migrate to New Quizzes, you can give students extra context with standalone text or prompts not tied to specific questions on a New Quiz.
- Question groups with manually created questions migrate as item banks in New Quizzes.
- If a quiz is migrated multiple times, Canvas uses smart merging to decipher the question bank content that should be retained. This process helps ensure all content is retained, such as in cases where multiple users may be making edits to a quiz at the same time.
- Practice quizzes from Classic Quizzes can be migrated to New Quizzes. Once migrated, by default, the practice quizzes are displayed as zero points possible and are hidden from the Gradebook and Grades page.

Open Course



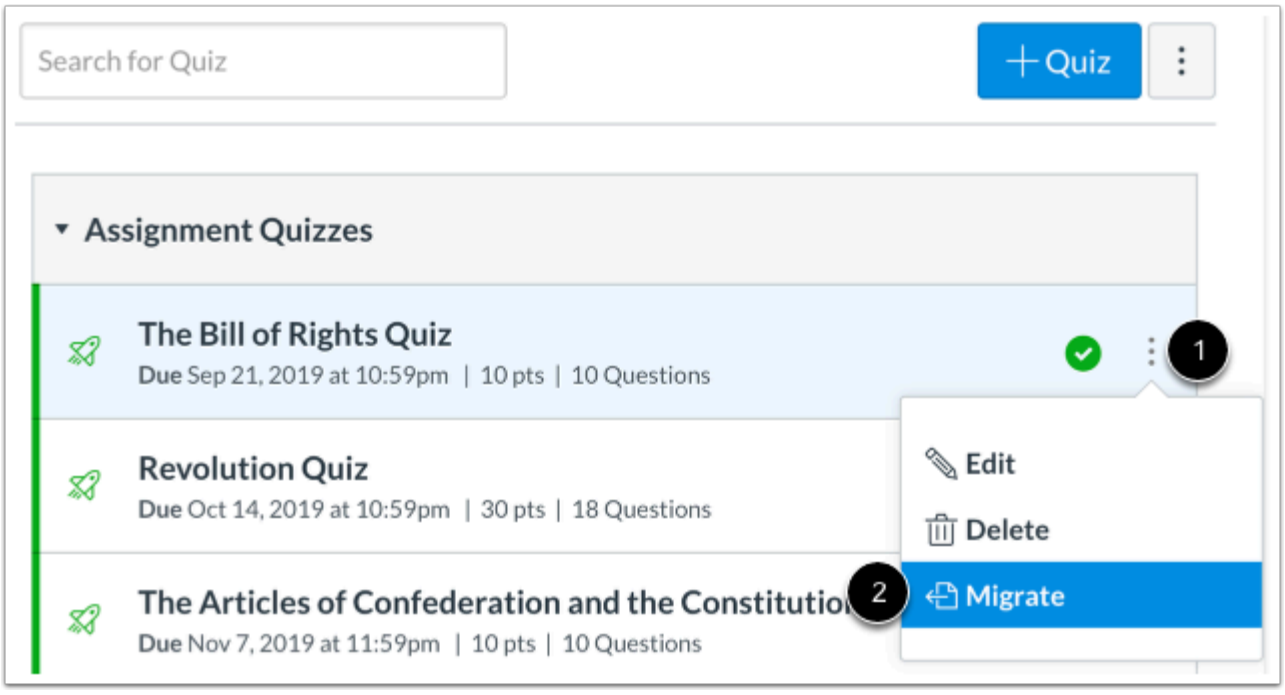
In Global Navigation, click the **Courses** link [1], then click the name of the course that contains the quiz you want to migrate [2].

Open Quizzes



Click the **Quizzes** link.

Migrate Quiz



To migrate a quiz, click the **Options** icon [1]. Then click the **Migrate** option [2].

Note: If you cannot view the Migrate option, it has not been enabled for your institution. Contact your Canvas Admin for assistance.

Open Quiz



Once migrated, the quiz displays a New Quiz icon [1]. To open your quiz, click the name of the quiz [2].

Notes:

- By default, migrated quizzes are unpublished.
- Migrated quizzes display under their original quiz

How do I import a quiz from a QTI package in New Quizzes?

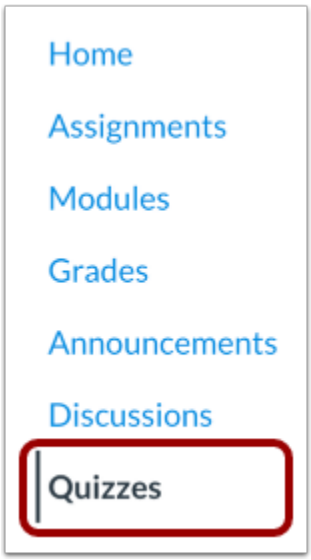
You can import quizzes from QTI packages in New Quizzes. You can only use QTI packages to create a new quiz. You cannot modify an existing quiz using a QTI import.

If your institution has enabled the New Quizzes Migration During Course Import/Copy feature option, you can also convert quizzes in QTI packages to the New Quizzes format when using the Course Import Tool.

Notes:

- Question groups linked to question banks are not included in QTI imports.
- New Quizzes only supports imports from QTI 1.2 and 2.x versions. However, some QTI 1.2 and 2.x 3rd party packages include software-specific item types which may not be supported.
- When creating a quiz from a QTI import, the new quiz is given the same title as the imported QTI file.
- You can export a New Quiz in your course.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

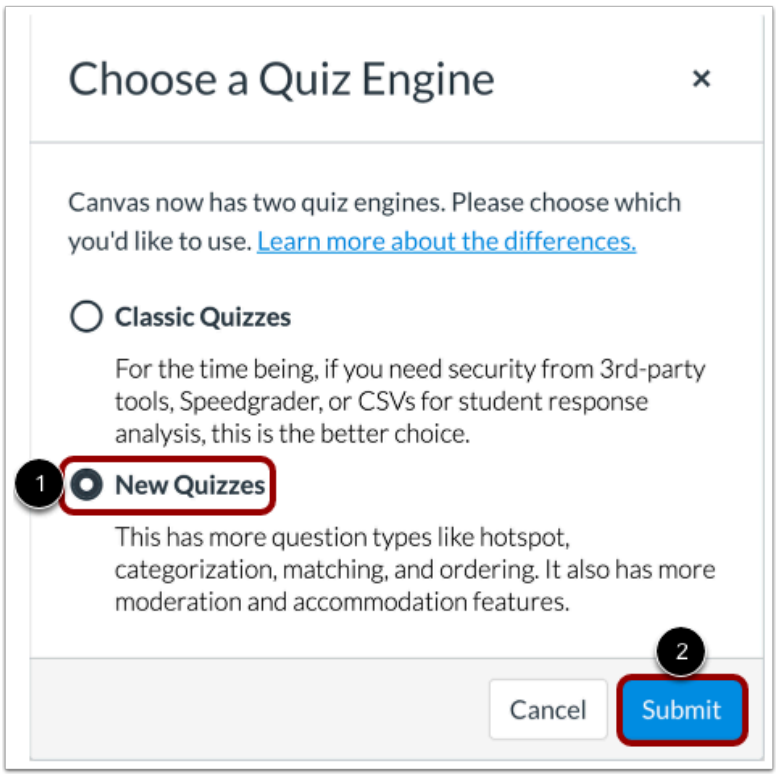
Note: You can also access quizzes from the Assignments page.

Add Quiz



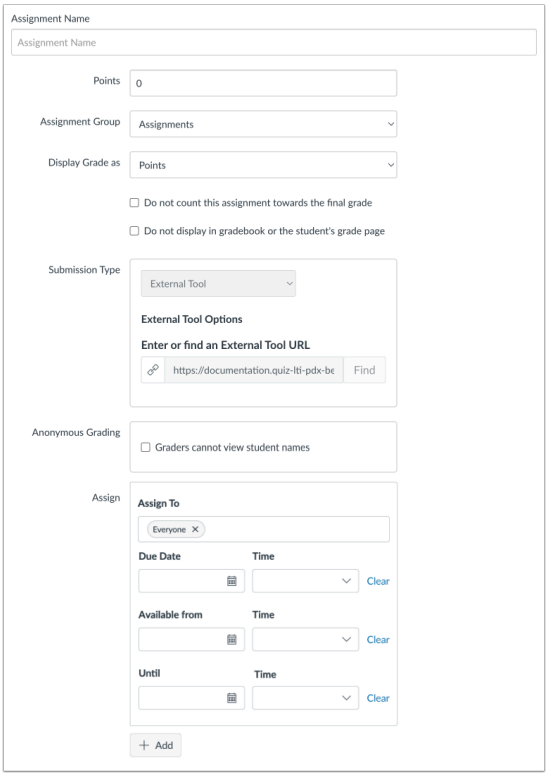
Click the **Add Quiz** button.

Create New Quiz



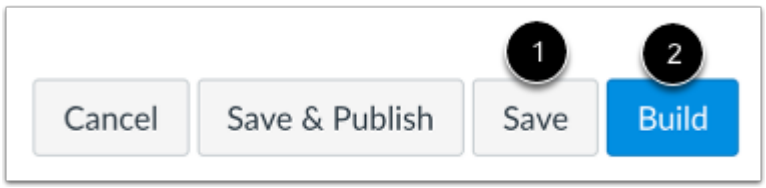
In the Choose a Quiz Engine screen, select the **New Quizzes** option [1]. Then click the **Submit** button [2].

Edit Quiz Details



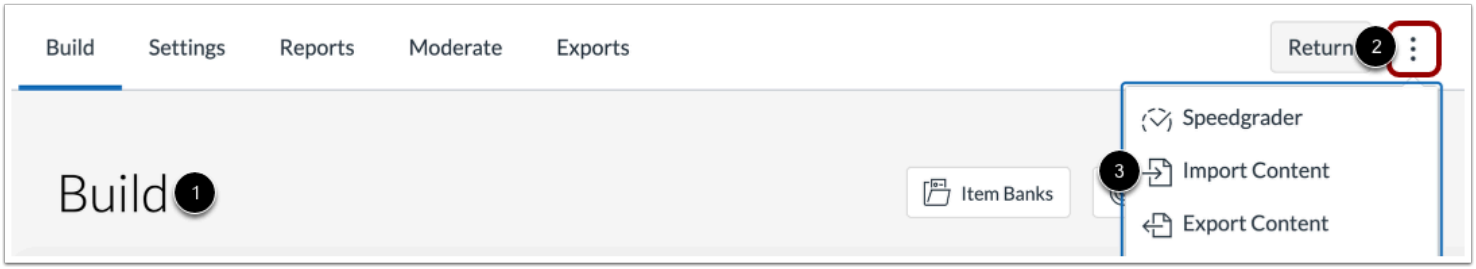
Edit the details for your quiz.

Save Quiz



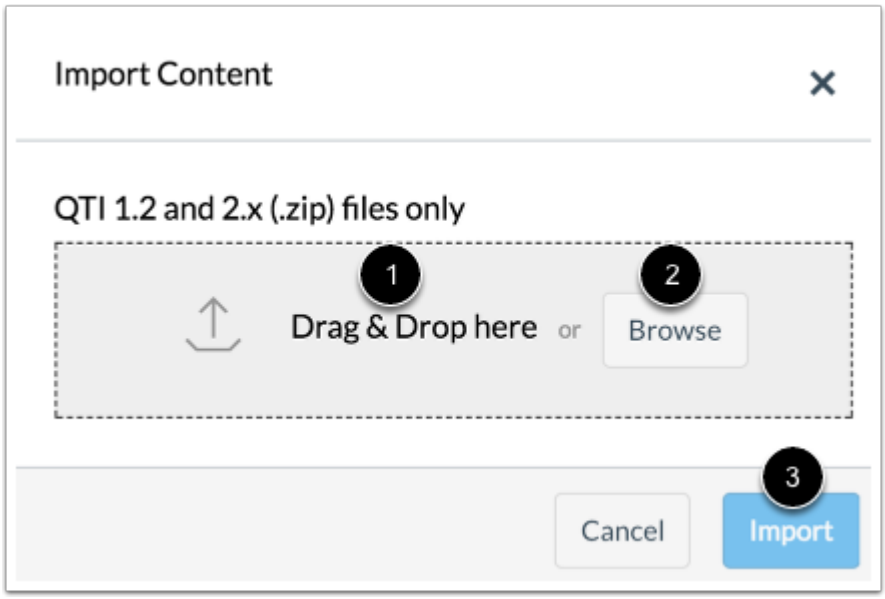
To save quiz details, click the **Save** button [1]. To open the New Quizzes build page and import content, click the **Build** button [2].

Import Content



Your quiz will open to the Build page [1]. To import content, click the **Options** icon [2] and select the **Import Content** option [3].

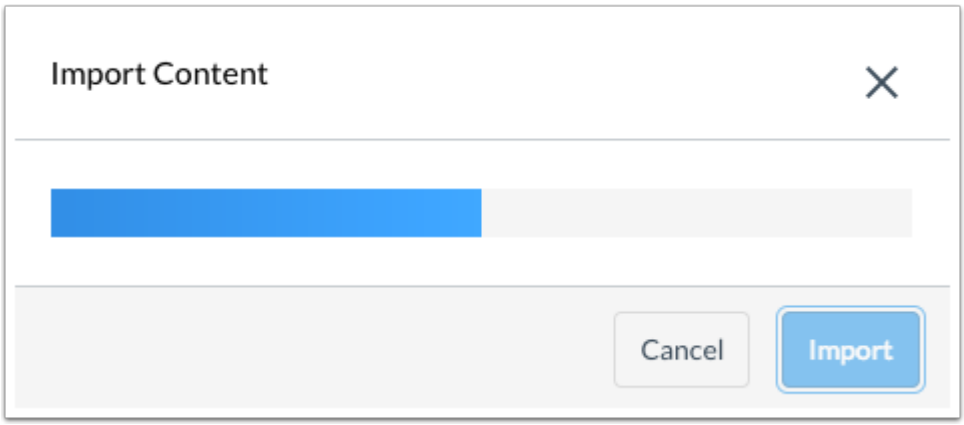
Import QTI File



To import a QTI file, drag and drop the file [1] or select a file by clicking the **Browse** button [2].

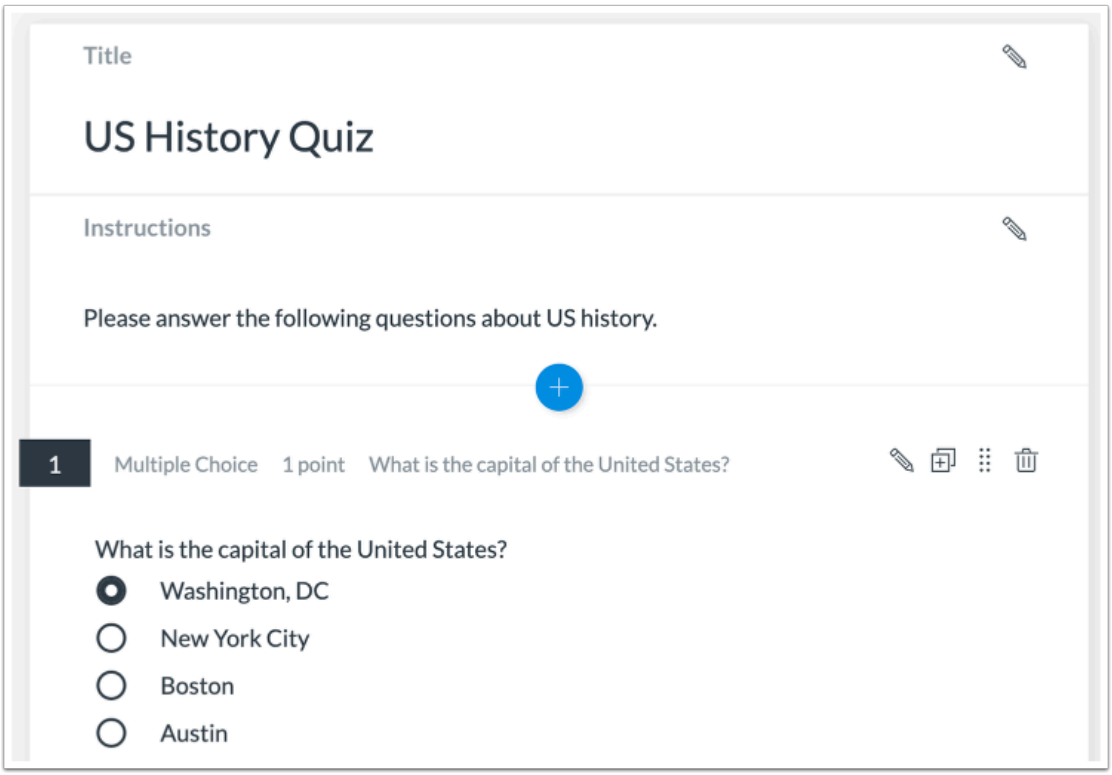
To start the import, click the **Import** button [3].

View Import Status



A status bar will display the status of your import.

View Quiz



View your imported quiz.

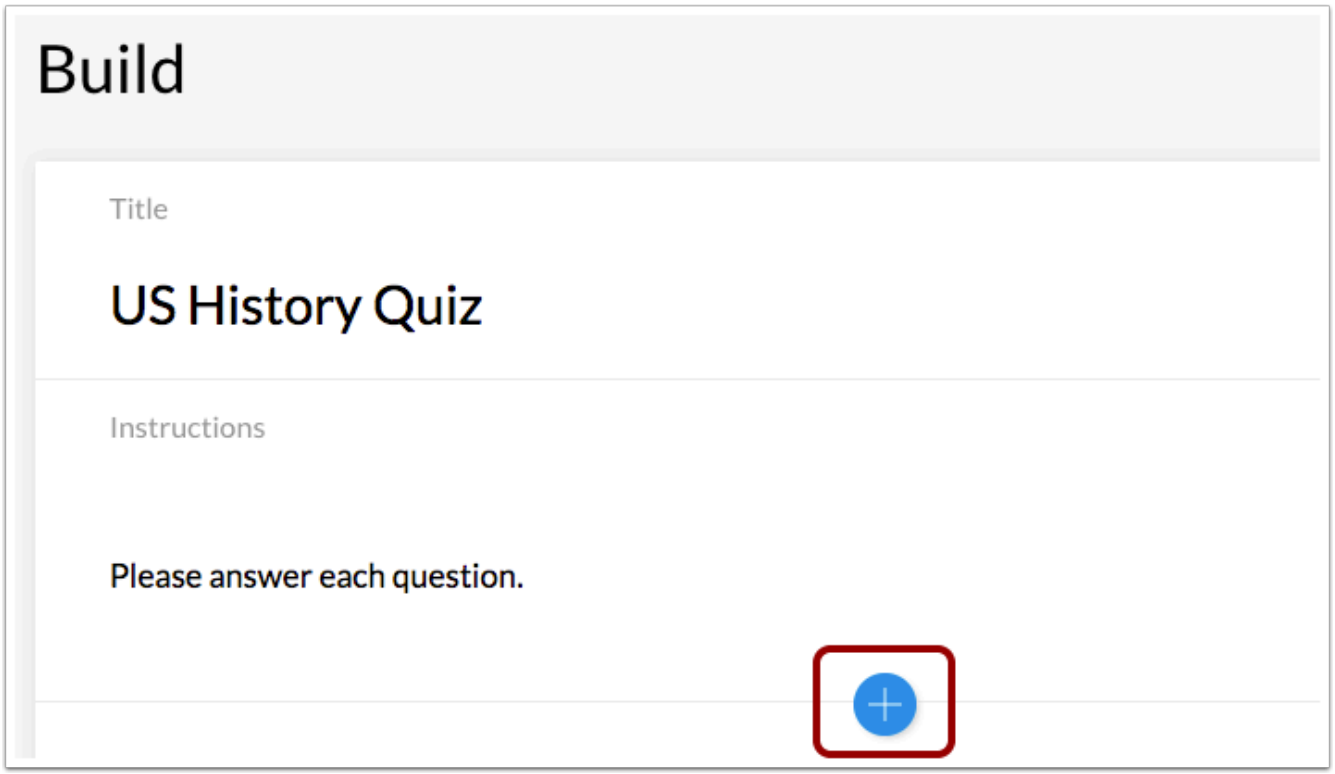
How do I create a Categorization question in New Quizzes?

When creating a quiz, you can create a Categorization question in New Quizzes. Categorization questions require students to place answers in the correct categories while ignoring all distractors.

When Categorization questions are graded, students must categorize all items correctly to earn full points. There is not an option to assign partial credit for Categorization questions.

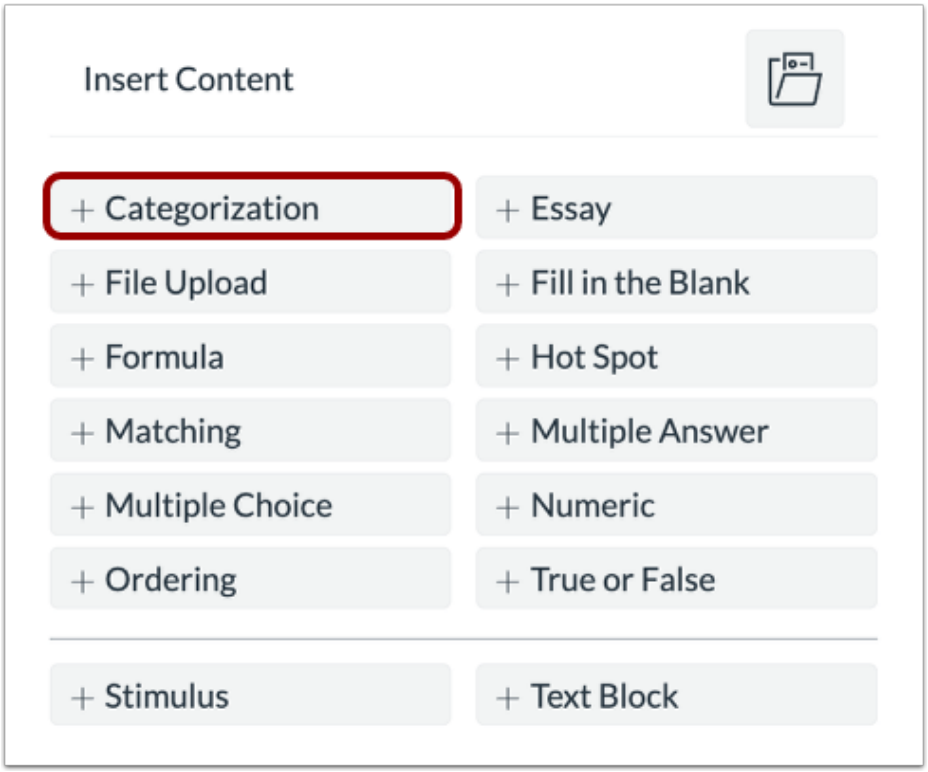
You can also duplicate Categorization questions to create a new question.

Add Question



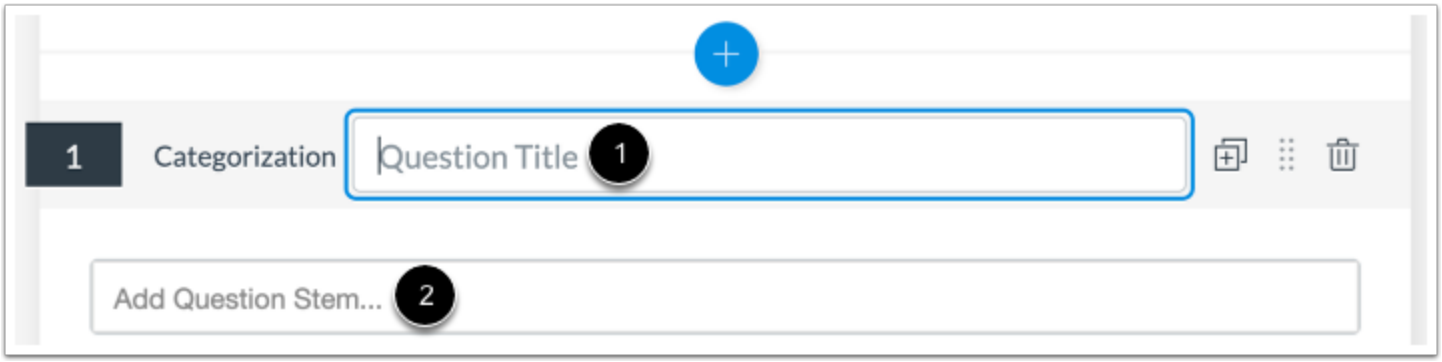
To create a question, click the **Add** button anywhere in the quiz.

Add Categorization Question



Click the **Add Categorization** button.

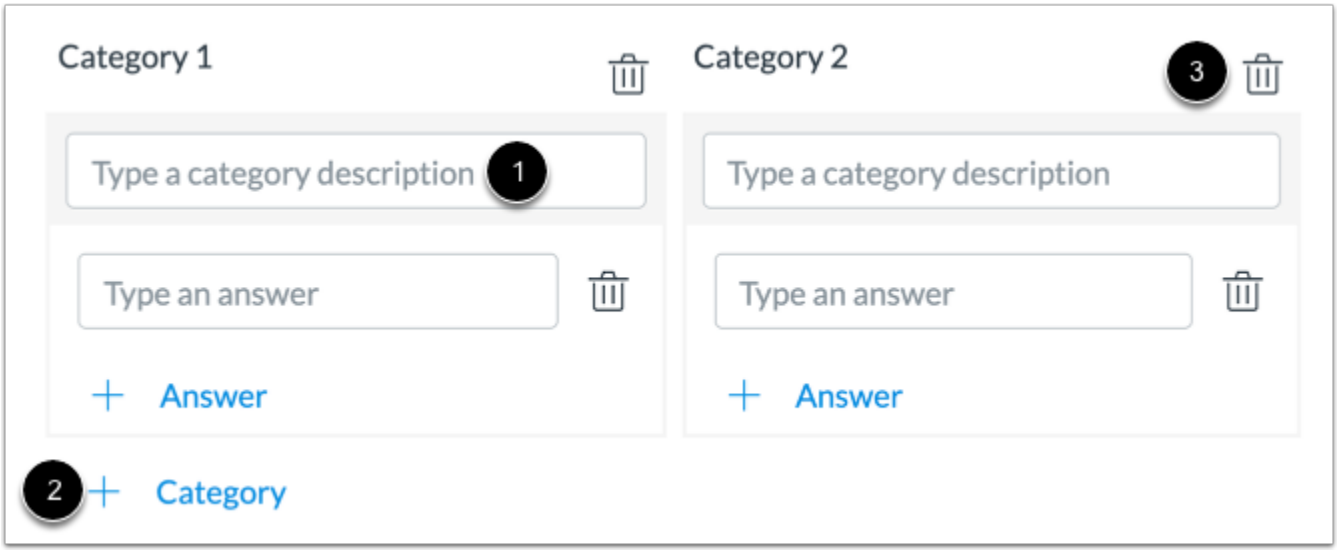
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

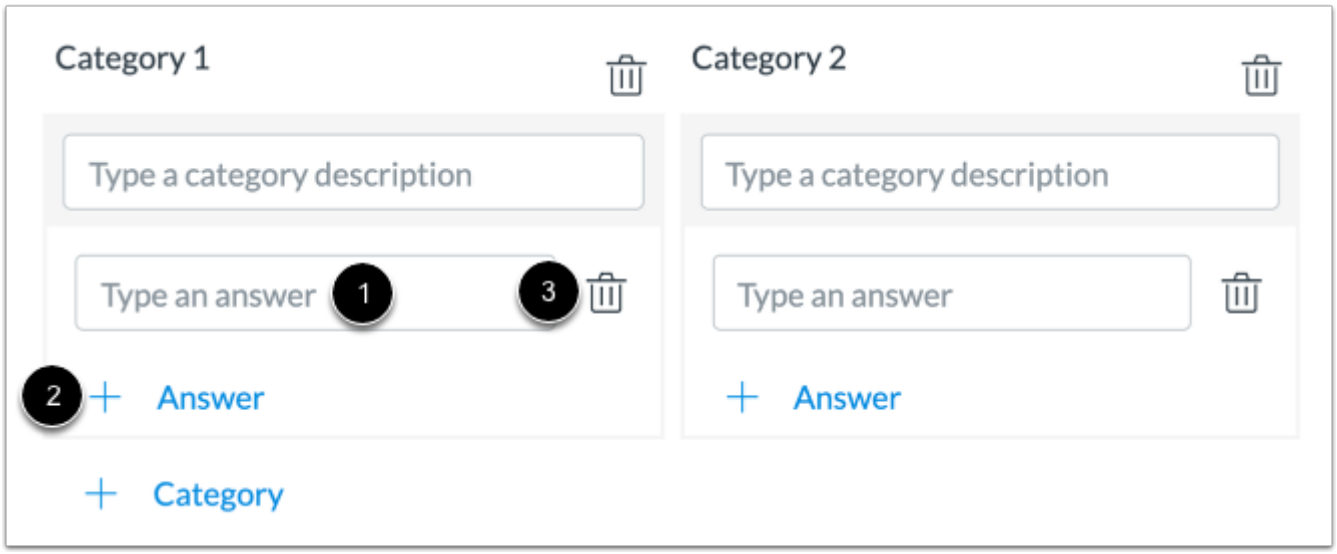
Add Categories



To name a category, type the name in a **Category** field [1]. Each category must have a unique name. To add a new category, click the **Add Category** link [2].

To delete a category, click the **Delete** icon [3].

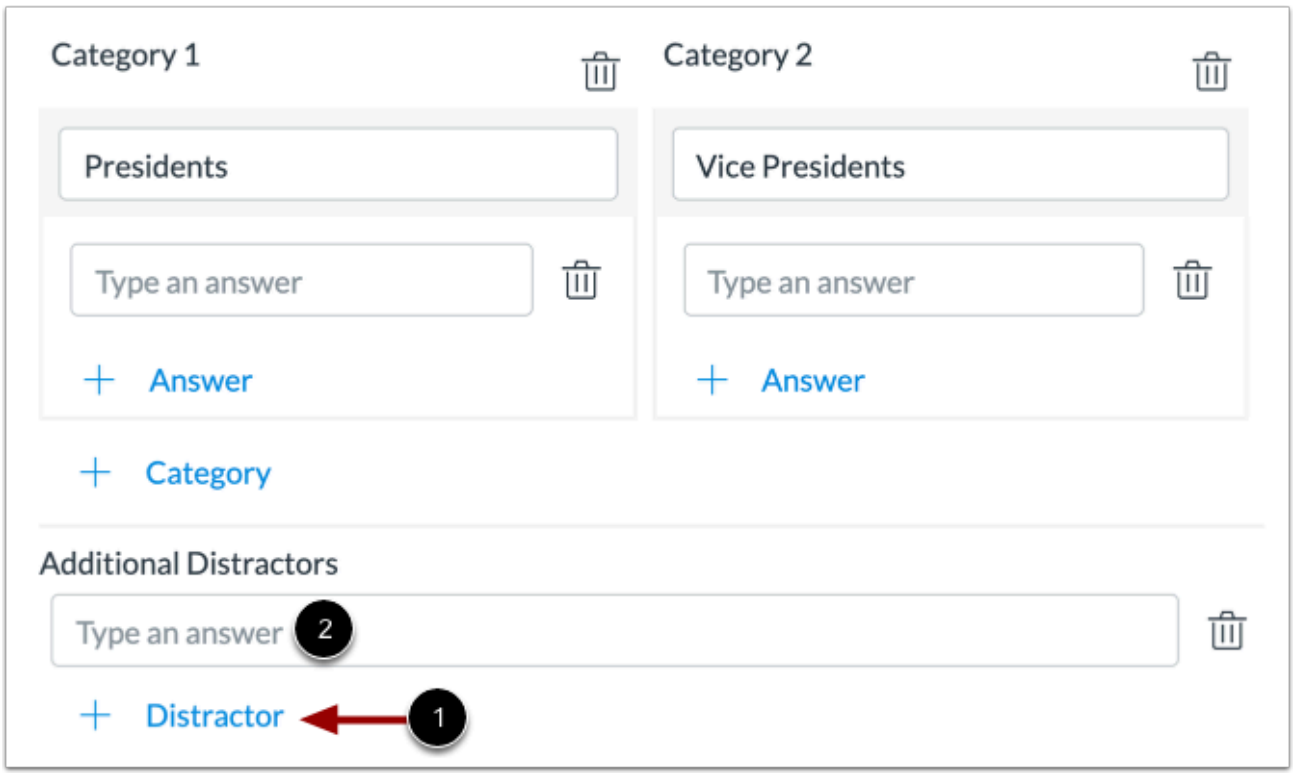
Add Answers



To add an answer for a category, type the answer name in an **Answer** field below the category where it belongs [1]. To add a new answer, click the **Add Answer** link [2].

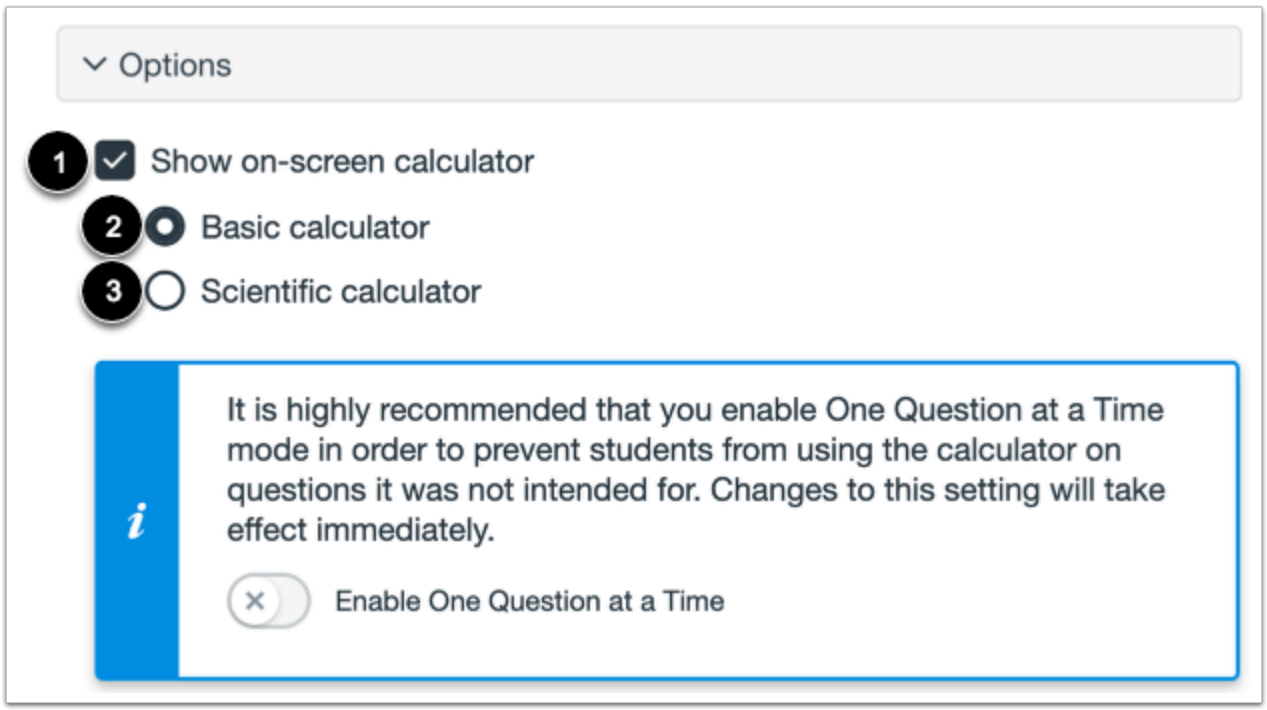
To delete an answer, click the **Delete** icon [3].

Add Distractors



You can also add distractors to a question. Distractors will appear with the answer choice but do not belong to any of the categories. To add a distractor, click the **Add Distractor** link [1] and type the distractor name in the **Additional Distractor** field [2].

Set Options



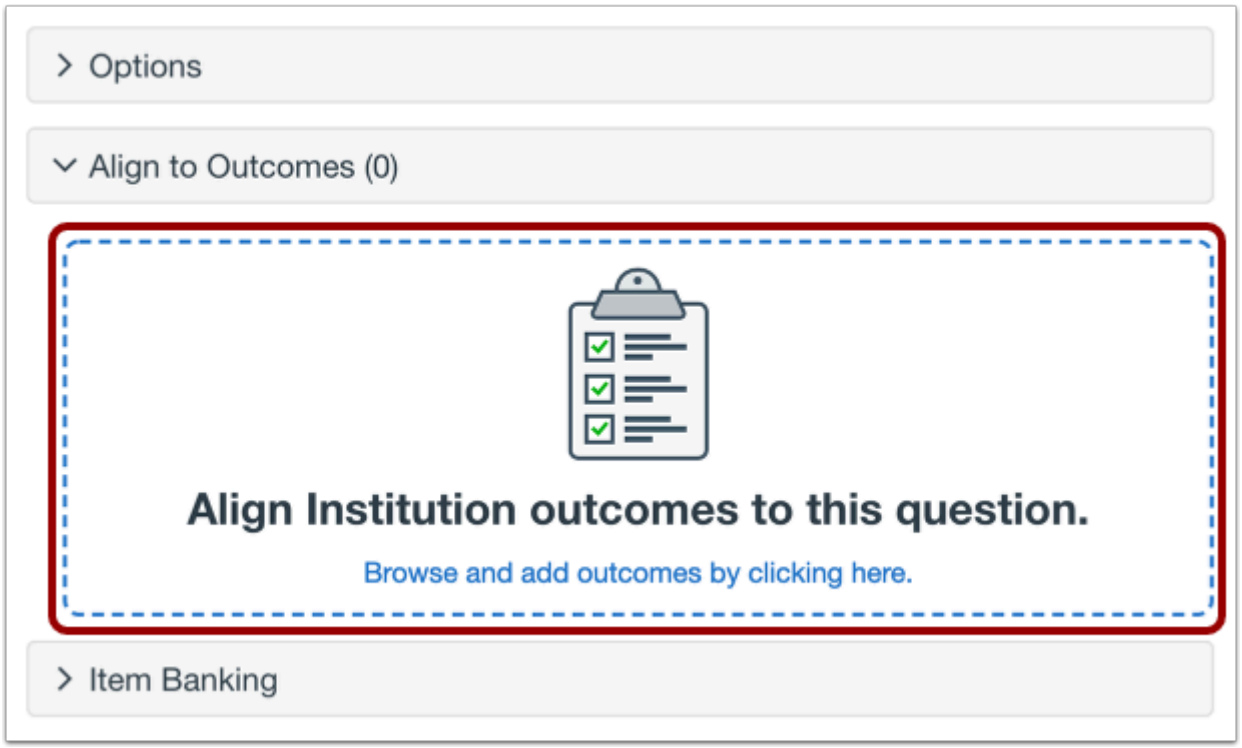
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

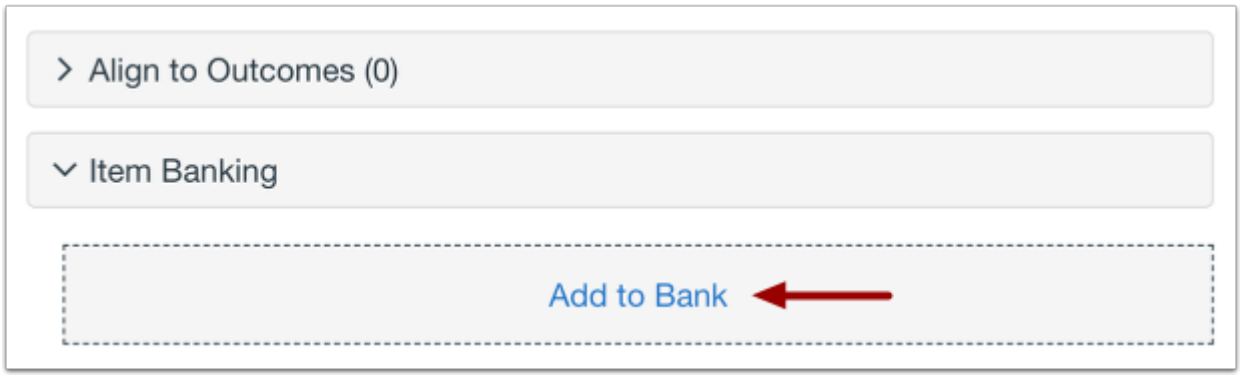
- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank

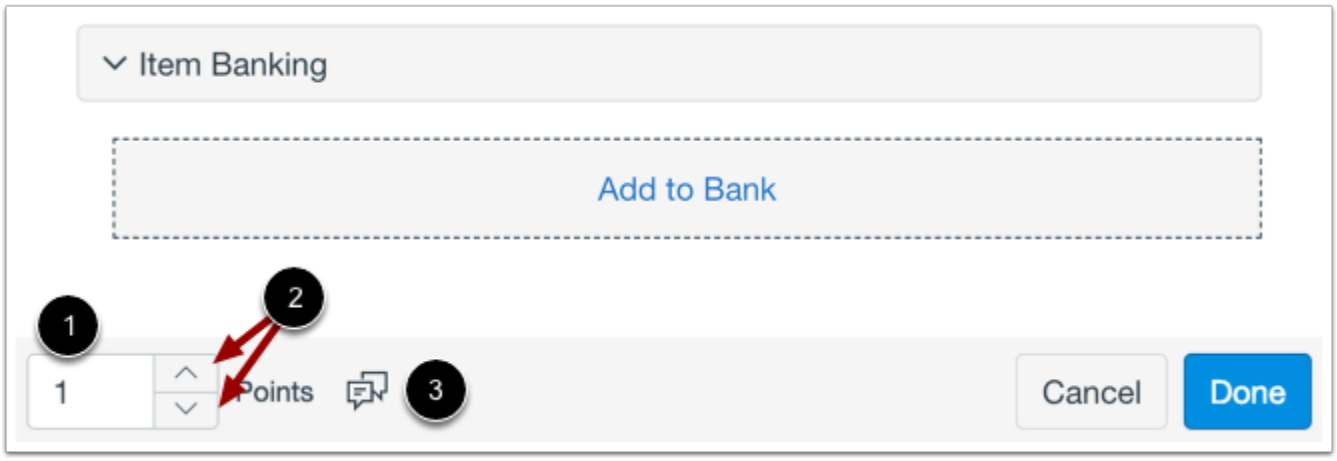


If you want to save a question to use in other quizzes, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

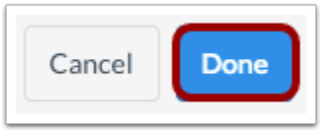
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

How do I create an Essay question in New Quizzes?

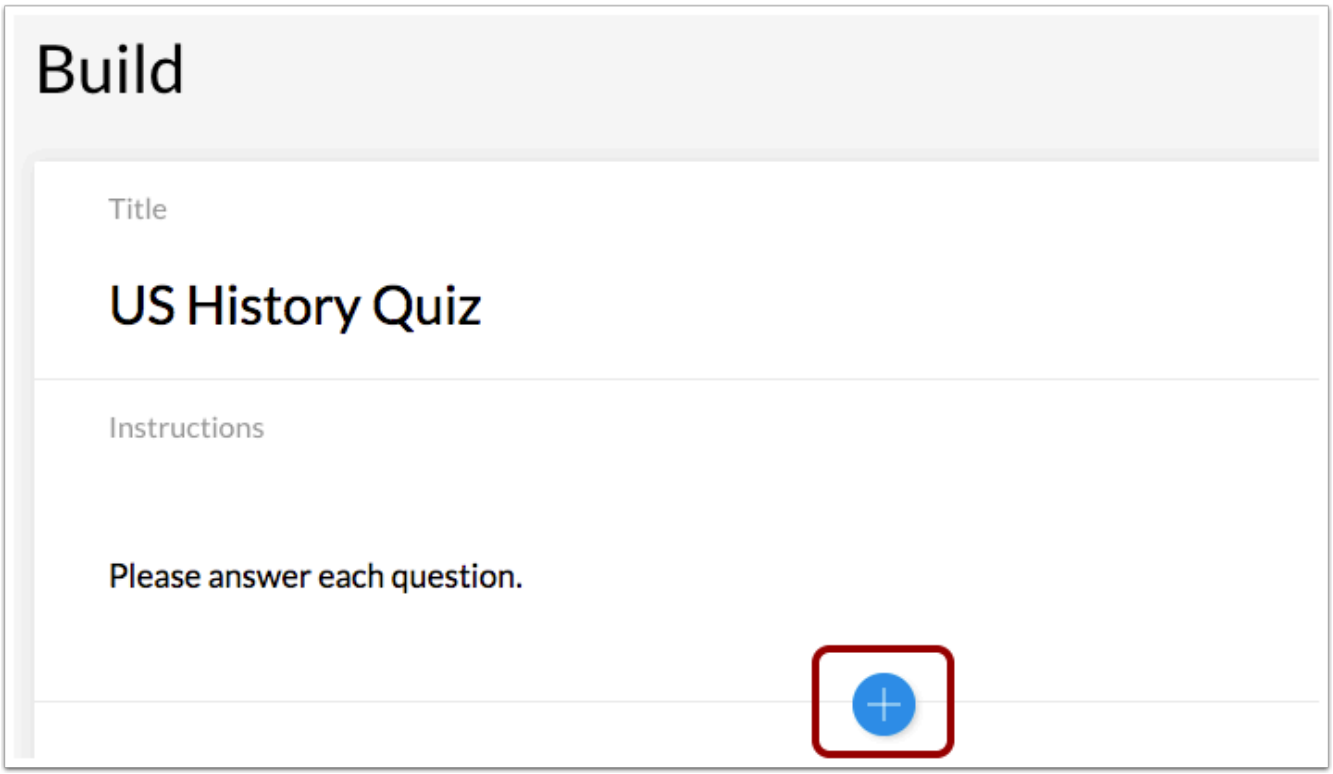
When creating a quiz, you can create an Essay question in New Quizzes. In an Essay question, students are required to enter a text response. You can also add word count, word limit, spell-check, and Rich Content Editor options for students' essay responses.

You can also add grading notes to an Essay question. Grading notes will display next to the question as a reference to help you grade student responses.

You can also duplicate Essay questions to create a new question.

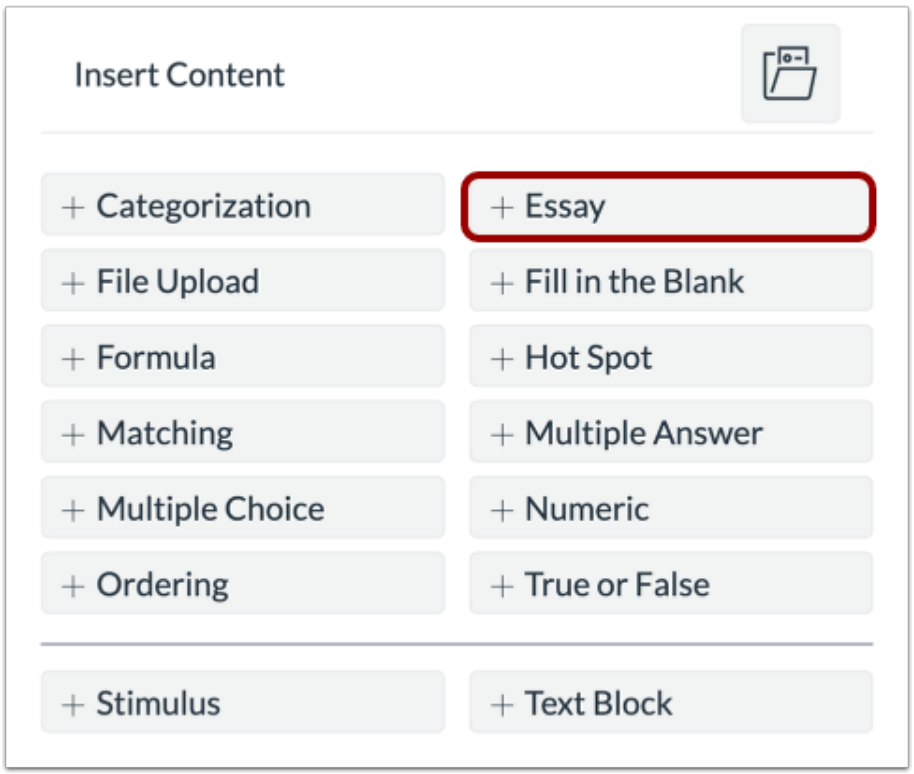
Note: Students can still submit their quiz attempt even if the essay questions minimum and/or maximum word limit is not met.

Add Question



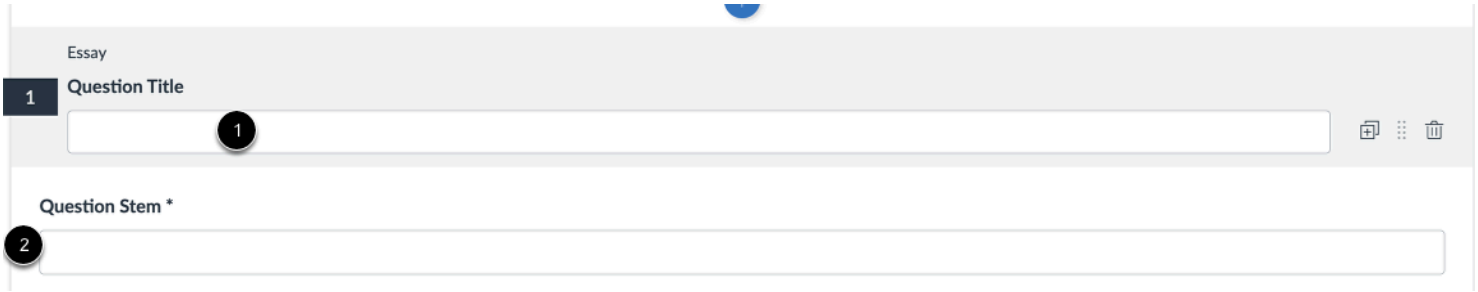
To create a question, click the **Add** button anywhere in the quiz.

Add Essay Question



Click the **Add Essay** button.

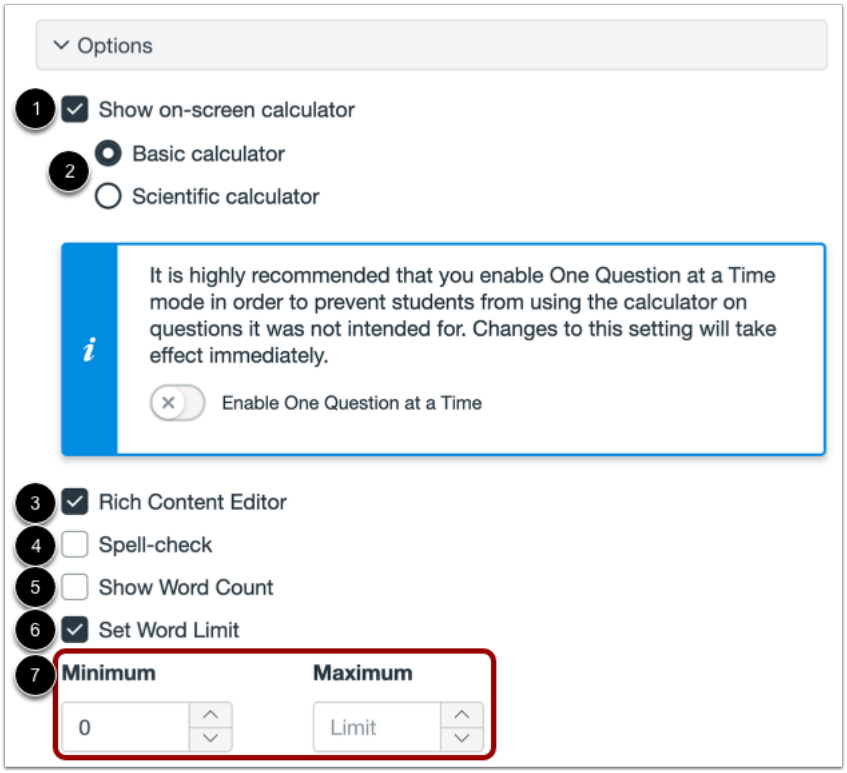
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question for the Essay question. You can use the Rich Content Editor or the HTML view to format and add content to your prompt.

Set Question Options



You can enable various tools for students to use when answering an Essay question. To allow students to use an on-screen calculator, click the **Show on-screen calculator** checkbox [1]. When you select this option, you can choose either a basic or a scientific calculator [2]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

The Rich Content Editor is enabled for students by default. To disable the Rich Content Editor, click the **Rich Content Editor** checkbox [3].

To enable spell-check, click the **Spell-check** checkbox [4]. To enable word count tracking, click the **Show Word Count** checkbox [5].

To set a word limit for the Essay question, click the **Set Word Limit** checkbox [6]. You can set a minimum and maximum word limit for student answers [7].

Notes:

- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.

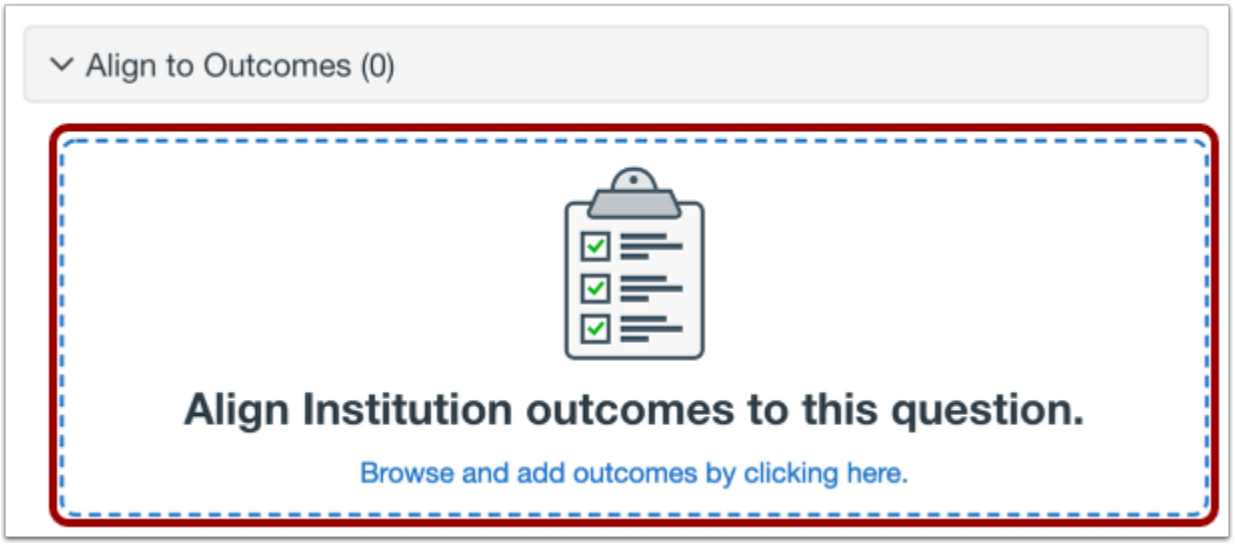
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Add Grading Notes



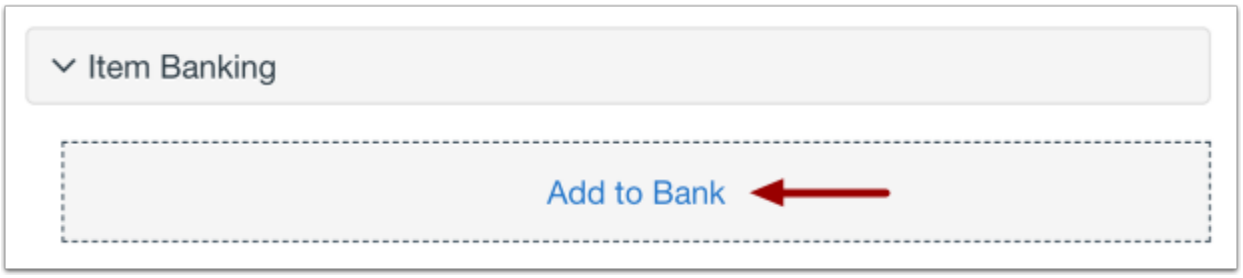
To add grading notes, click the **Grading Notes** tab [1] and enter your notes in the text field [2].

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

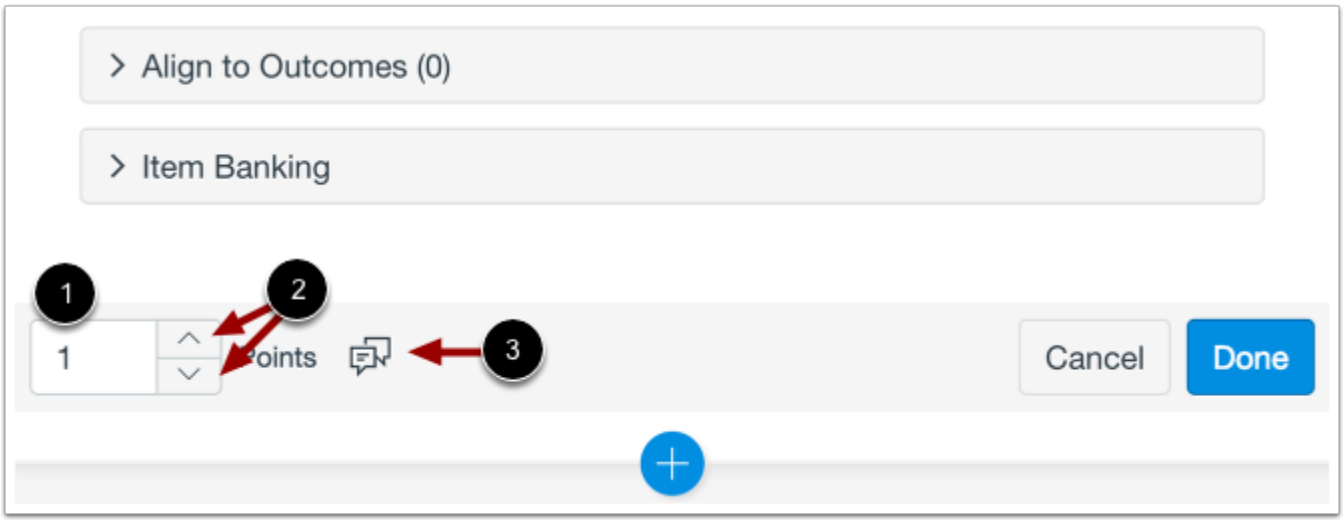
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

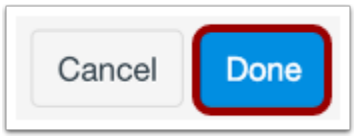
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

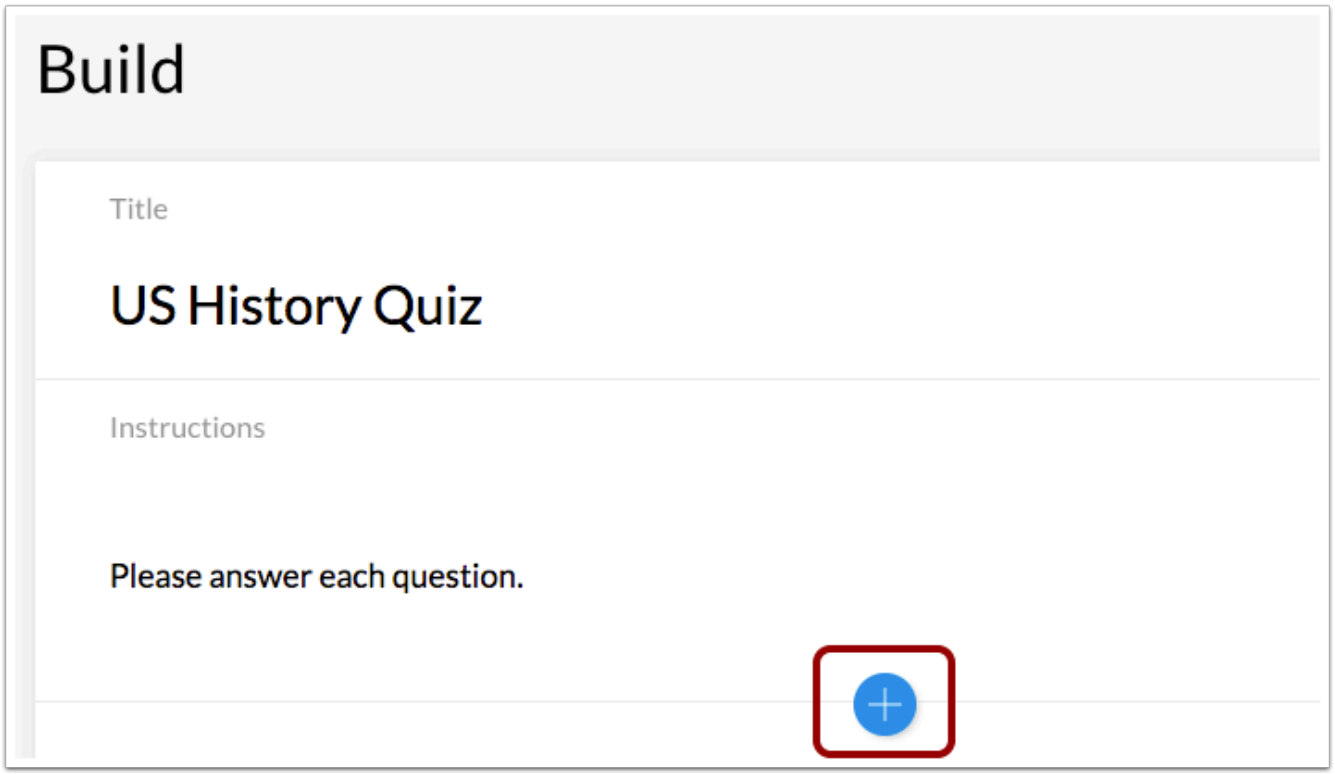
How do I create a File Upload question in New Quizzes?

When creating a quiz, you can create a File Upload question in New Quizzes. You can limit the number of files and the file extensions that can be uploaded by students.

You can also duplicate File Upload questions to create a new question.

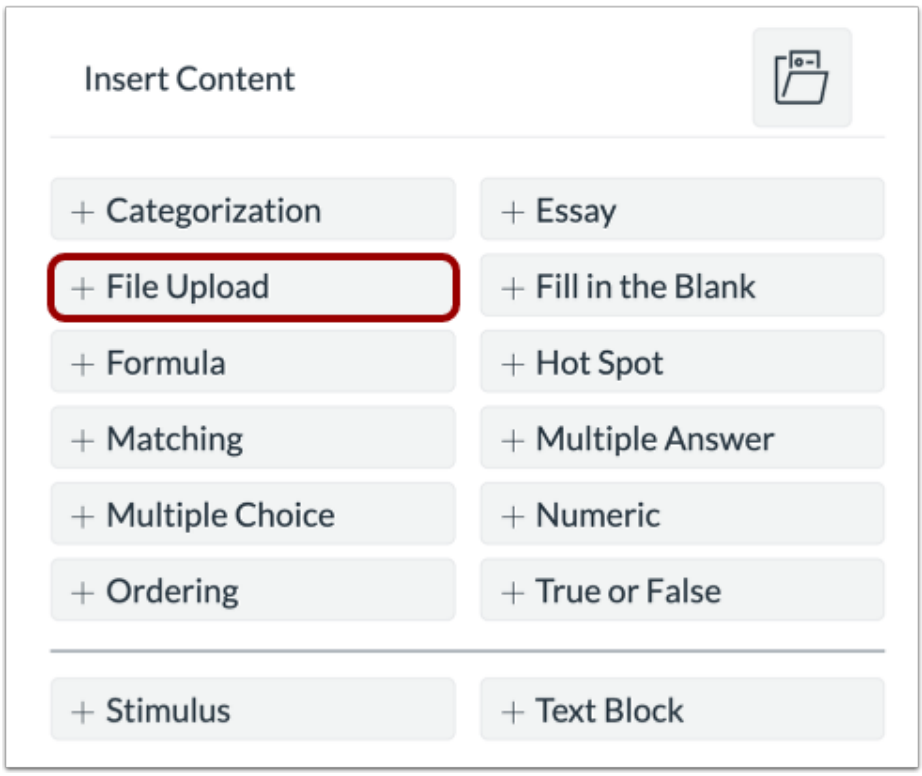
Note: DocViewer commenting and annotations tools are not available when grading file upload submissions in SpeedGrader.

Add Question



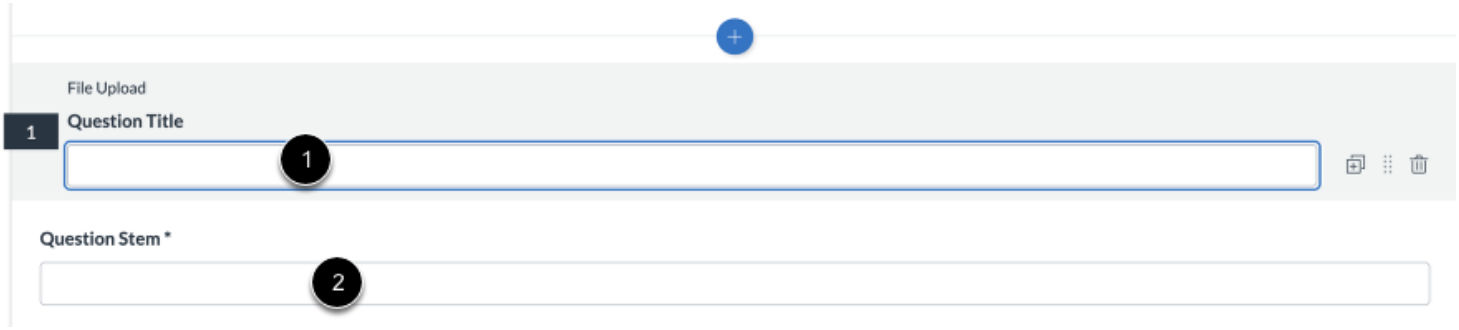
To create a question, click the **Add** button anywhere in the quiz.

Add File Upload Question



Click the **Add File Upload** button.

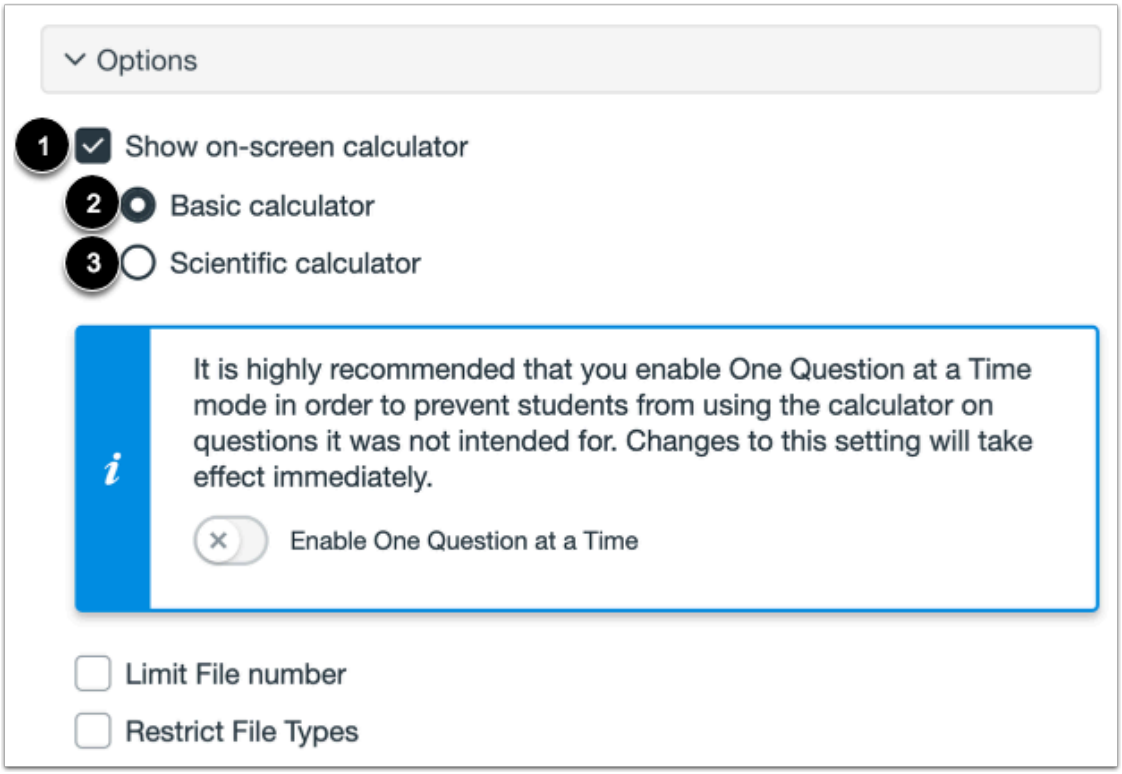
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

Enable On-Screen Calculator



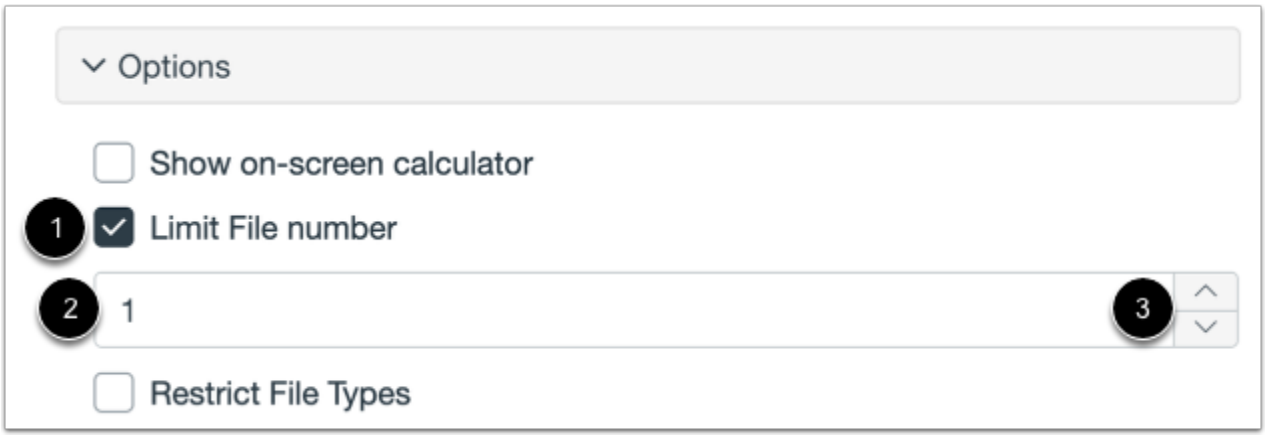
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

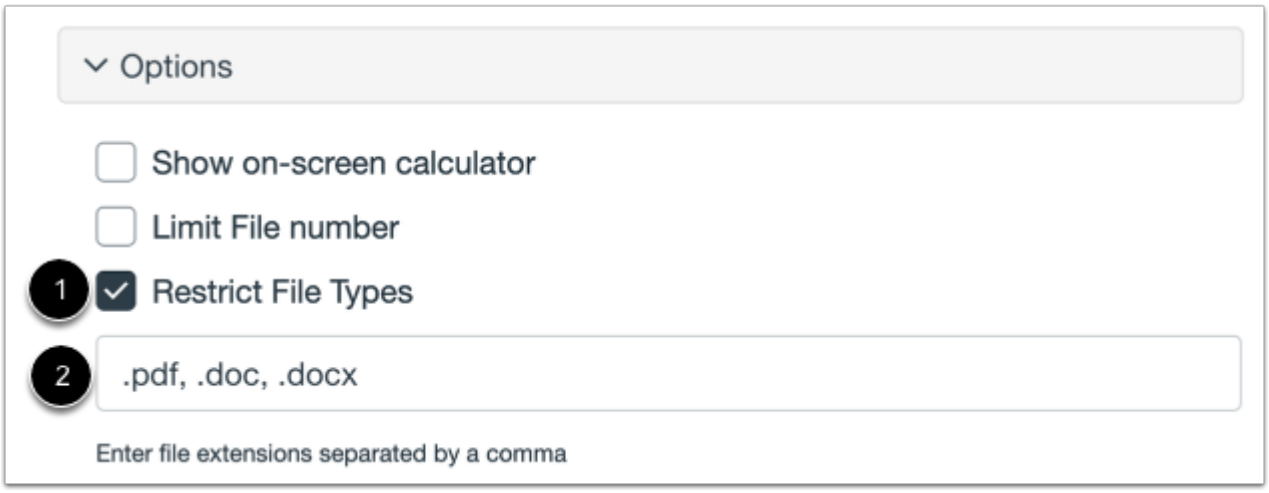
Limit File Uploads



To limit the number of file uploads allowed for students, click the **Limit File number** checkbox [1]. Then type the file number in the **Number** field [2] or use the arrows to increase or decrease the value [3].

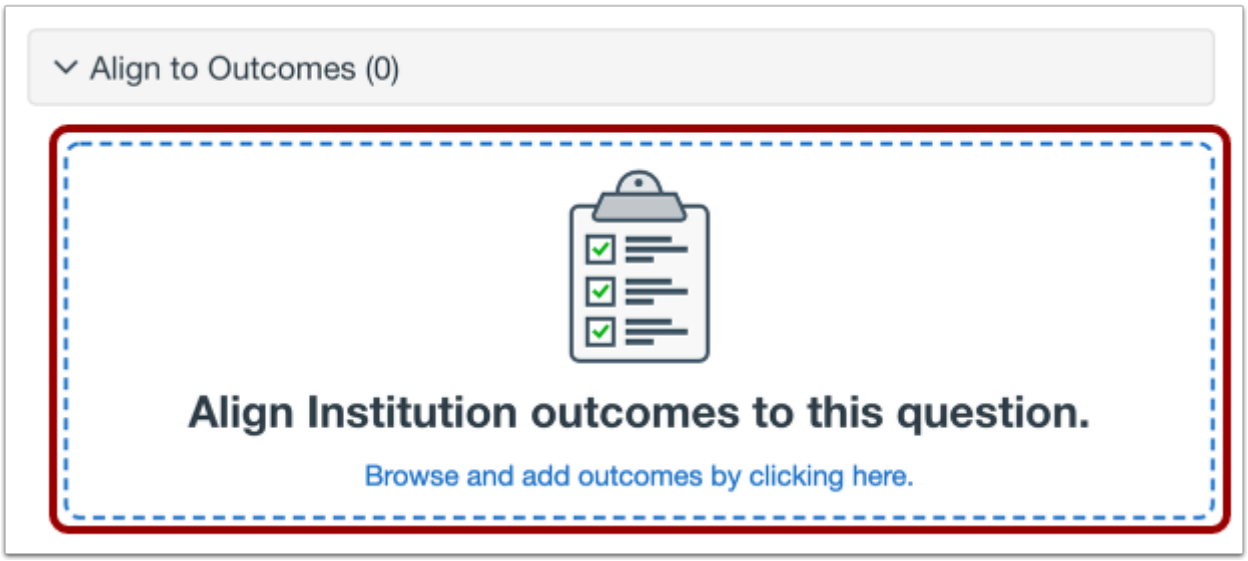
Note: If the Limit File number option is not selected, students are allowed unlimited uploads to a question.

Restrict File Types



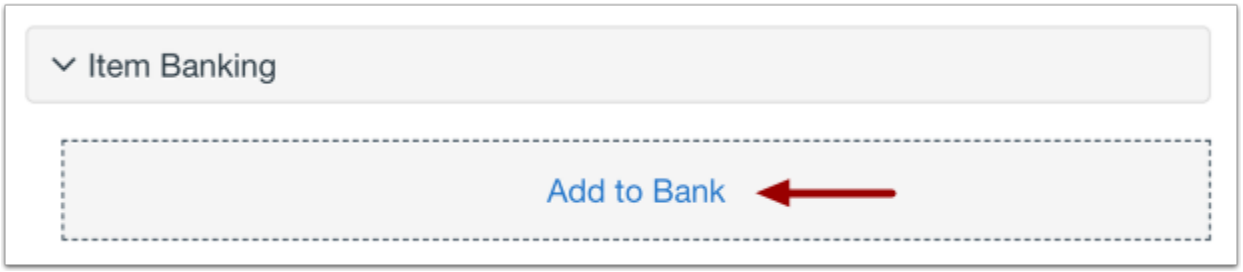
To restrict the file types that can be uploaded by students, click the **Restrict File Types** checkbox [1]. Then enter the file extensions separated by commas in the **File Types** field [2].

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

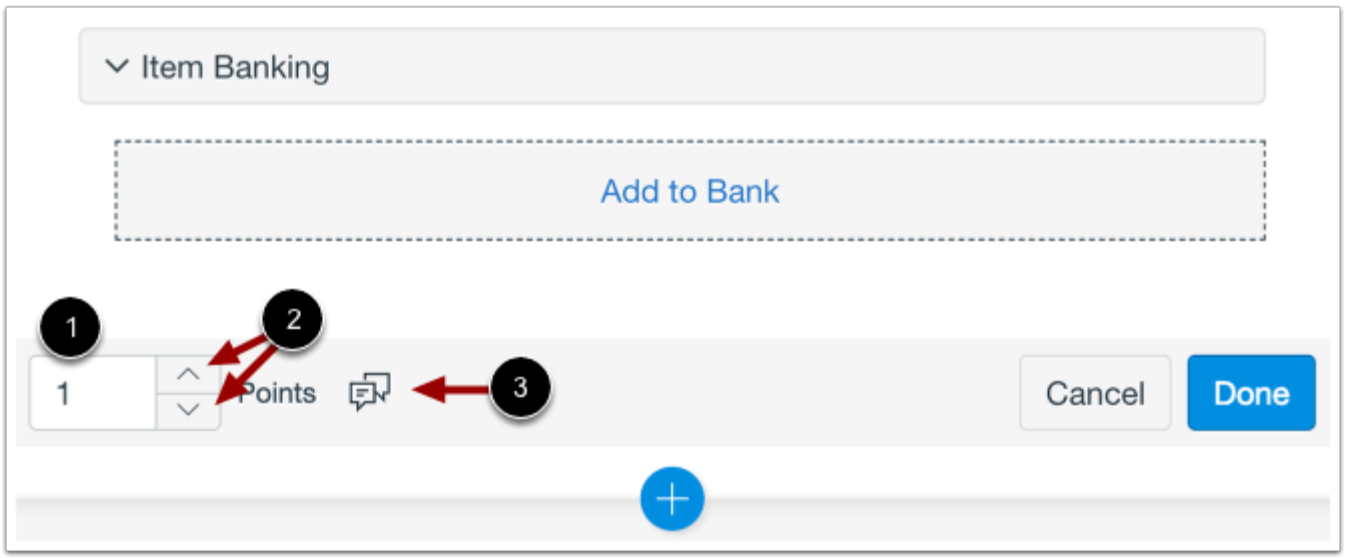
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

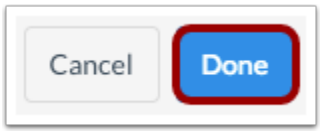
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

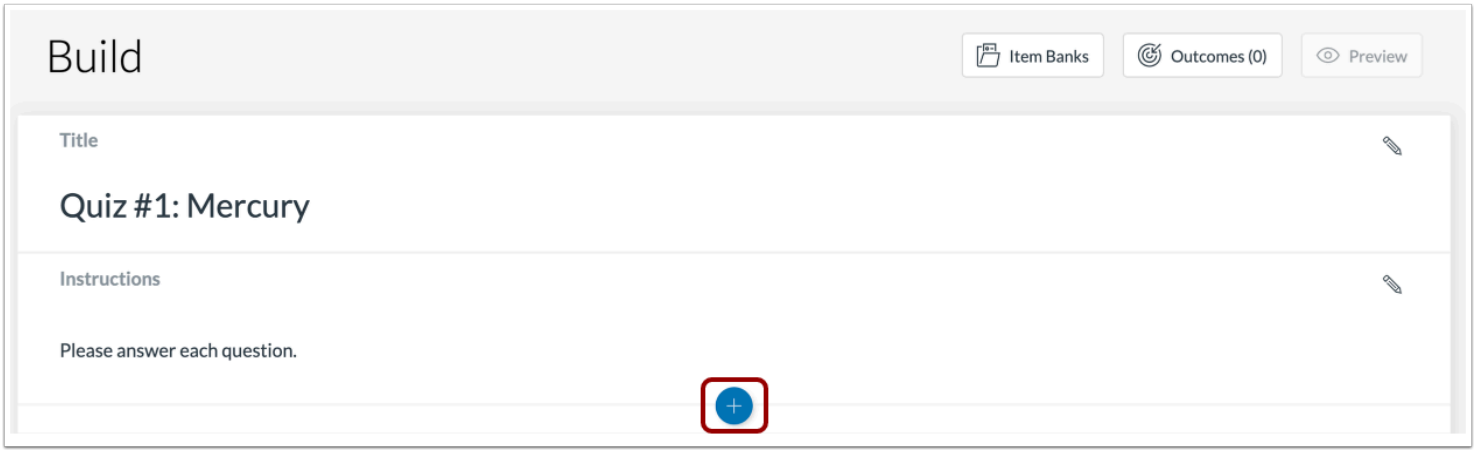
How do I create a Fill in the Blank question in New Quizzes?

When creating a quiz, you can create a Fill in the Blank question in New Quizzes. Fill in the Blank questions can have multiple blank spaces and include various answer types.

Each blank space is given a point value calculated by dividing the total points possible by the number of blank spaces. Correct answer choices are awarded this point value and no points are subtracted for incorrect answers. For example, a Fill in the Blank question with four blanks that is worth 1 point would assign a point value of 0.25 to each blank. If a student selects two correct answers and two incorrect answers, they would be awarded a total of 0.50 points for the question.

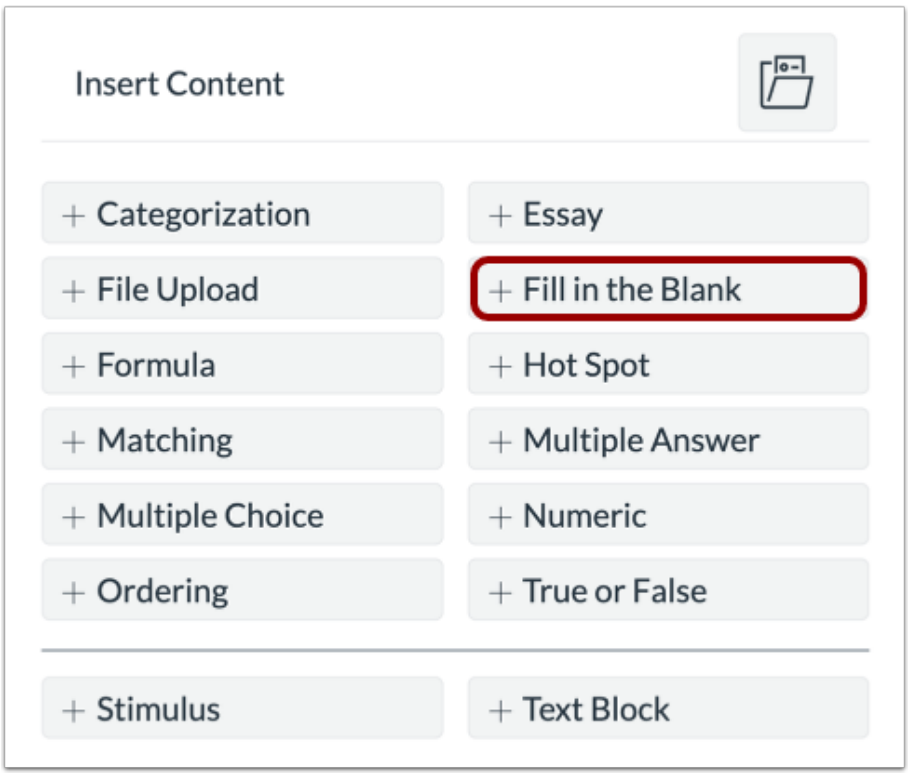
You can also duplicate Fill in the Blank questions to create a new question.

Add Question



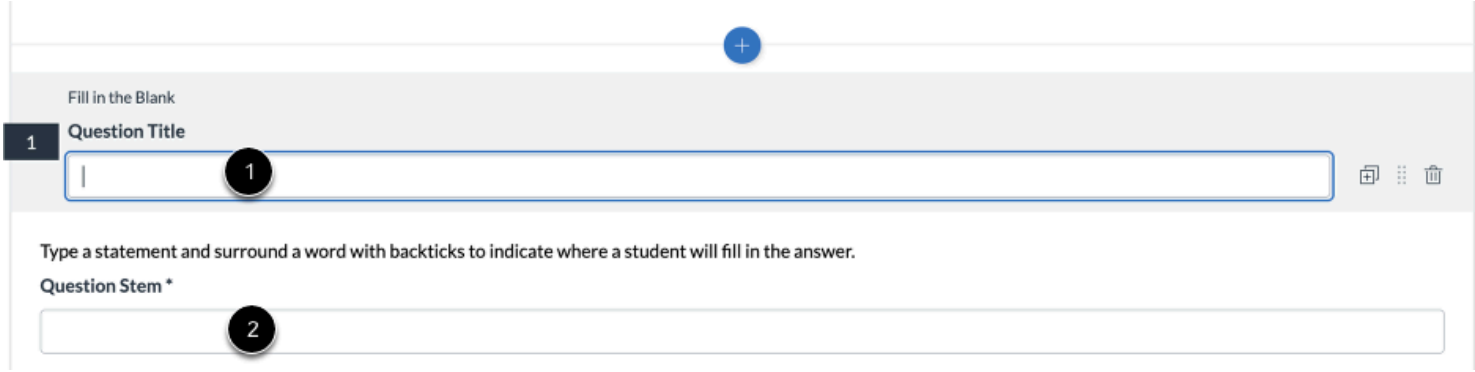
To create a question, click the **Add** button anywhere in the quiz.

Add Fill in the Blank Question



Click the **Add Fill in the Blank** button.

Add Question Title and Stem



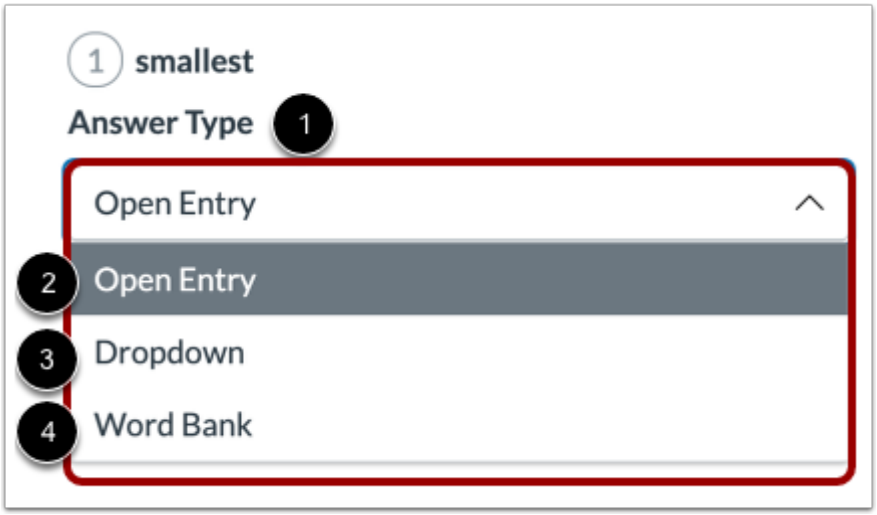
In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains additional instructions and information for your Fill in the Blank question.

Enter a statement and surround a word with backticks to indicate where a user will fill in the answer (e.g., "Roses are `red`, violets are `blue`"). You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

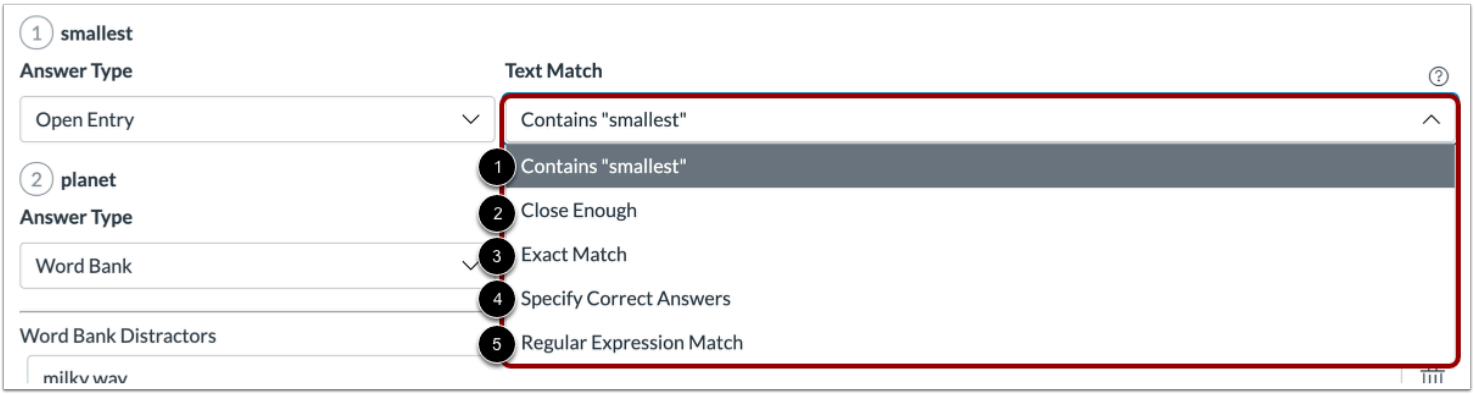
Note: To create a backtick using a U.S. keyboard, press the `(backtick) key located below the escape key.

Select Answer Type



In the **Answer Type** menu [1], select the answer type to use for a blank space. Fill in the Blank answer types are Open Entry [2], Dropdown [3], or Word Bank [4].

Select Text Match



For Open Entry answer types, you will need to select a Text Match option from the **Text Match** menu. The following options are available:

- **Contains** [1]: Allows for the text to exist anywhere in student responses. However, student answers must match the specified spelling and case. For example, if the blank is "panda", an answer of "It's a panda" will be marked correct, while an answer of "Panda" will be marked incorrect.
- **Close Enough** [2]: Uses Levenshtein Distance to determine if the response is close enough to the correct answer. Levenshtein Distance is the number of single-character edits needed to change one word to another. You can choose to ignore case.
- **Exact Match** [3]: Requires case and spelling to match exactly.
- **Specify Correct Answers**[4]: Allows for multiple correct answers to be specified. For example, if the response is "panda" and the correct answers specified are "panda" and "Panda", an answer of "panda" or "Panda" will be marked correct, while an answer of "PANDA" will be marked incorrect.
- **Regular Expression Match** [5]: Requires using specialized text strings that describe search patterns. The following step includes a few examples of basic concepts used in regular expressions. Regular expressions are not recommended for beginners and cannot be explained in full in this guide. To begin learning more about regular expressions, read the Regular Expression Wikipedia entry.

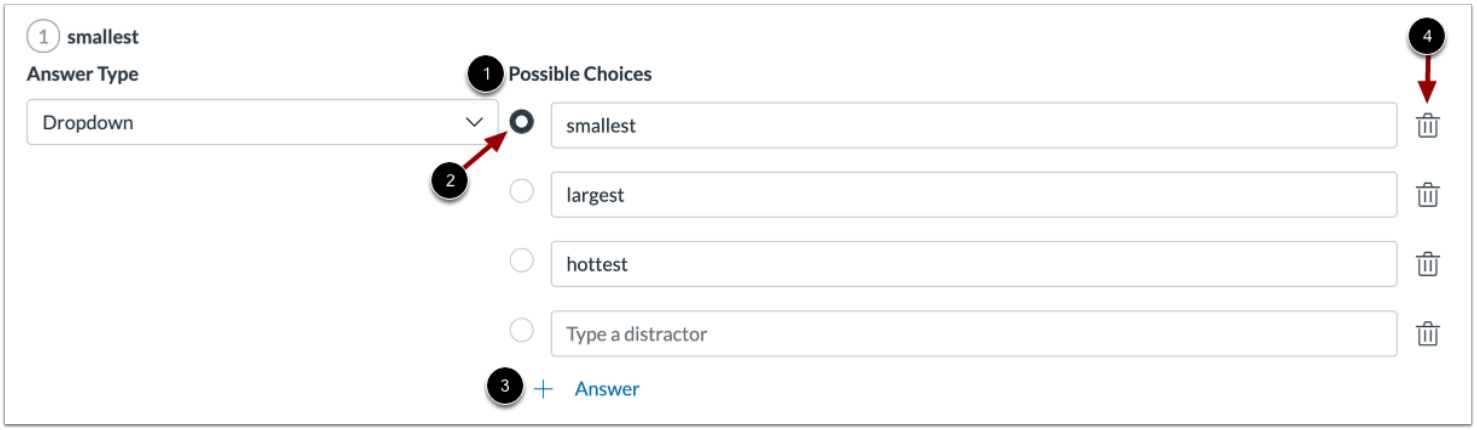
Regular Expression Match Examples

You can use the question mark (?) to indicate zero or one occurrences of the preceding element, the asterisk (*) to indicate zero or more occurrences of the preceding element, and the plus sign (+) to indicate one or more occurrences of the preceding element. For example, colou?r matches both "color" and "colour"; "ab*c" matches "ac", "abc", "abbc", etc.; "ab+c" matches "abc", "abbc", "abbbc", etc.

You can use a vertical bar (|) to separate alternatives, such as "gray|grey".

You can use parentheses ("()") to define the scope and precedence of the operators. For example, gr(a|e)y matches "gray" and "grey".

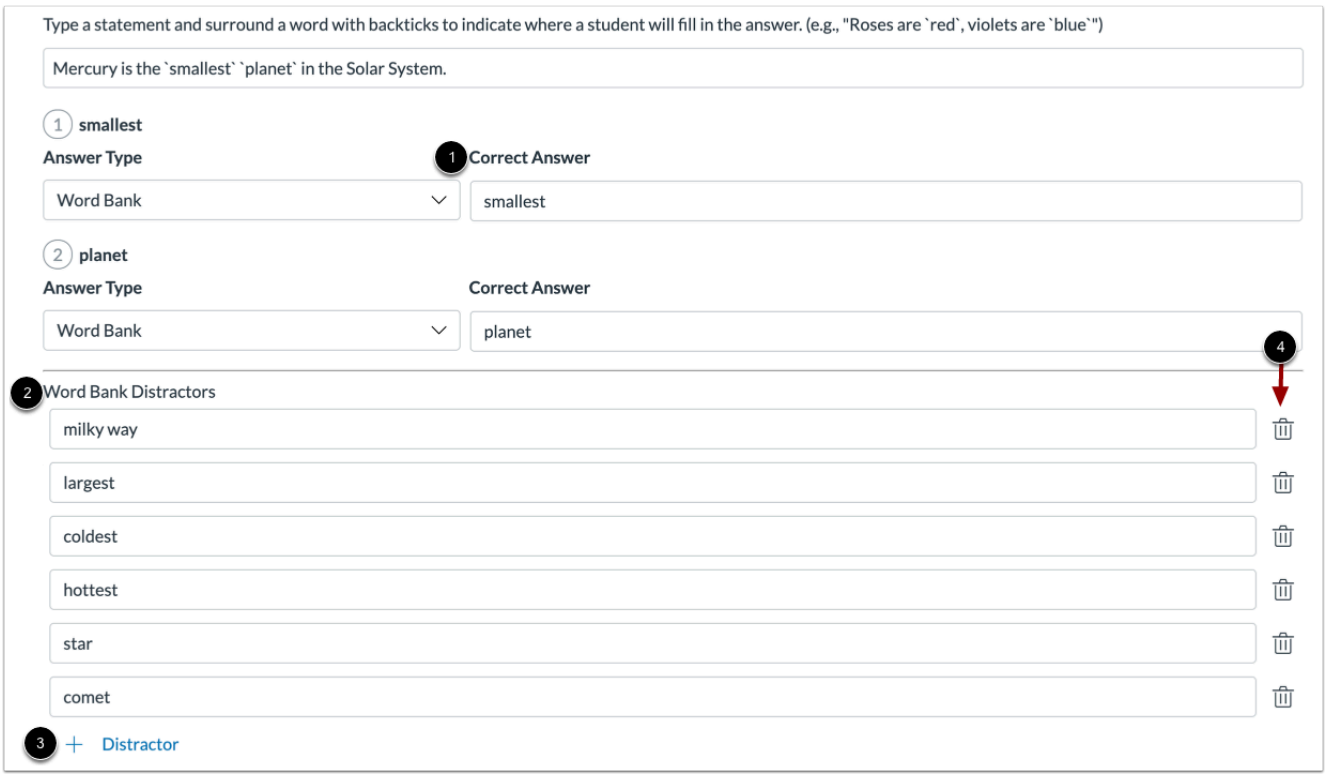
Select Possible Choices



For Dropdown answer types, enter the answer choices in the **Possible Choices** fields [1]. Click the button next to the correct answer [2].

To add additional answers, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].

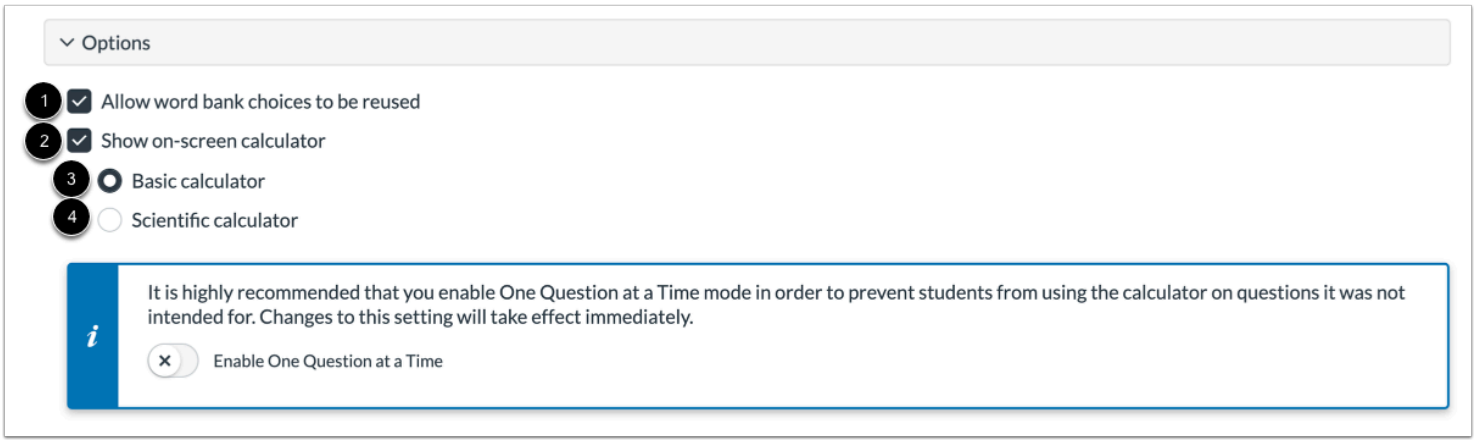
Select Word Bank



For Word Bank answer types, enter the answer choices in the **Correct Answer** fields [1]. Enter words in the **Word Bank Distractors** section [2].

To add additional distractor words, click the **Add Distractor** link [3]. To delete a distractor word, click the **Delete** icon [4].

Set Options



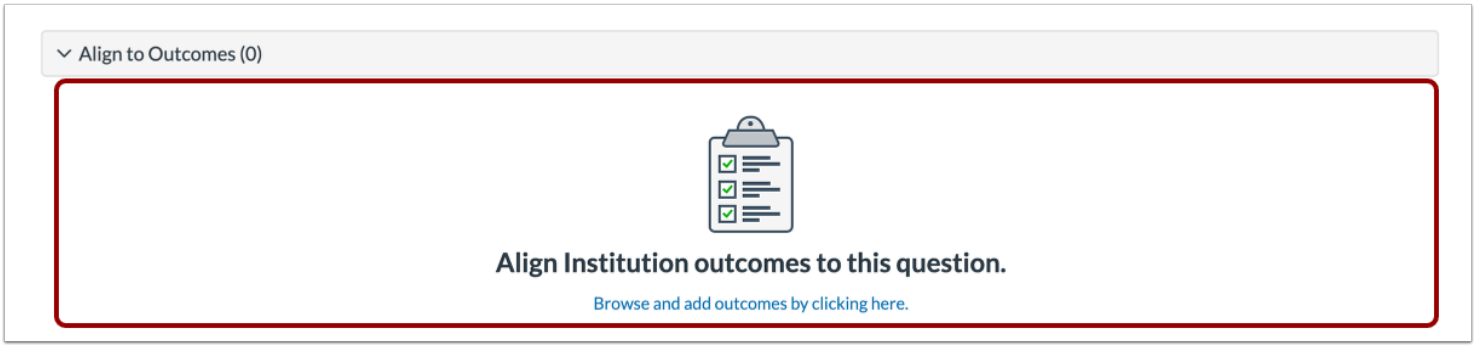
To reuse word bank choices, click the **Allow word bank choices to be reused** checkbox [1]. To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [2].

If you select this option, you can enable a basic calculator [3] or a scientific calculator [4]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

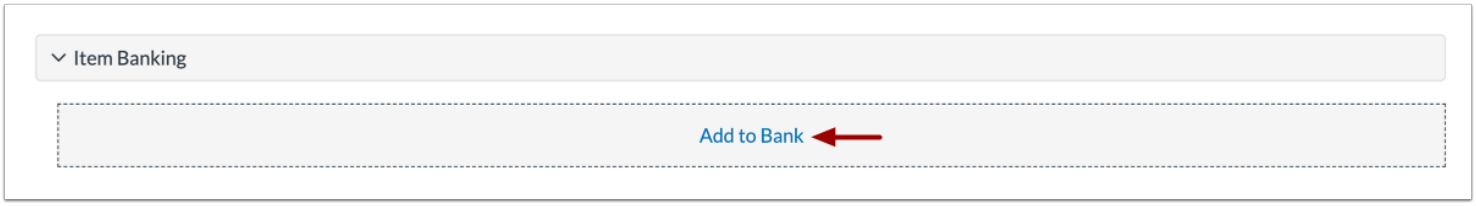
- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



If you want to save a question to use in other quizzes, you can add it to an item bank.

To add a question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

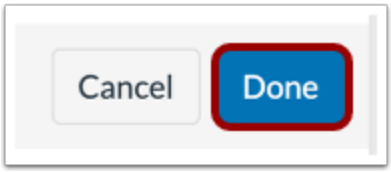
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

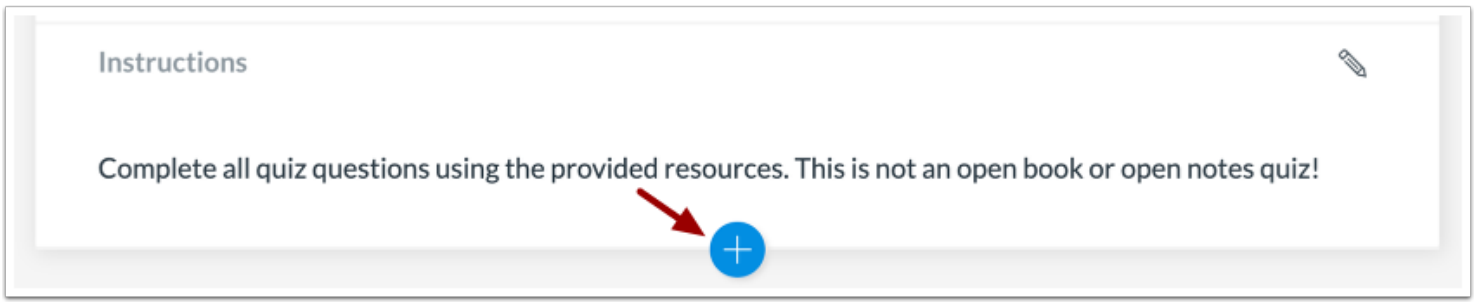
How do I create a Formula question in New Quizzes?

When creating a quiz, you can create a Formula question in New Quizzes. In a Formula question, students need to type in the correct numerical answer.

You can also duplicate Formula questions to create a new question.

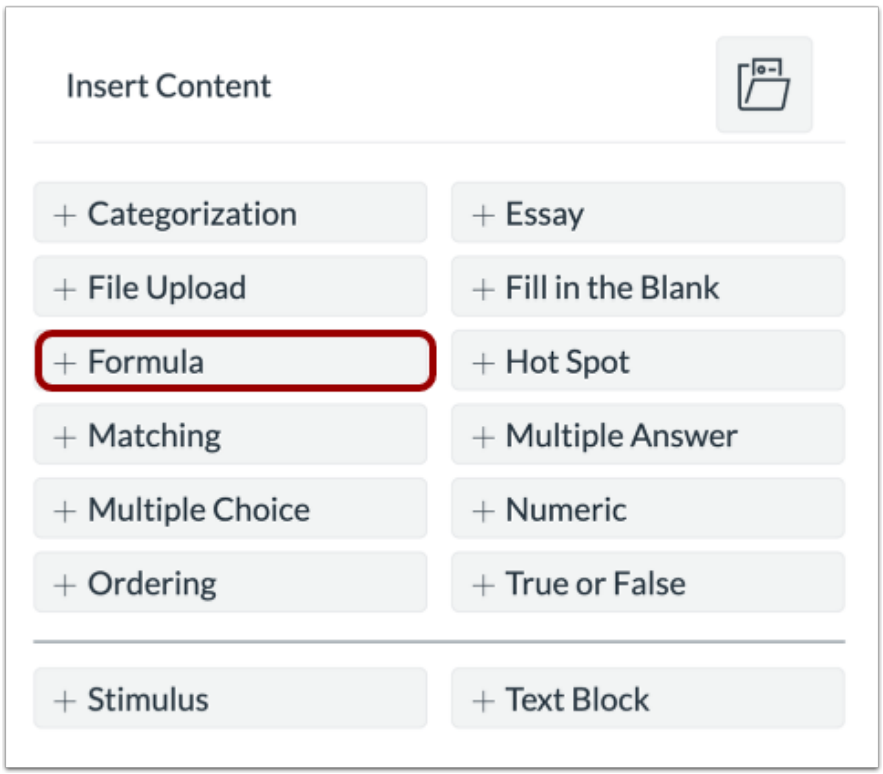
Note: View information about Canvas Formula Quiz Question Helper Functions.

Add Question



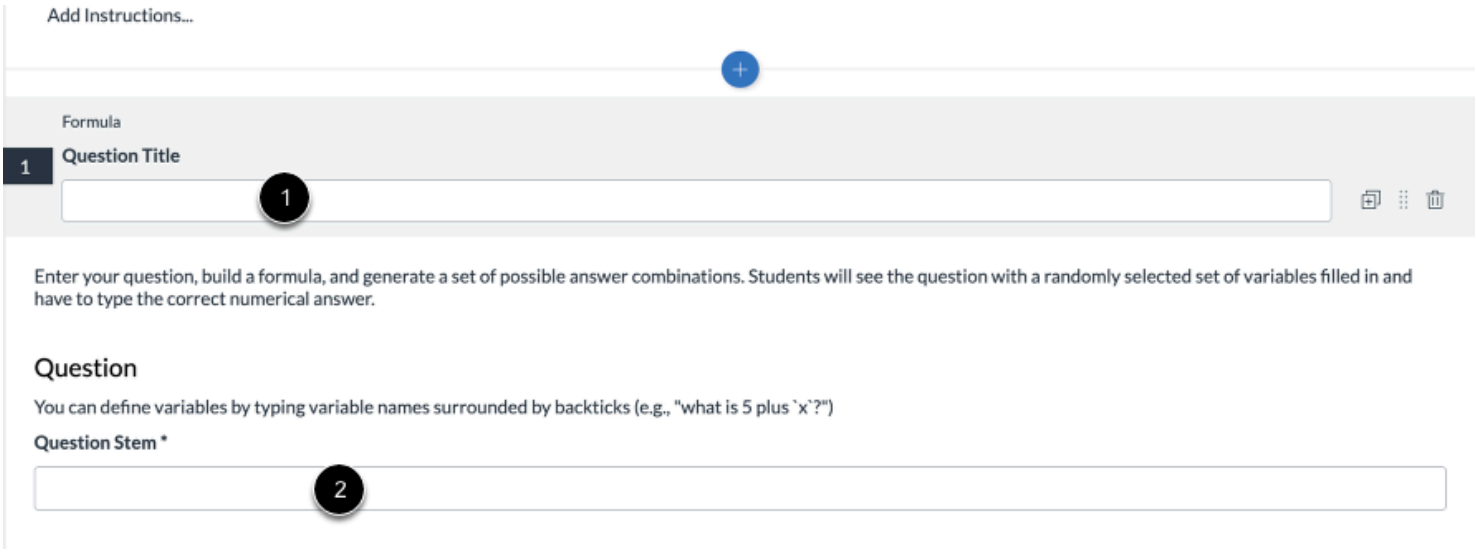
To create a question, click the **Add** button anywhere in the quiz.

Add Formula Question



Click the **Add Formula** button.

Add Question Title and Stem

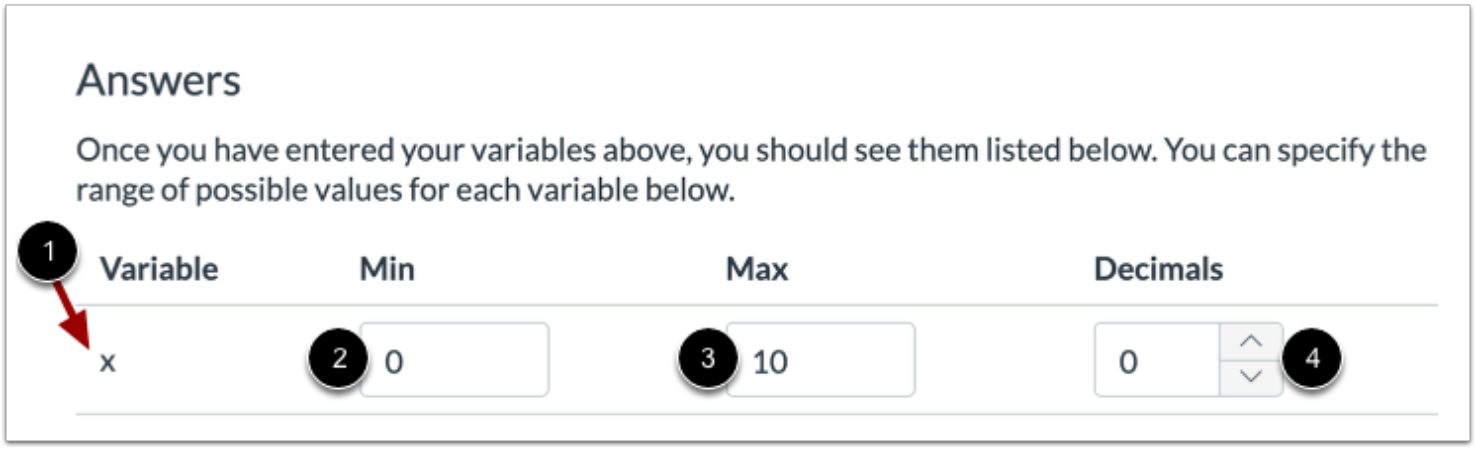


In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

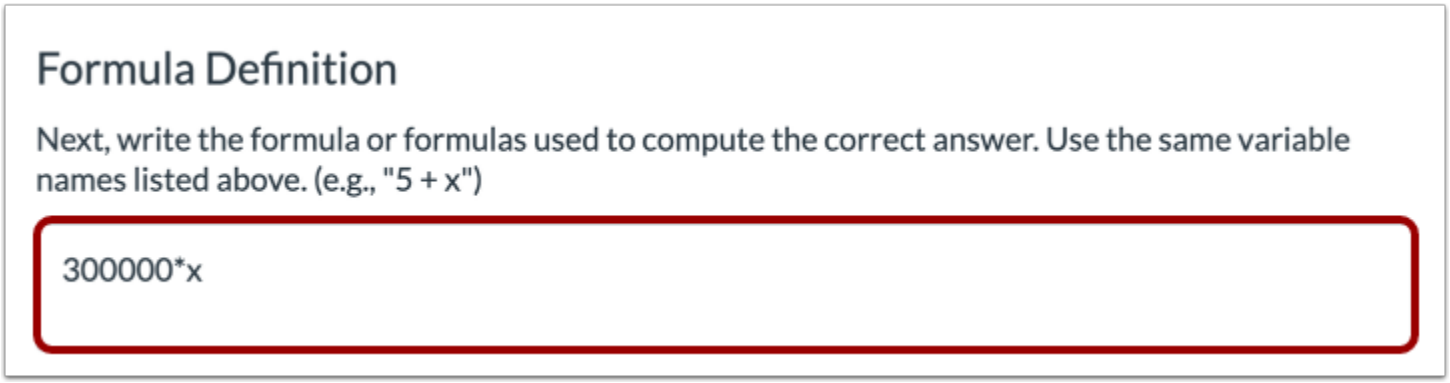
Identify variables in your question by surrounding variable names by backticks. (e.g., a variable name of x can be identified by typing `x`.)

Add Variable Answers



After typing the question with the variable, parameters to define the formula will display [1]. Set the variable answers for the formula. Specify the minimum [2] and maximum [3] values for the variable. Select decimal places by using the increase or decrease arrows [4].

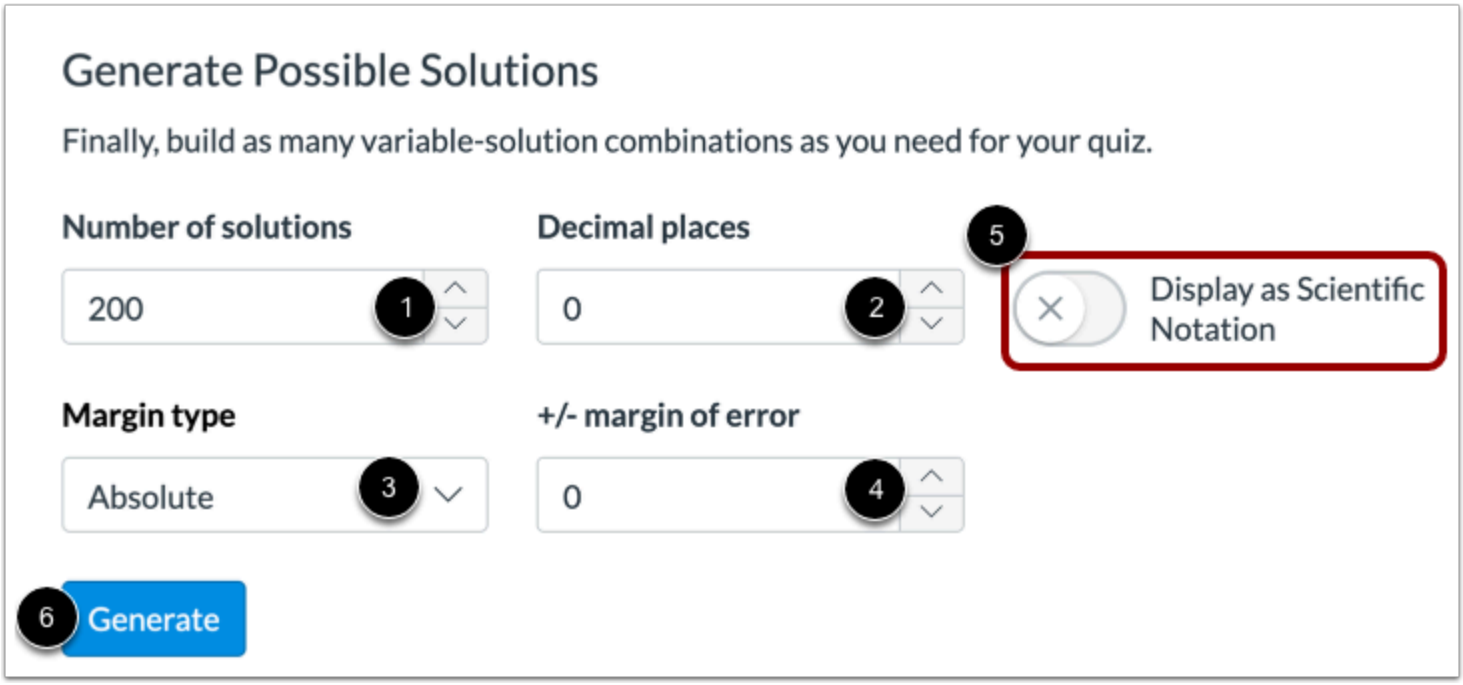
Add Formula Definition



Type the formula definition in the formula field. Make sure the formula does not contain any brackets or equal signs.

Note: The Formula Definition supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).

Generate Possible Solutions



Specify the number of possible solutions you want to generate in the **Number of solutions** field [1]. Then select the number of decimal places required in the **Decimal places** field [2].

In the **Margin type** field, select the absolute or percent margin type [3]. Enter the margin of error for the student's answer in the **+/- margin of error** field [4]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

To display solutions in scientific notation, click the **Display as Scientific Notation** button [5].

To view possible solutions, click the **Generate** button [6].

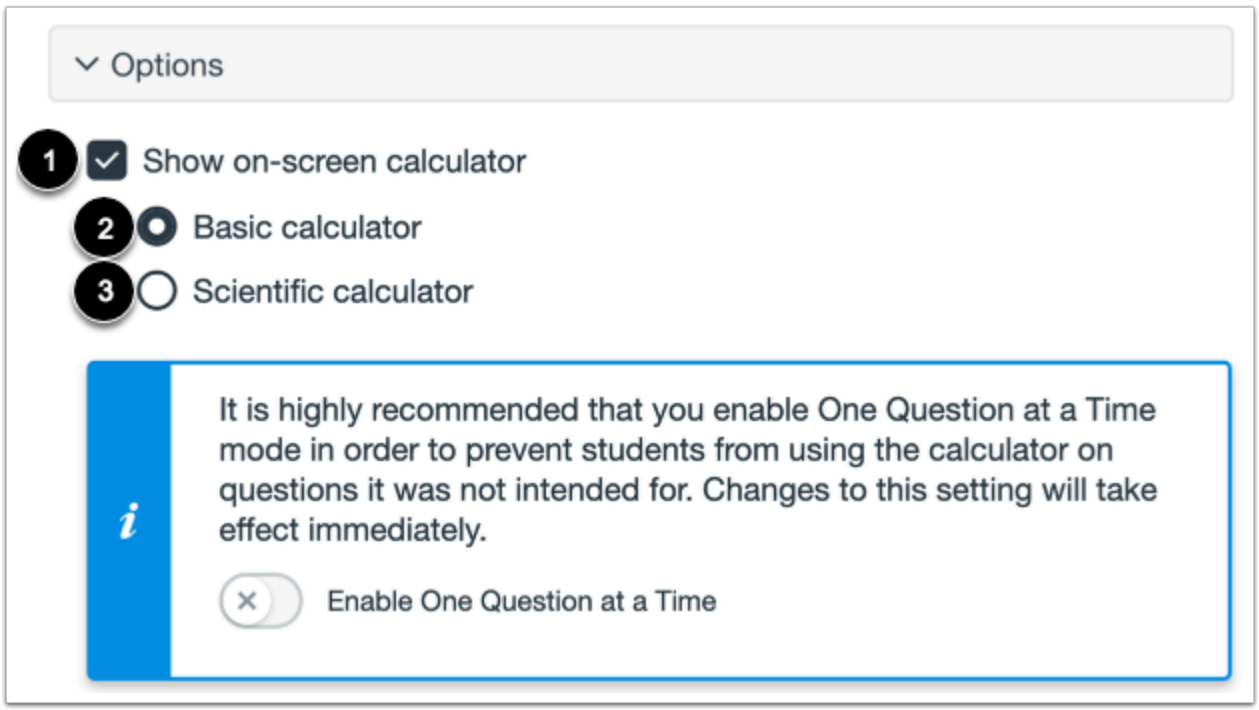
View Possible Solutions

We were only able to find 11 solutions.

x	Result
7	2,100,000
9	2,700,000
4	1,200,000
0	0
8	2,400,000
3	900,000
5	1,500,000
6	1,800,000
1	300,000
2	600,000
10	3,000,000

Possible solutions are generated based on the number of value combinations.

Set Options



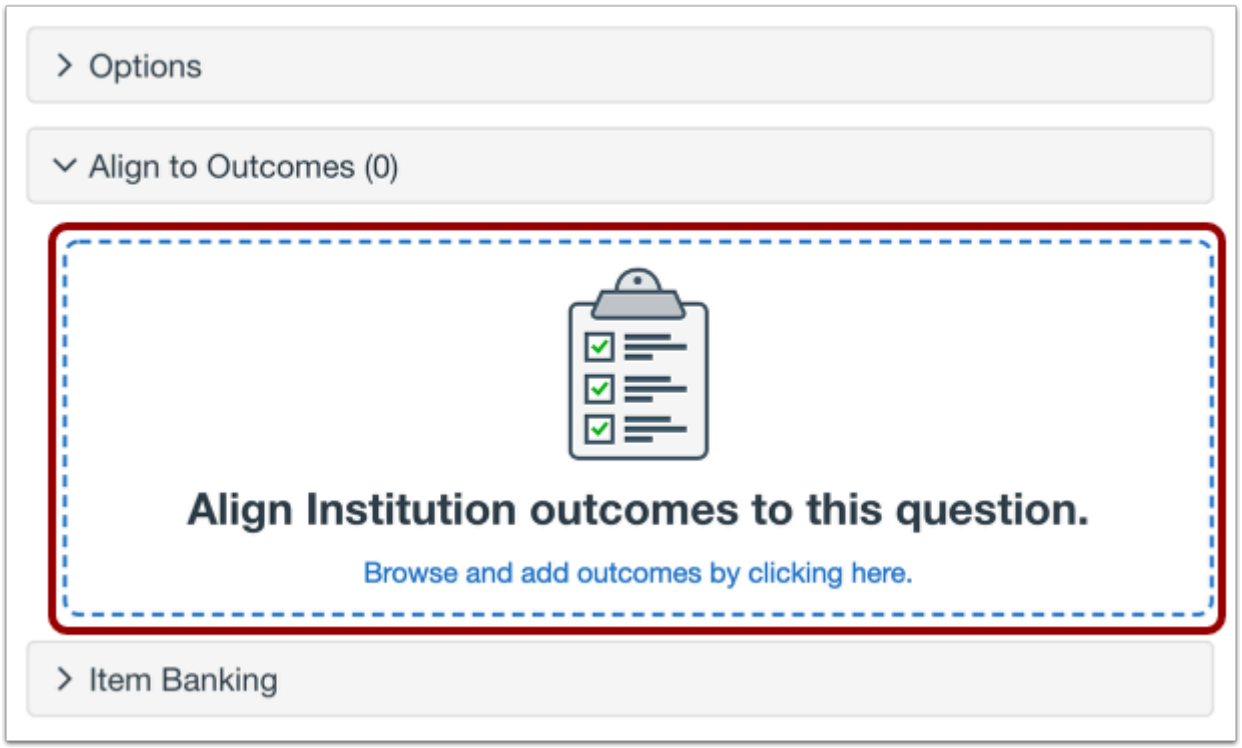
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

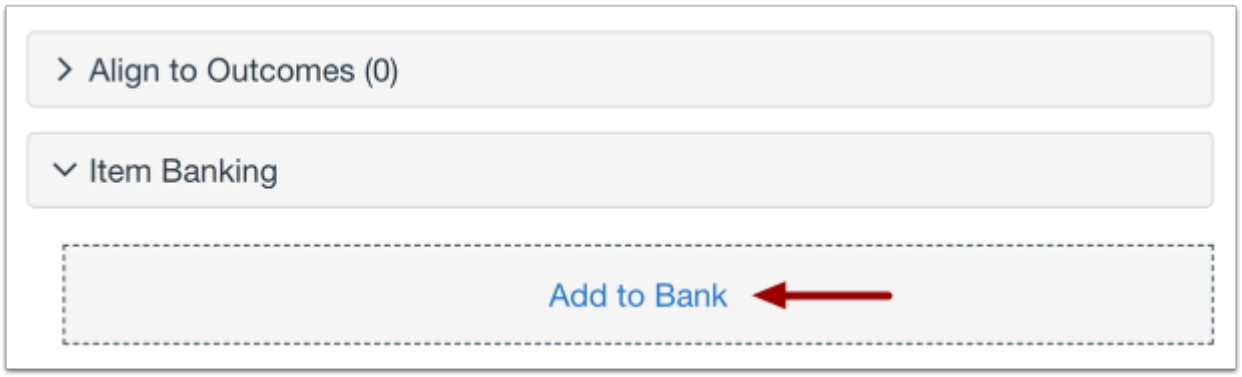
- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



If you want to save a question to use in other quizzes, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

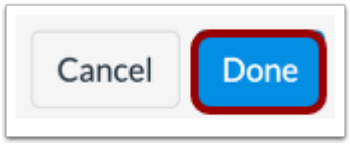
Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

Add Point Value



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

Save Question



To save the question, click the **Done** button.

How do I create a Hot Spot question in New Quizzes?

When creating a quiz, you can create a Hot Spot question in New Quizzes. Hot Spot questions allow teachers to upload images and have their students identify a specific area in that image.

The following image types can be used for Hot Spot questions:

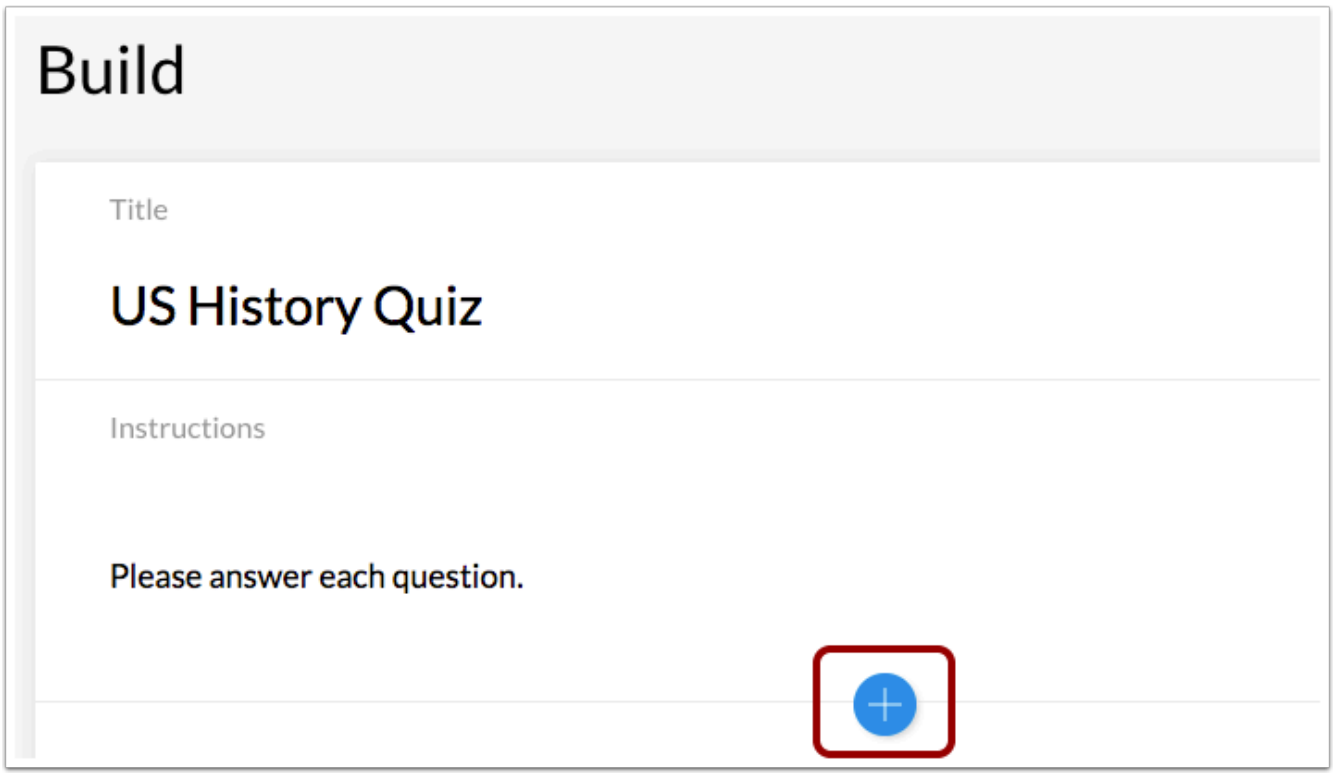
- BMP
- GIF
- JPG/JPEG
- PNG

You can also duplicate Hot Spot questions to create a new question.

Notes:

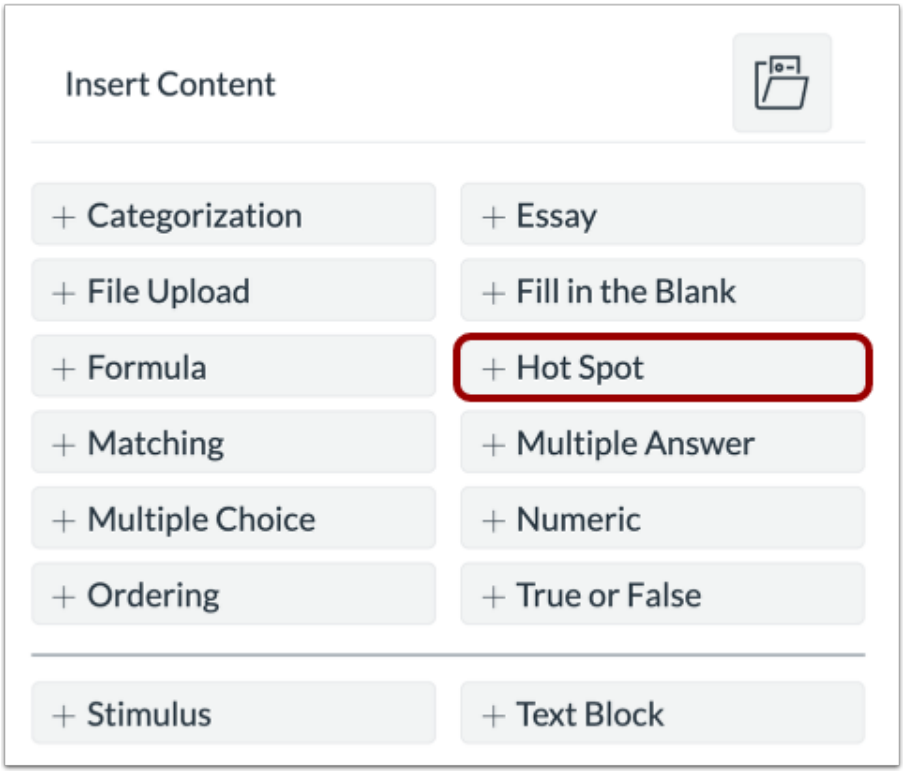
- Hot spot questions are not accessible for users who require keyboard-only access or screen readers.
- You can use keyboard shortcuts to move, resize, and manage multiple Hot Spot shapes. To view the list of Hot Spot Controls and Shortcuts while creating the quiz, press the **I** key. To close it, press the **Esc** or **C** key. Make sure that no input field is selected to use these controls and shortcuts.

Add Question



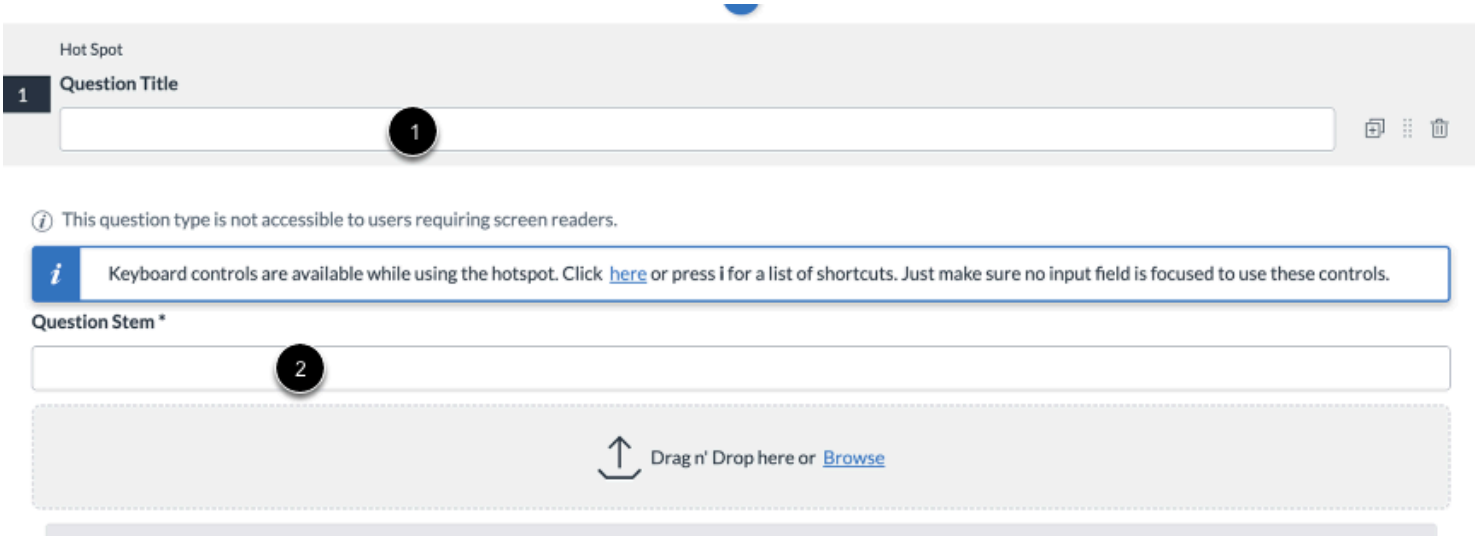
To create a question, click the **Add** button anywhere in the quiz.

Add Hot Spot Question



Click the **Add Hot Spot** button.

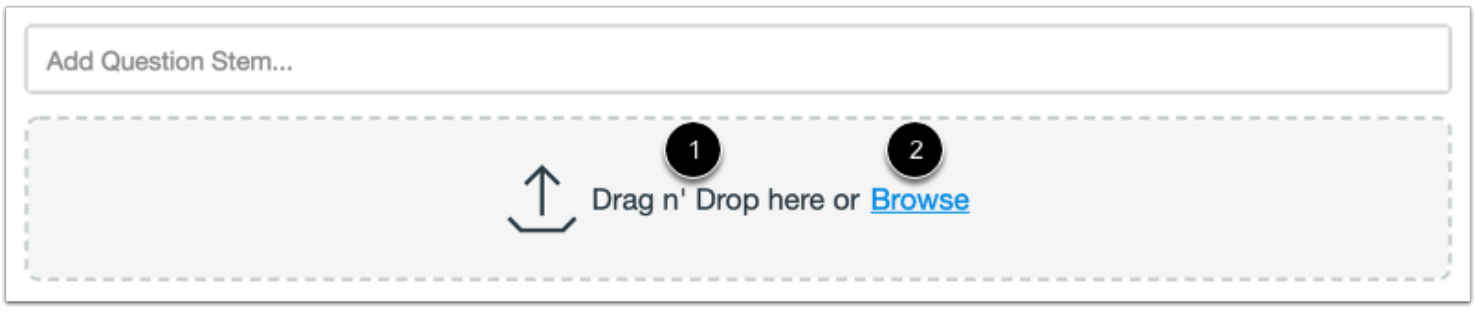
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

Upload Image



To upload an image for the Hot Spot question, drag and drop the image [1]. You can also select a file by clicking the **Browse** link [2] or pressing the **B** key.

Draw Hot Spot



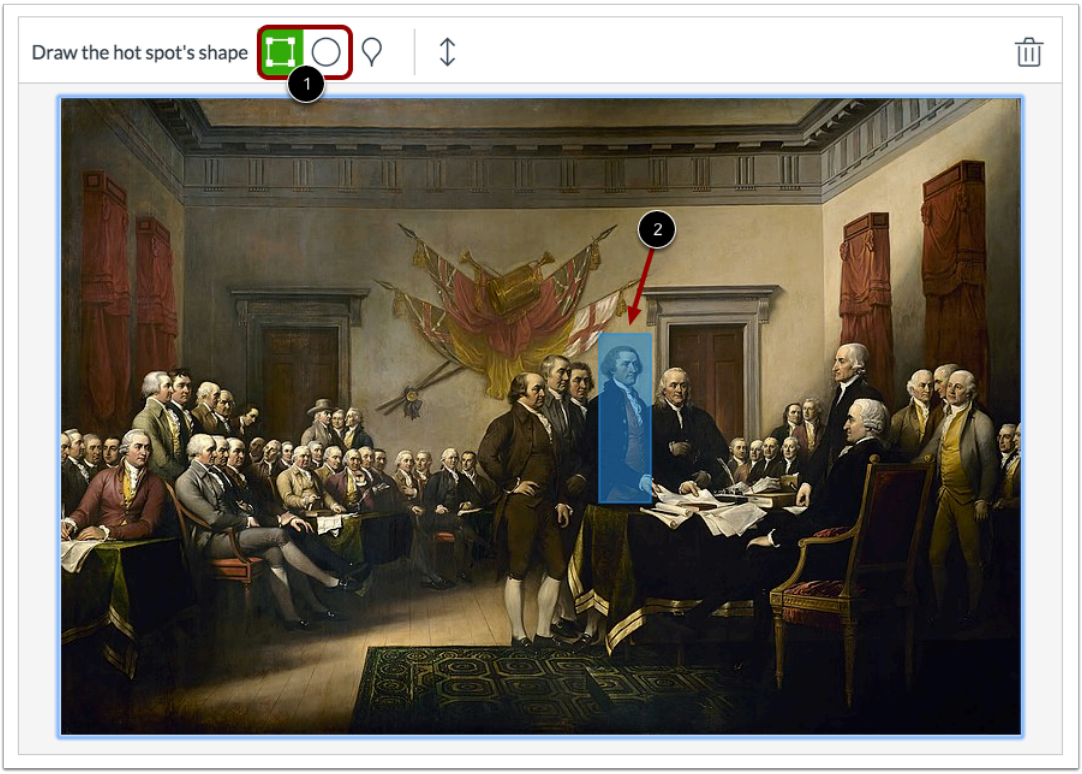
You can use one of three shapes to draw the Hot Spot: square [1], circle [2], and polygon [3]. Additionally, you can define multiple correct Hot Spot areas and select multiple areas for Hot Spot quiz questions [4]. Questions created before this change can also be edited to support multiple Hot Spots.

To delete a Hot Spot and create a new one, click a shape tool or the image. You can also press the **Backspace** or **Delete** key, then draw a new Hot Spot shape.

Notes:

- Auto-grading will assess the students' selections based on the predefined correct answers.
- This feature supports regrading functionality.
- Students' response attempts are limited to the number of Hot Spots you set.

Use Square or Circle Tool

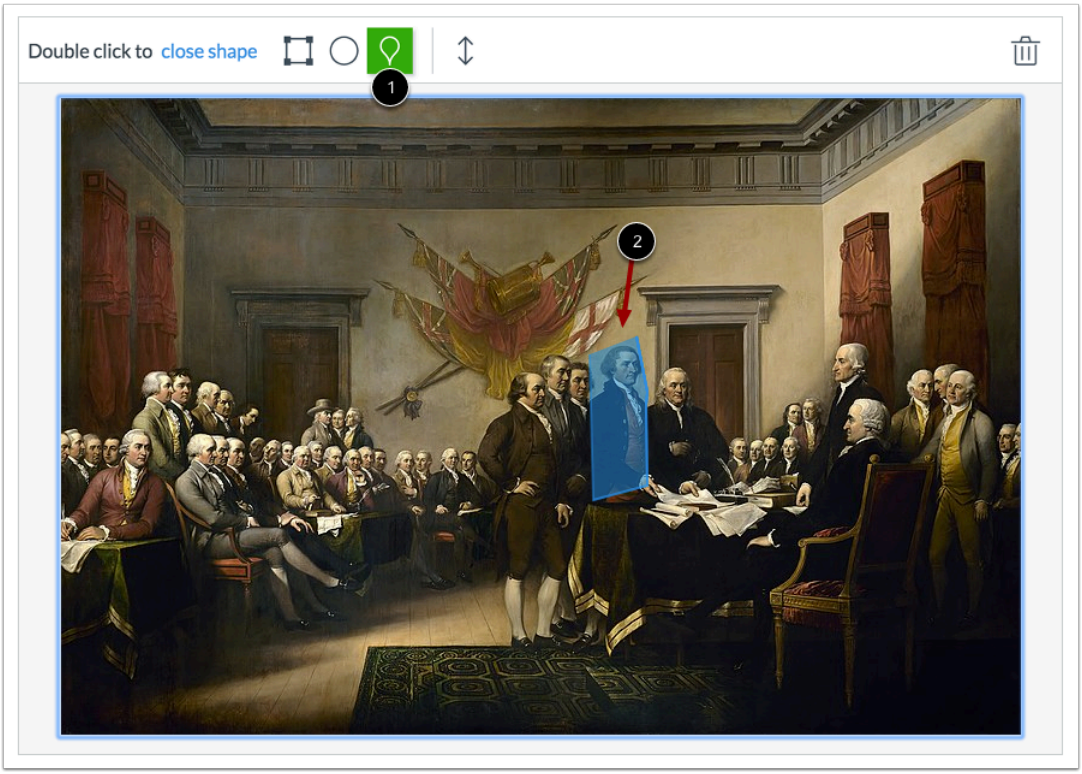


To create a square or circle Hot Spot, click the shape [1] then drag the shape over the Hot Spot [2]. To complete the shape, click your mouse.

Alternatively, you can press the **R** key (square) or **O** key (oval/circle) and use the following Hot Spot Controls:

- To move the Hot Spot, use the **Arrow** keys.
- To resize the Hot Spot, press **Shift** and use the **Arrow** keys.
- To shrink the Hot Spot, press **Shift**+**Alt** (on a PC keyboard) or **Alt**+**Option** (on a Mac keyboard) and use the **Arrow** keys.

Use Polygon Tool



To create a polygon Hot Spot, click the polygon shape [1]. Click the image then drag the tool around the image to create each side of the polygon [2]. To end one side of the polygon, click your mouse. To close the Hot Spot area, double click your mouse at any time.

You can also use the following keyboard shortcuts:

- To draw a Polygon Hot Spot, press the **P** key.
- To add a Polygon Point, press the **Enter** key.
- To close the Polygon Hot Spot, press the **E** key.

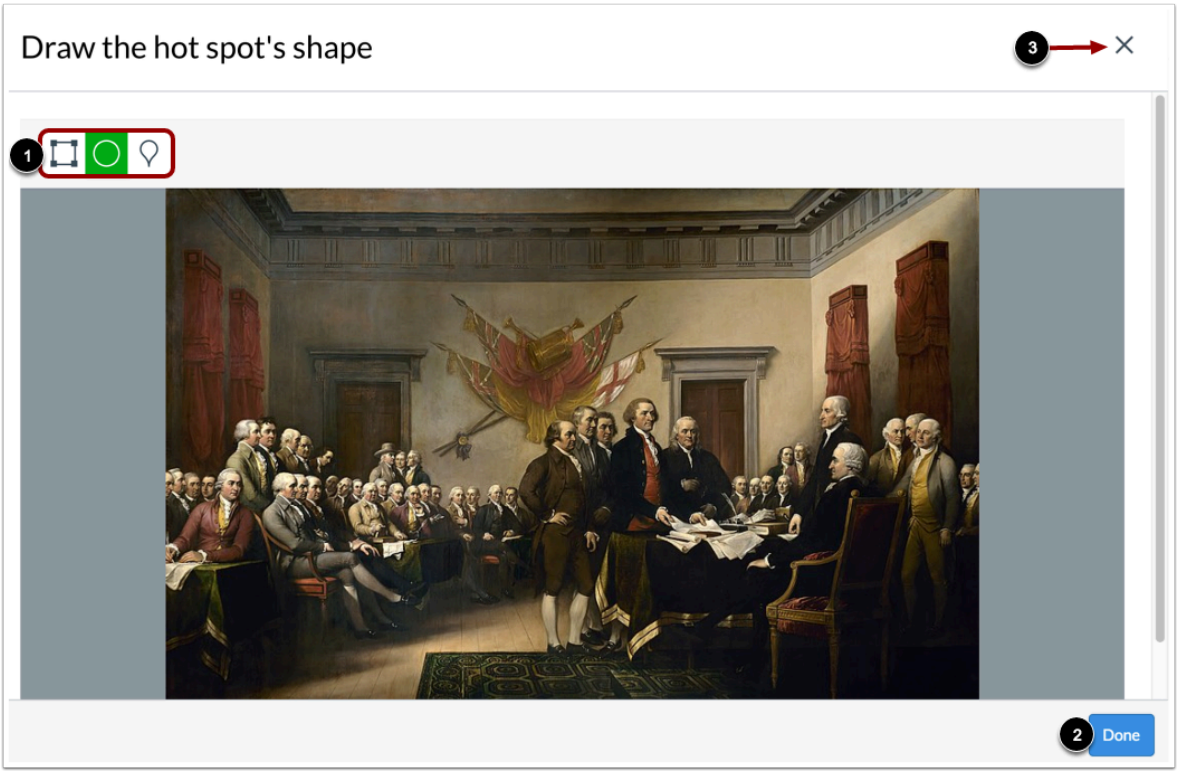
To move, resize, or shrink the polygon, use the following Hot Spot controls:

- Move: Use the **Arrow** keys.
- Resize: Press **Shift** and use the **Arrow** keys.
- Shrink: Press **Shift**+**Alt** (on a PC keyboard) or **Alt**+**Option** (on a Mac keyboard) and use the **Arrow** keys.

Expand Image

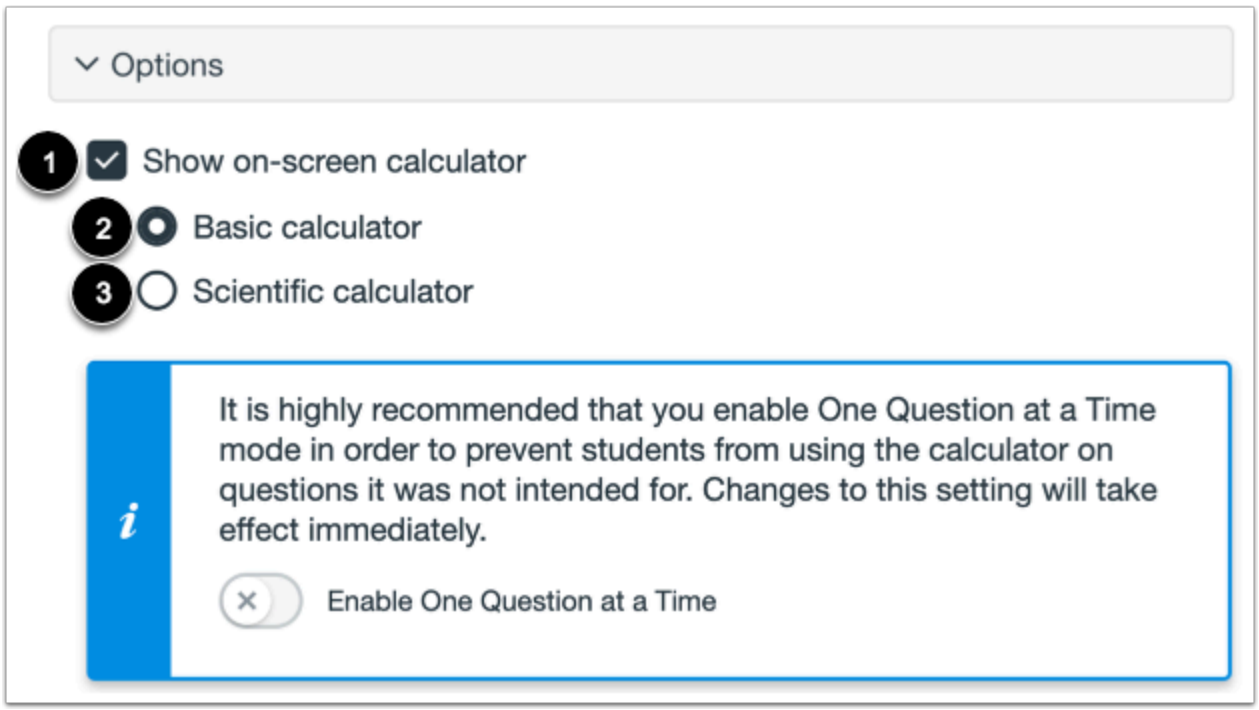


To expand the image when creating a Hot Spot, click the **Expand** icon or press the **F** key.



From the expanded view, you can use any shape to create a Hot Spot [1]. To save the Hot Spot, click the **Done** button [2]. To return to the quiz question, click the **Close** icon [3].

Set Options



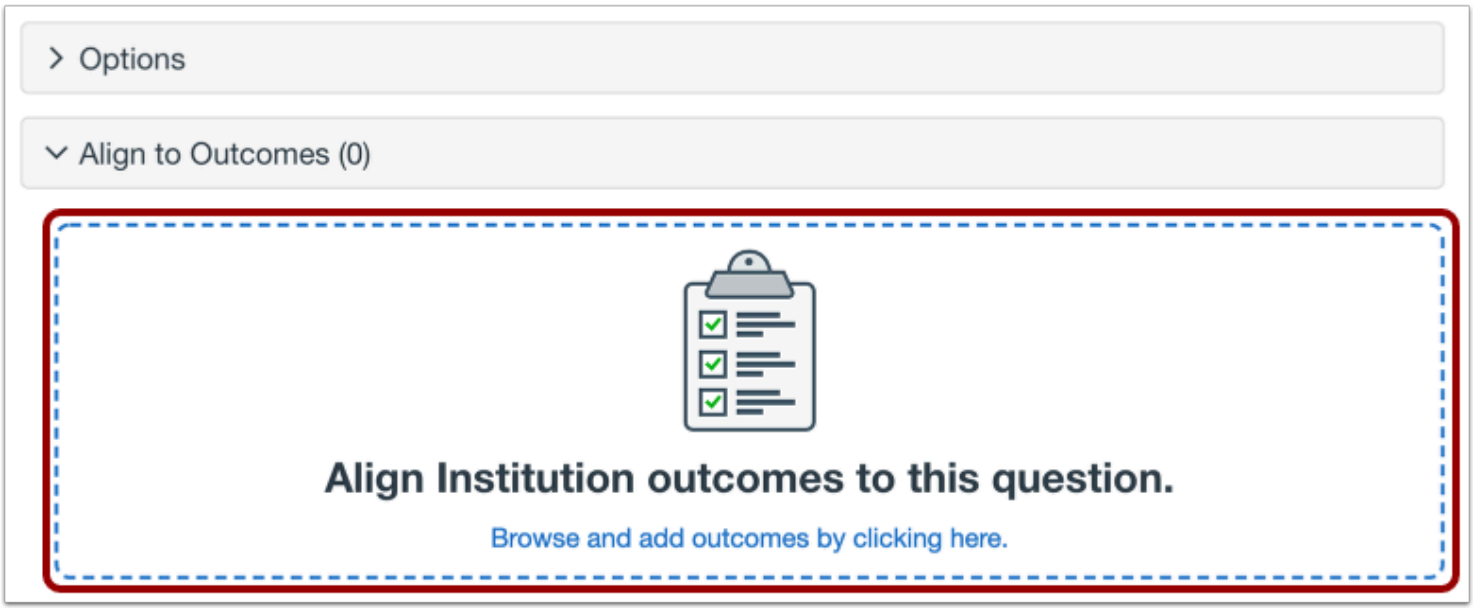
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

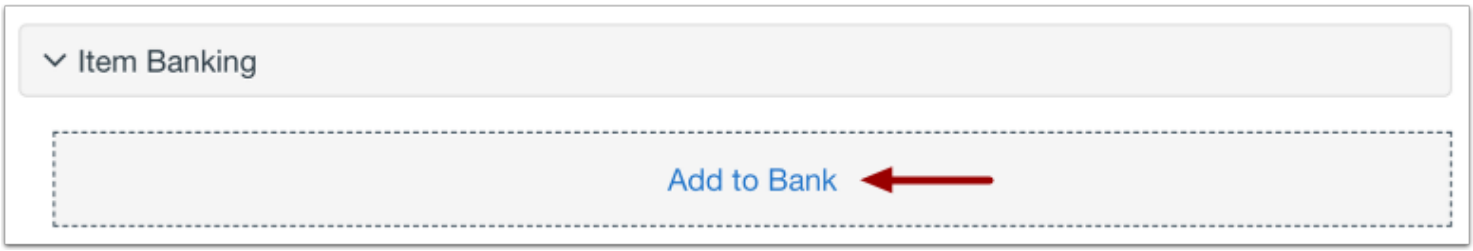
- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

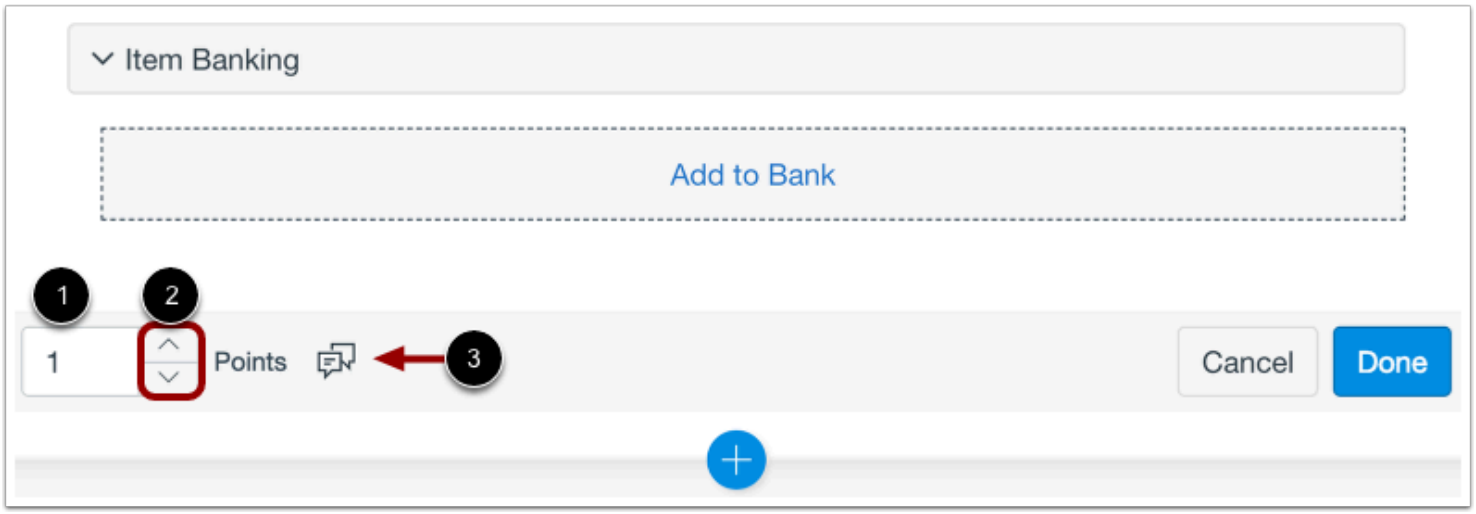
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

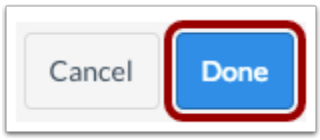
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

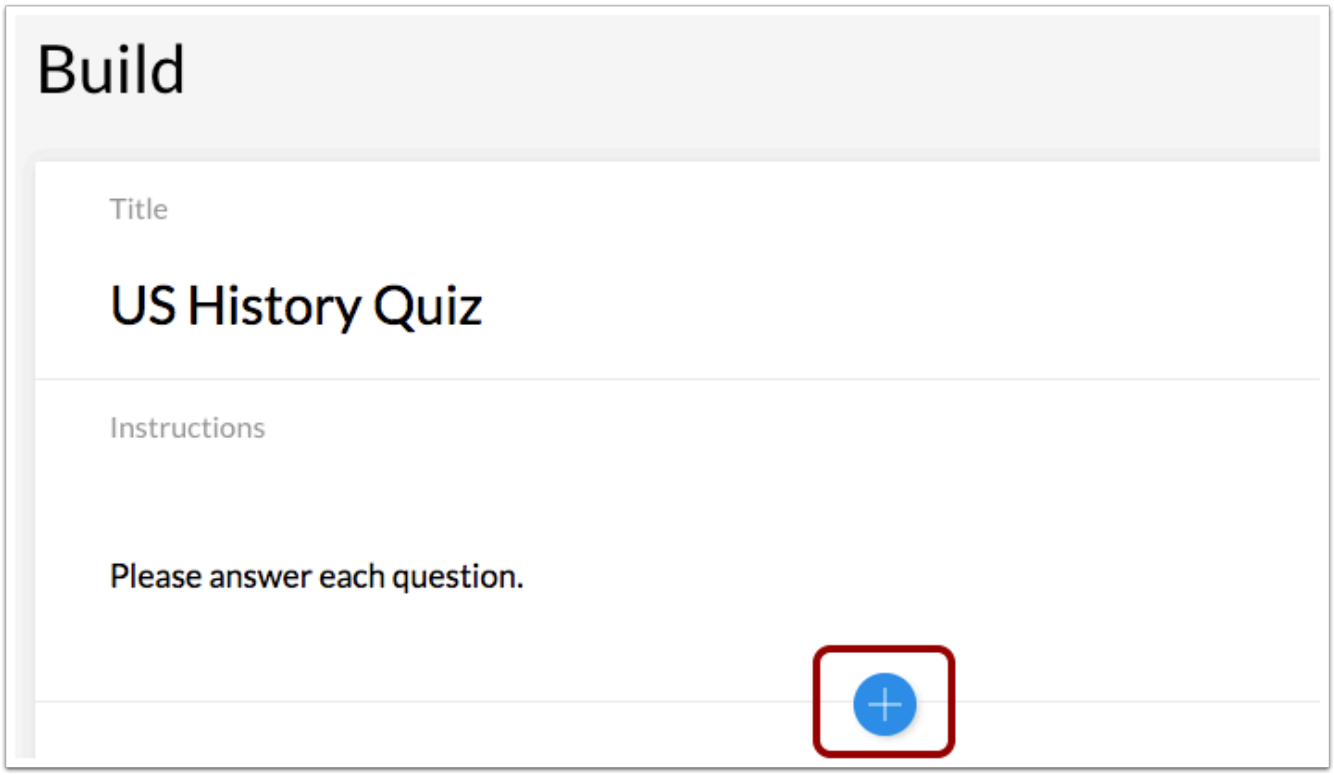
How do I create a Matching question in New Quizzes?

When creating a quiz, you can create a Matching question in New Quizzes. In a Matching question, students are required to match answers from a drop-down menu with a list of questions.

You can choose to award partial credit or require an exact match for Matching questions. The partial credit option awards points for each correct answer selected. Exact match awards full credit only if all correct answers are selected and no incorrect answers are selected.

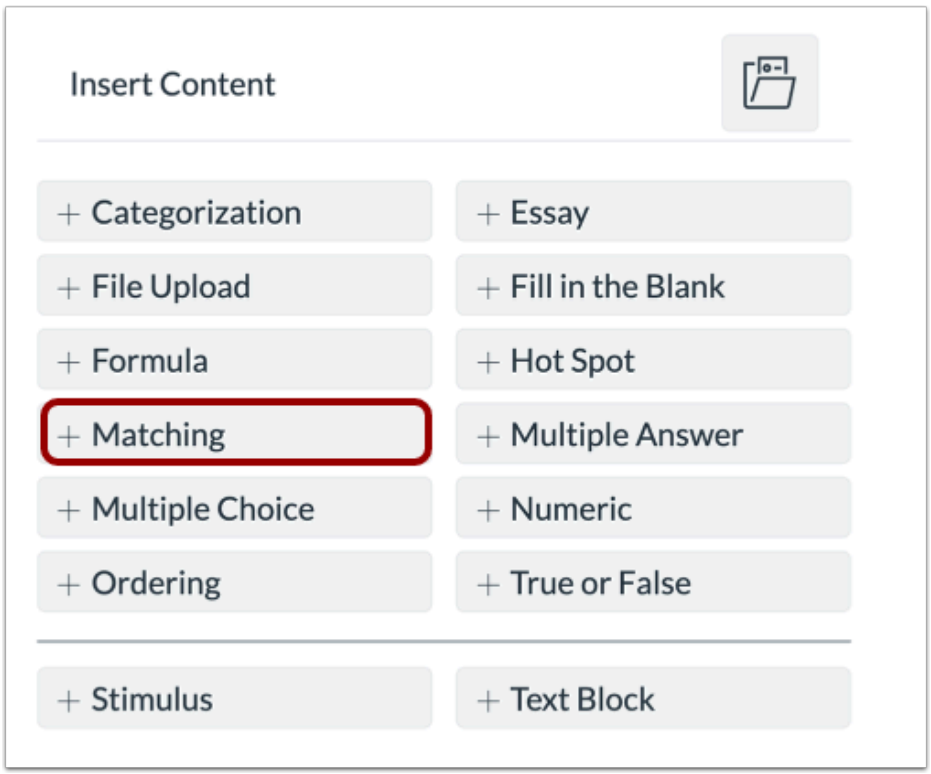
You can also duplicate Matching questions to create a new question.

Add Question



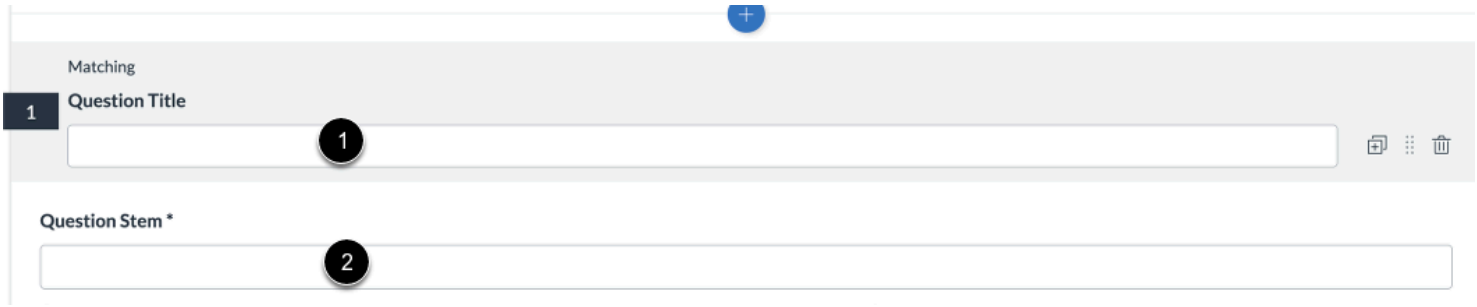
To create a question, click the **Add** button anywhere in the quiz.

Add Matching Question



Click the **Add Matching** button.

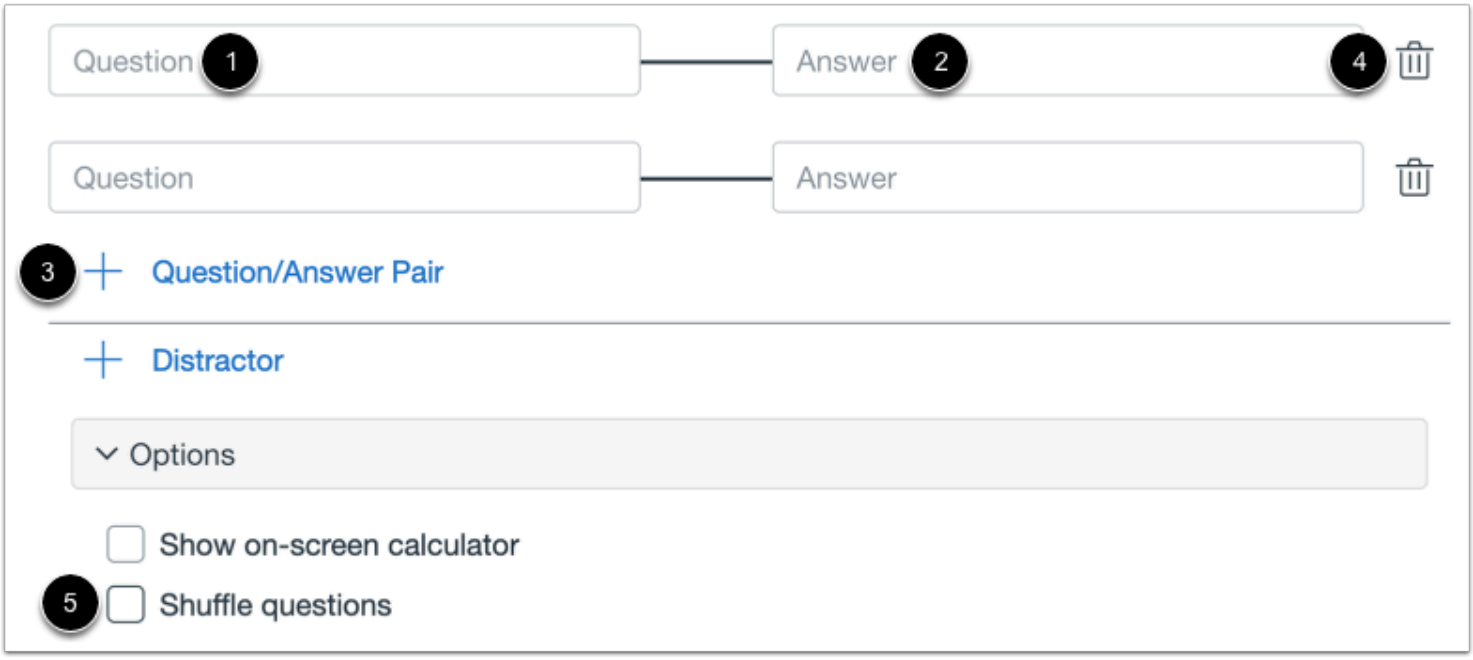
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

Add Question/Answer Pairs



To add a question and answer pair, type the question in the **Question** field [1] and its matching answer in the **Answer** field [2]. To add additional Question/Answer pairs, click the **Add Question/Answer Pair** link [3]. To delete a Question/Answer pair, click the **Delete** icon [4].

To shuffle questions, click the **Shuffle Questions** checkbox [5].

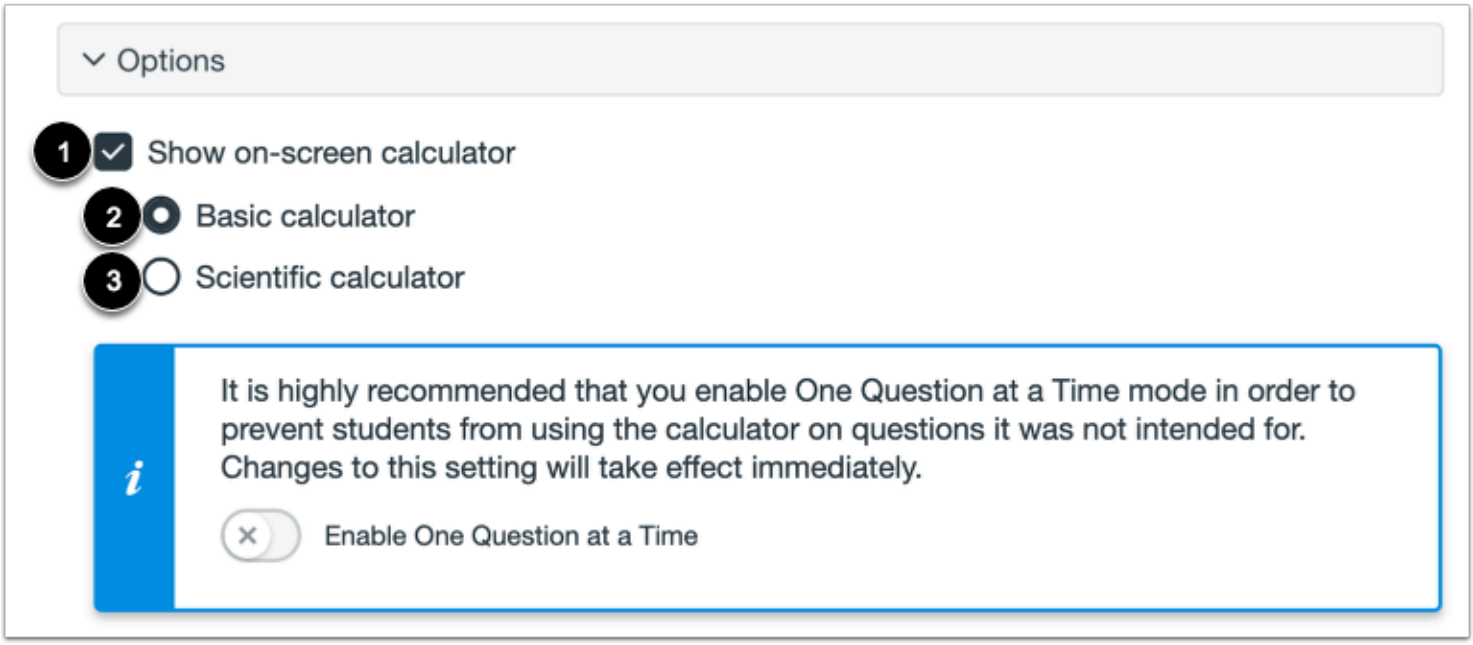
Add Additional Distractors



You can also add additional distractors to the question. Distractors will appear in the drop-down menu with the answers added in the Answer fields. To add a distractor, click the **Add Distractor** button [1] and type the distractor name in the **Additional Distractors** field [2].

To delete a distractor, click the **Delete** icon [3].

Enable On-Screen Calculator



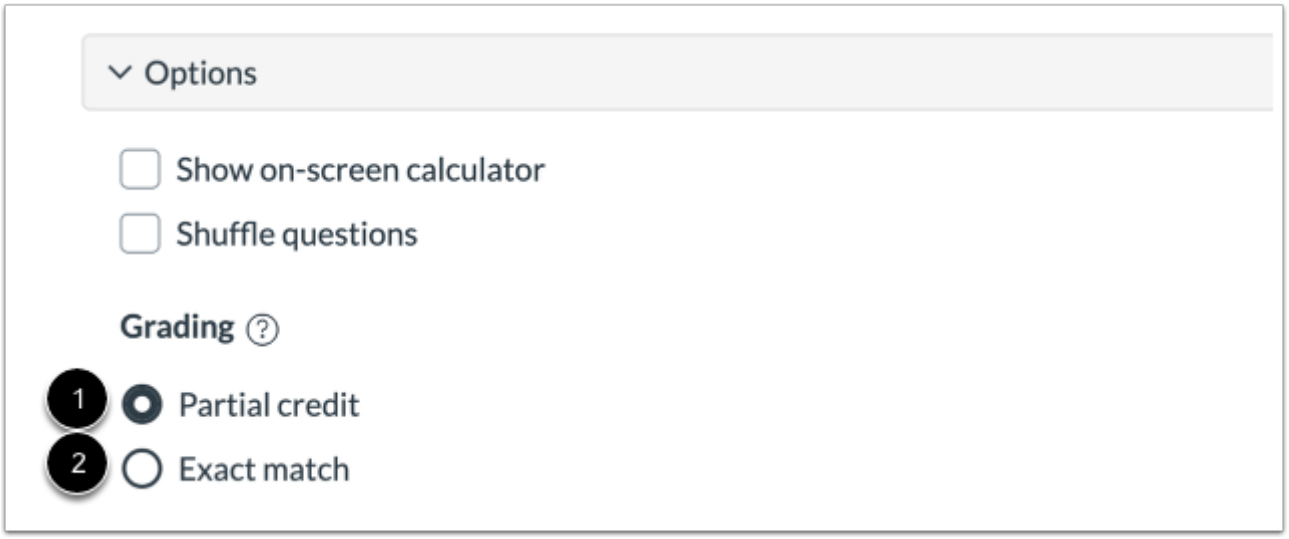
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Select Grading Option

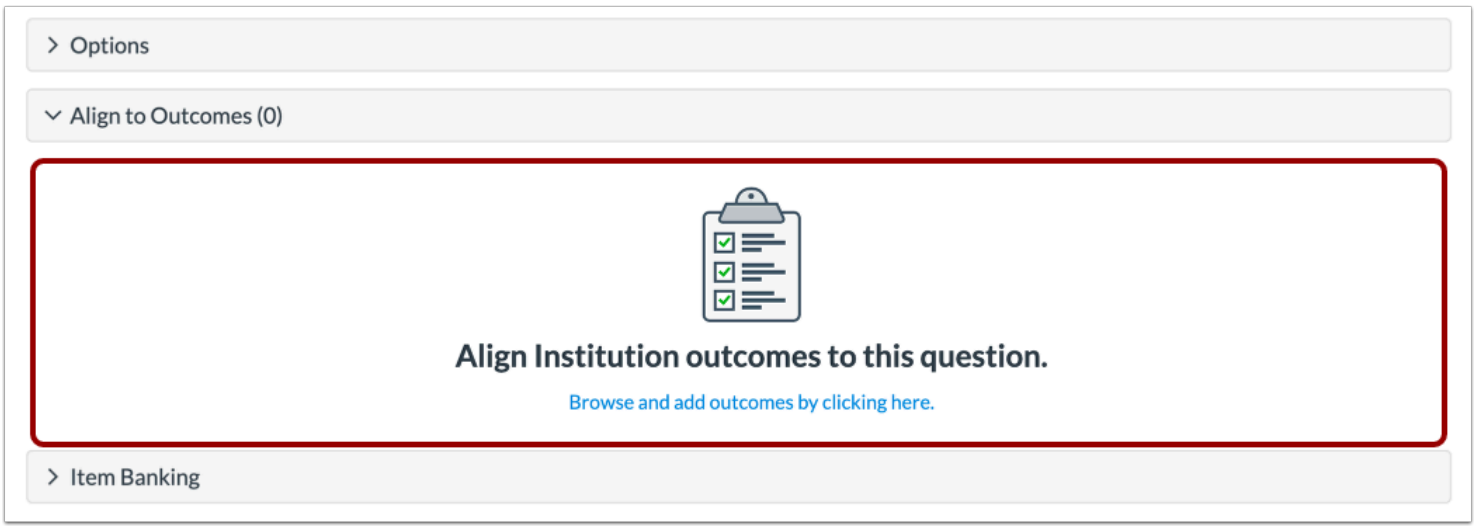


You can select a grading option for the question. To award partial credit for the question, click the **Partial credit** option [1]. The Partial credit option awards points for each correct answer selected.

Partial credit is calculated by dividing the total points possible by the number of correct answers for the question. This amount is awarded for each correct answer selected. No points are awarded for answers that are not selected. Zero is the lowest possible score. For example, if a question is worth 4 points and there are 2 correct answers, Canvas divides 4 by 2 and awards 2 points for correct answers selected.

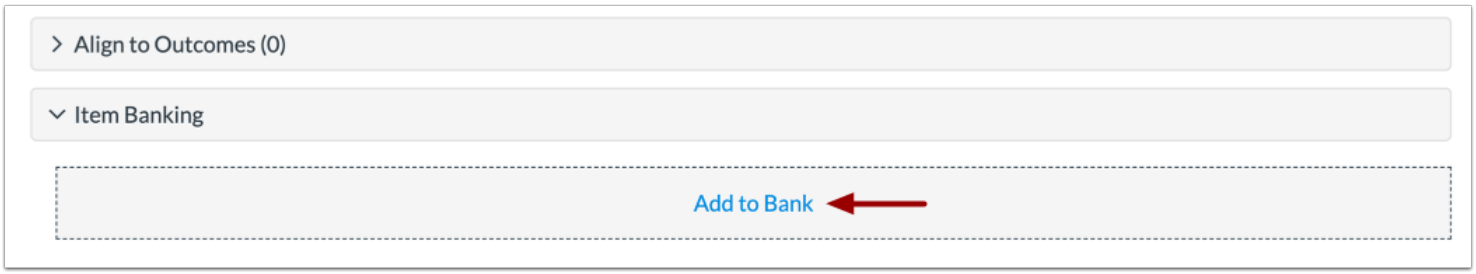
To award points only for an exact match, click the **Exact Match** option [2]. The Exact Match option only awards points if all correct answers are selected and no incorrect answers are selected.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



If you want to save a question to use in other quizzes, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

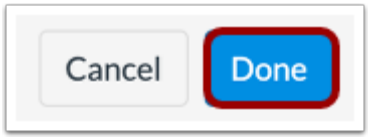
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

How do I create a Multiple Answer question in New Quizzes?

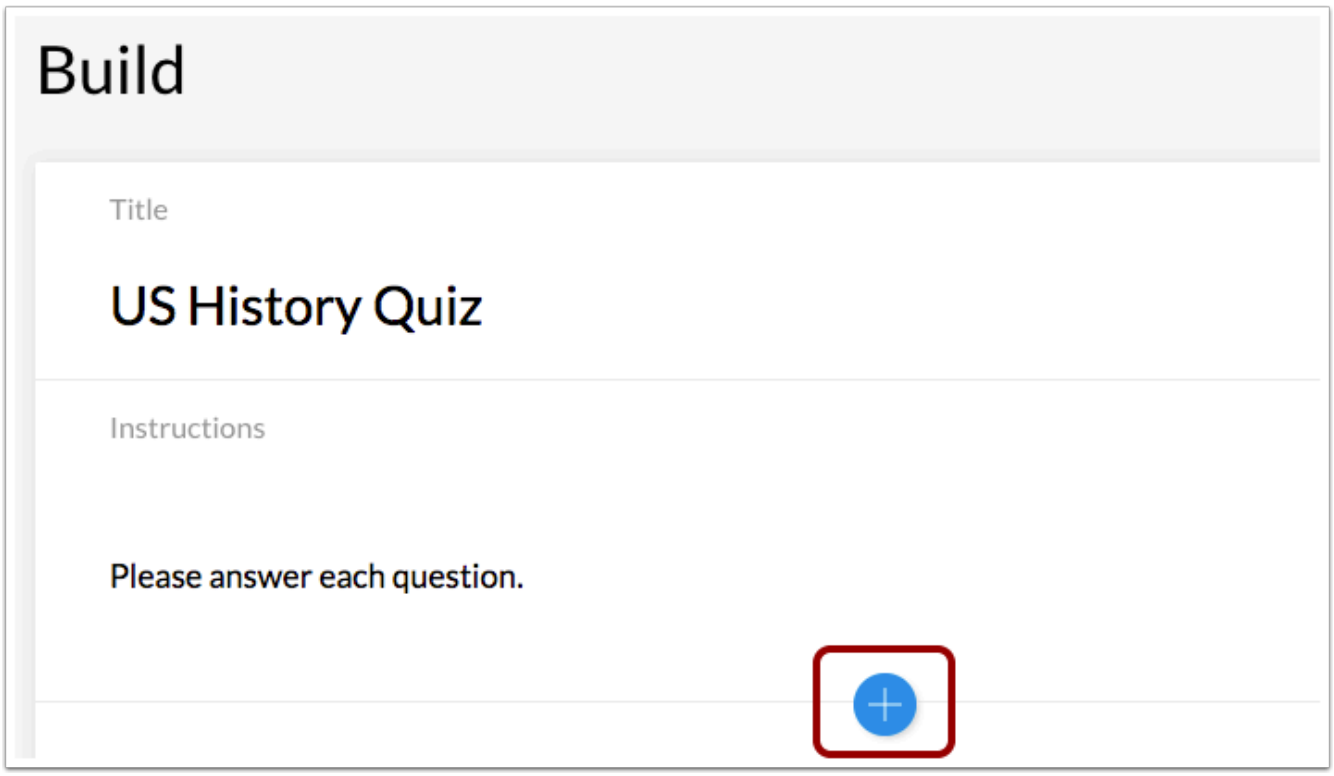
When creating a quiz, you can create a Multiple Answer question in New Quizzes. Multiple Answer questions are formatted like Multiple Choice questions, but there are multiple correct answers.

You can choose to award partial credit with penalty or require an exact match for Multiple Answer questions. The partial credit with penalty option awards points for each correct answer selected and deducts points for each incorrect answer selected. Exact match awards full credit only if all correct answers are selected and no incorrect answers are selected.

Partial credit is calculated by dividing the total points possible by the number of correct answers for the question. This amount is awarded for each correct answer selected and deducted for each incorrect answer selected. No points are awarded or deducted for answers that are not selected. Zero is the lowest possible score. For example, if a question is worth 4 points and there are 2 correct answers, Canvas divides 4 by 2 and awards 2 points for correct answers selected and deducts 2 points for incorrect answers. If a student selects 2 correct answers and 1 incorrect answer, the student will receive 2 points total (4 points awarded for correct answers and 2 points deducted for incorrect answers).

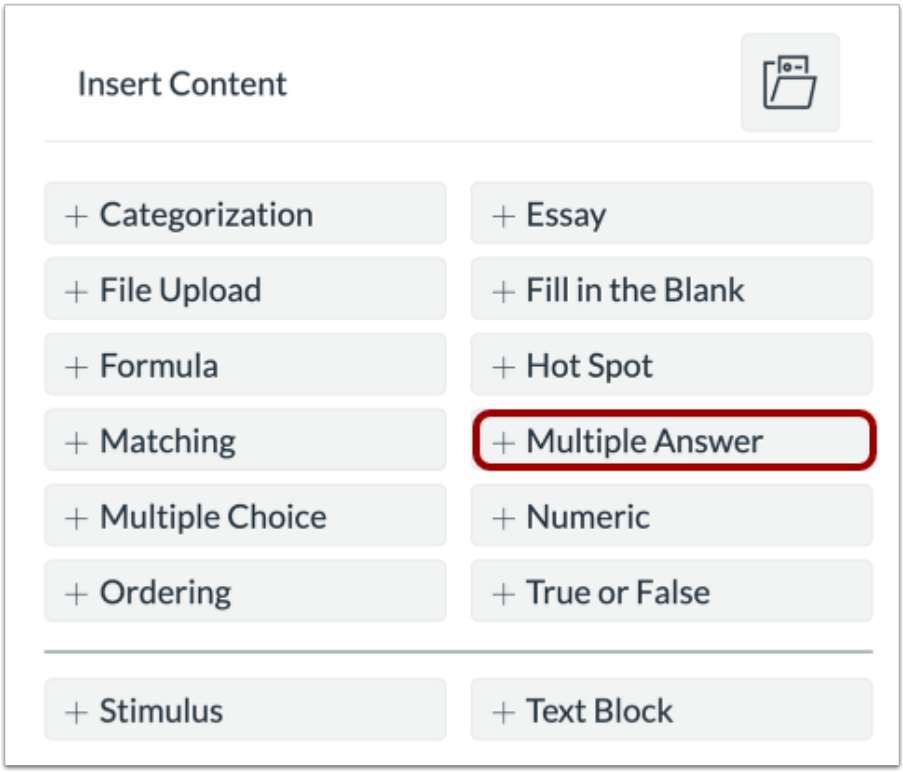
You can also duplicate Multiple Answer questions to create a new question.

Add Question



To create a question, click the **Add** button anywhere in the quiz.

Add Multiple Answer Question



Click the **Add Multiple Answer** button.

Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question itself and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

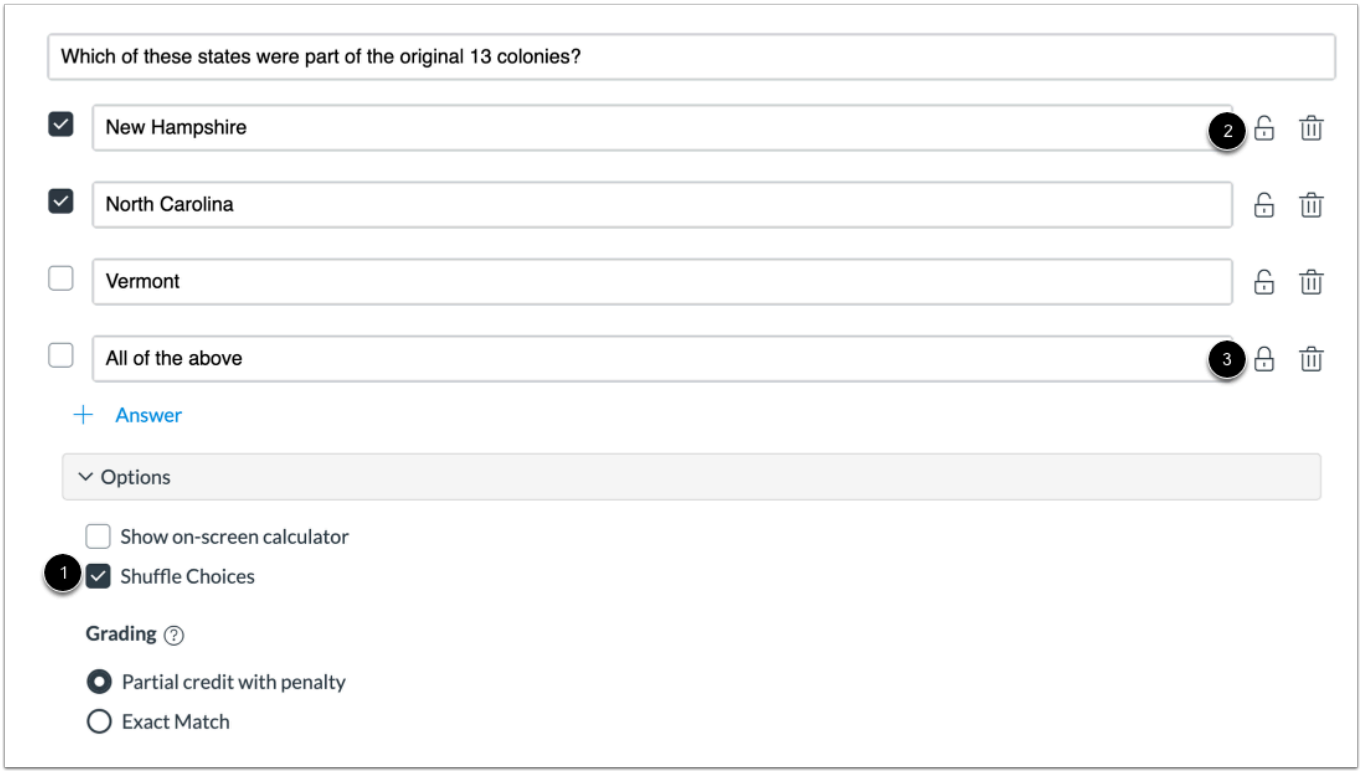
Add Answers



To add answers to the Multiple Answer question, type the answers in the **Answer** fields [1]. To select the correct answers, click the checkbox next to the answers [2].

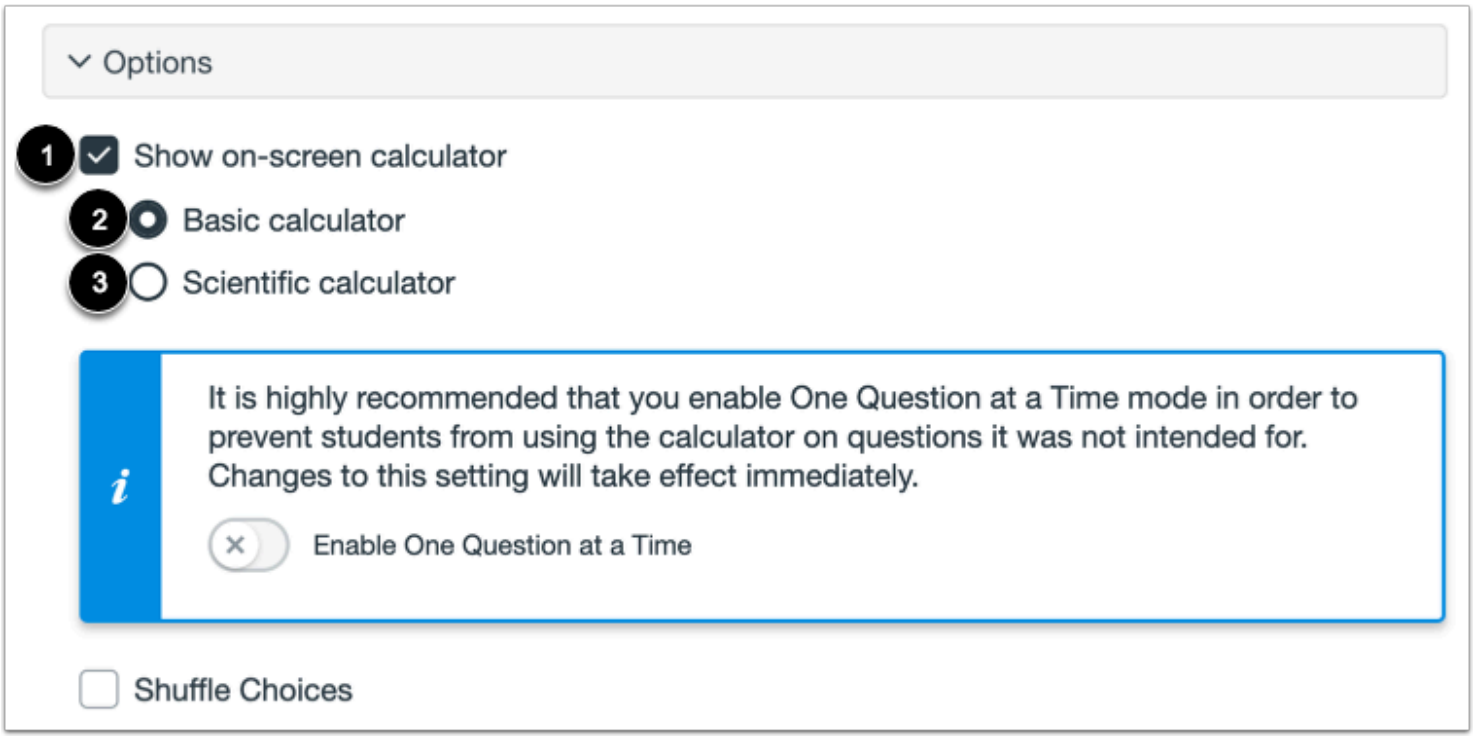
To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].

Shuffle Choices



To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].

Enable On-Screen Calculator



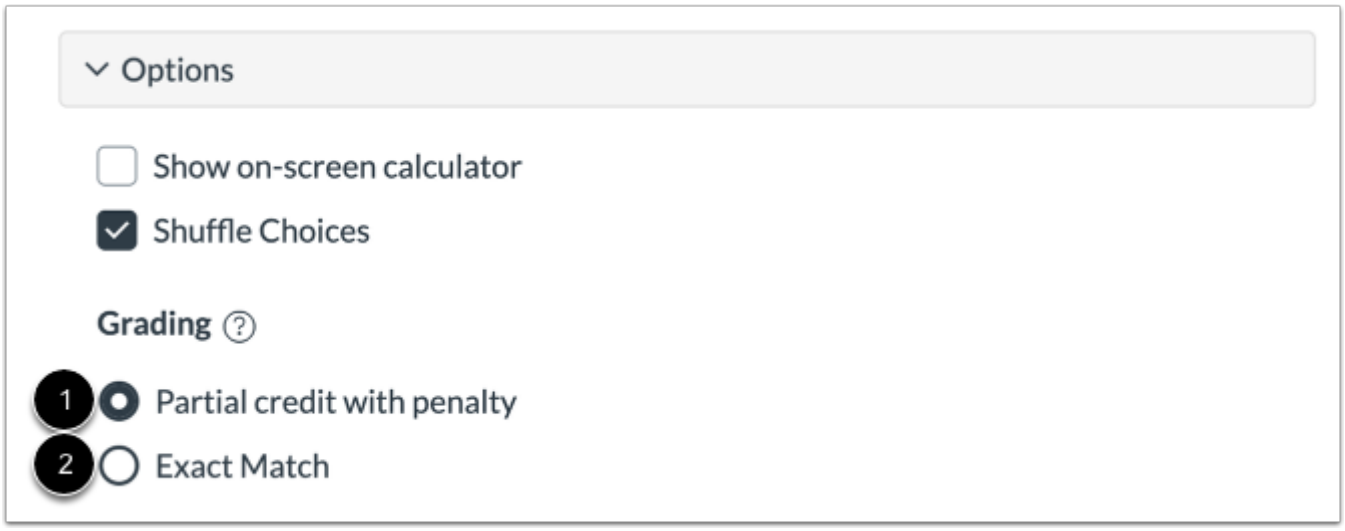
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Select Grading Option

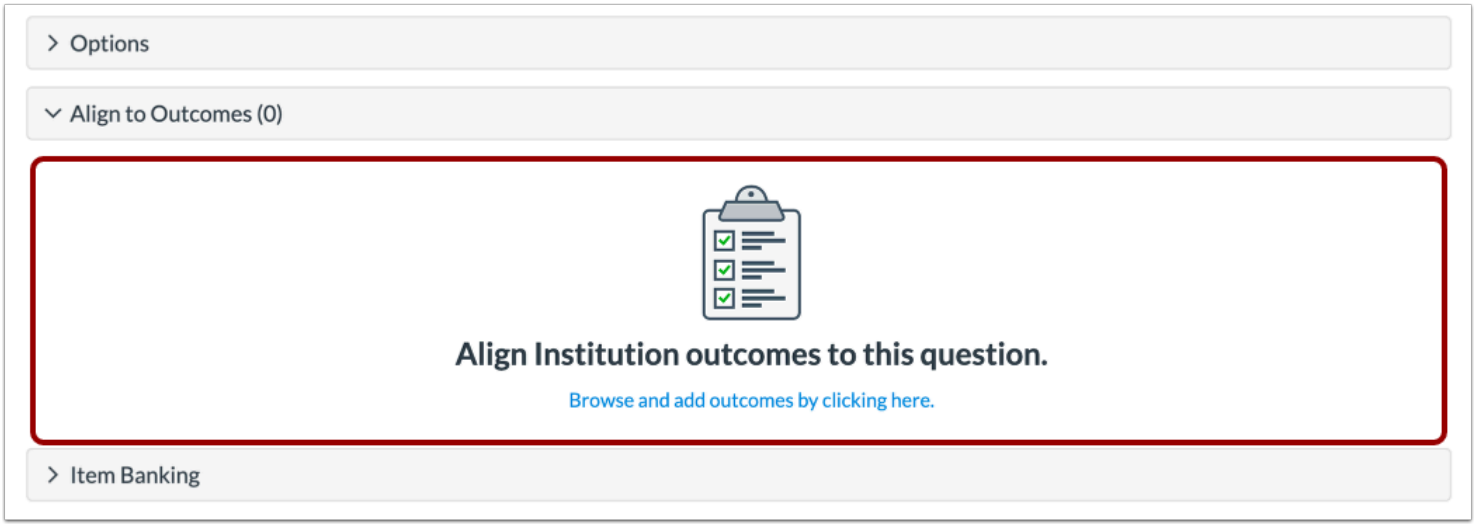


You can select a grading option for the question. To award partial credit with a penalty for the question, click the **Partial credit with penalty** option [1]. The Partial credit with penalty option awards points for each correct answer selected and deducts points for each incorrect answer selected.

Partial credit is calculated by dividing the total points possible by the number of correct answers for the question. This amount is awarded for each correct answer selected and deducted for each incorrect answer selected. No points are awarded or deducted for answers that are not selected. Zero is the lowest possible score. For example, if a question is worth 4 points and there are 2 correct answers, Canvas divides 4 by 2 and awards 2 points for correct answers selected and deducts 2 points for incorrect answers. If a student selects 2 correct answers and 1 incorrect answer, the student will receive 2 points total (4 points awarded for correct answers and 2 points deducted for incorrect answers).

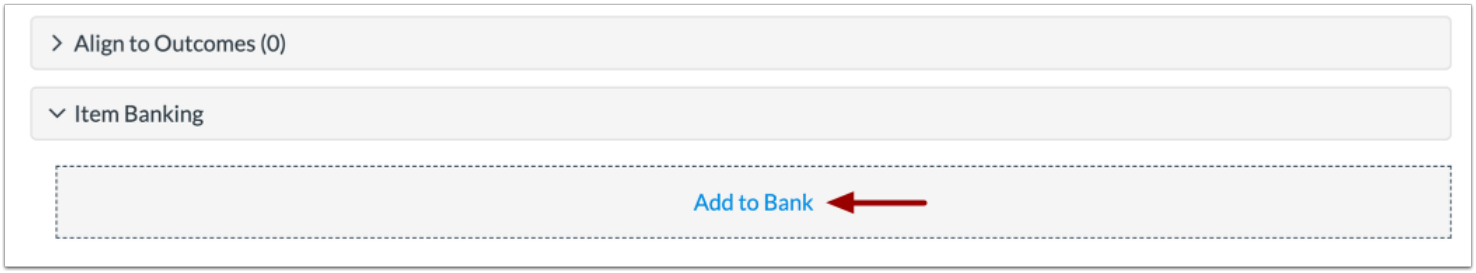
To award points only for an exact match, click the **Exact Match** option [2]. The Exact Match option only awards points if all correct answers are selected and no incorrect answers are selected.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

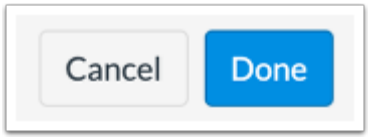
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



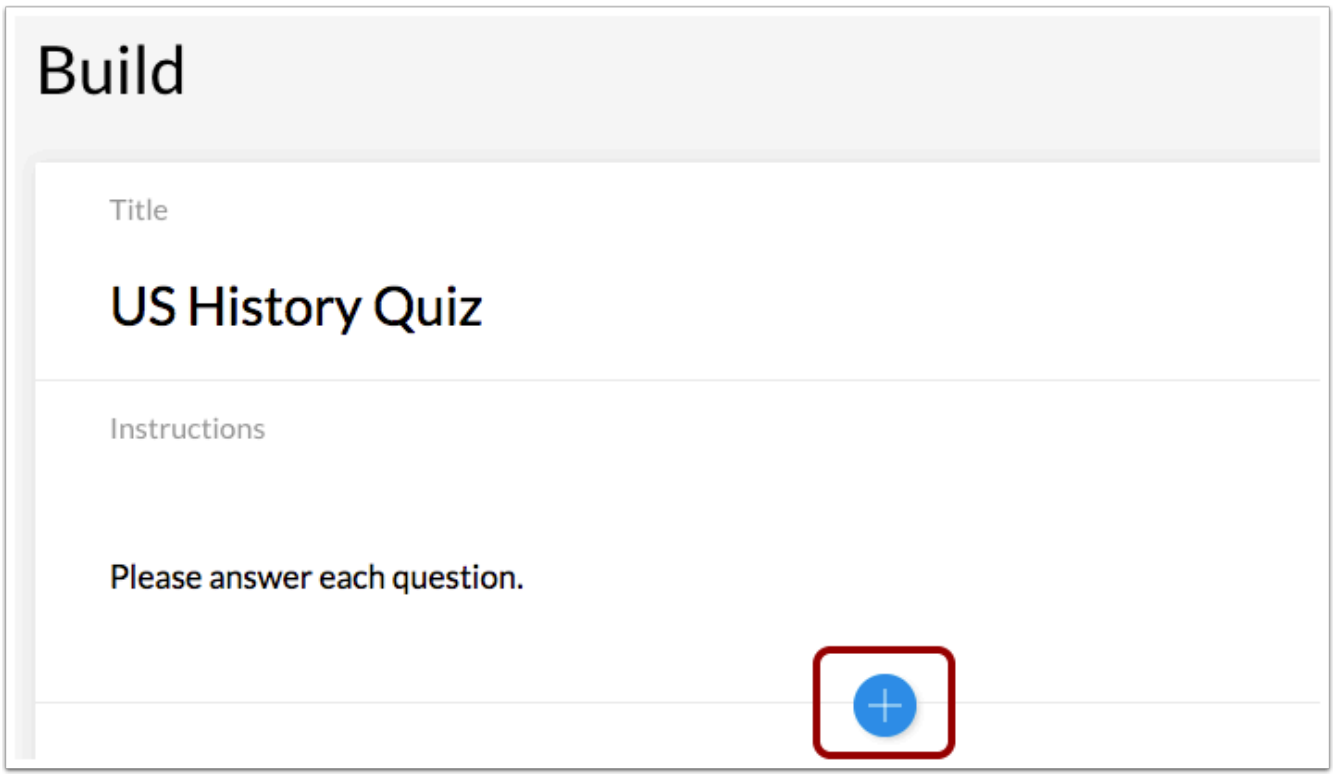
To save the question, click the **Done** button.

How do I create a Multiple Choice question in New Quizzes?

When creating a quiz, you can create a Multiple Choice question in New Quizzes.To create a question with multiple correct answers, create a Multiple Answer quiz question.

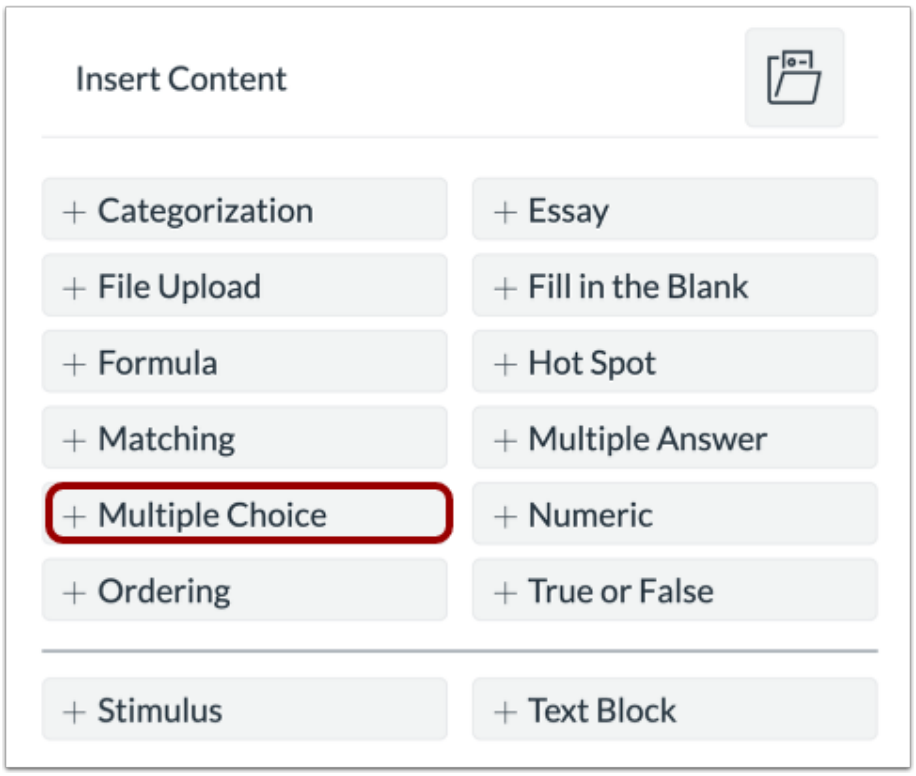
You can also duplicate Multiple Choice questions to create a new question.

Add Question



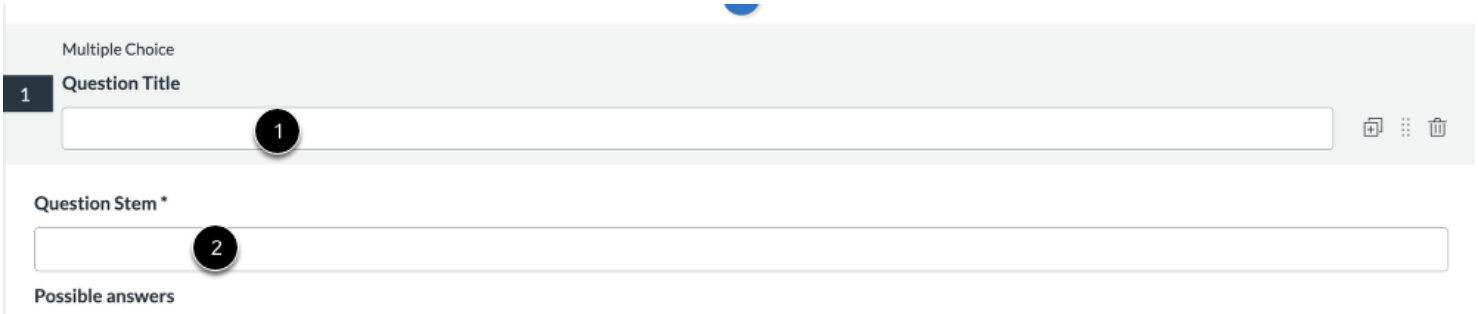
To create a question, click the **Add** button anywhere in the quiz.

Add Multiple Choice Question



Click the **Add Multiple Choice** button.

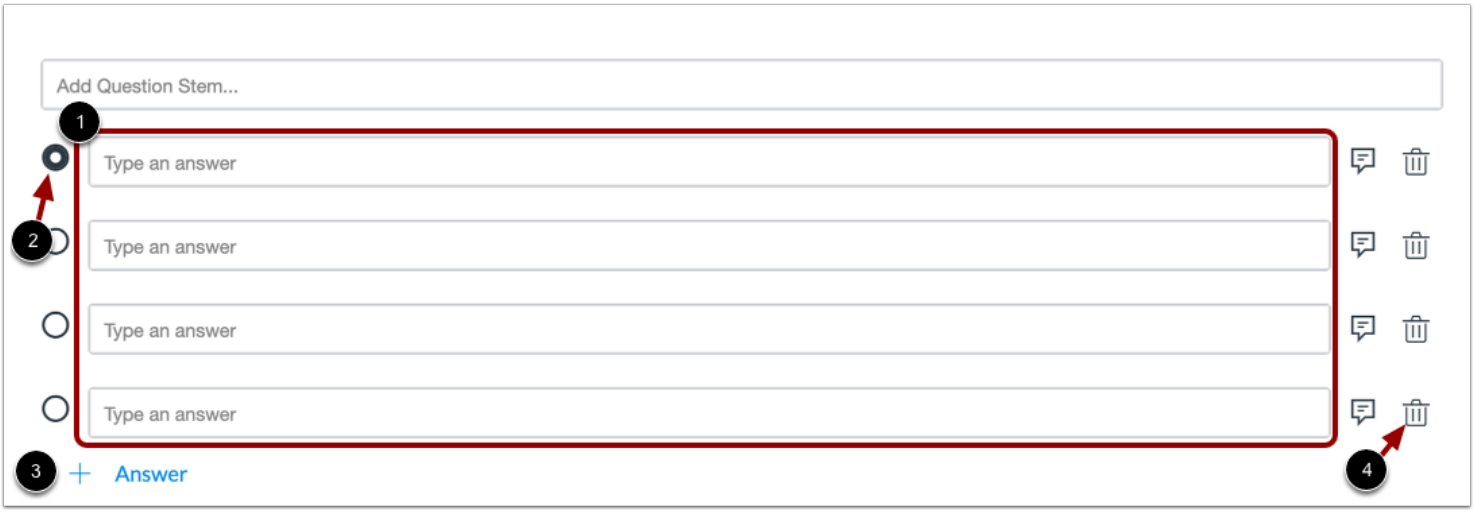
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

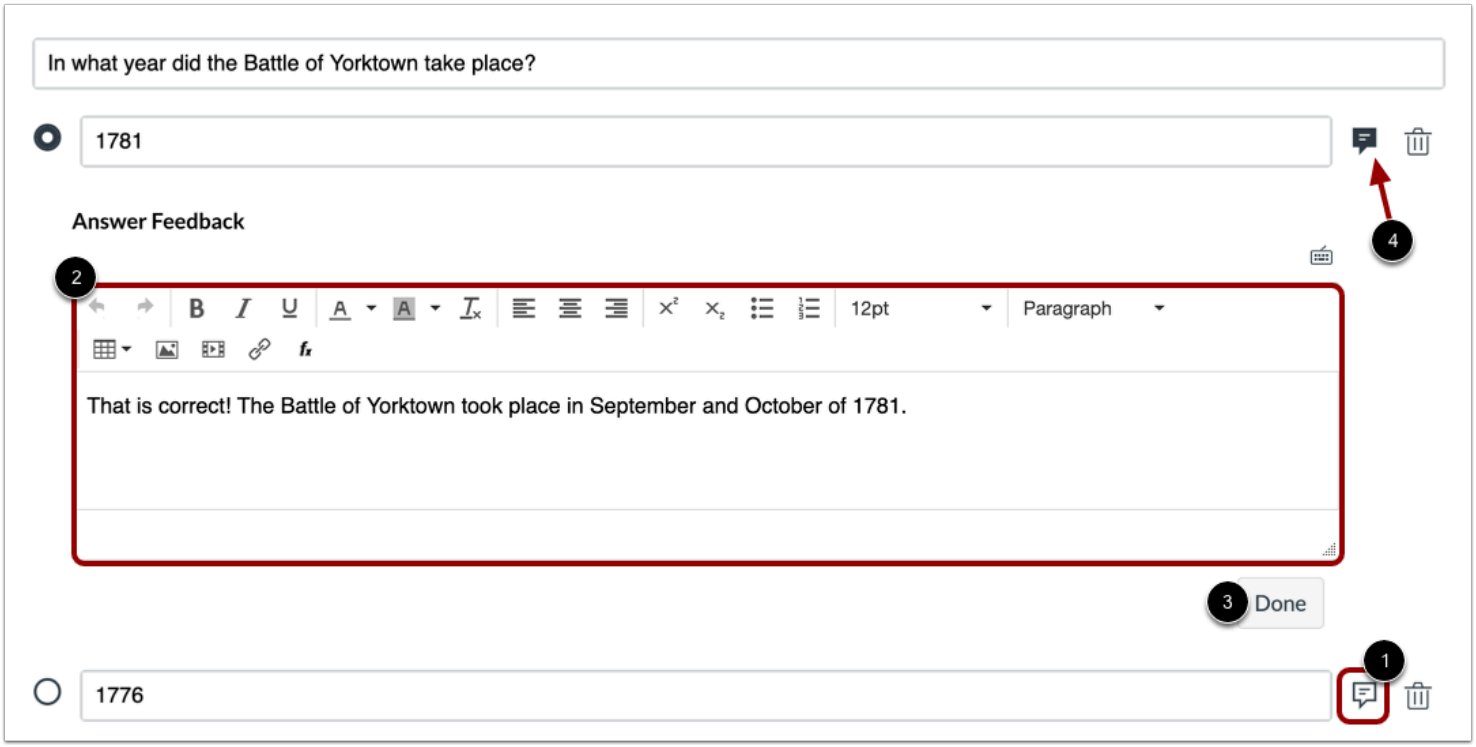
Add Answers



To add answers to a Multiple Choice question, type the answers in the **Answer** fields [1]. To select the correct answer, click the button next to that answer [2].

To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].

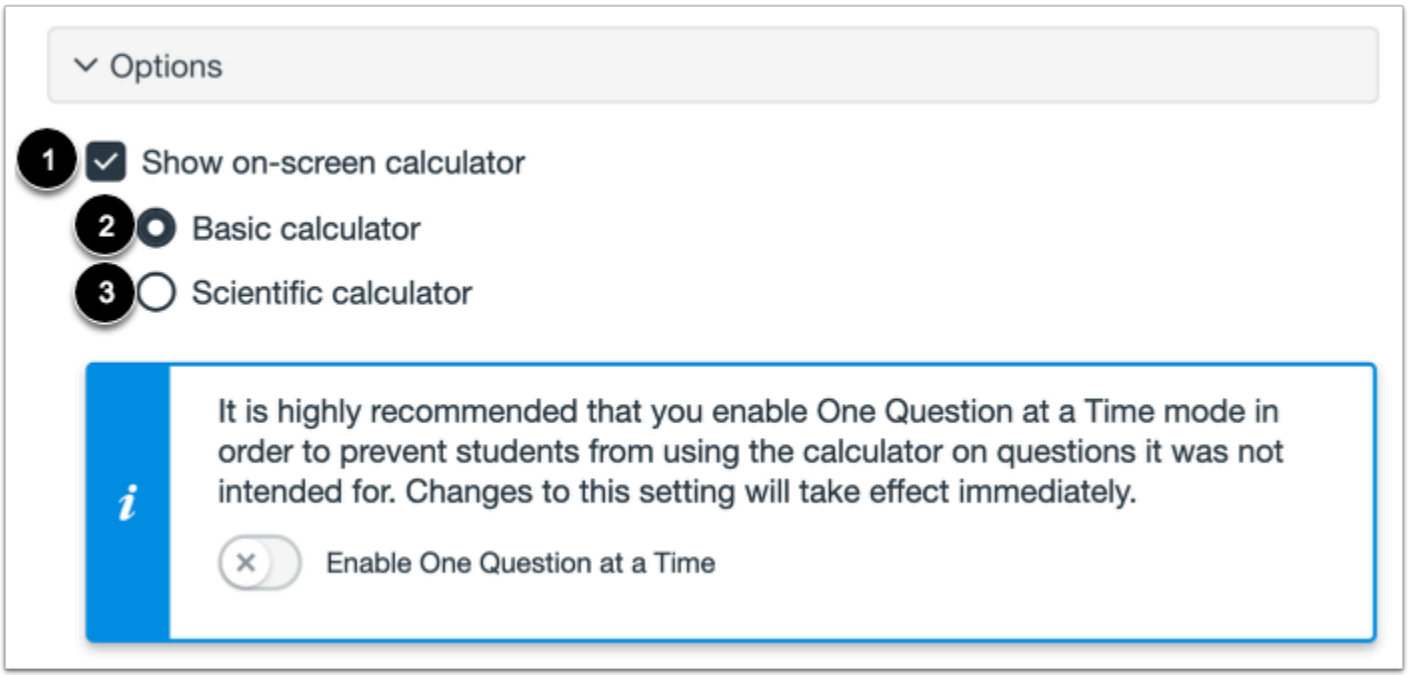
Add Answer Feedback



To provide students with feedback for a specific answer choice, click the **Feedback** icon [1]. Then enter the feedback in the Rich Content Editor [2].

To save your feedback, click the **Done** button [3]. After feedback has been added to an answer, the Feedback icon will display as shaded [4].

Enable On-Screen Calculator



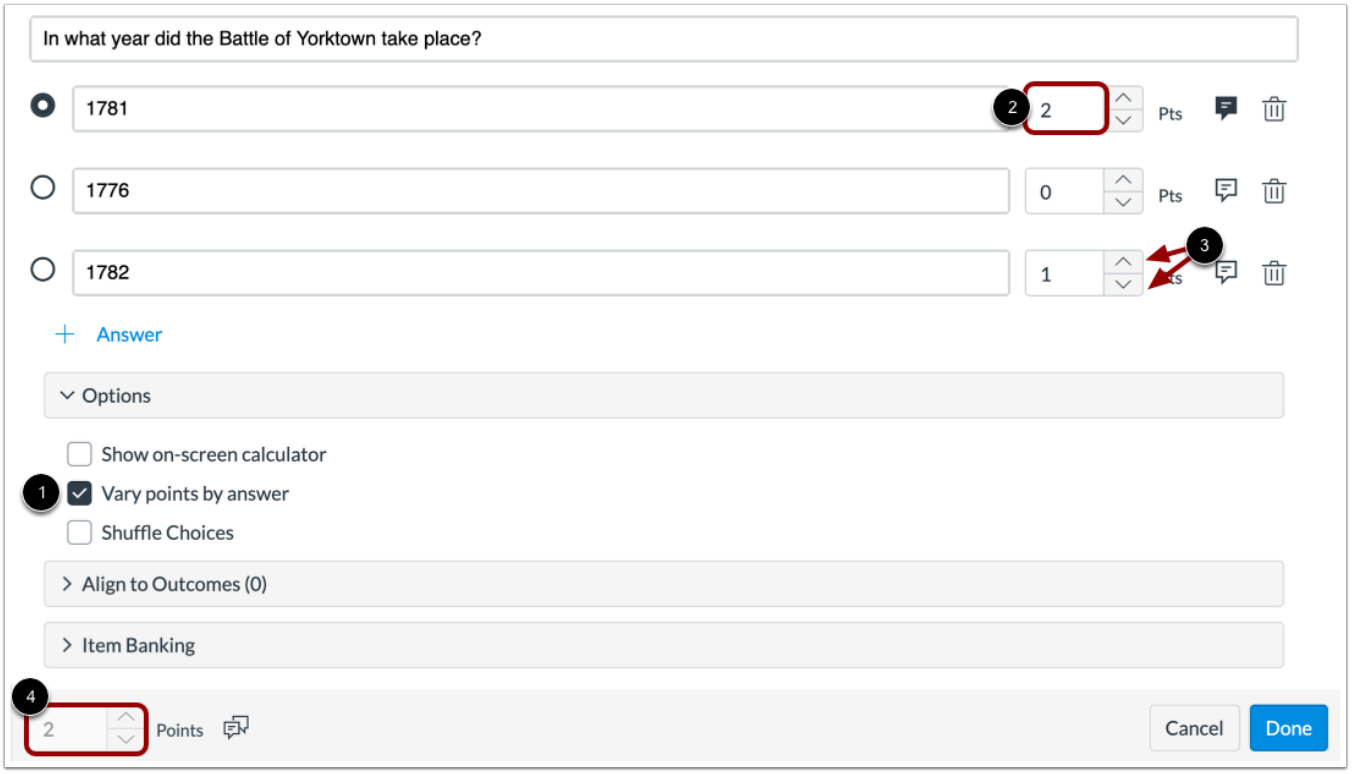
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Vary Points by Answer

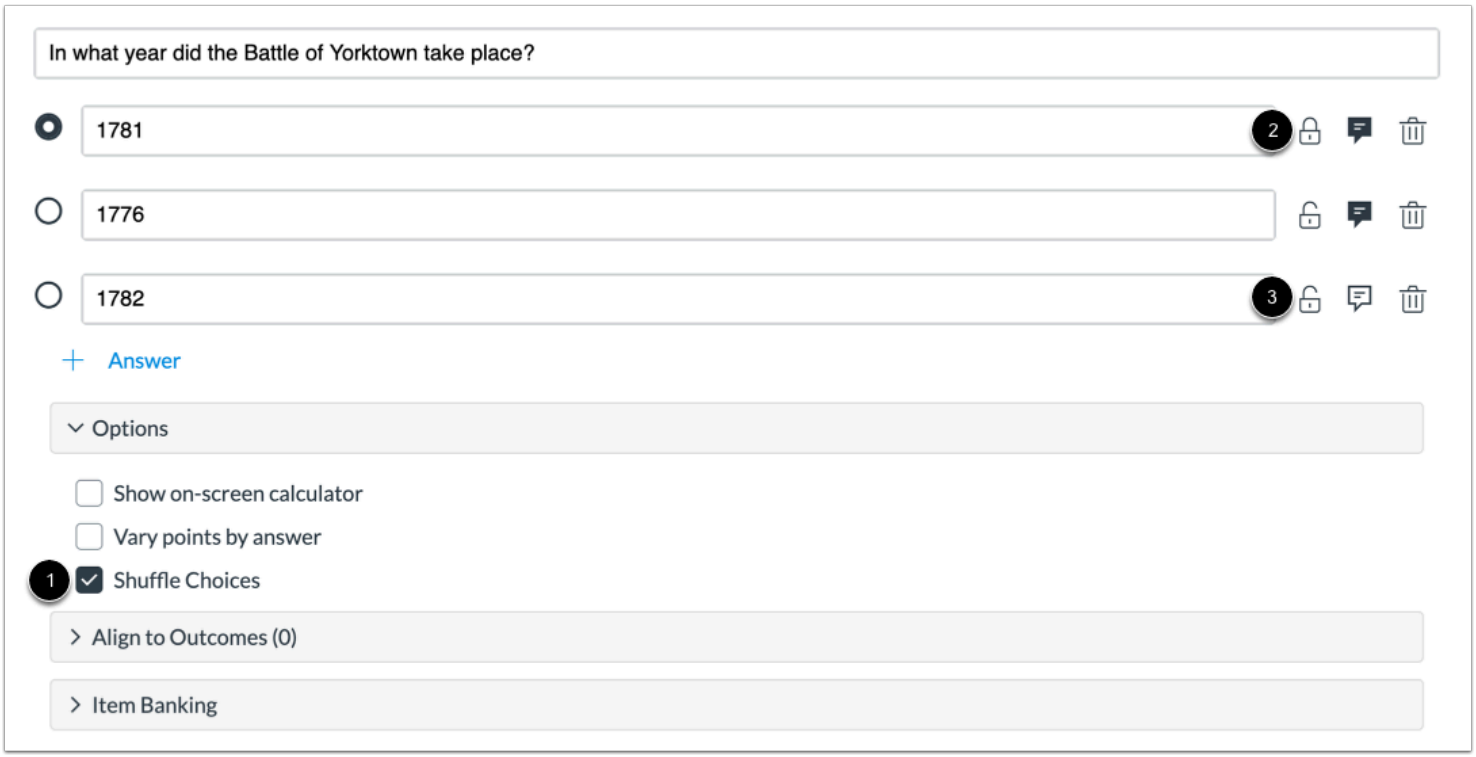


To vary points based on student responses, click the **Vary points by answer** checkbox [1].

With this option selected, you can set specific point totals for each option by typing the point value in the **Points** field [2] or using the arrows to increase or decrease the point value [3].

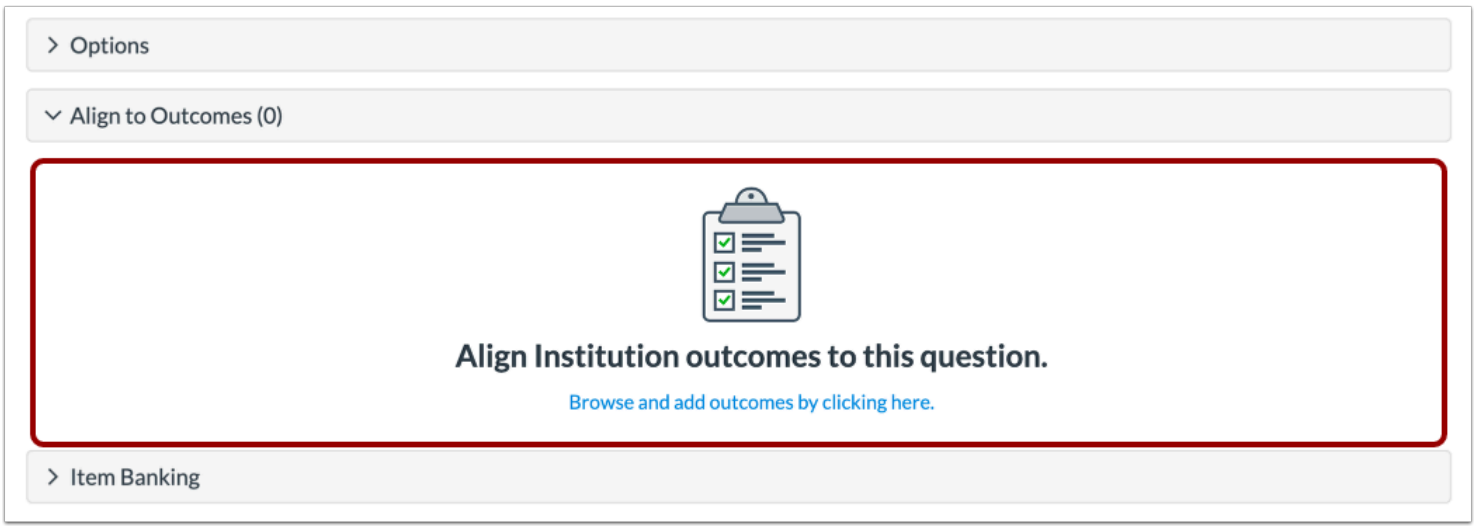
When this option is enabled, the total points will display the highest point value possible for an answer [4].

Shuffle Answers



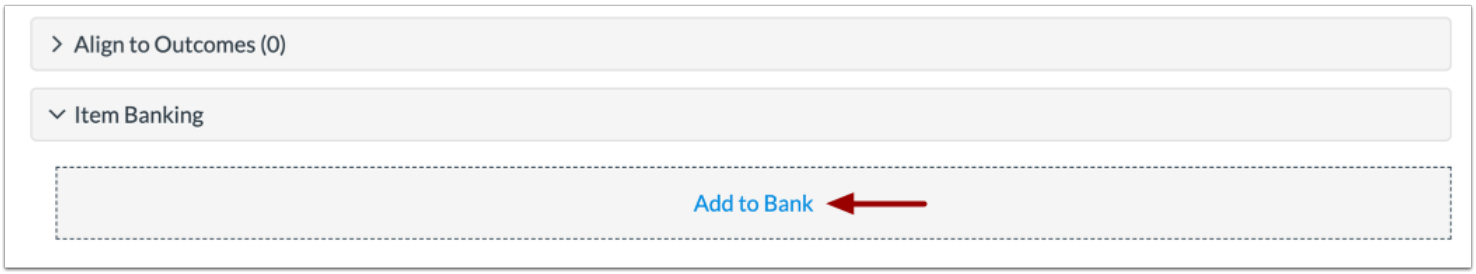
To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default, all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



If you want to save a question to use in other quizzes, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

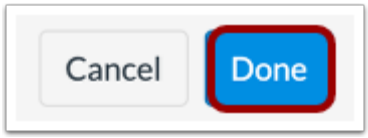
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

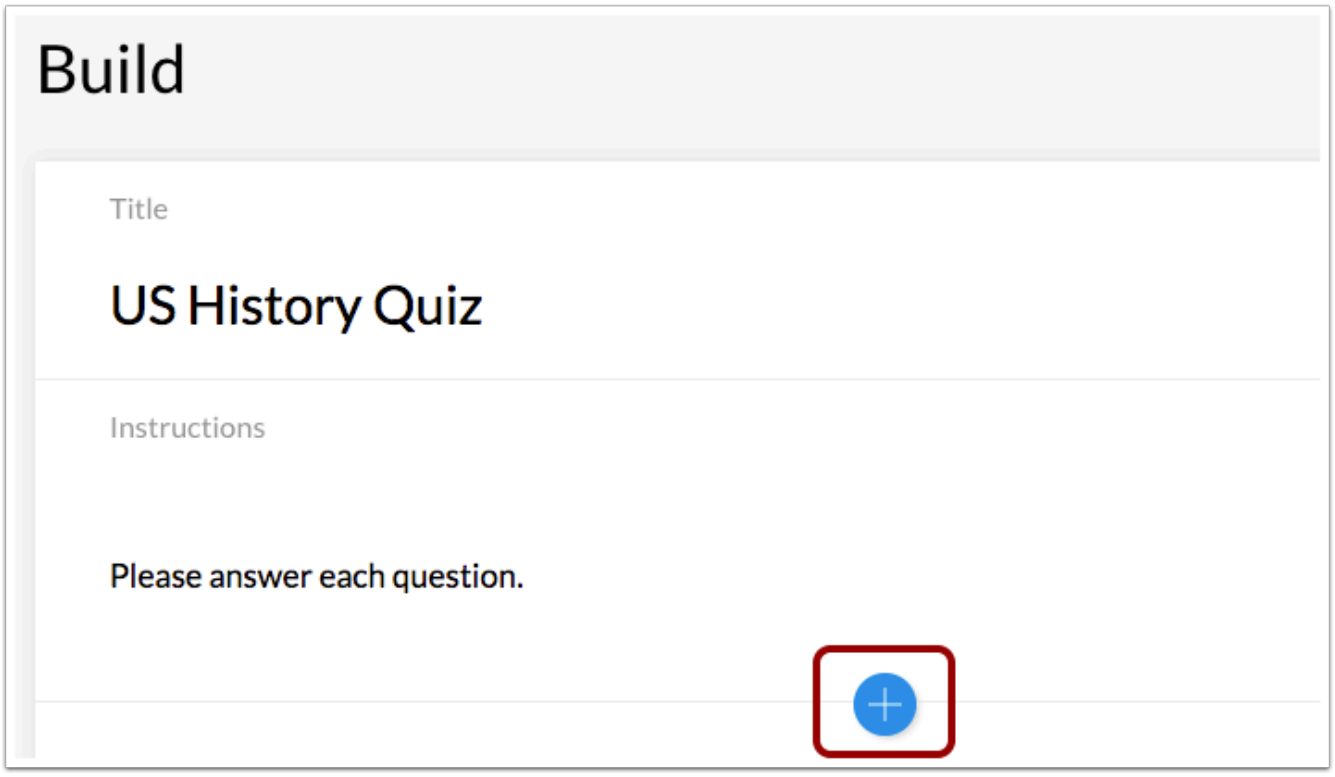
How do I create a Numeric question in New Quizzes?

When creating a quiz, you can create a Numeric question in New Quizzes. Numeric questions will accept answers from students that contain numbers, text, and/or symbols. However, instructors can only use numeric entries for accepted answers. Student answers in a non-numeric format will not be graded automatically.

You can also duplicate Numeric questions to create a new question.

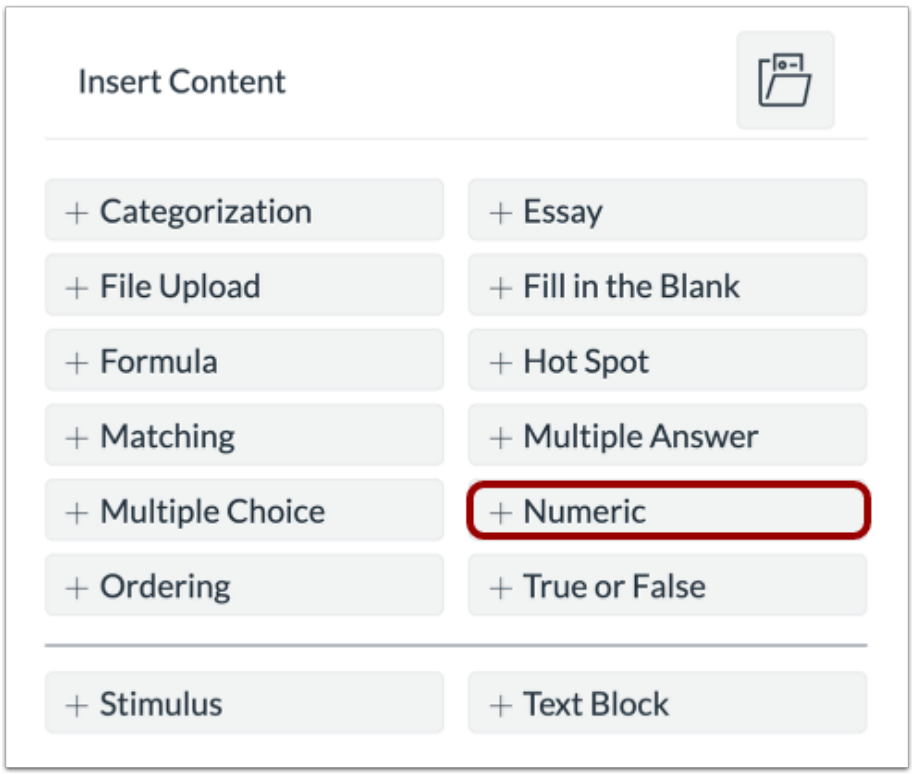
Note: Admins can set the thousand and decimal separators for number formatting in New Quizzes for your institution.

Add Question



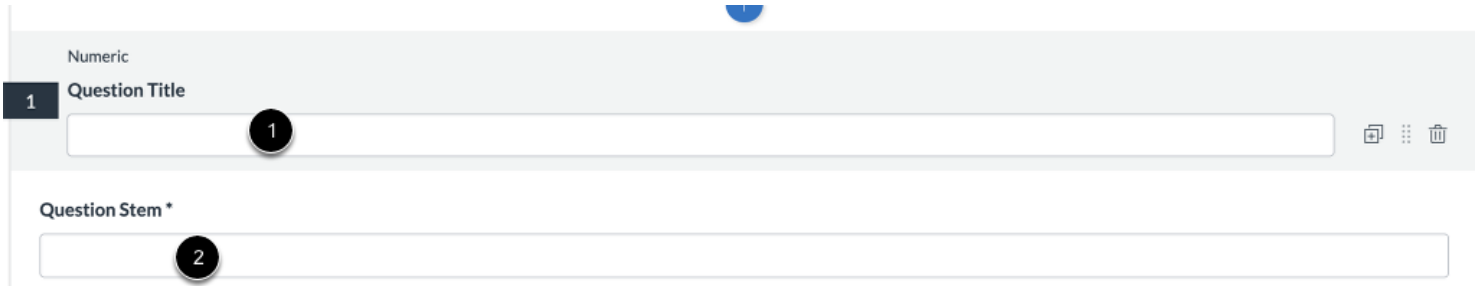
To create a question, click the **Add** button anywhere in the quiz.

Add Numeric Question



Click the **Add Numeric** button.

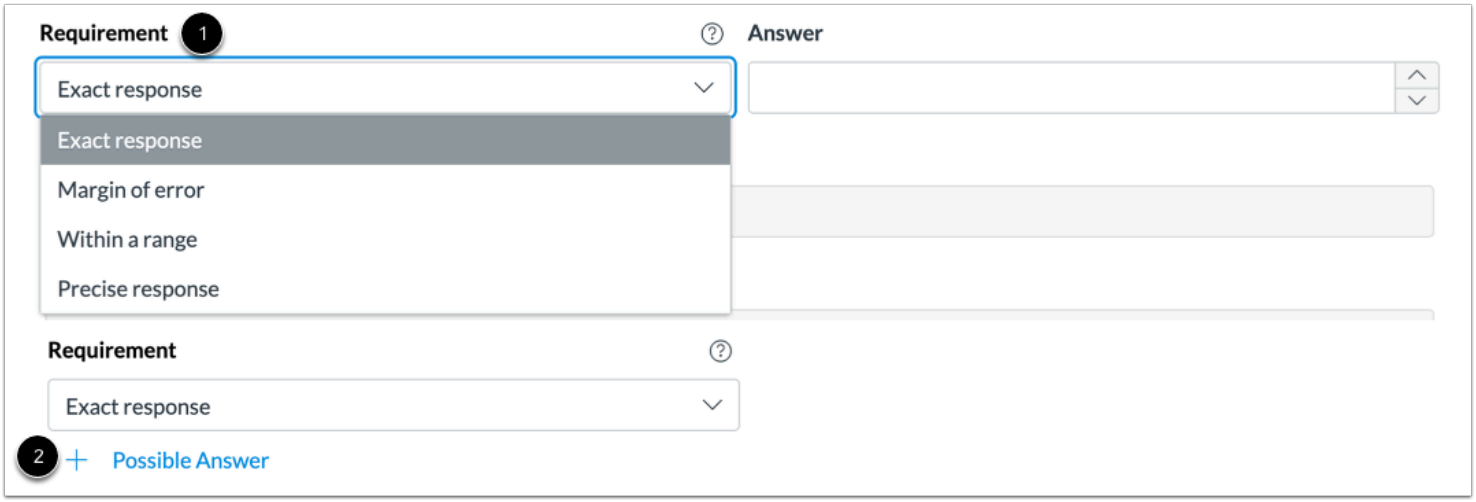
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

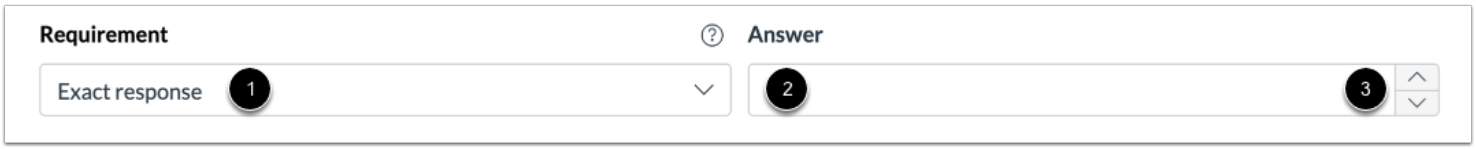
Select Requirement



To select a requirement for the answer, select an option from the **Requirement** drop-down menu [1]. You can select Exact Response, Margin of Error, Within a Range, or Precise Response.

To add additional answers, click the **Add Possible Answer** link [2].

Select Exact Response



To add an exact response answer, select the **Exact Response** option [1]. Enter an answer by typing the answer in the **Answer** field [2] or using the arrows [3]. Exact response answers can be added in scientific notation (accepted format: 1.234*10^5).

Student responses will be marked correct if they match the answer exactly.

Note: The Range fields only accept numbers, periods, commas, asterisks, and carets.

Select Margin of Error



To add a margin of error answer, select the **Margin of Error** option [1]. Enter the answer in the **Answer** field [2]. Then add the margin in the **Margin** field [3] and select the margin type in the **Margin Type** drop-down menu [4]. You can select percentage or absolute margin type. Margin of error fields do not accept entries written in scientific notation.

Student answers will be marked correct if they fall within the margin above or below the answer.

Note: The Answer and Margin fields only accept numbers, periods, and commas.

Select Within a Range

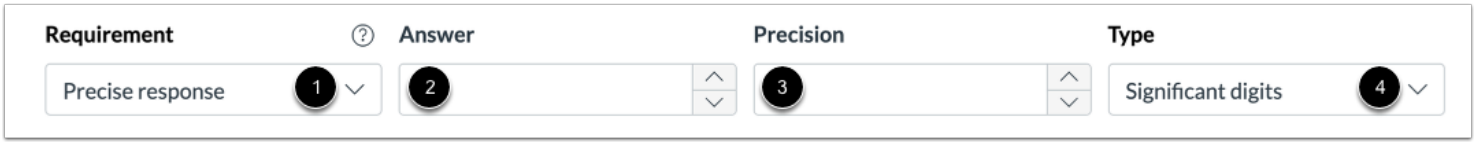


To add an answer that must fall within a specific range, select the **Within a Range** option [1]. Then select the range start [2] and range end for the answer [3]. Range inputs can be in scientific notation (accepted format: 1.234*10^5).

Student responses will be marked correct if they are greater than or equal to the range start and less than or equal to the range end.

Note: The Range fields only accept numbers, periods, commas, asterisks, and carets.

Select Precise Response

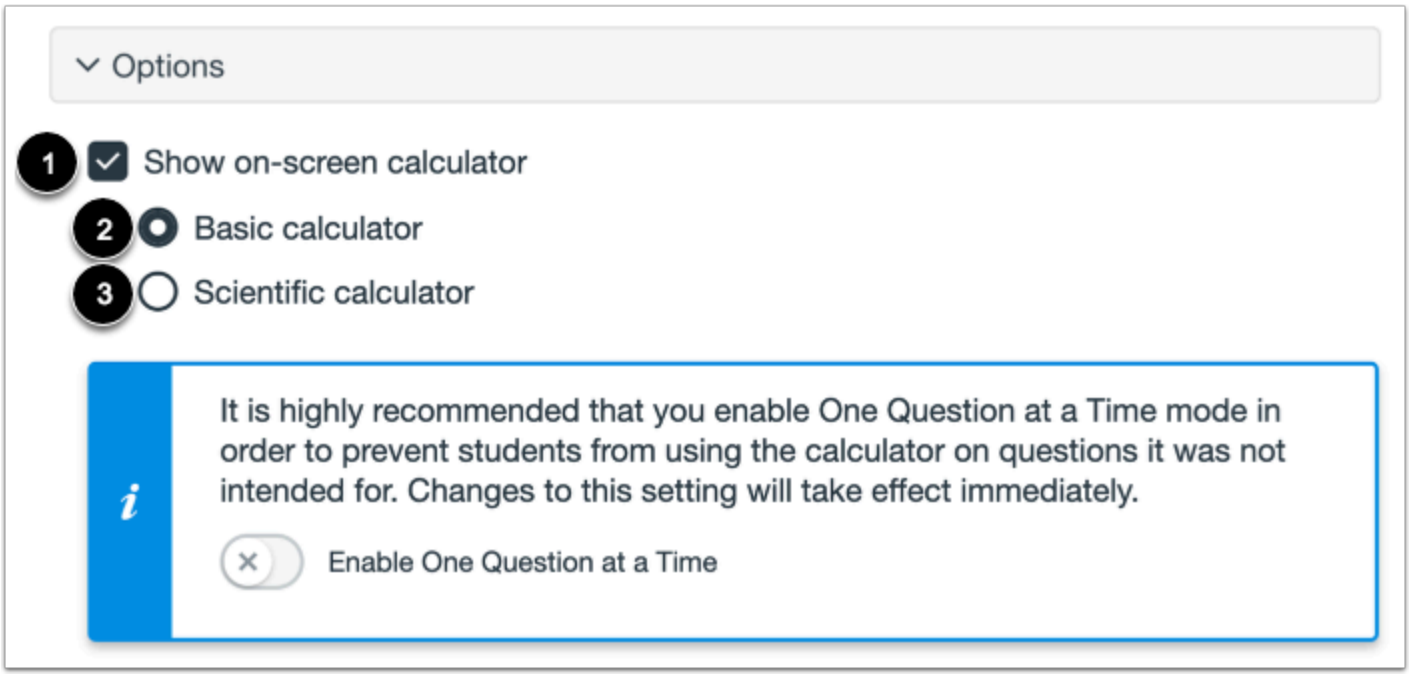


To add an answer with a precise requirement, select the **Precise Response** option [1]. Then select the answer [2], precision value [3], and precision type [4]. The options for precision type are significant digits and decimal places. Precise response fields do not accept entries written in scientific notation.

Student responses will be marked as correct if they match the answer to the given number of significant digits or decimal places.

Note: The Answer field only accepts numbers, periods, and commas. The Precision field only accepts whole numbers greater than 1.

Enable On-Screen Calculator



To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

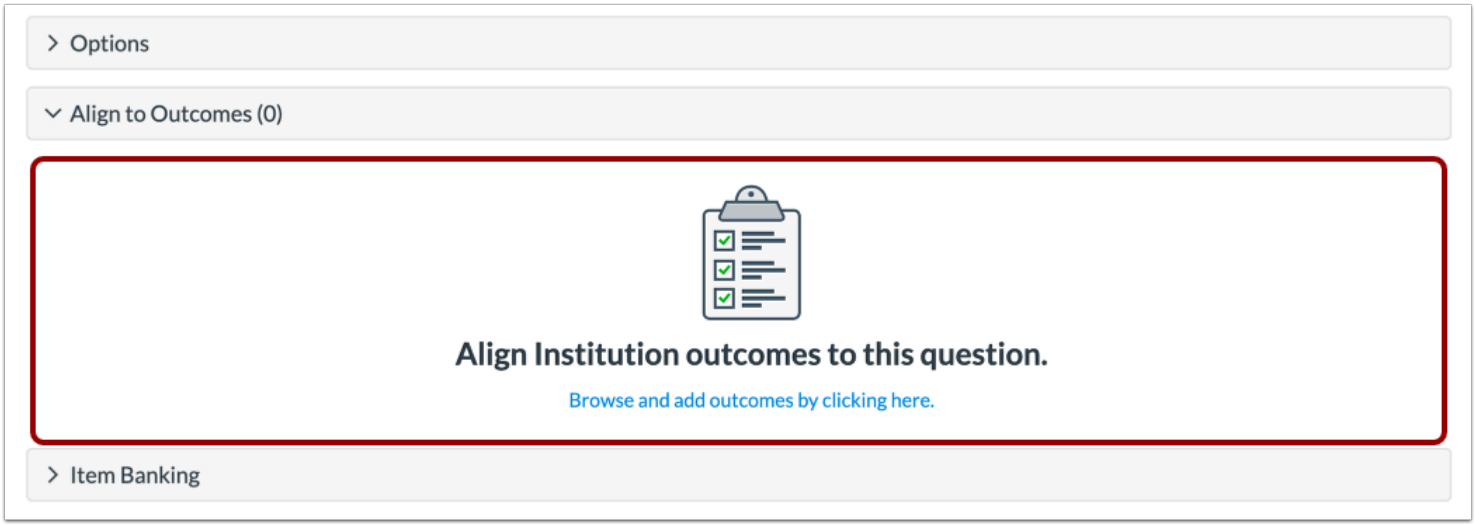
If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (addition, subtraction, multiplication, division). The scientific calculator displays more options for advanced calculations.

Notes:

- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.

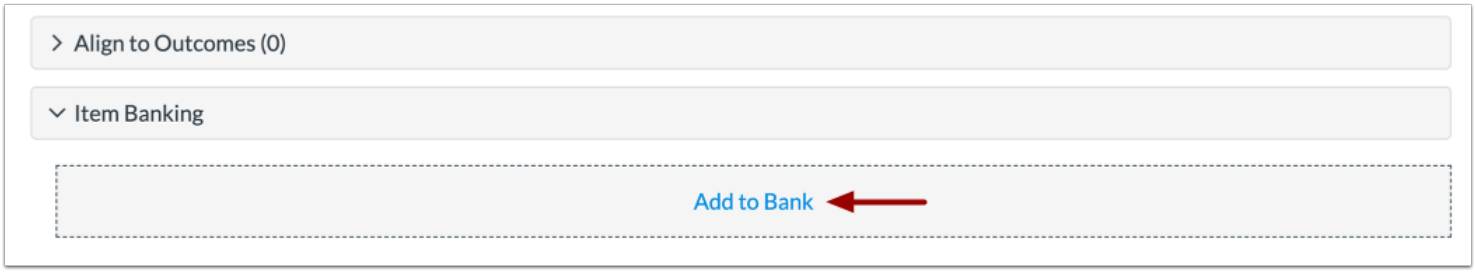
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

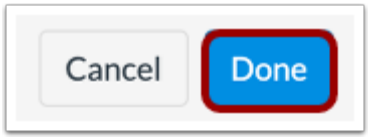
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

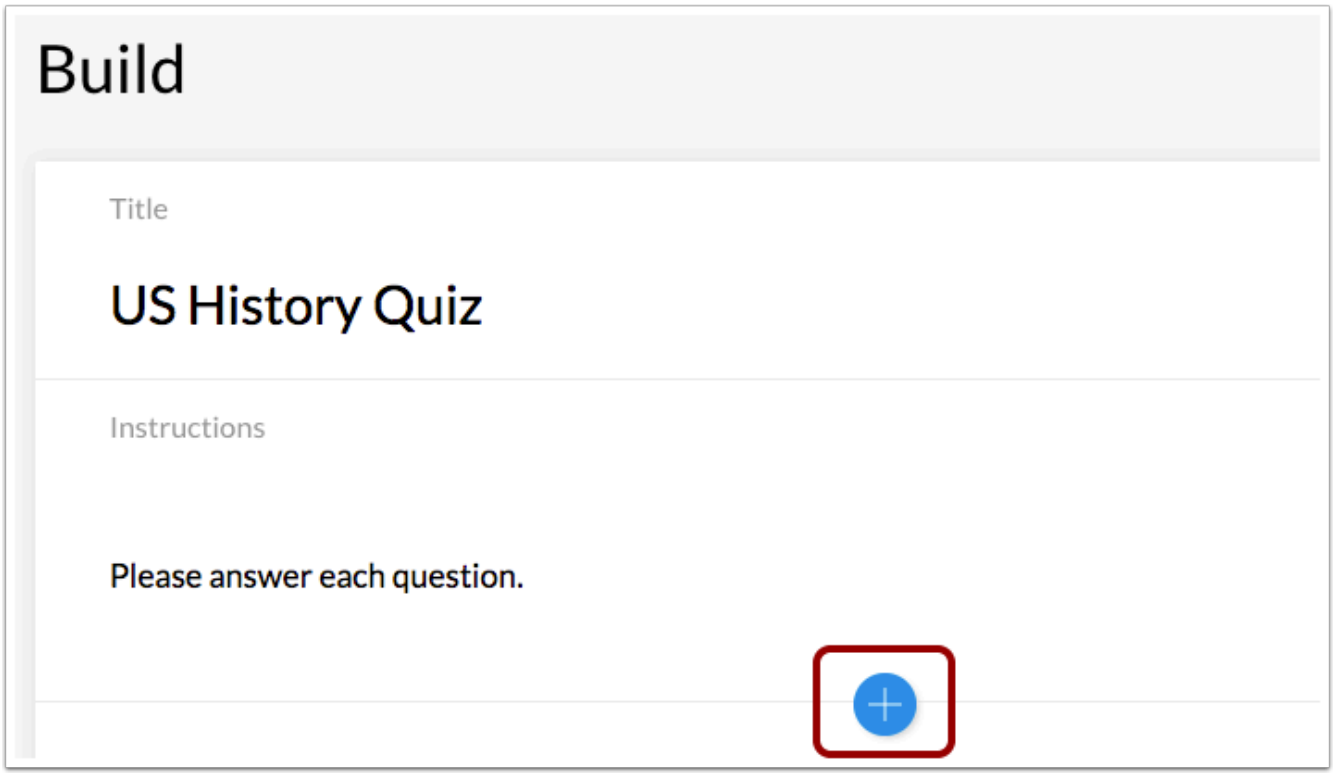
How do I create an Ordering question in New Quizzes?

When creating a quiz, you can create an Ordering question in New Quizzes. In an Ordering question, students must place answers in a specific order. You can add top and bottom labels to the list to help students know in which order they should place their responses.

When Ordering questions are graded, students must order all items correctly to earn full points. There is no option to assign partial credit.

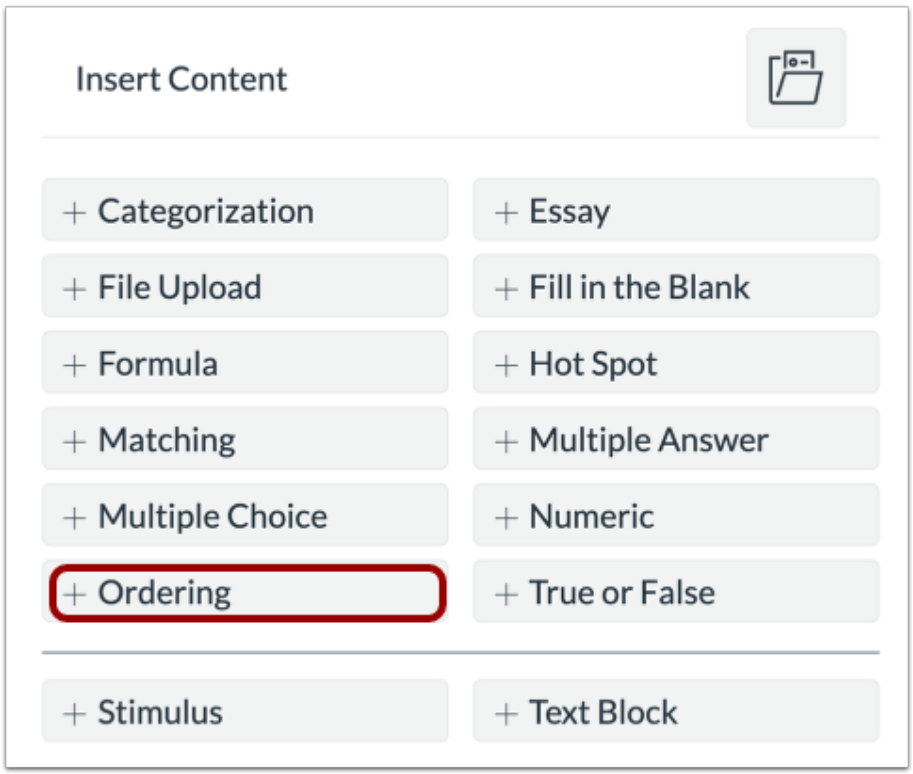
You can also duplicate Ordering questions to create a new question.

Add Question



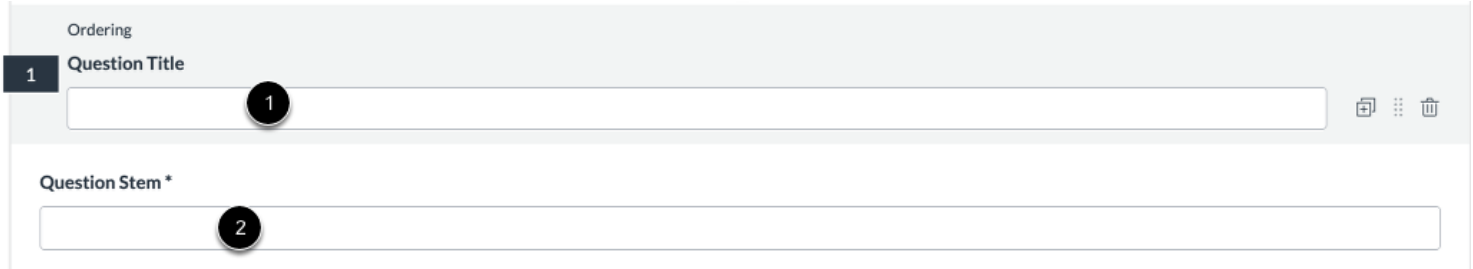
To create a question, click the **Add** button anywhere in the quiz.

Add Ordering Question



Click the **Add Ordering** button.

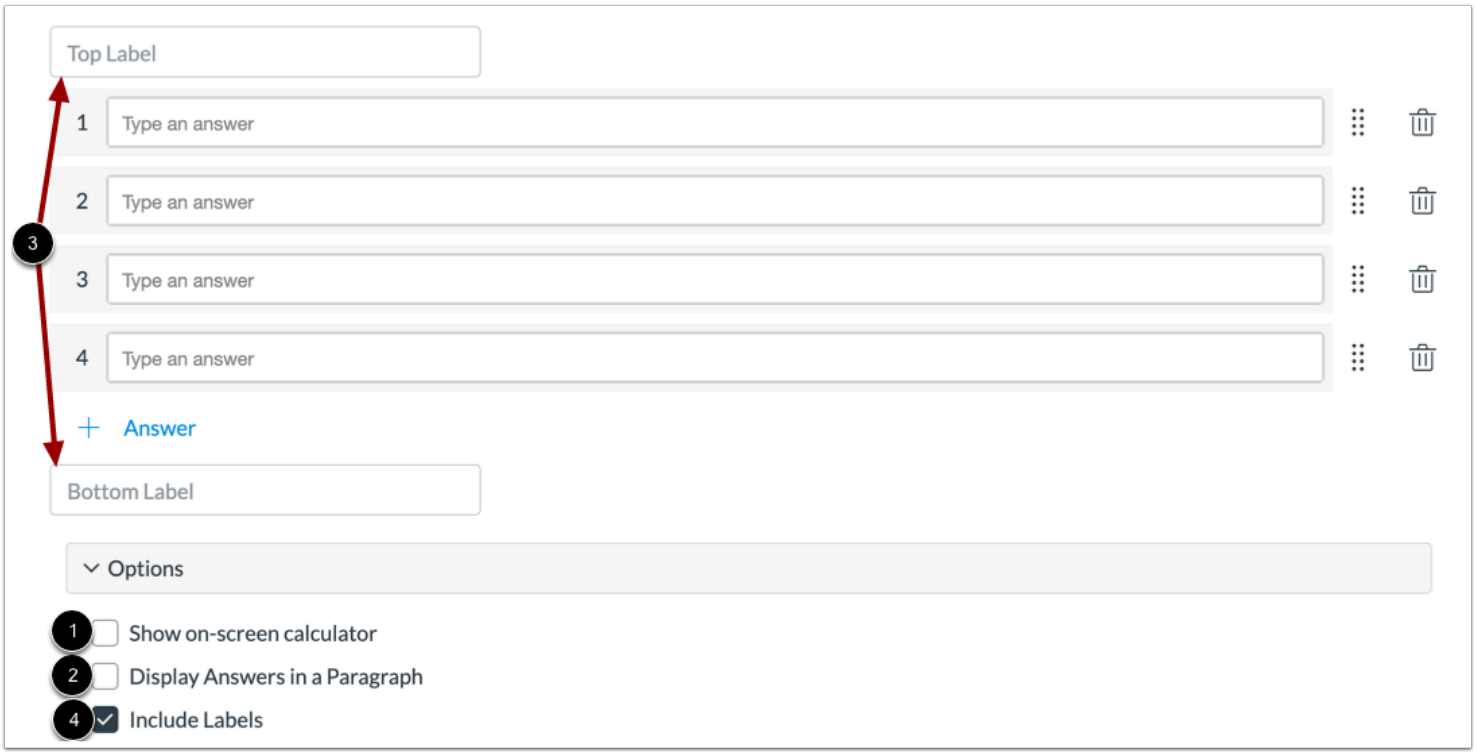
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

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Display Options

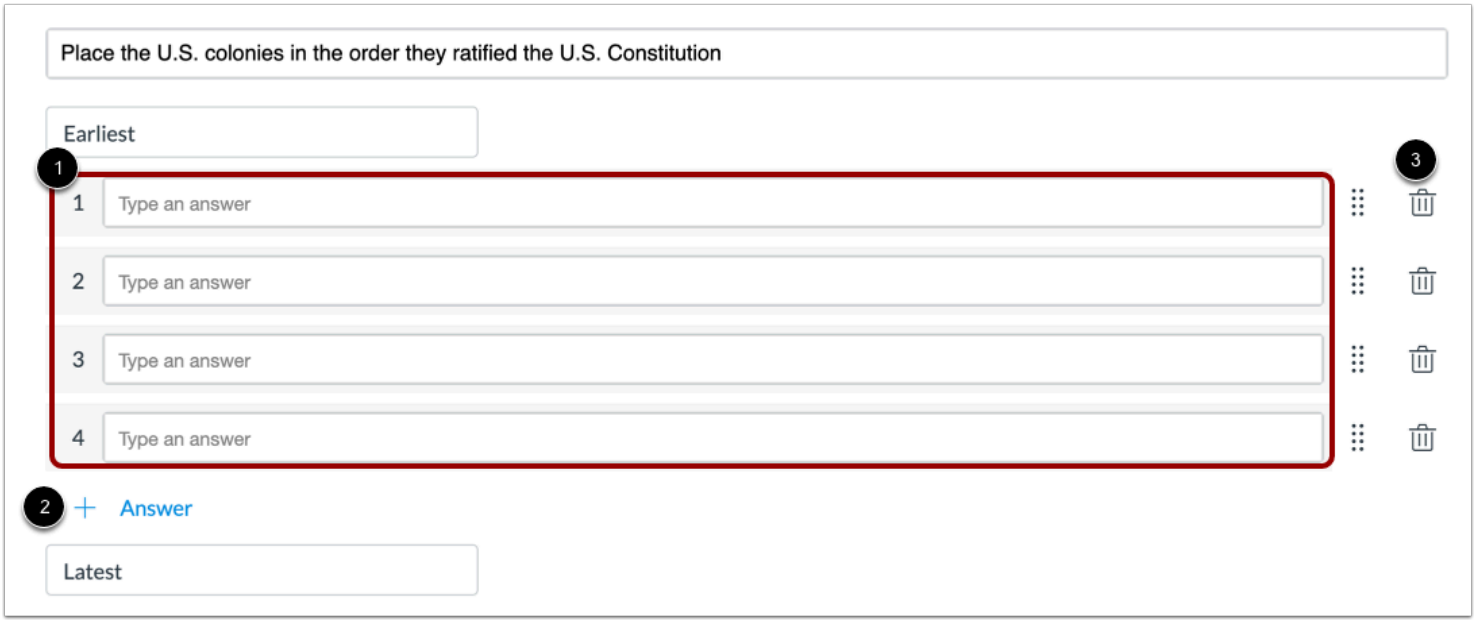


You can choose options such as **Show Onscreen Calculator** [1] and **Display Answers in Paragraph** [2]. The Display Answers in Paragraph option arranges answer choices horizontally.

For Ordering questions, a Top Label and Bottom Label are included by default. To rename them, enter text in the **Label** fields [3]. To remove the labels entirely, clear the **Include Labels** checkbox [4].

By default, Ordering questions include a top label and a bottom label. To name the labels, type the names in the **Label** fields [1]. To remove labels from the question, click the **Include Labels** checkbox [2].

Add Answers



To add answers to the Ordering question, type the answers in the **Answer** fields [1]. To add additional answers, click the **Add Answer** link [2].

To delete an answer, click the **Delete** icon [3].

Move Answers



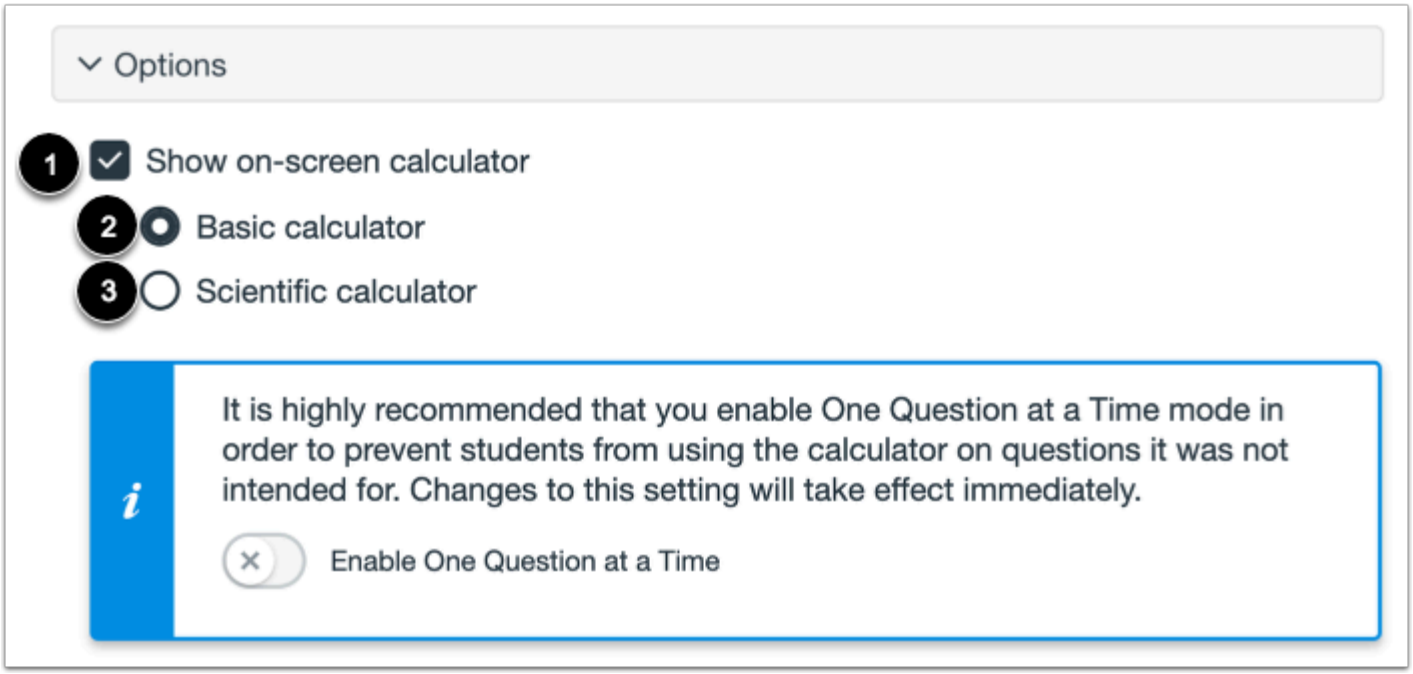
You can move an answer in an Ordering question by dragging and dropping or using the Move icon.

To drag and drop an answer, hover over the answer until the Move cursor appears [1]. Then drag and drop the answer to its new location [2].



To move an answer using the Move icon, click the **Move** icon [1] and select the **Move Up** or **Move Down** option [2].

Enable On-Screen Calculator



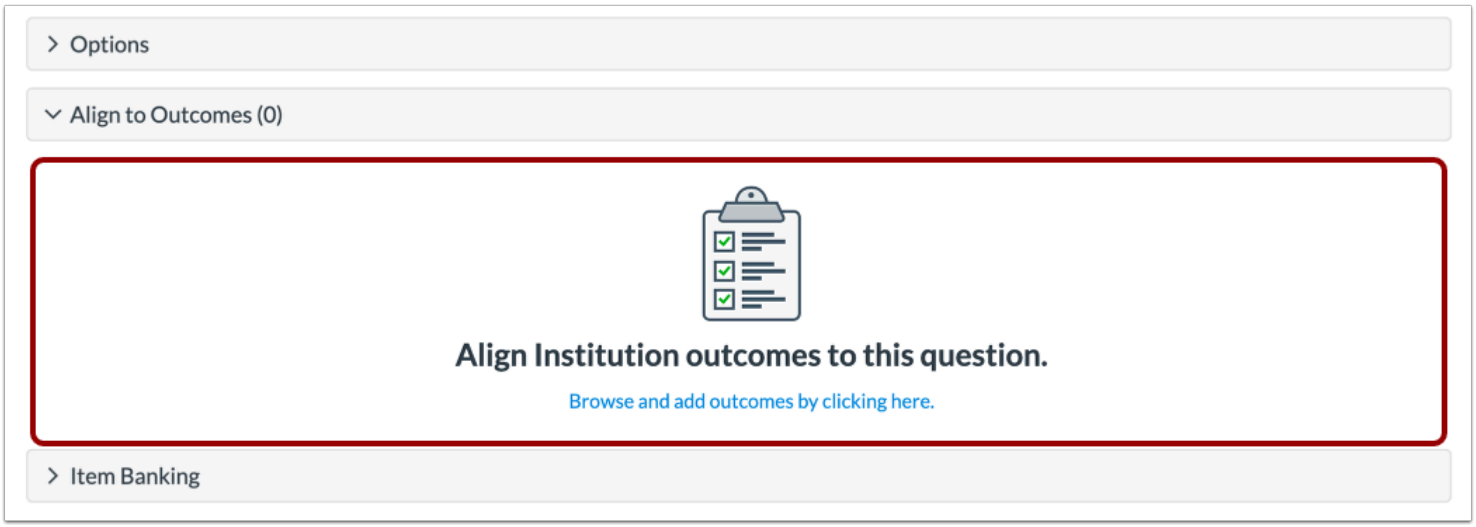
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

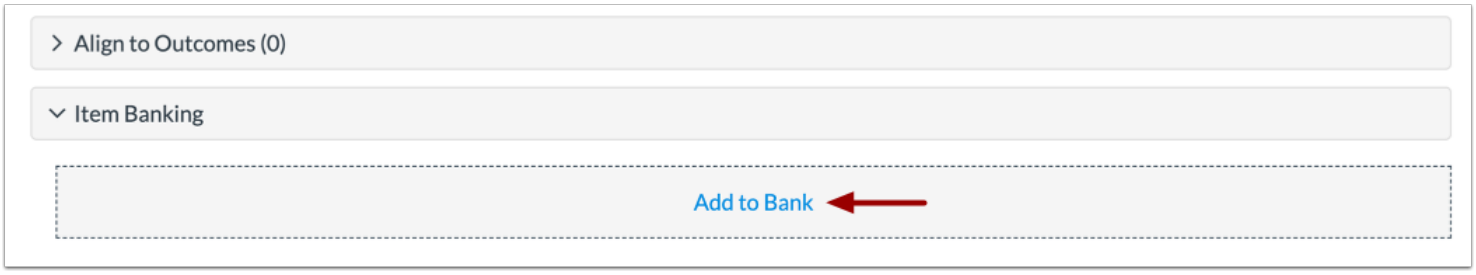
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Align to Outcome



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Add to Item Bank



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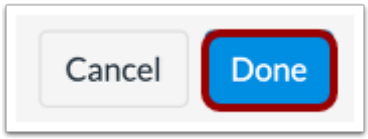
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



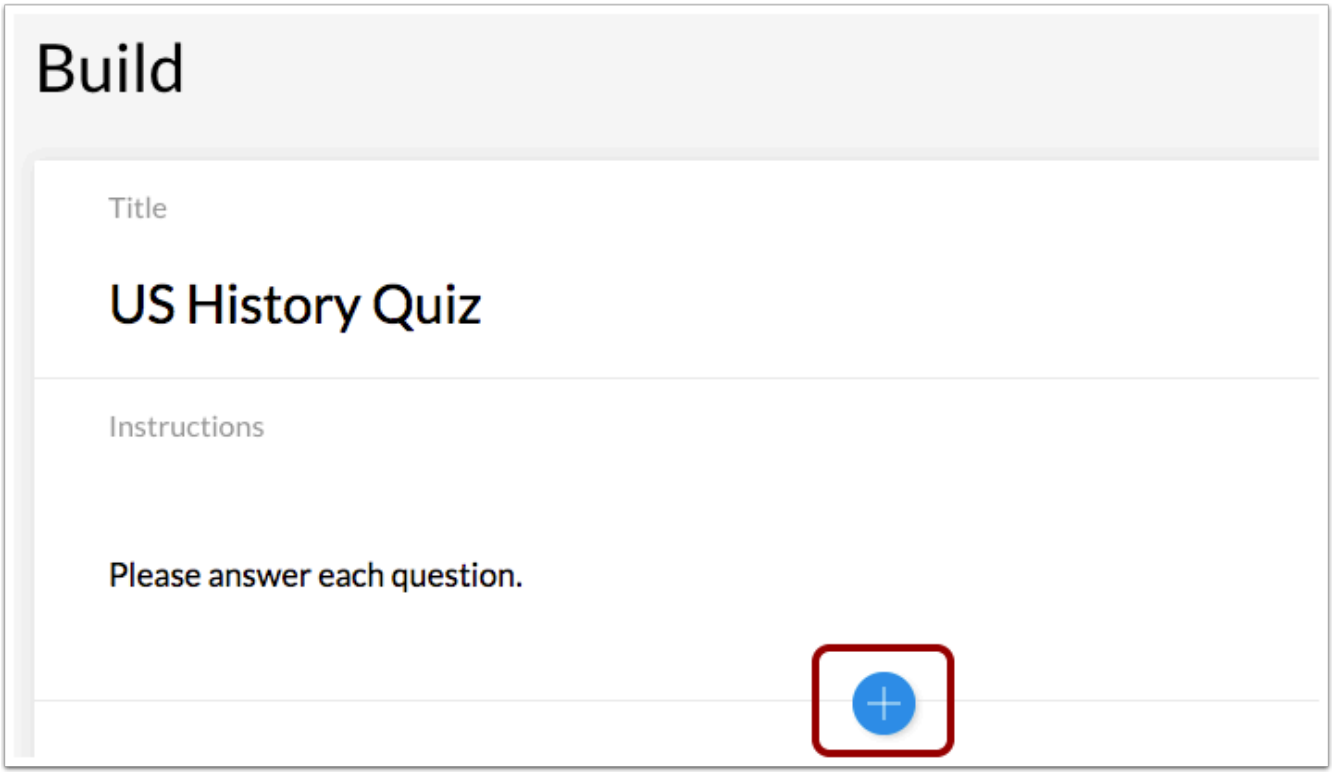
To save the question, click the **Done** button.

How do I create a True or False question in New Quizzes?

When creating a quiz, you can create a True or False question in New Quizzes.

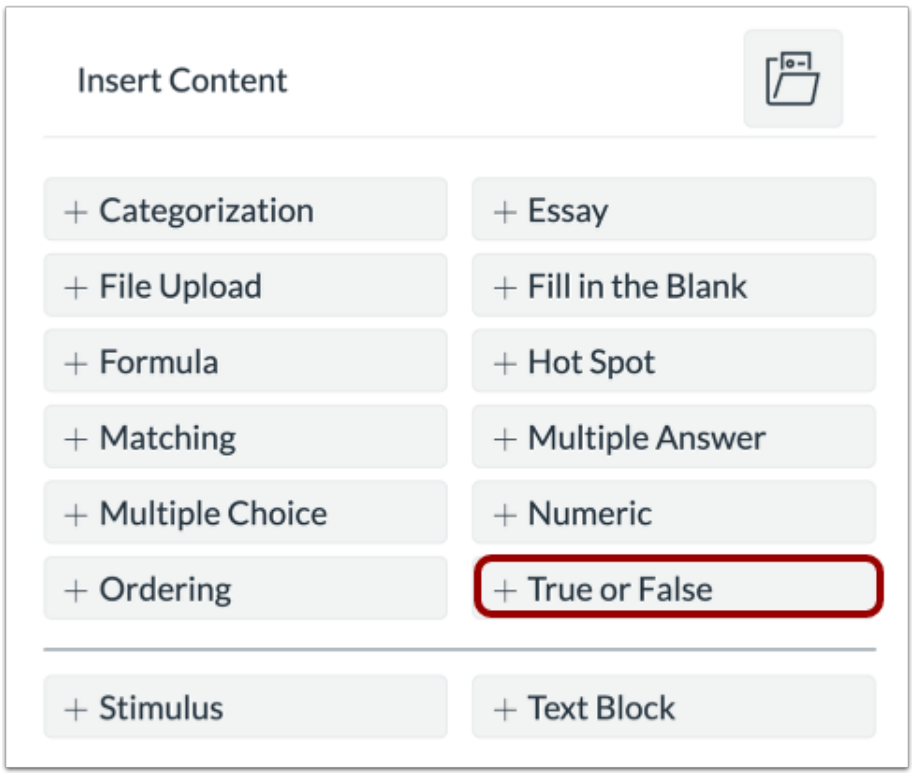
You can also duplicate True or False questions to create a new question.

Add Question



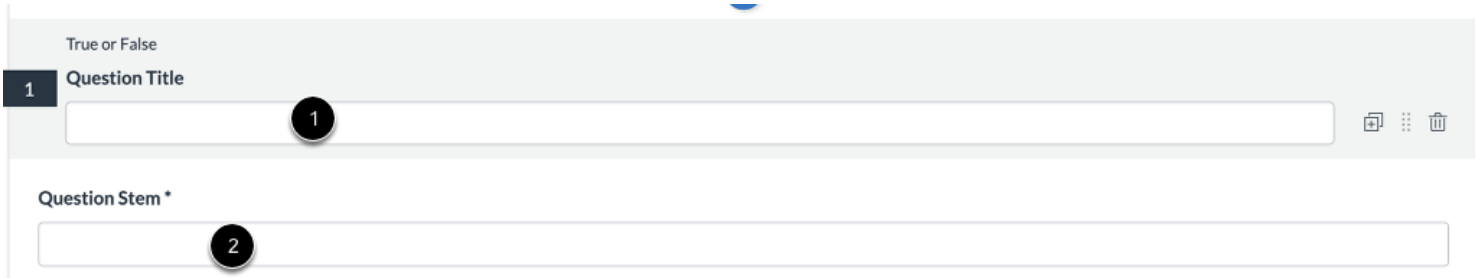
To create a question, click the **Add** button anywhere in the quiz.

Add True or False Question



Click the **Add True or False** button.

Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

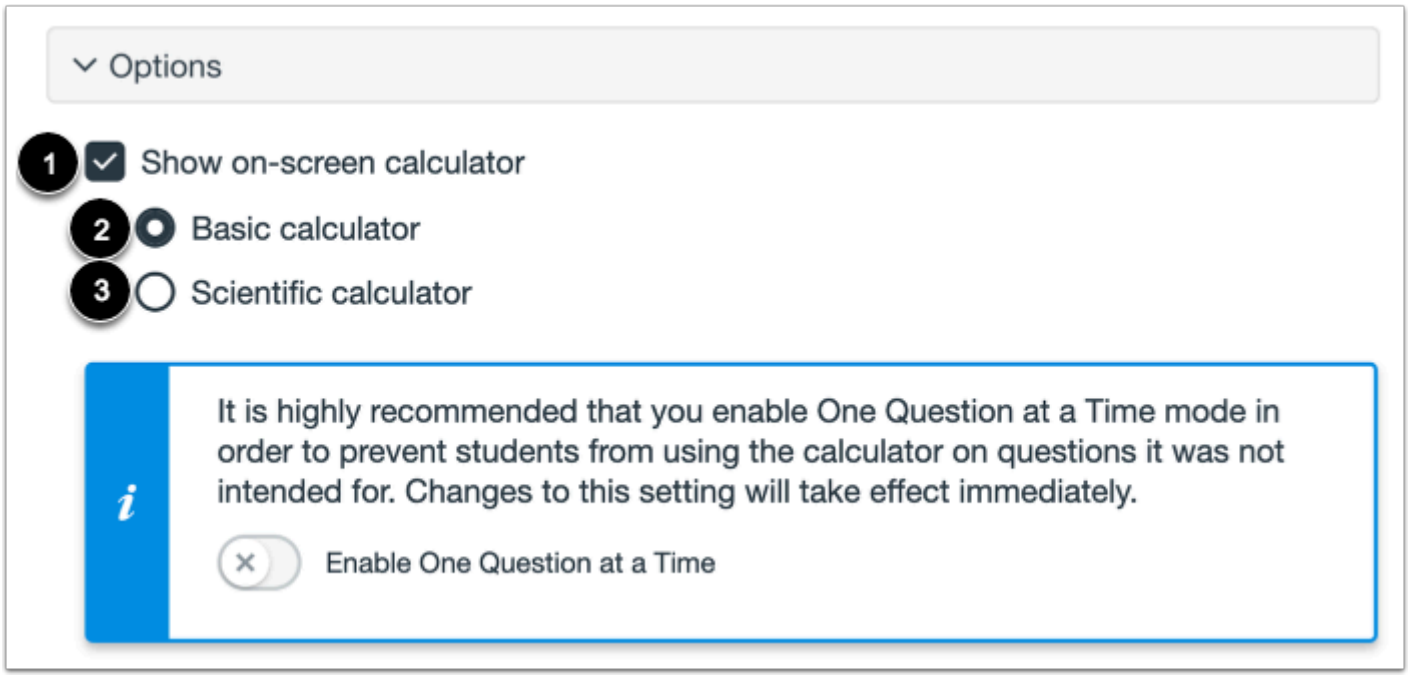
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor or the HTML view to format and add content to your question stem.

Select Correct Answer



To select the correct answer for the question, click the button next to the **True** [1] or **False** [2] option.

Enable On-Screen Calculator



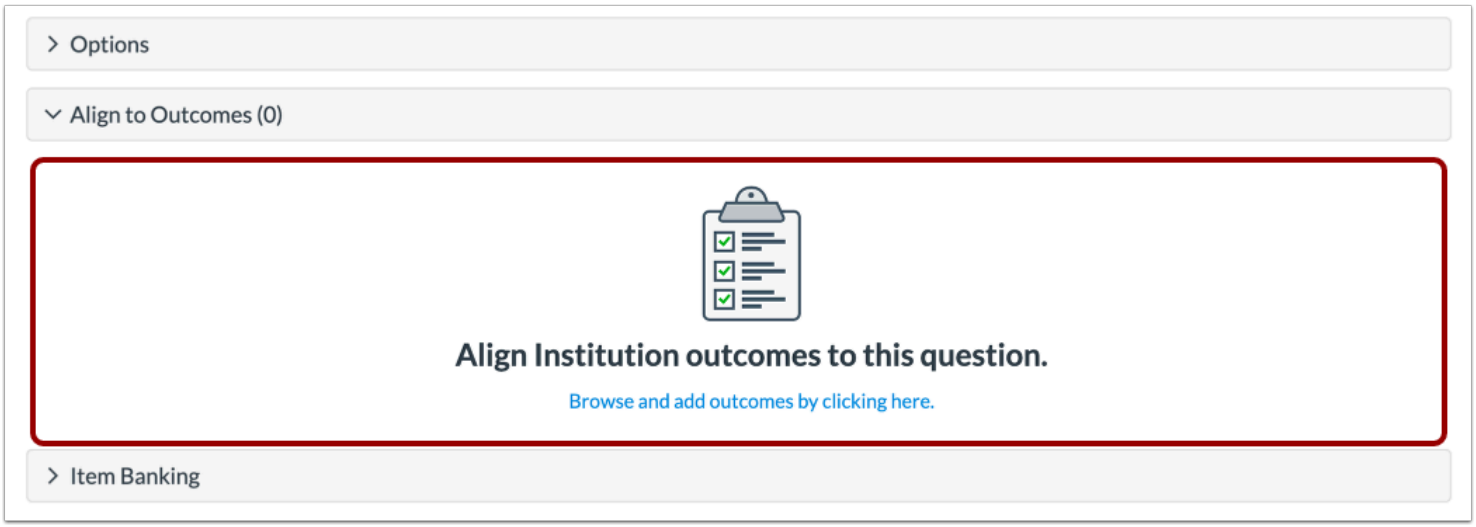
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or a scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Notes:

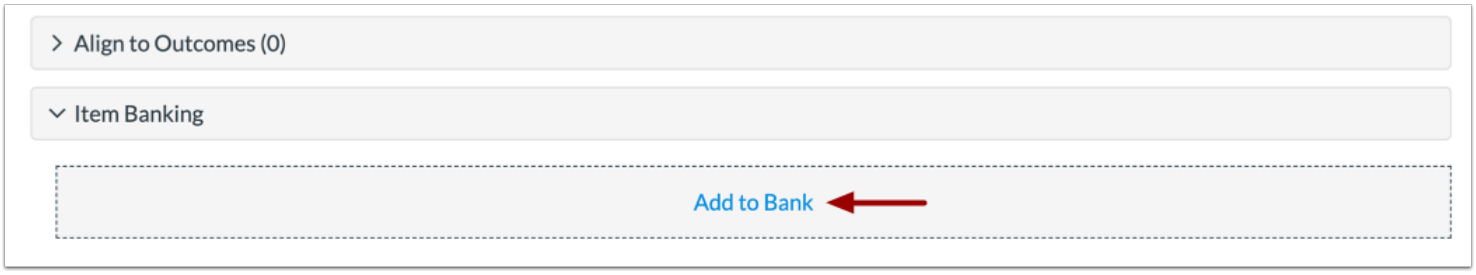
- The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.
- If enabled at both the individual question level and in the Quiz Settings, the on-screen calculator will display within the question instead of at the top of the page.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

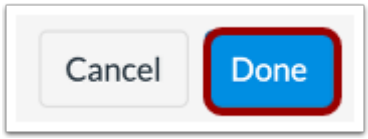
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



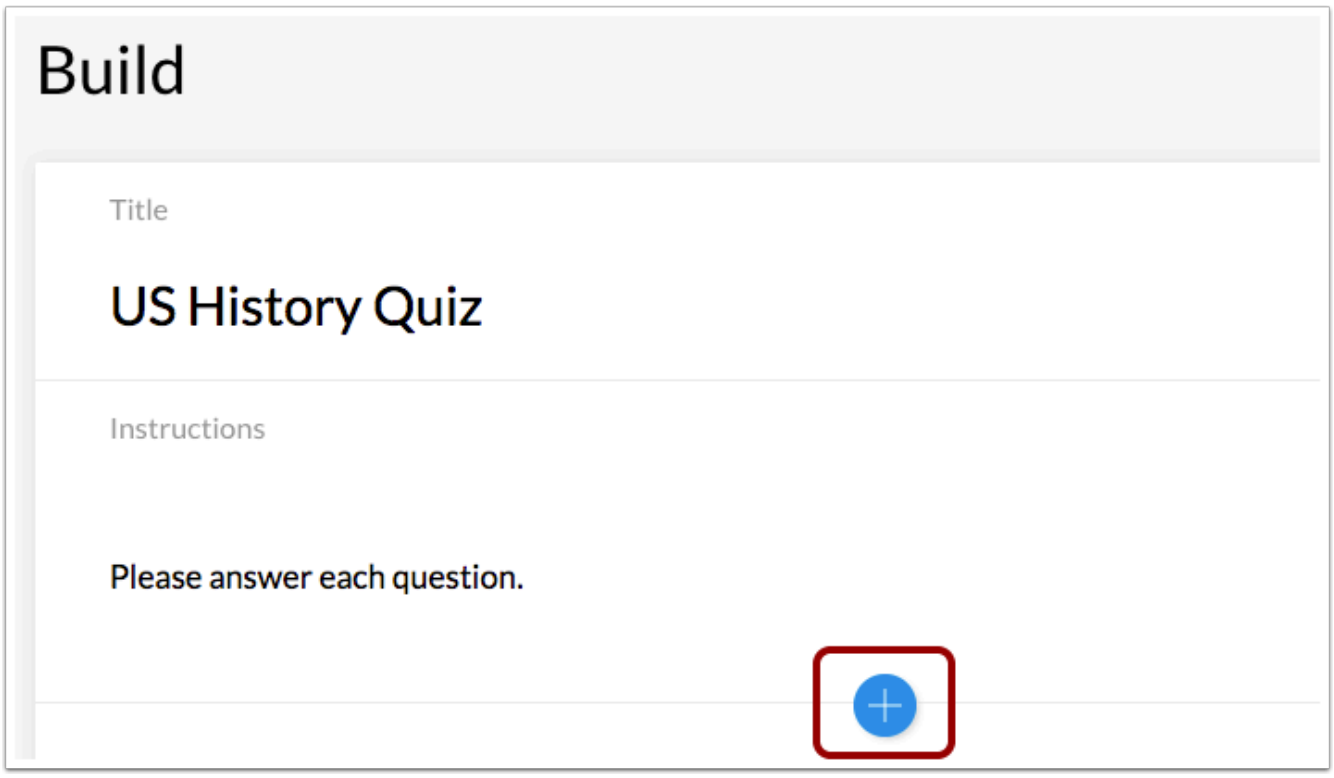
To save the question, click the **Done** button.

How do I insert stimulus content in New Quizzes?

When creating a quiz, you can insert stimulus content in New Quizzes. Stimulus content gives students a piece of content with associated questions.

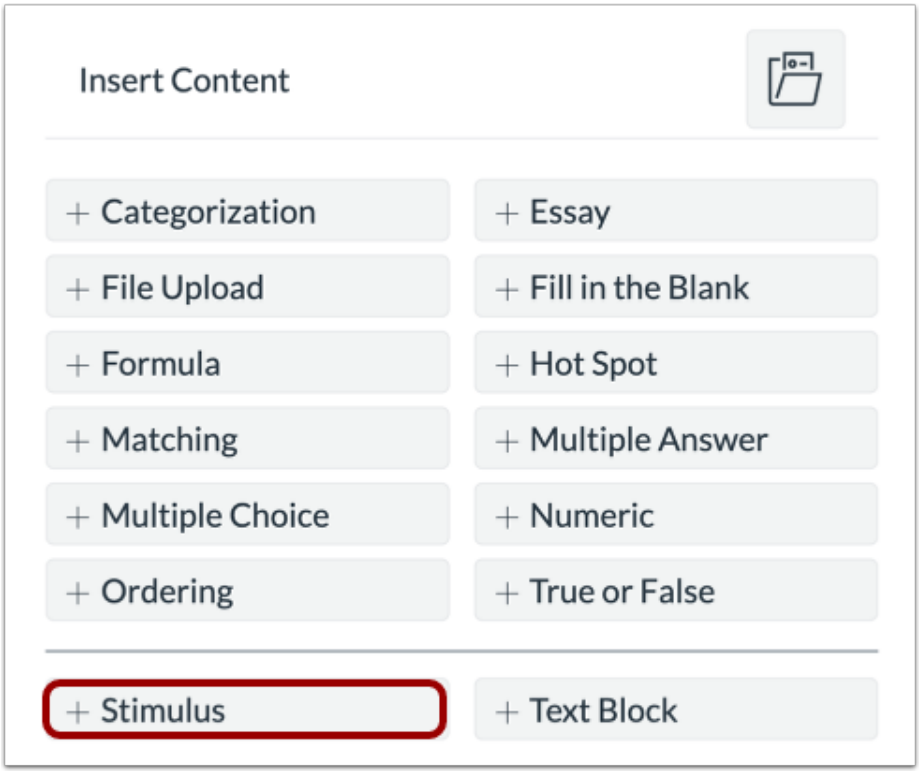
Note: You can add stimulus content to an item bank. However, questions attached to the stimulus content are not automatically added to the item bank and must be added manually.

Add Question



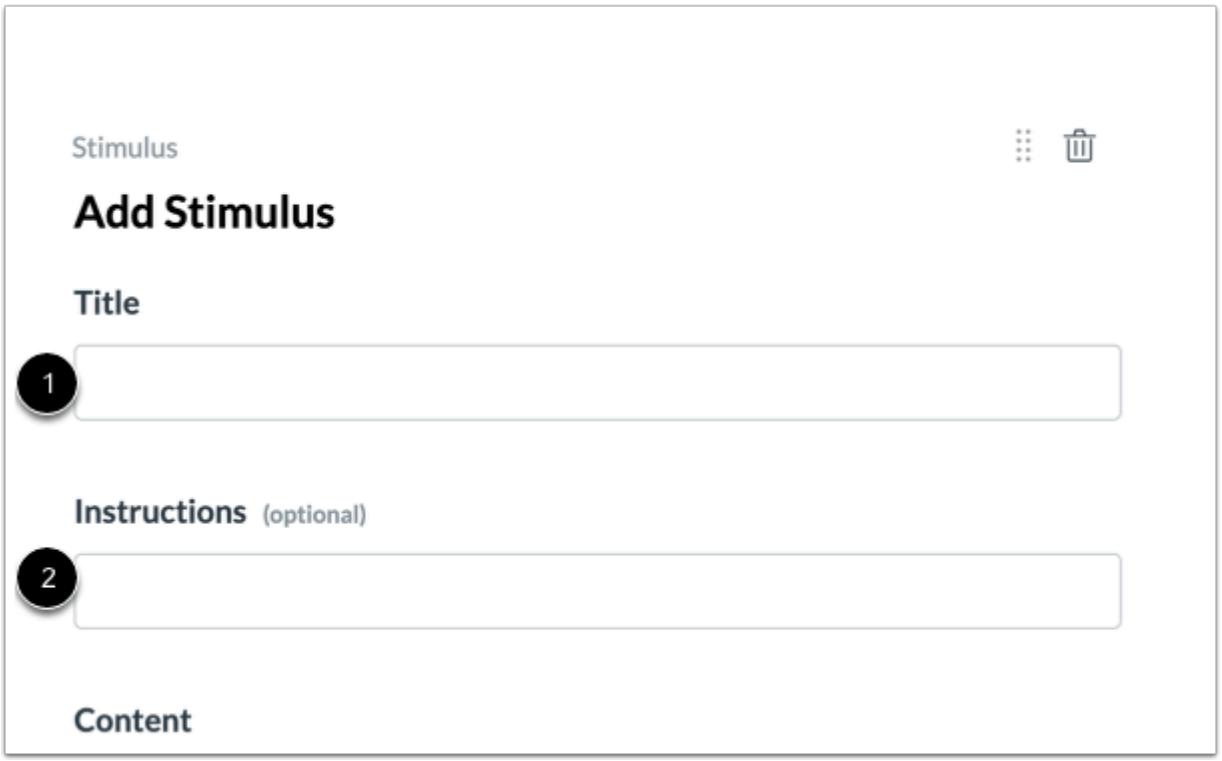
To create a question, click the **Add** button anywhere in the quiz.

Add Stimulus Question



Click the **Add Stimulus** button.

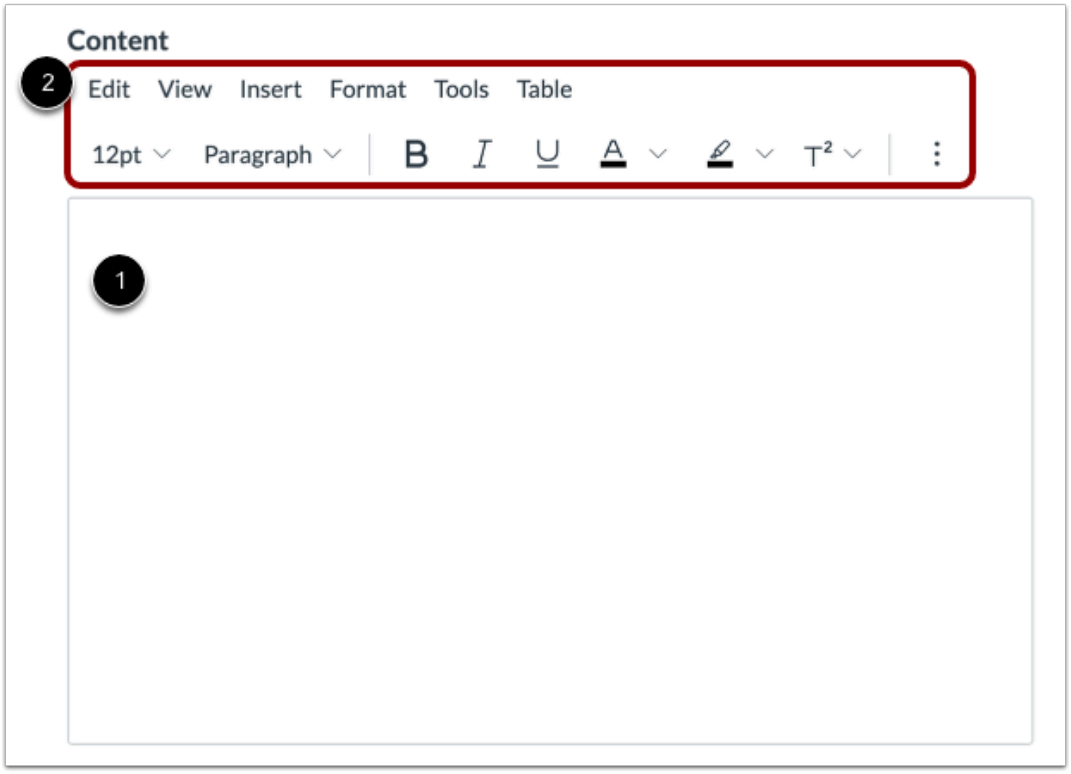
Add Stimulus



To create a stimulus title, add a title to the **Title** field [1]. To add instructions for the stimulus, add instructions to the **Instructions** field [2].

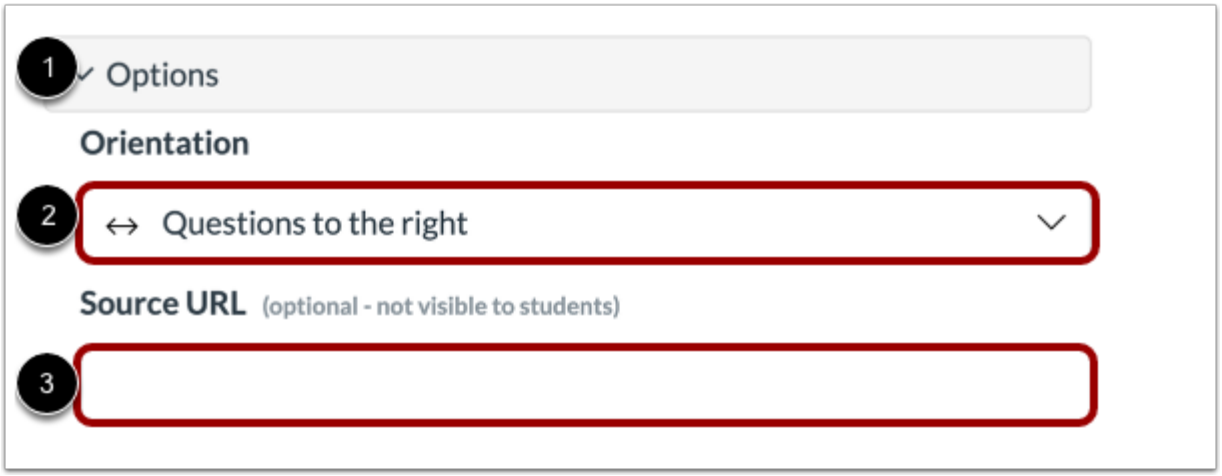
Note: The title of the stimulus question is visible to students taking the quiz.

Add Stimulus Content



To add content for the stimulus, type or paste content into the Rich Content Editor [1]. To format text or add media, links, or tables, use the Rich Content Editor icons [2].

Select Stimulus Options

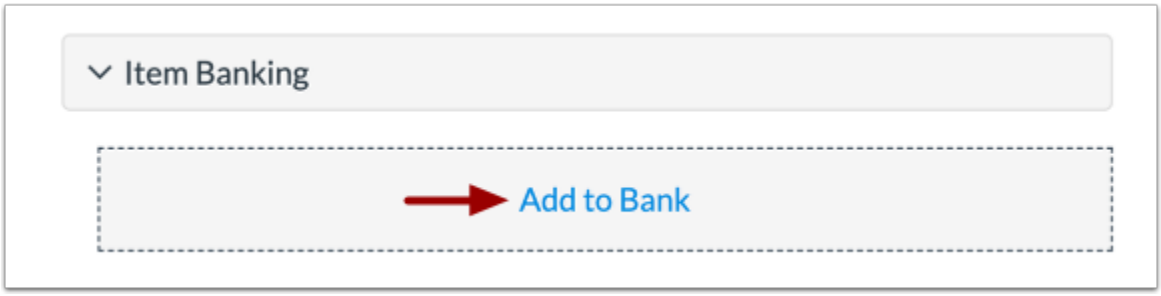


In the stimulus options [1], you can select where the questions are located and a source URL.

To select where attached questions are placed in regards to the stimulus, click the **Orientation** drop-down menu [2]. You can place attached questions to the right of the stimulus or below the stimulus.

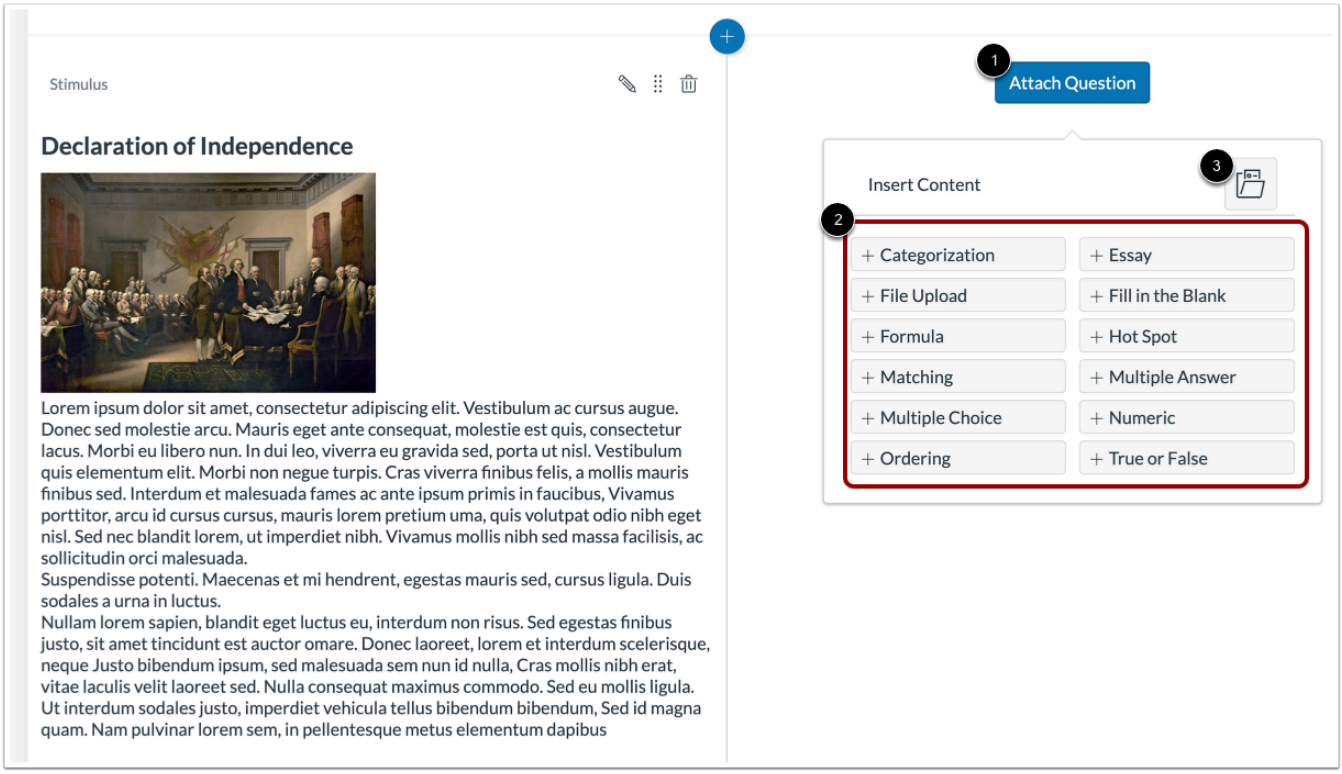
To add a source URL, enter the URL in the **Source URL** field [3].

Add to Item Bank



To add the stimulus to an item bank, click the **Add to Bank** link.

Attach Question

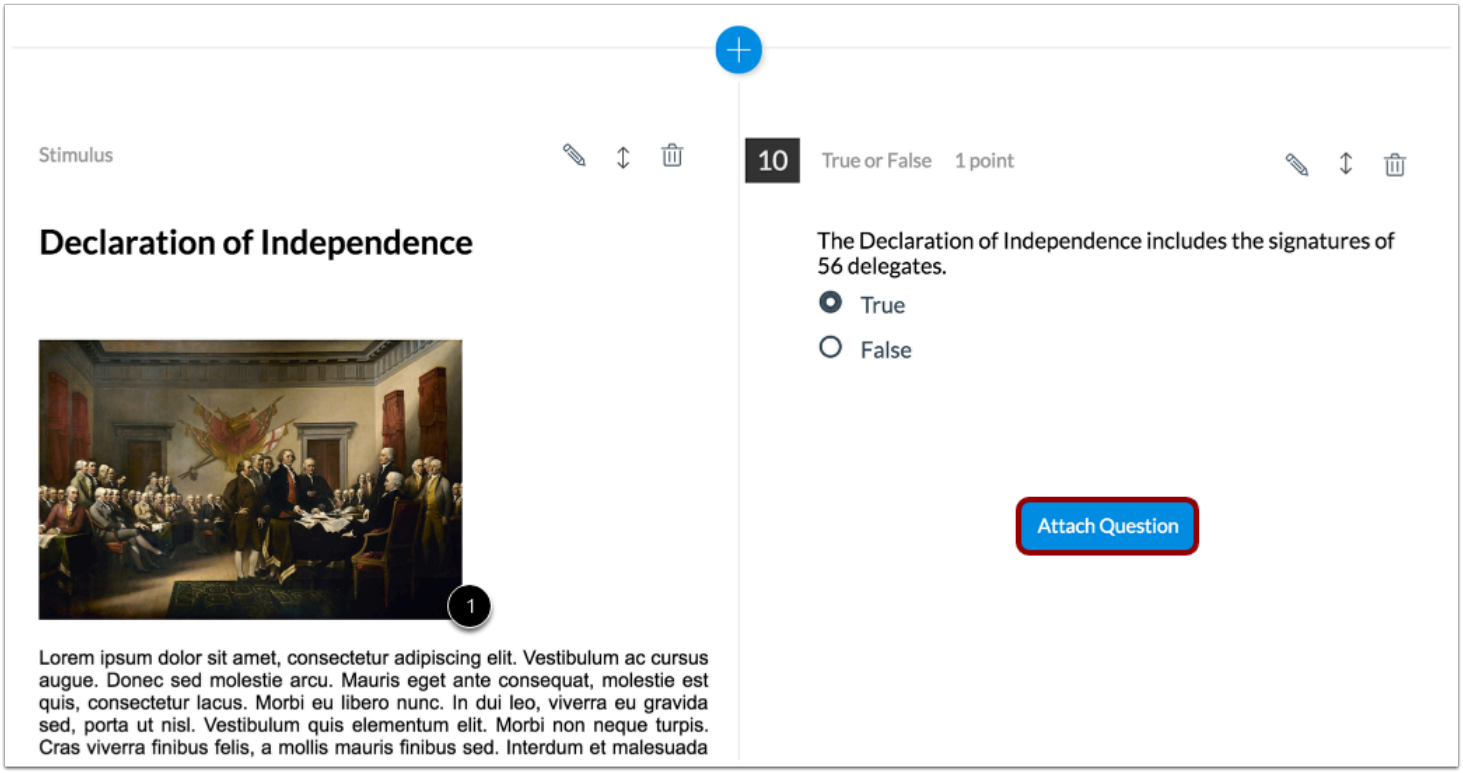


To attach a question to the stimulus, click the **Attach Question** button [1]. Then click the question type you want to attach [2]. You can also select content from an item bank [3].

All question types can be associated with stimulus content.

Note: If a question is not attached to the stimulus, the stimulus will not appear in students' quizzes.

View Stimulus



The stimulus and question will appear side by side in the quiz.

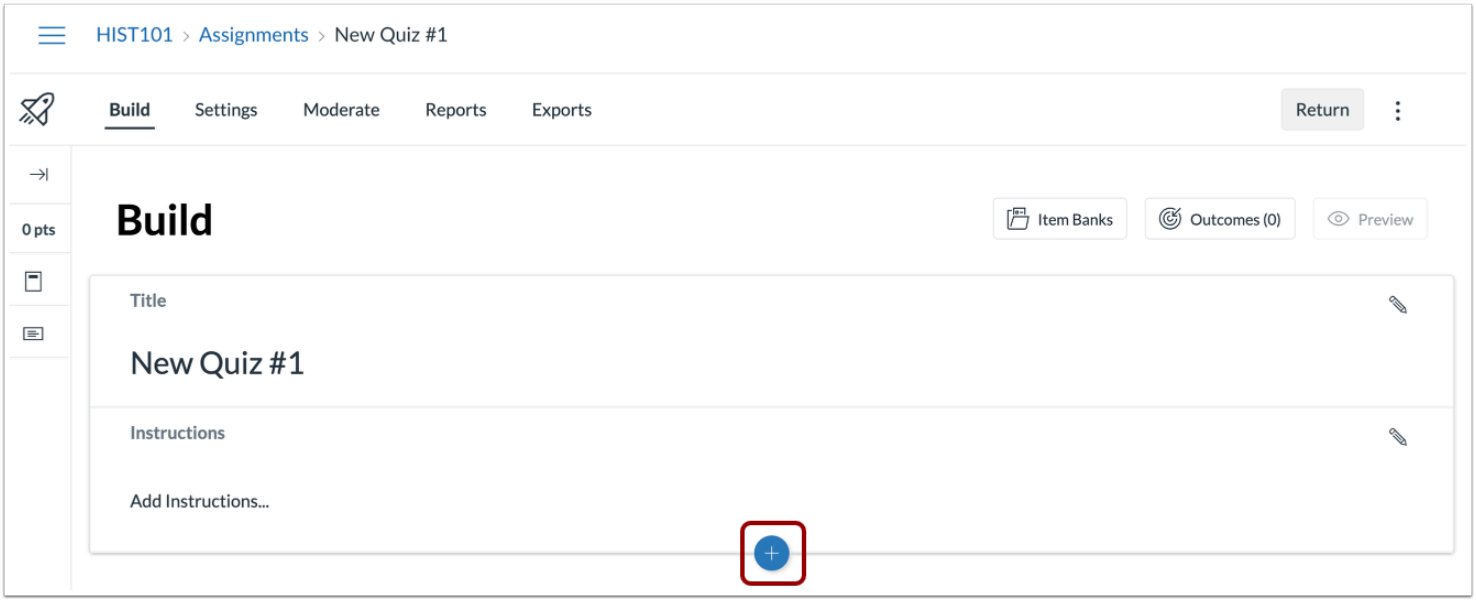
To attach another question to the stimulus, click the **Attach Question** button.

Note: Each question attached to a stimulus will each appear next to the stimulus when the quiz is set to display one question at a time.

How do I add a Text Block to a New Quiz?

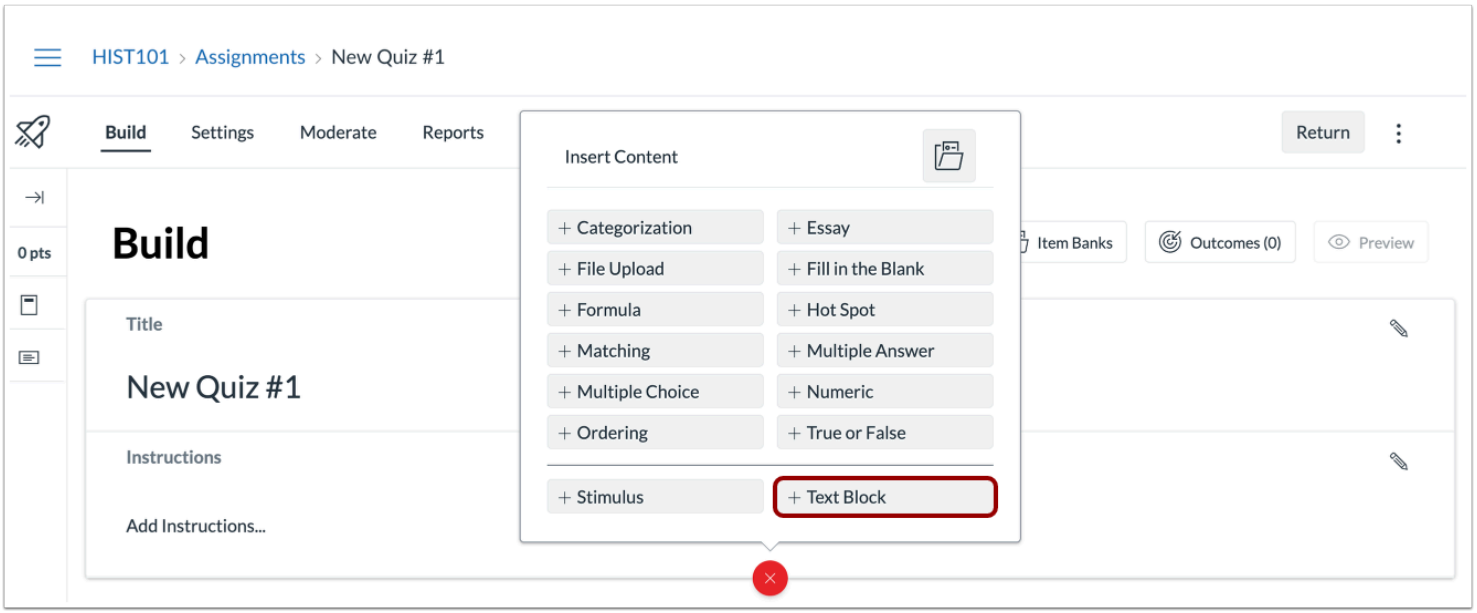
In New Quizzes, you can add standalone text or prompts that are not linked to specific questions. This feature allows you to include instructional content, context, or other relevant information to help guide students through the quiz. It also supports a smoother transition from Classic Quizzes, as it accommodates similar non-question content.

Add Content



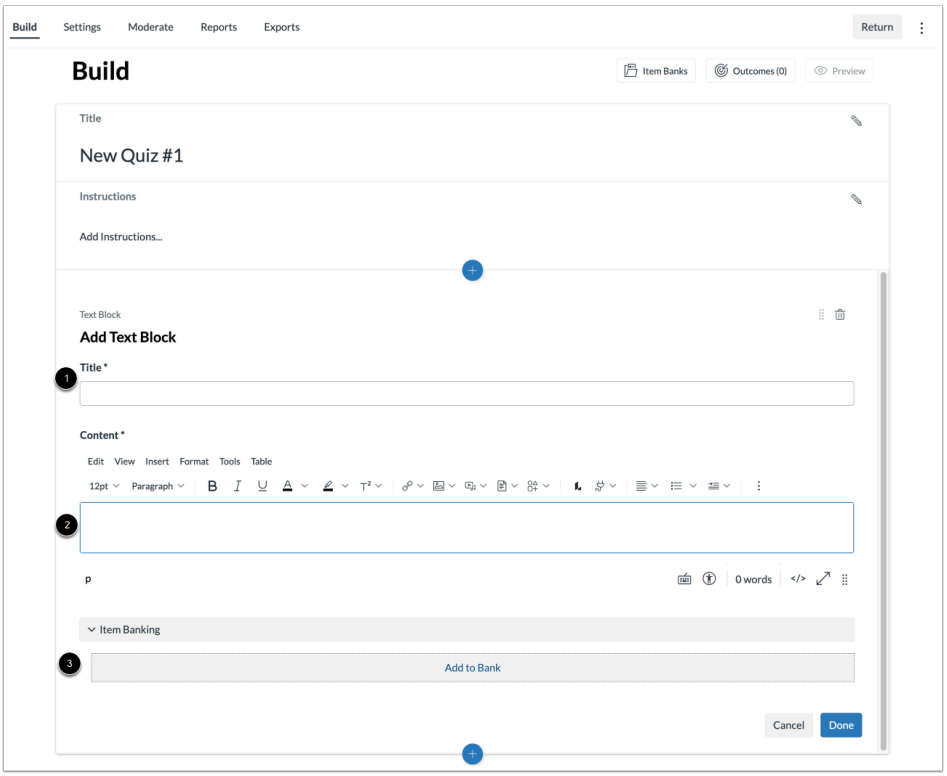
To add a text block to a quiz, click the **Add** button in a quiz. to To add a text block when creating a quiz, click the **Add** button.

Add Text Block



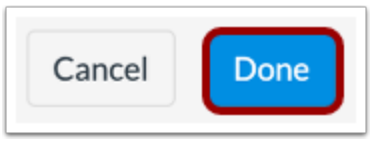
Click the **Text Block** button.

Edit Text Block



In the **Title** field [1], add a text block title. In the **Content** field [2], add Text Block content using the Rich Content Editor. To add content to an item bank, click the **Add to Bank** button [3].

Save Text Block



To save your text block, click the **Done** button.

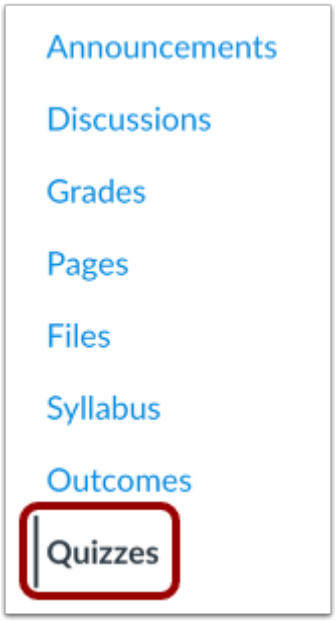
How do I duplicate an individual question in New Quizzes?

You can duplicate questions in your New Quizzes quizzes. A duplicated quiz question includes the question title, question stem, question data and answers, points possible, question options, and aligned outcomes.

Notes:

- Duplicating a stimulus question type is not currently supported.
- Duplicating questions from item banks is not currently supported. However, individual questions added to a quiz from an item bank can be duplicated, but the copy will not be added to the item bank.

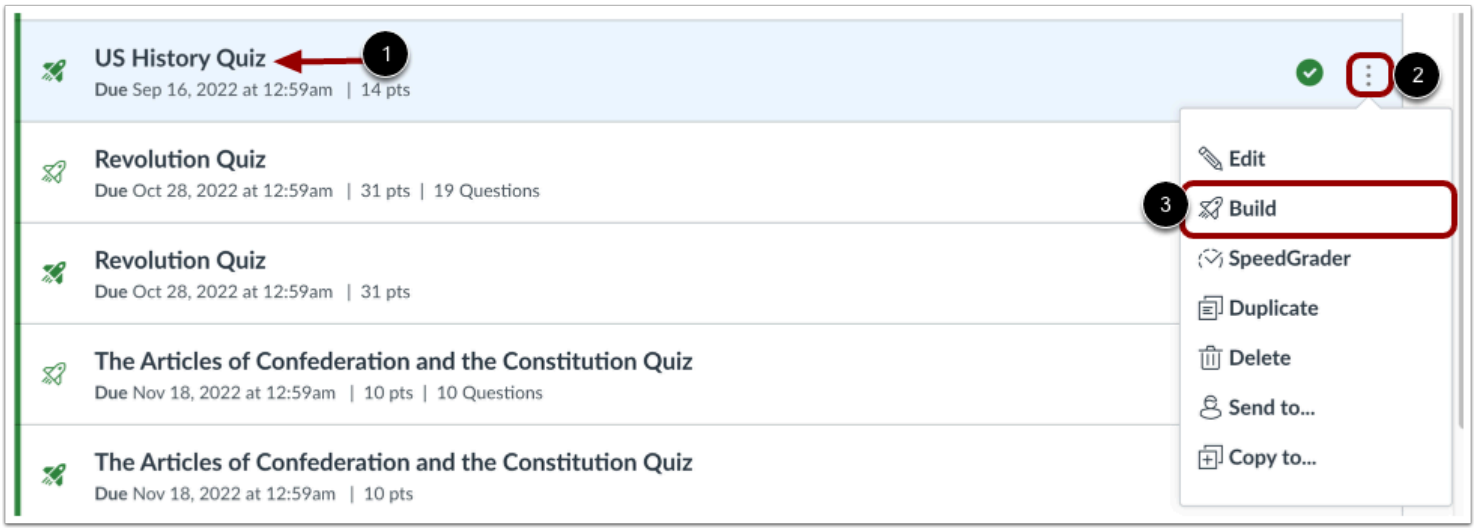
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

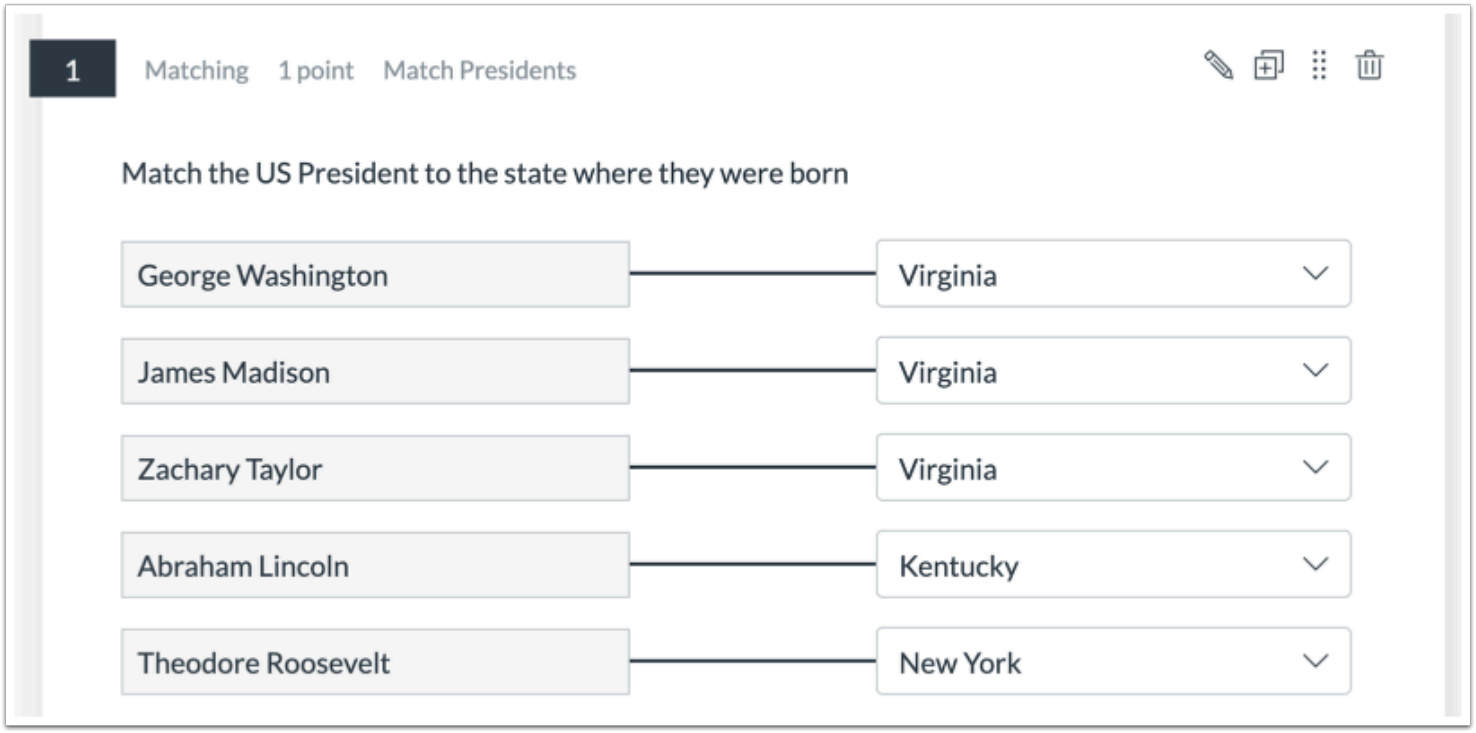
Open Build Page



To duplicate a question from an item bank, find the quiz you want to open [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

View Question



Locate the question you want to copy in your quiz.

Notes:

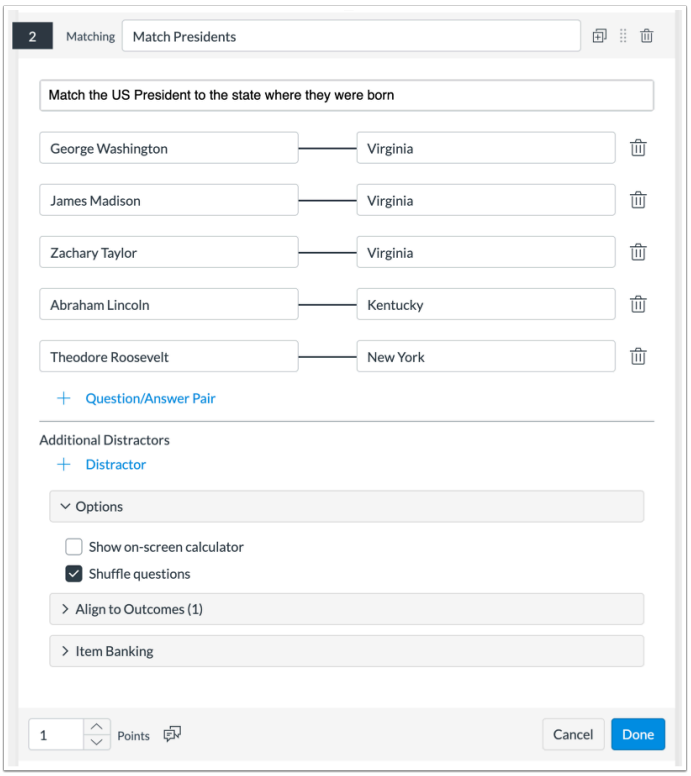
- Duplicating a stimulus question type is not currently supported.
- Duplicating questions from item banks is not currently supported. However, individual questions added to a quiz from an item bank can be duplicated, but the copy will not be added to the item bank.

Copy Question



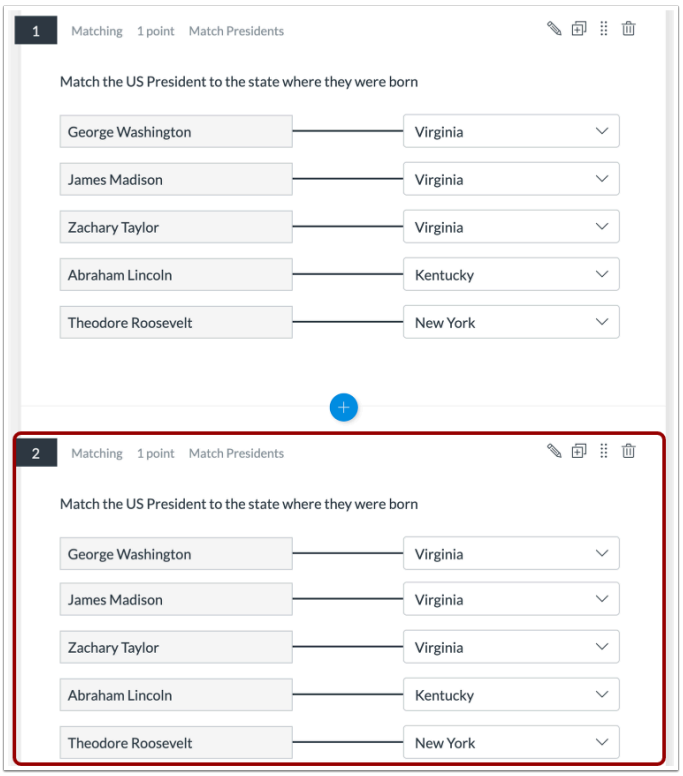
To copy the question, click the **Copy** icon.

Edit Copied Question



You can edit the copied question to change question content or options.

View Copied Question



View your copied question.

How do I add feedback to a question in New Quizzes?

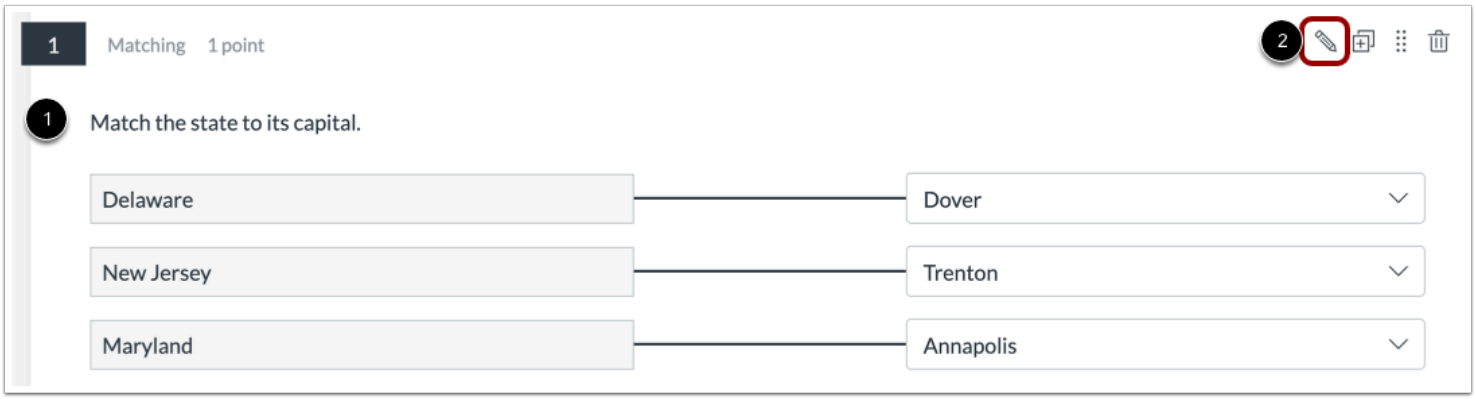
You can add feedback to any question created with New Quizzes. Students can view your feedback when they view their results after submitting a quiz. In addition to general feedback, students will see all feedback comments relevant to their answer choices.

You can also add feedback to any answer choice when creating a Multiple Choice question.

Notes:

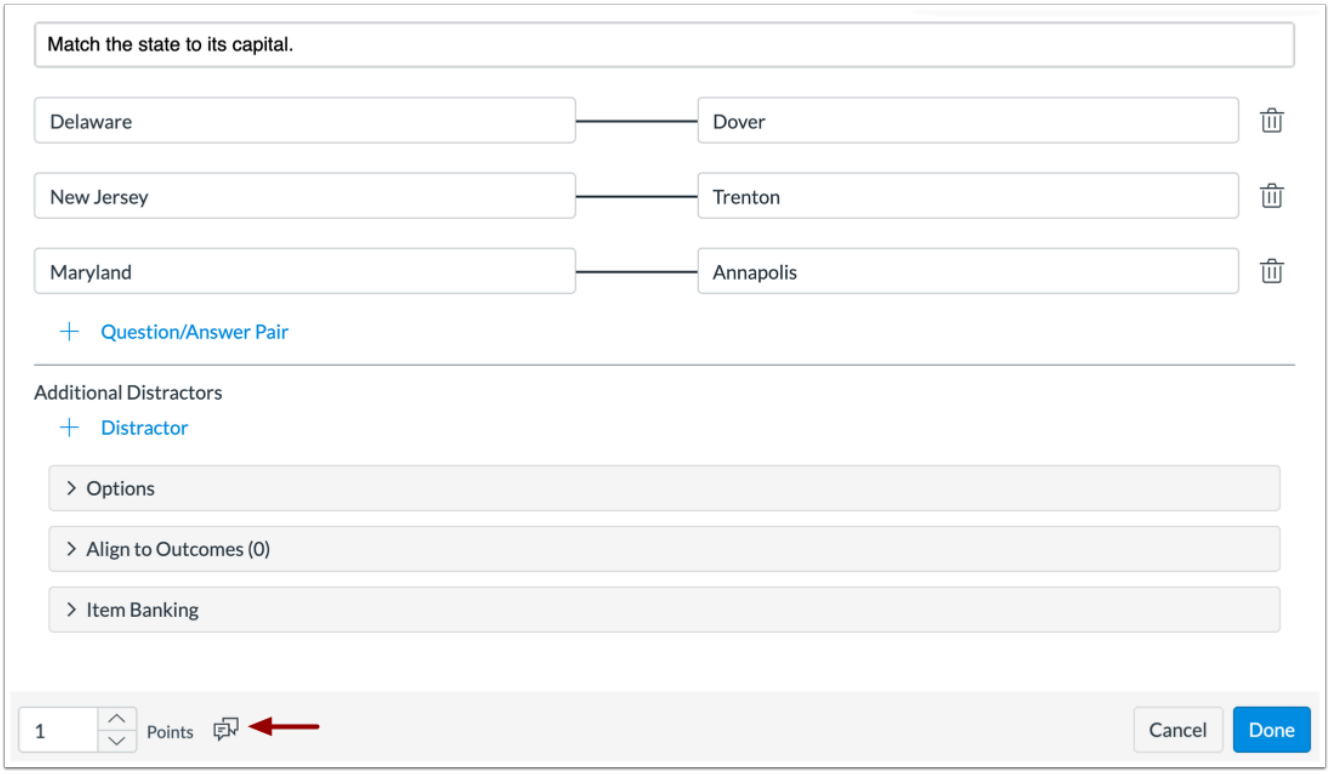
- Because Essay and File Upload question types require manual grading, any feedback responses added to these question types only display after the quiz is graded and scores are posted.
- You can also add feedback to any answer choice when creating a Multiple Choice question or customize feedback to display upon quiz completion.

Edit Question



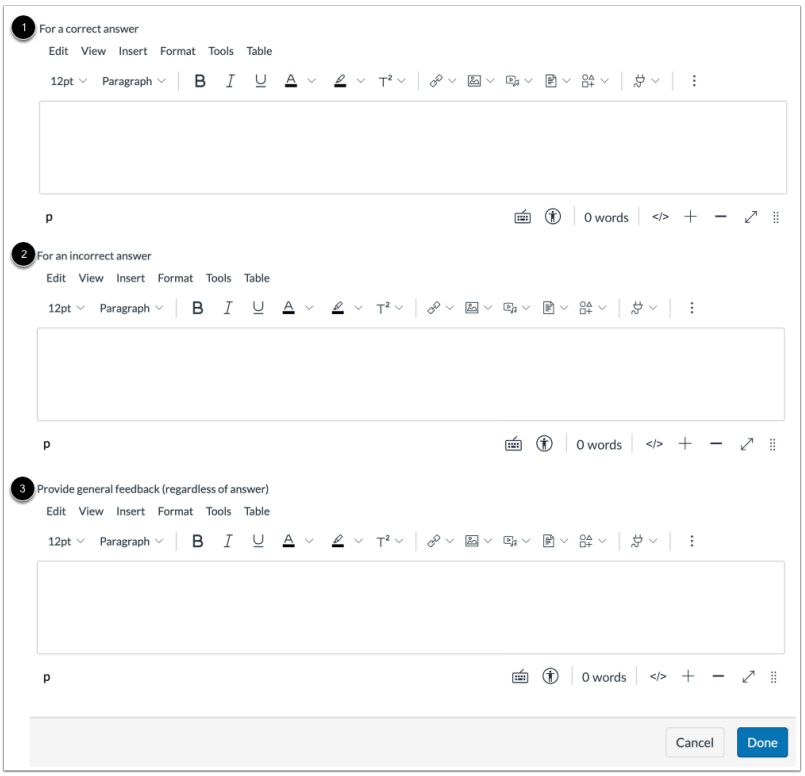
Locate the question where you would like to add feedback [1]. Click the **Edit** icon [2].

Open Feedback



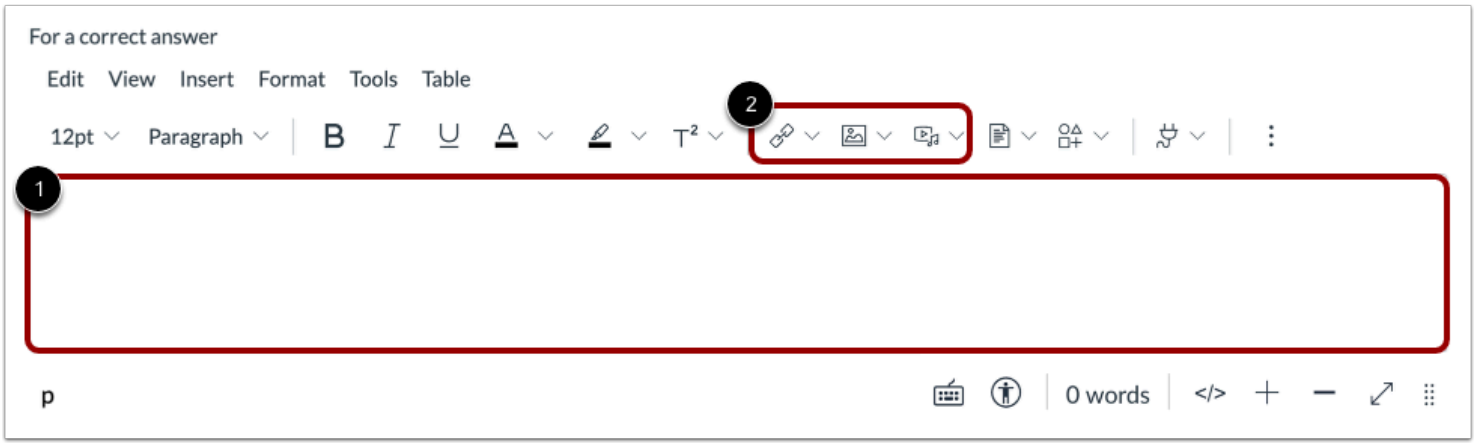
Click the **Feedback** icon.

View Feedback



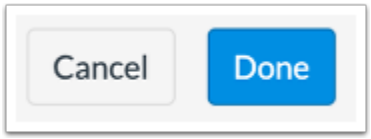
Student feedback can be customized to display feedback for correct answers [1] or incorrect answers [2]. You can also display the same feedback for all answers [3].

Add Feedback



To add feedback, use the Rich Content Editor to create customized feedback [1]. Your feedback can include images, media, or links [2].

Save Feedback

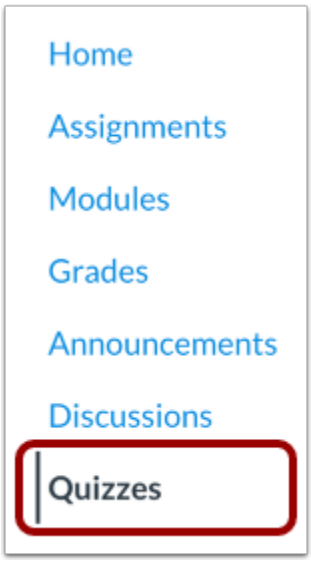


To save your feedback, click the **Done** button.

How do I reorder questions in New Quizzes?

You can reorder questions in a New Quizzes quiz using four options: dragging and dropping in the Question Navigator, using the Move icon in the quiz question, dragging and dropping in the quiz, and keyboard navigation.

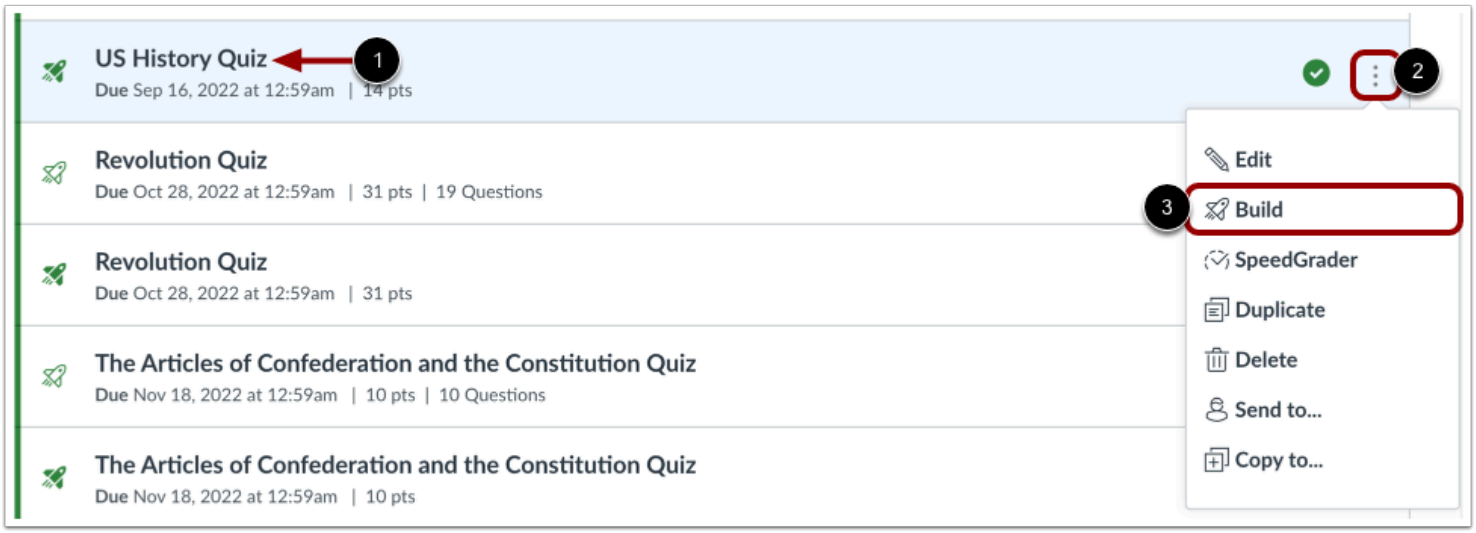
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

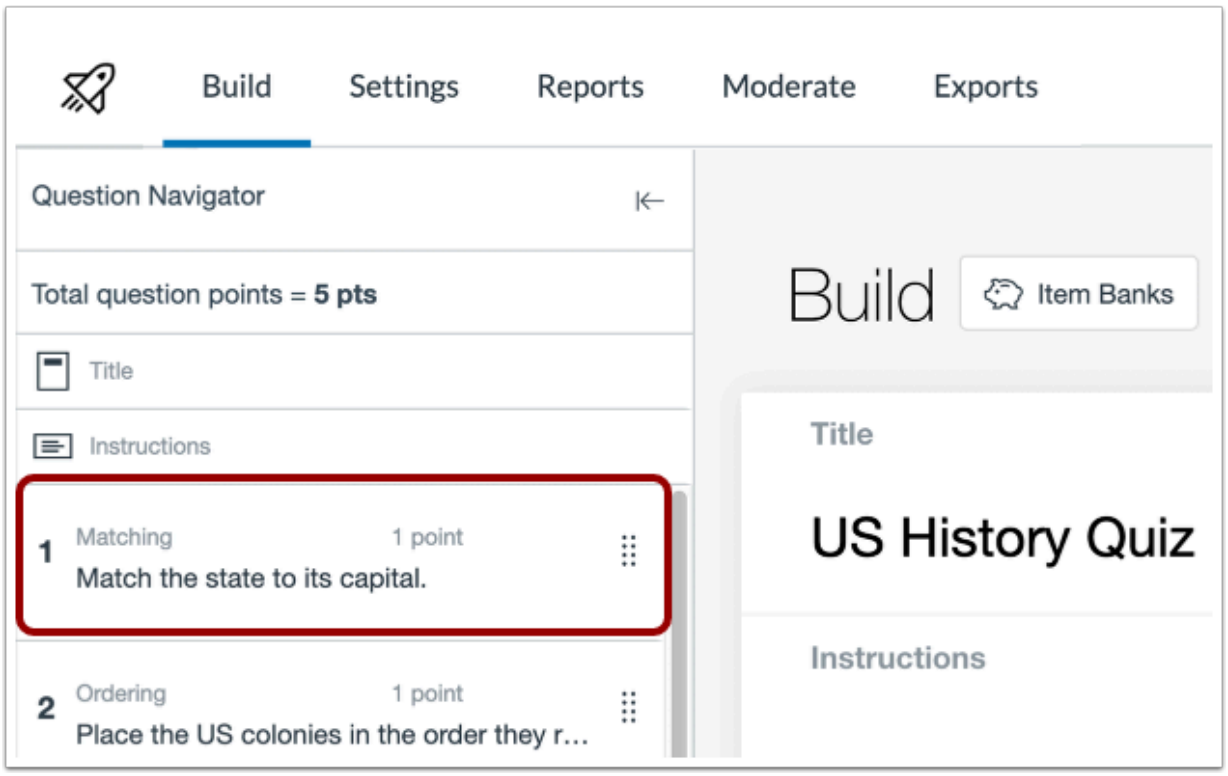
Open Build Page



To reorder questions, find the quiz you want to edit [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Move with Question Navigator



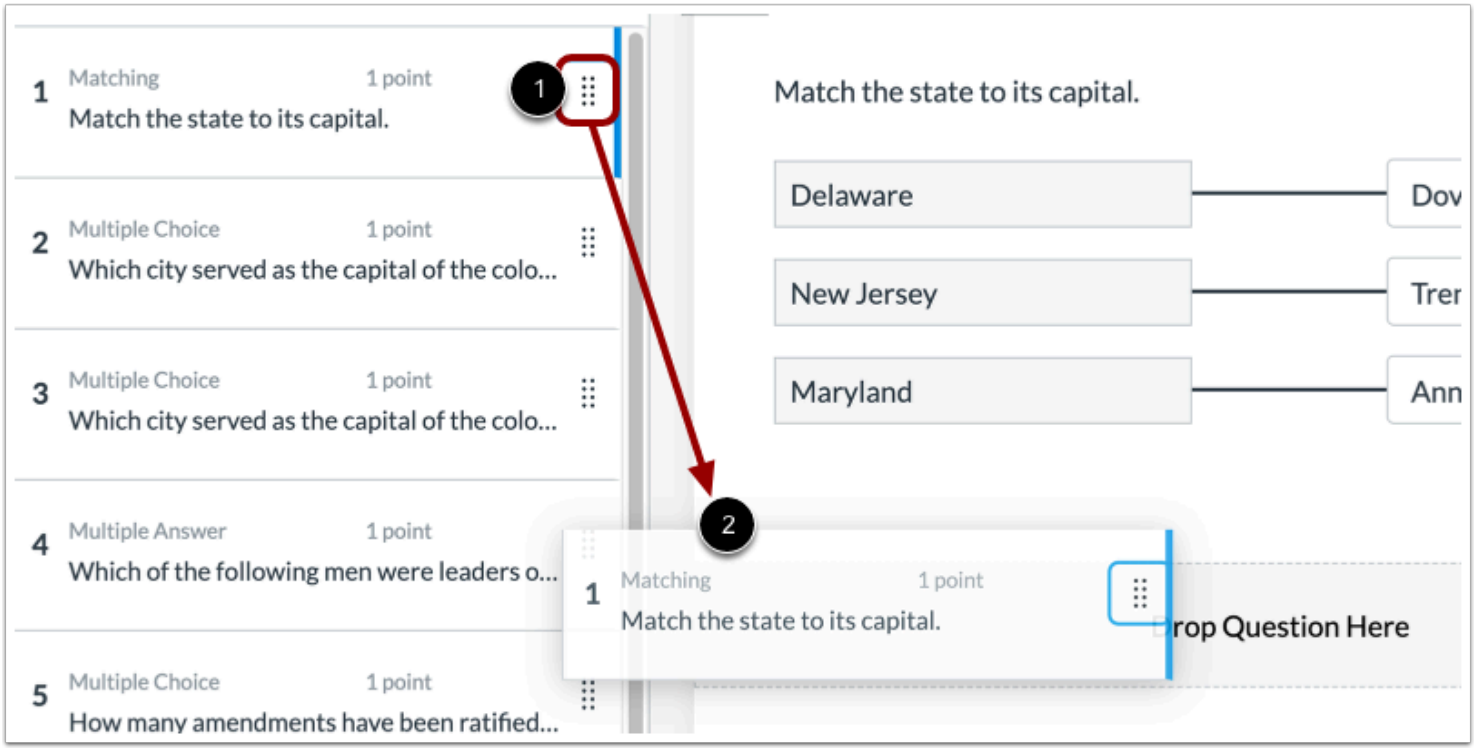
To move a question in the Question Navigator, locate the question you want to move.

Drag and Drop Question



Click the question's **Move** icon [1] and drag the question to the new location [2].

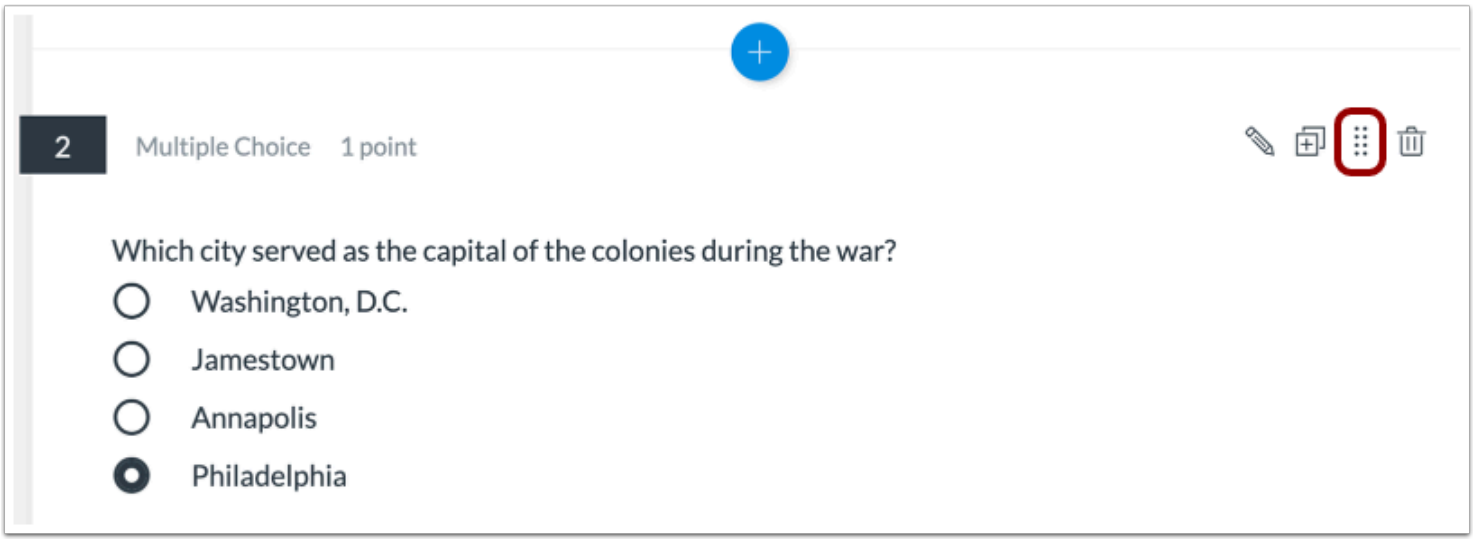
Drag and Drop into Quiz



You can also move a question by dragging a question from the Question Navigator into the quiz.

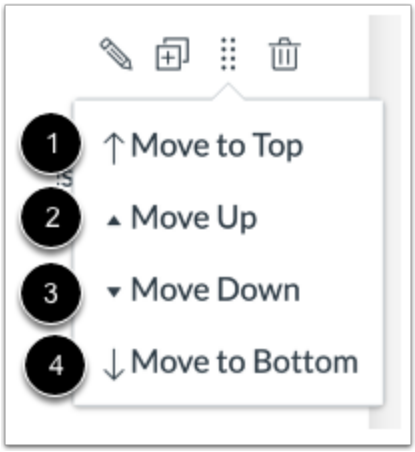
Click the question's **Move** icon [1] and drag the question to its new location in the quiz [2].

Move Question on Build Page



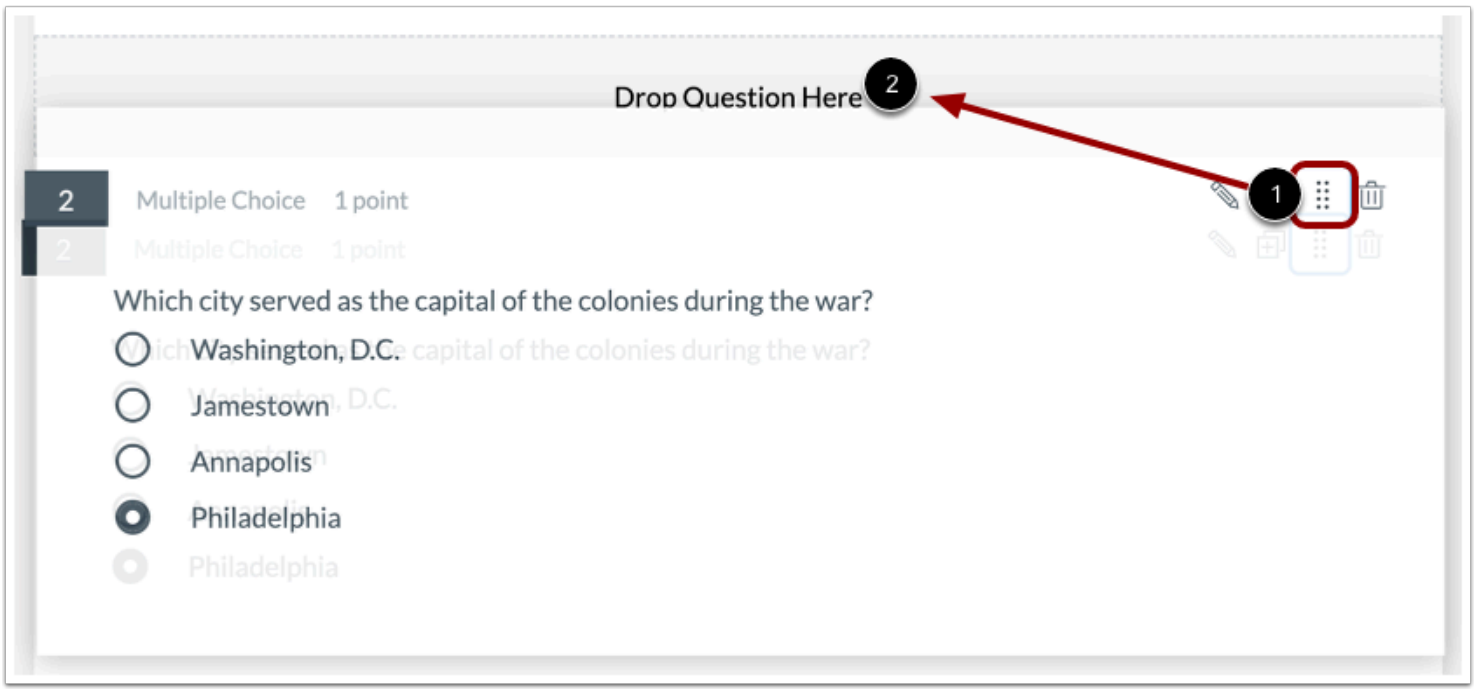
To move a question on the Build page, locate the question you want to move. Then click the **Move** icon.

Select Location



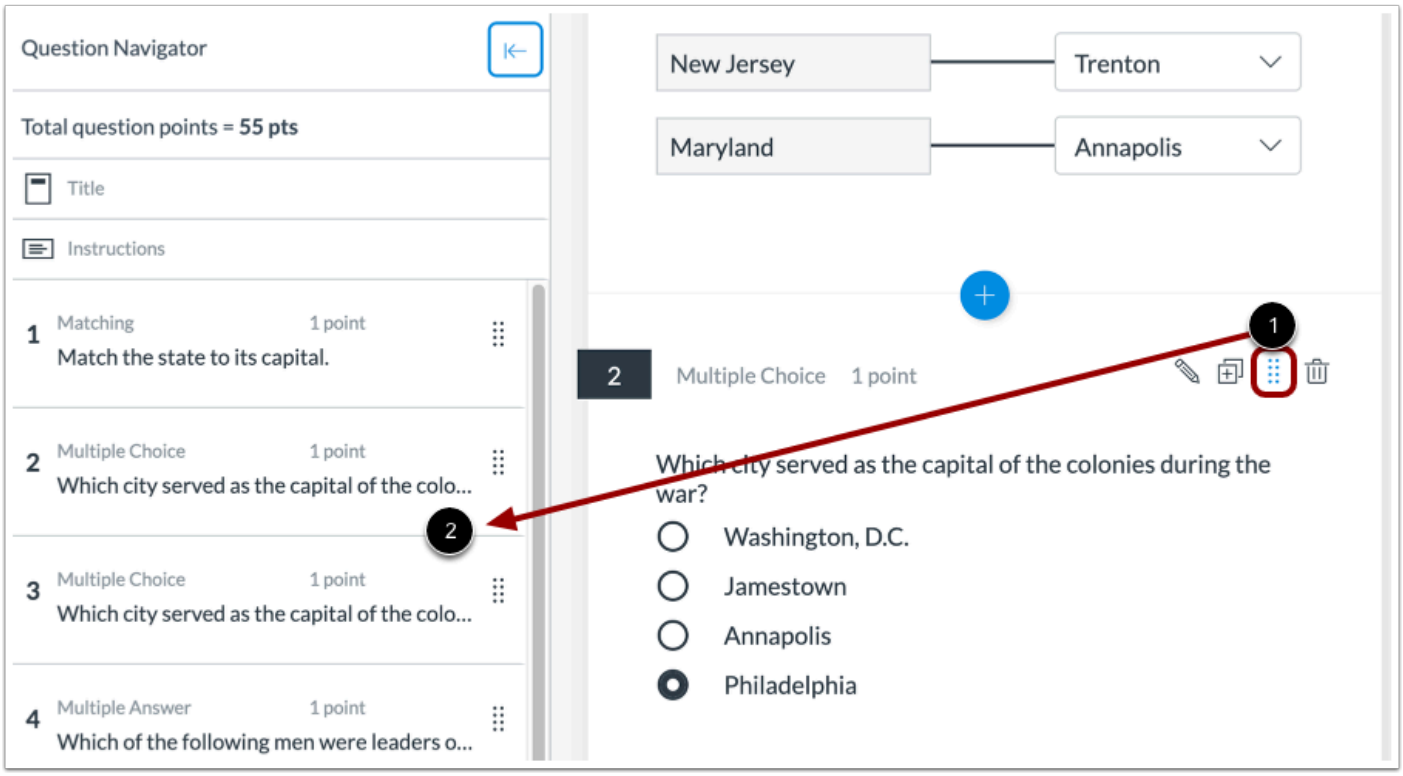
To move the question, select the option to move to the top [1], move up one place [2], move down one place [3], or move to the bottom [4].

Move with Drag and Drop



To drag and drop the question, hover your cursor over the **Move** icon [1]. Then click and hold to drag the question to its new location [2].

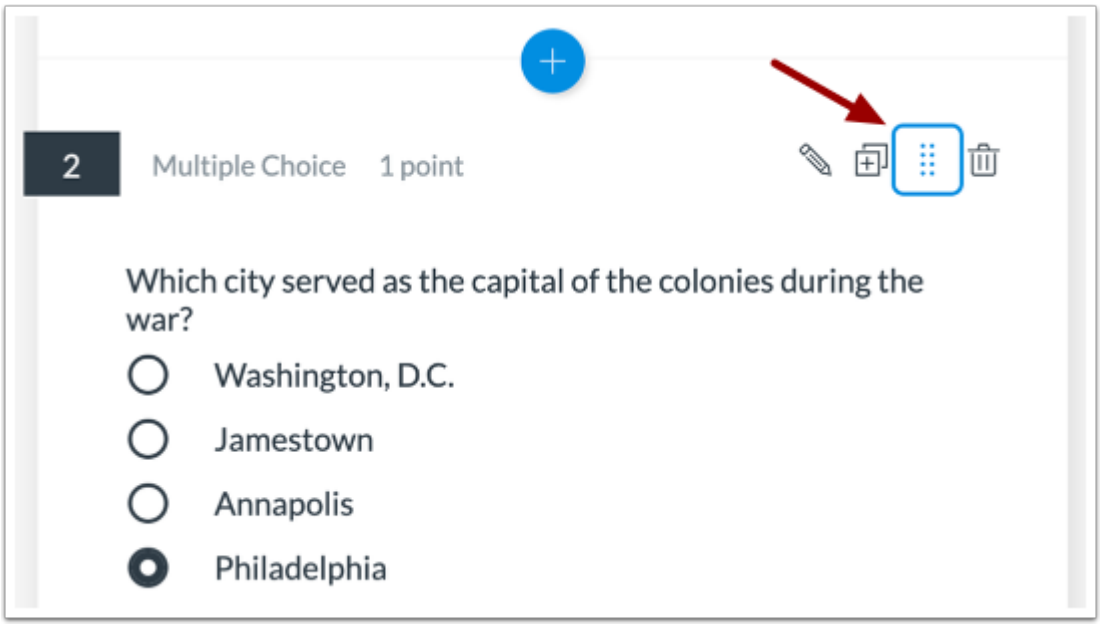
Drag and Drop into Question Navigator



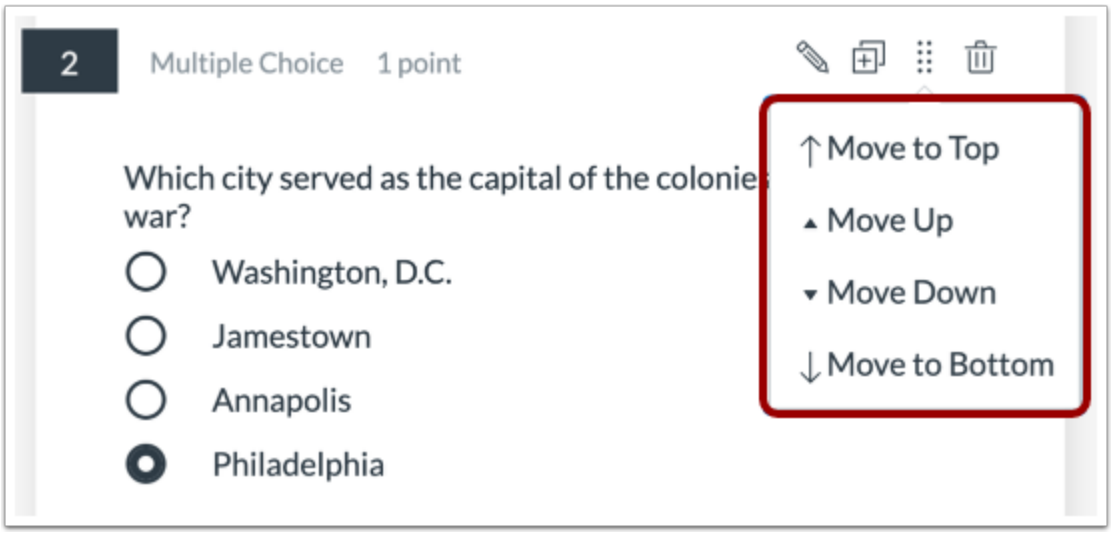
You can also move a question by dragging it from the quiz into the Question Navigator.

Click the question's **Move** icon [1] and drag the question to its new location in the Question Navigator [2].

Move with Keyboard Navigation



To move a question using keyboard navigation, press the Tab key until the **Move** icon is highlighted for the question you want to move.



Open the **Move** menu by pressing the Enter key (PC) or Return key (Mac). Then use the arrow keys to select the option to move to the top, move up one place, move down one place, or move to the bottom.

How do I edit a quiz in New Quizzes?

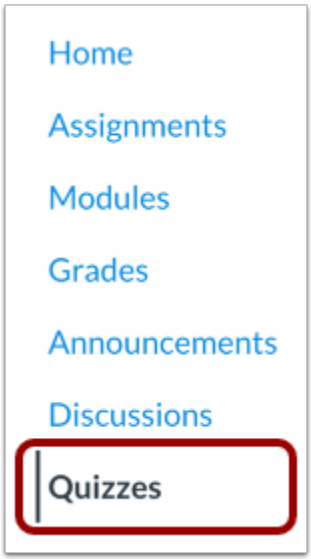
After you have created a New Quizzes quiz, you can edit the quiz from the Build page. This lessons shows how to edit the title, instructions, and individual questions in a quiz. You can also manage delivery settings in New Quizzes.

To edit the point total, assignment group, due date, availability dates, and individual students and course sections who will receive the quiz, you need to edit the quiz from the Assignments Page in Canvas.

If you edit a New Quizzes quiz after students have taken the quiz, you will be prompted to edit a copy of the question you're editing. If you edit a copy of the question, Canvas will create a new version of the question only visible to students who have not yet taken the quiz or who have additional attempts.

Open from Quizzes Page

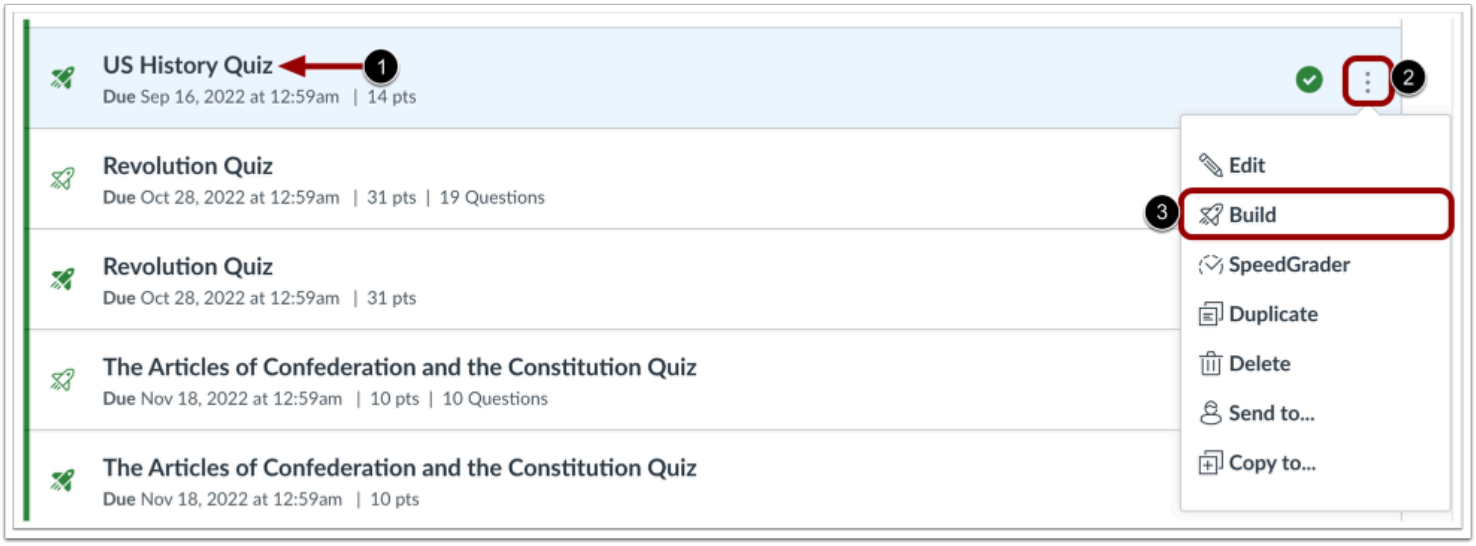
Open Quizzes



To open a quiz from the Quizzes page, click the **Quizzes** link in Course Navigation.

Note: You can also access quizzes from the Assignments page.

Open Build Page



To edit a quiz, find the quiz you want to edit [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

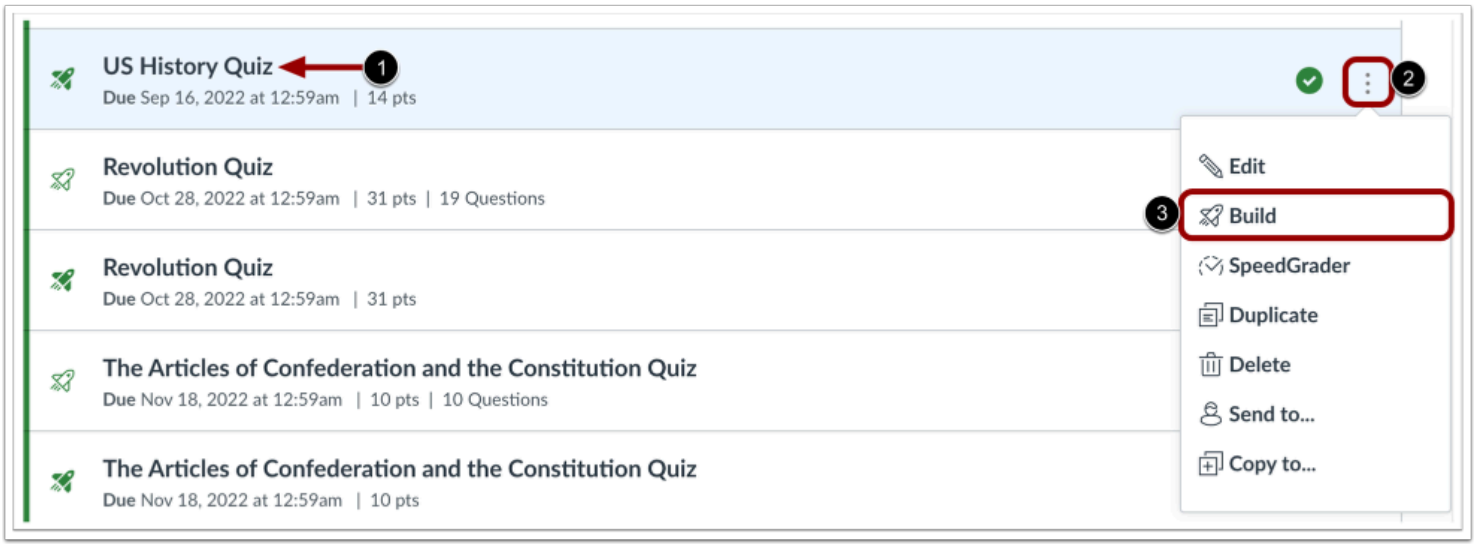
Open from Modules Page

Open Modules



To open a quiz from the Modules page, click the **Modules** link in Course Navigation.

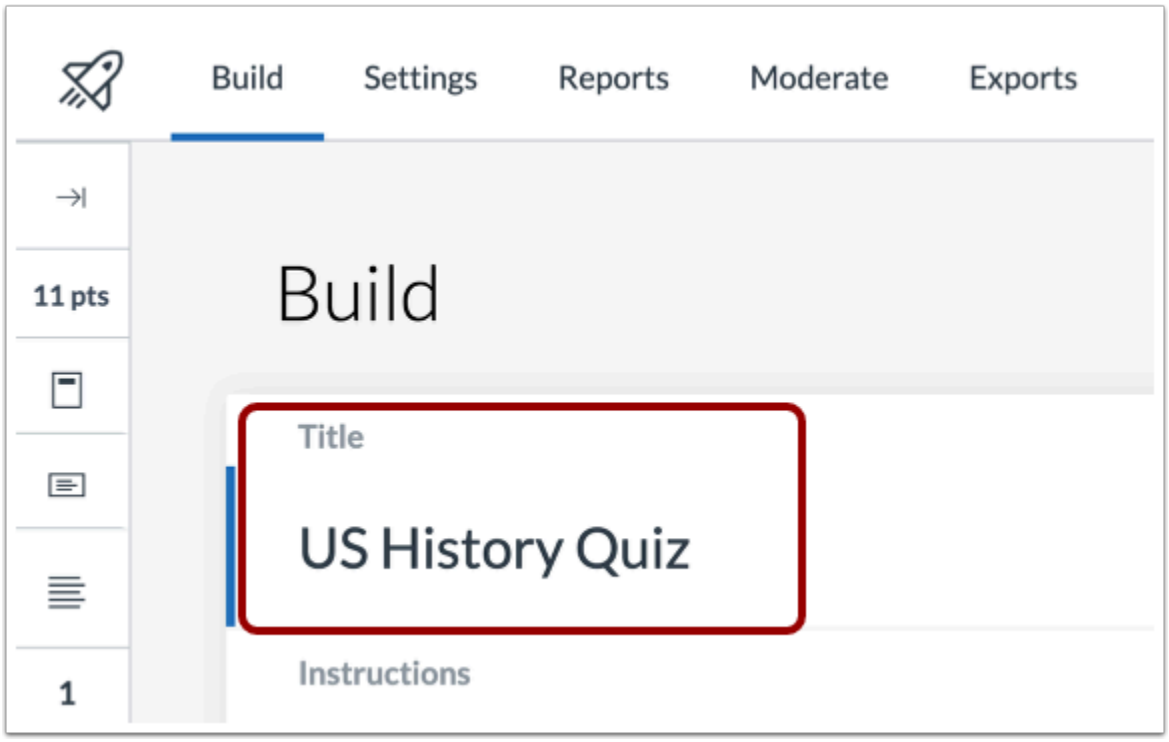
Open Build Page



Find the quiz you want to edit [1].

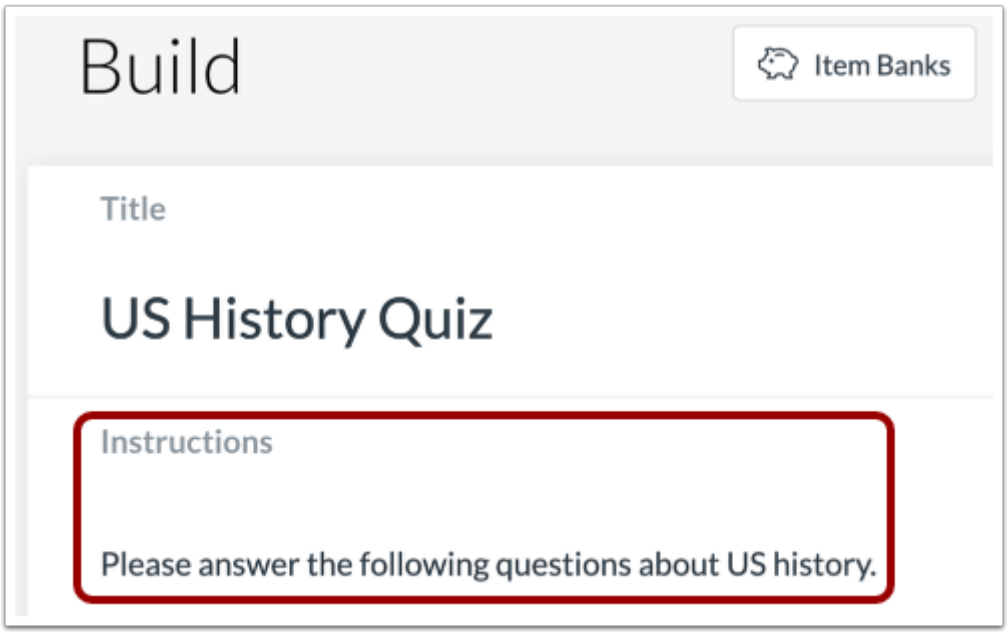
Click the **Options** icon [2]. To open the Build page, click the **Build** link [3].

Edit Title

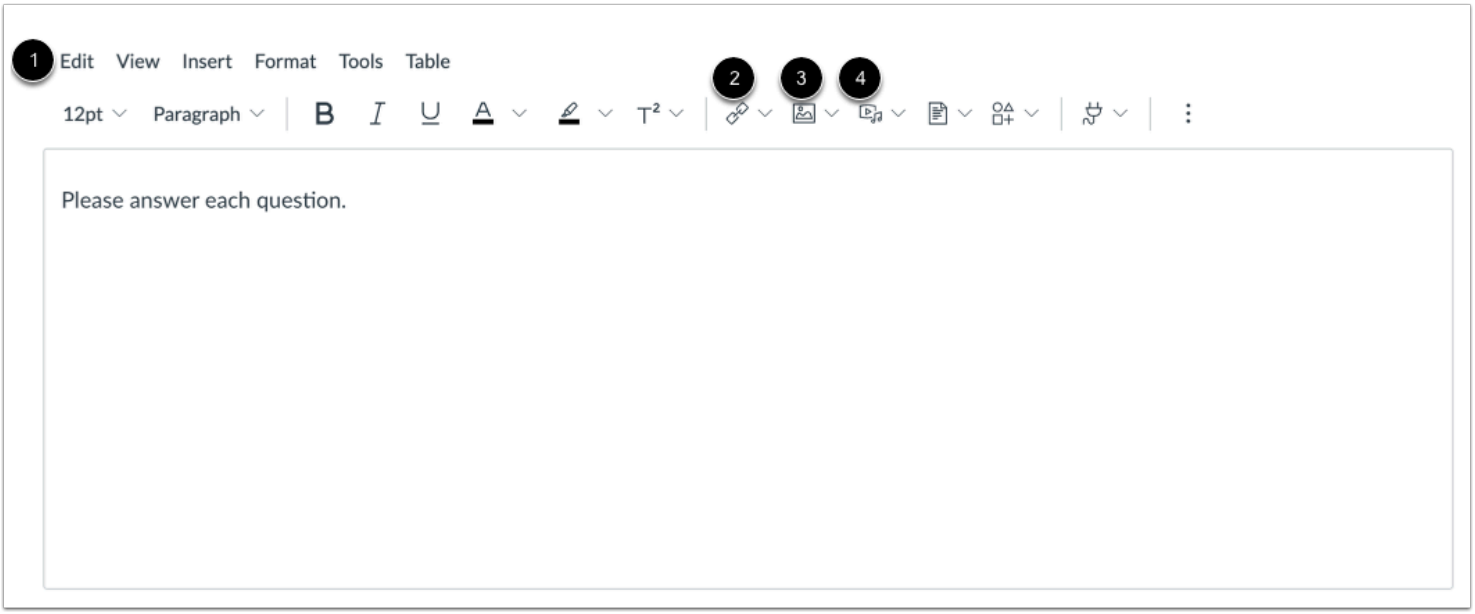


To edit the title of the quiz, click the **Title** field. Then enter the new quiz title.

Edit Instructions

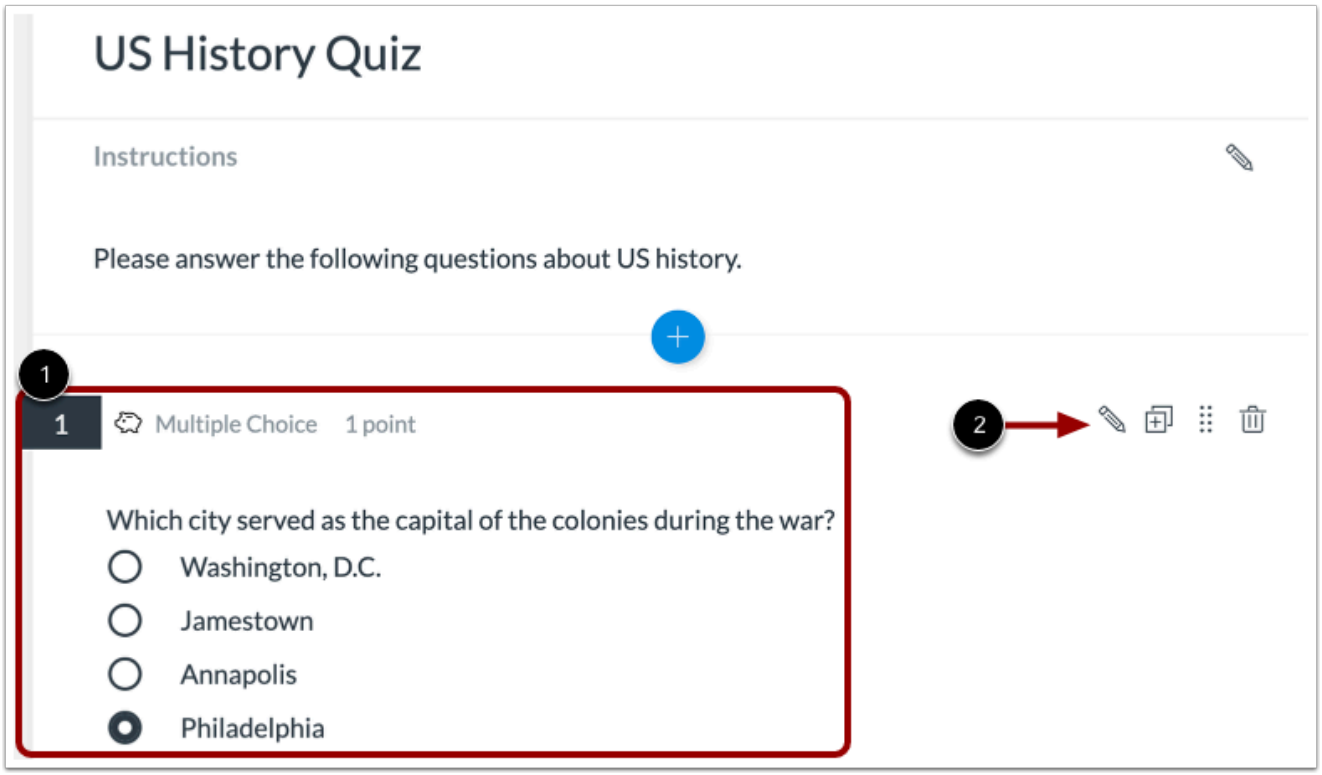


To edit the instructions of the quiz, click the **Instructions** field.

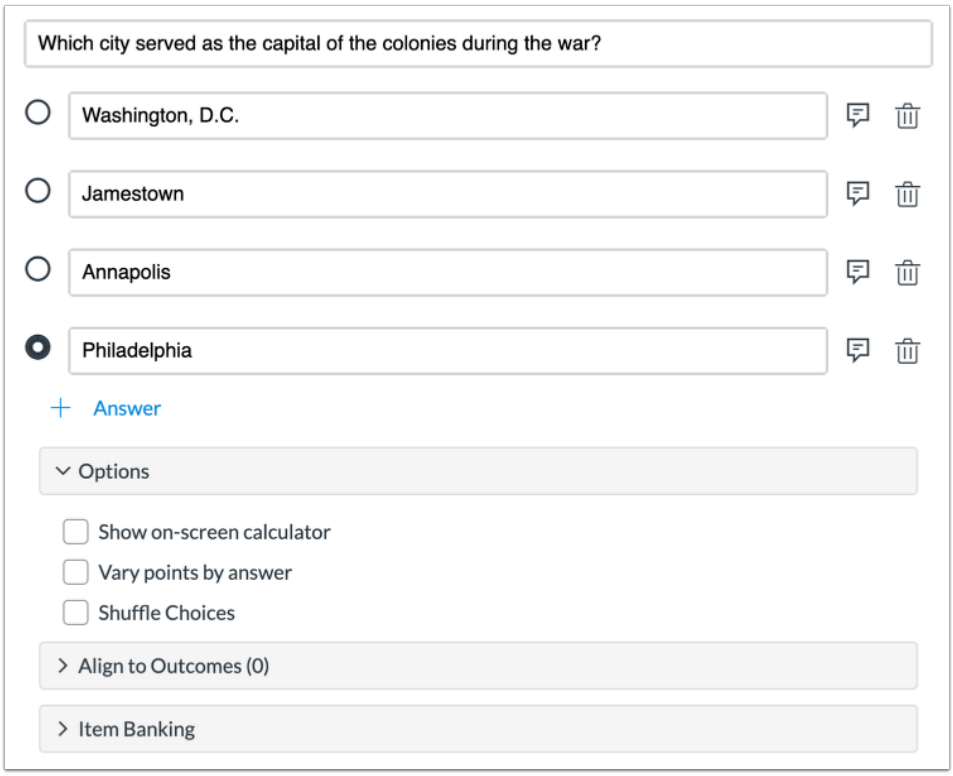


Use the Rich Content Editor to enter your instructions [1]. Quiz instructions can include link [2], images [3], and media [4].

Edit Question

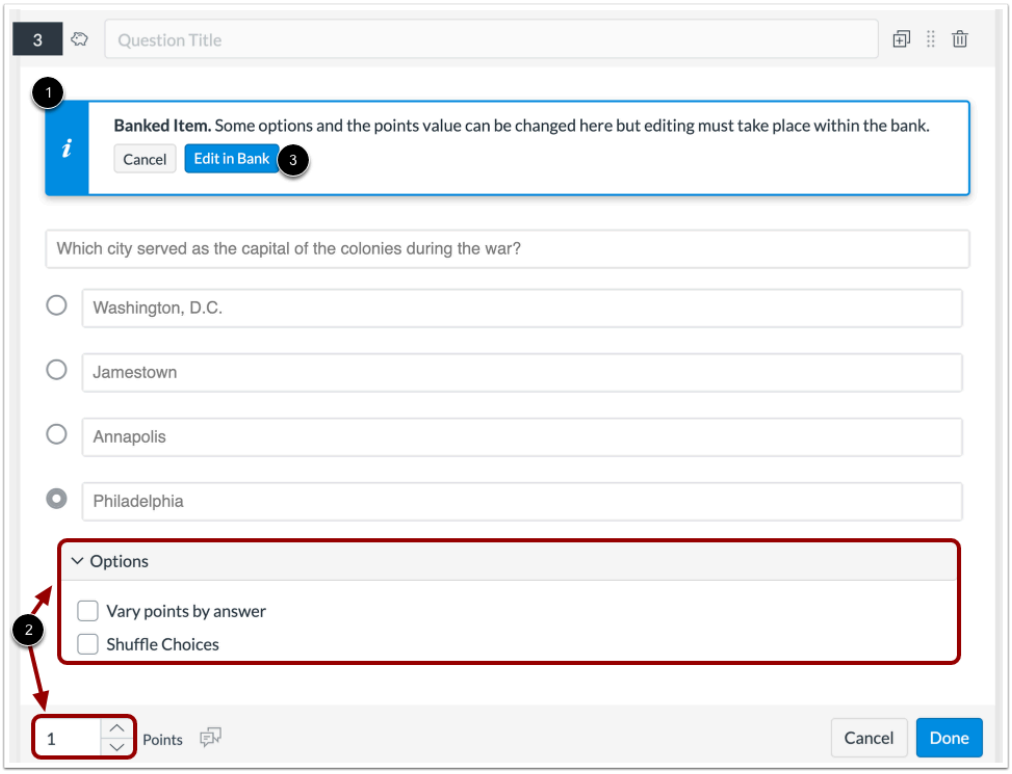


To edit a question, locate the question you want to edit [1]. Then click the **Edit** icon [2].



Edit the question.

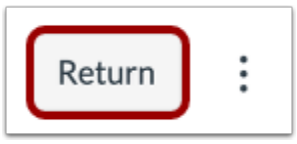
View Warning Message



If the question you want to edit has been added to an item bank, a warning message will display on the page [1]. You will only be able to edit some options and point values in the question [2].

To edit the question in the item bank, click the **Edit in Bank** button [3].

Return to Canvas



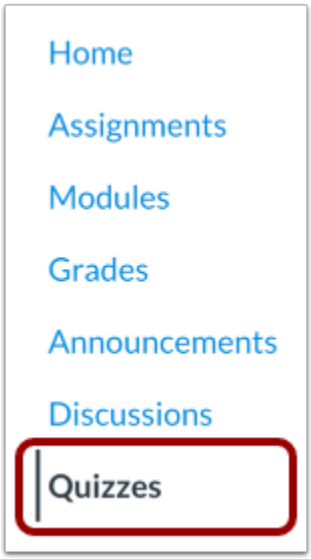
To close your quiz and return to the area in Canvas where the quiz was opened, click the **Return** button.

How do I edit the assignment details of a New Quizzes quiz?

You can make changes to the assignment details of a New Quizzes quiz from the Quizzes page in Canvas. You can make edits to the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the quiz. You can also add a rubric to the quiz.

You can manage more quiz settings, including selecting the number of quiz attempts and restricting student result view, in the Quiz Settings page.

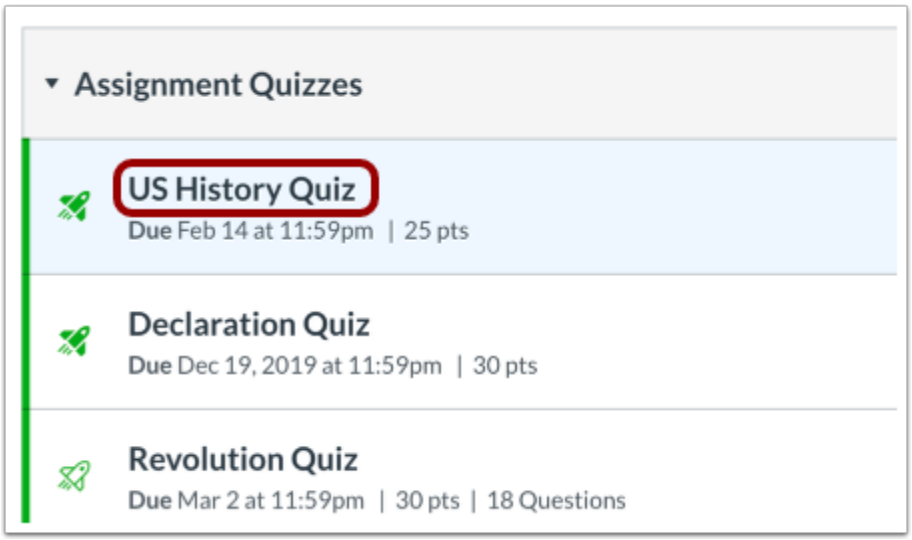
Open Quizzes



In Course Navigation, click the **Quizzes** link.

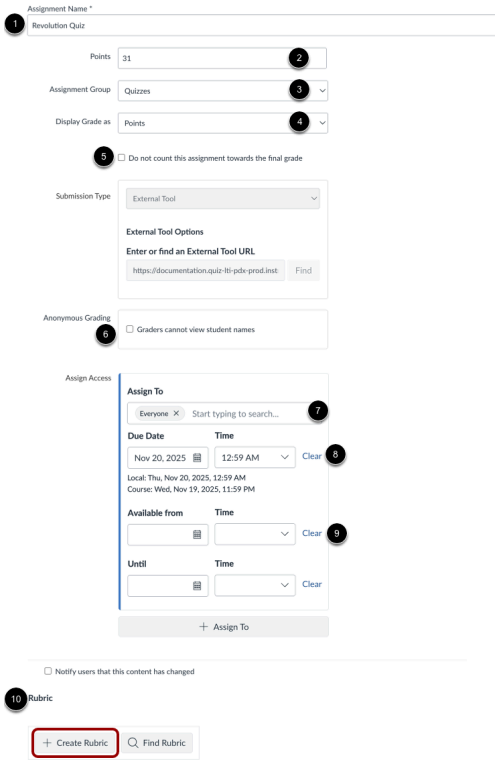
Note: You can also access quizzes from the Assignments page.

Edit Quiz in Canvas



Click the title of the quiz you want to edit.

Edit Quiz



To edit the name of the quiz, enter the name change in the **Name** field [1]. To edit the total points for the quiz, enter a point total in the **Points** field [2]. Adjusting the total points only impacts the total points available for the quiz, it does not alter point settings for individual quiz questions.

To edit the quiz's assignment group, click In the **Assignment Group** drop-down menu [3].

To change the format the quiz as displayed to students, click the **Display Grade as** drop-down menu [4] and select the option you prefer. To remove this quiz from final grade calculations, click the **Do not count this assignment towards the final grade** checkbox [5].

To grade the quiz anonymously, click the **Graders cannot view student names** checkbox [6]."

In the **Assign To** field [7], select who will be required to take the quiz. You can assign the quiz to individual students or sections.

In the **Due** field [8], select the due date for the quiz.

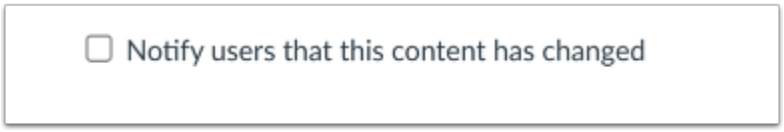
In the **Available** fields [9], select the availability dates for the quiz. In progress quizzes will automatically submit when the Until date and time passes.

To add a rubric to the quiz, click the **Create Rubric** button [10].

Notes:

- You can edit multiple quiz attempt settings in Quiz Settings.
- Editing the point total does not update the score for students who have already taken the quiz and needs to be regraded.

Notify Students



Once you have edited the quiz, you can notify the students in your course that the quiz has changed by selecting the **Notify users this content has changed** checkbox. The notification will be sent to any students who have enabled the Course Content option in their notification settings, including students who have already completed the quiz.

Note: If you change the due date of the quiz, students who have enabled the Due Date option in their notification settings receive a notification, regardless of whether you select the quiz change notification checkbox.

Save Changes



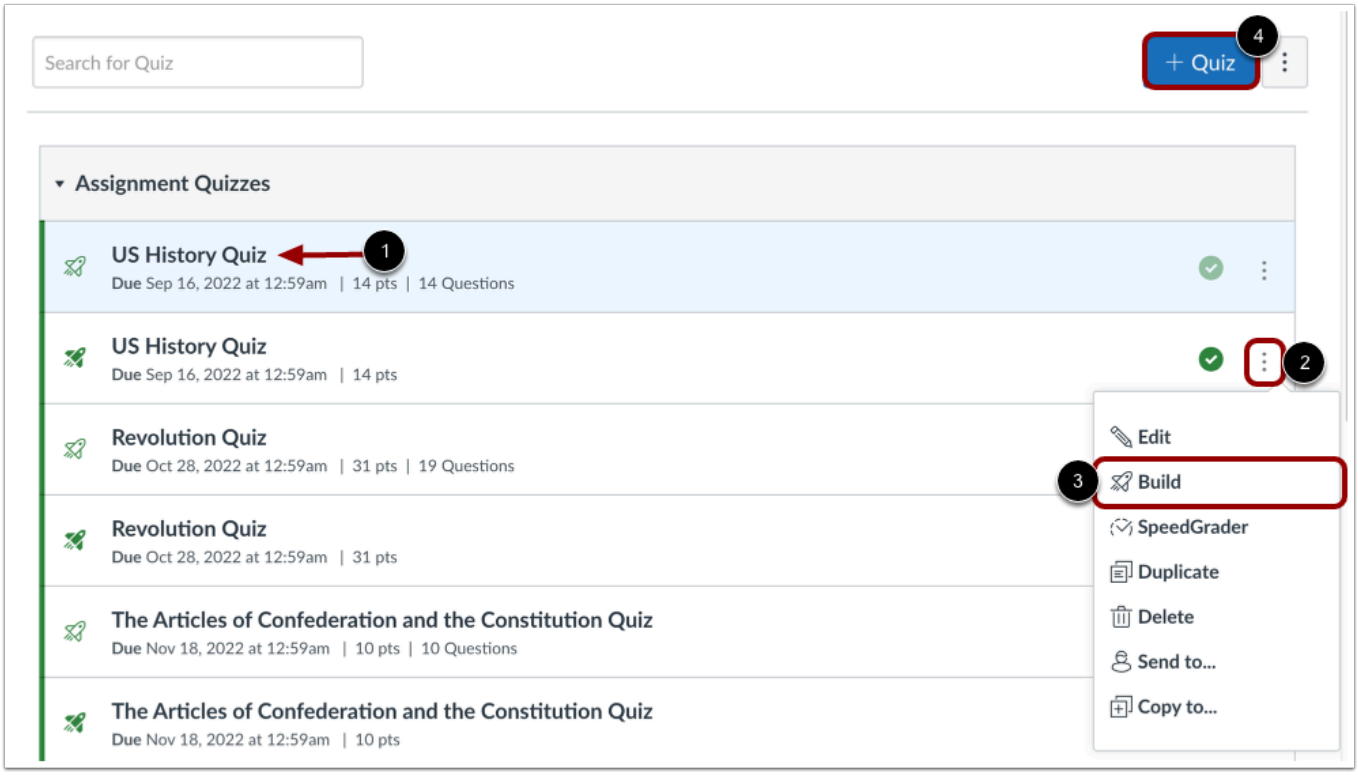
To save your changes, click the **Save** button.

How do I manage settings for a quiz in New Quizzes?

You can adjust delivery settings for a quiz in New Quizzes. These options adjust the way that a quiz is delivered to students.

To edit the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the quiz, edit the quiz from the Assignments page.

Open Quiz

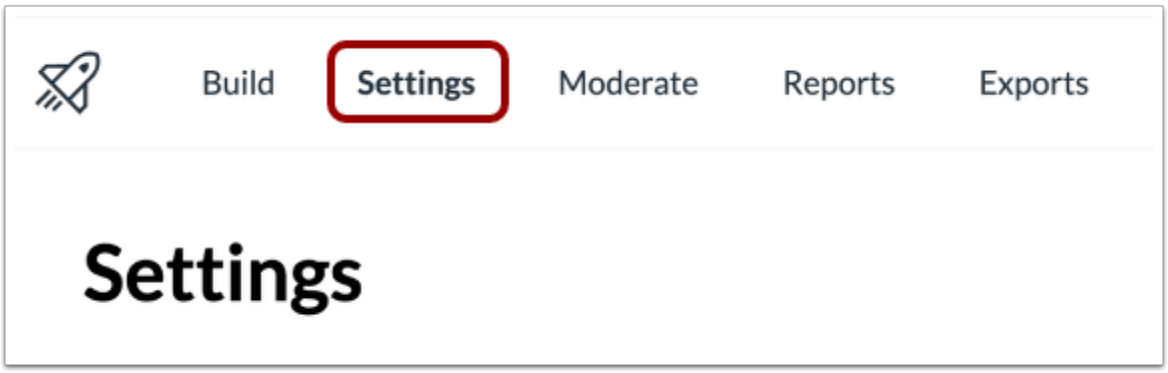


To manage settings for a quiz, find the quiz you want to open [1].

To open the Build page, click the **Options** icon [2] and then click the **Build** link [3].

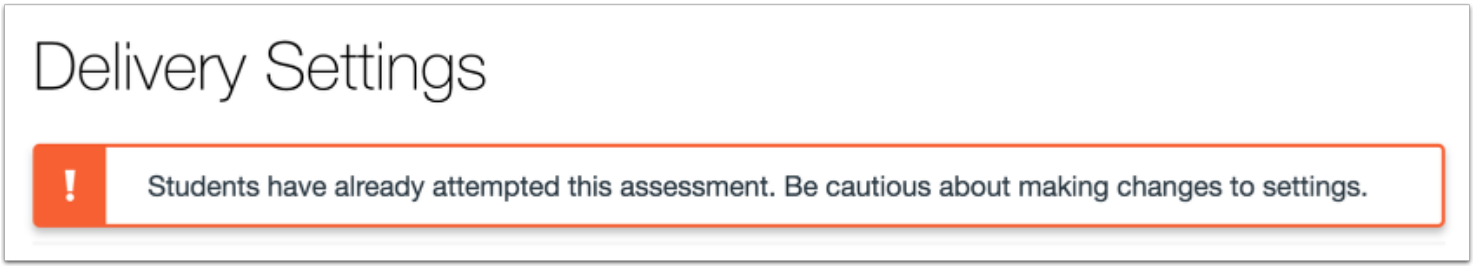
To create a new quiz, click the **Add Quiz** button [4].

Open Settings



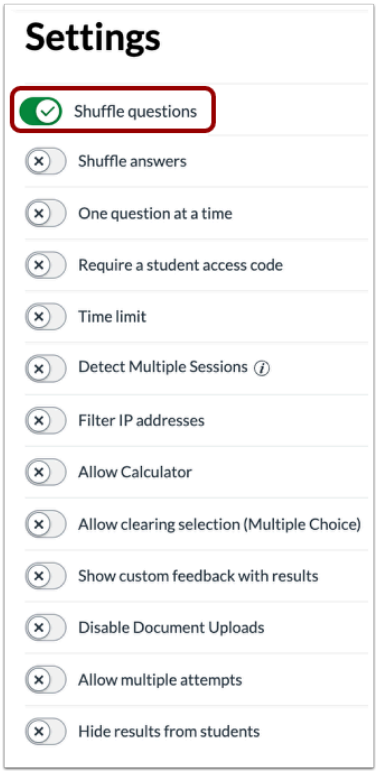
Click the **Settings** tab.

View Warning Message



If students have viewed, attempted, or submitted the quiz, a warning message will appear on the Delivery Settings page.

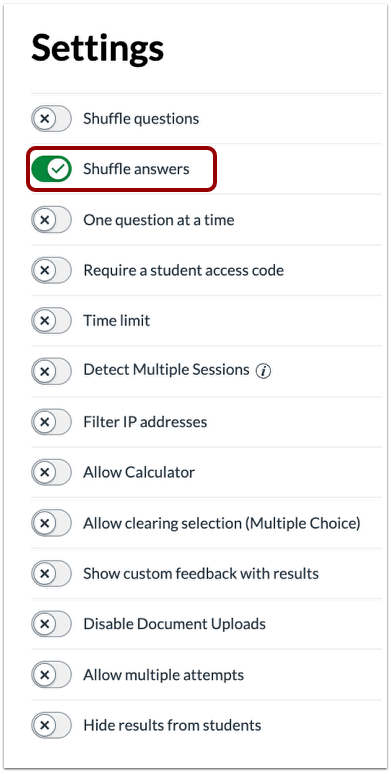
Shuffle Questions



To shuffle the order questions are displayed to students, click the **Shuffle questions** button. If this setting is turned off, questions will display in the order you designate in the quiz.

Note: Item bank questions that have been added in a group will continue to be randomized within that group whether this setting is turned on or off.

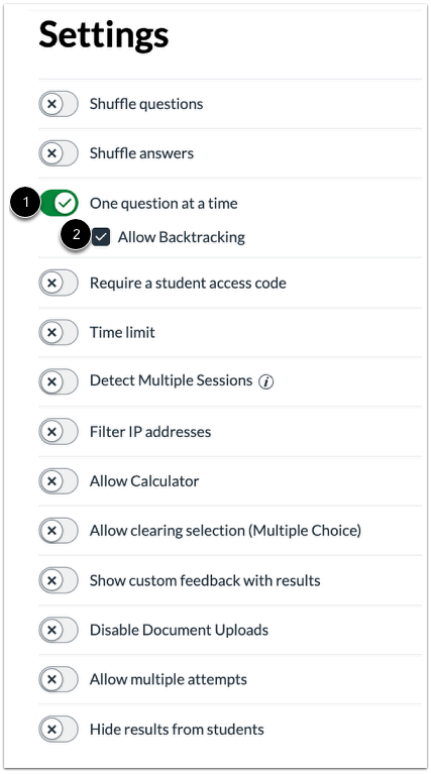
Shuffle Answers



To shuffle the order answers are displayed to students for multiple choice, multiple answer, and matching quiz questions, click the **Shuffle answers** button. If this setting is turned off, answers will display in the order you designate in the quiz questions.

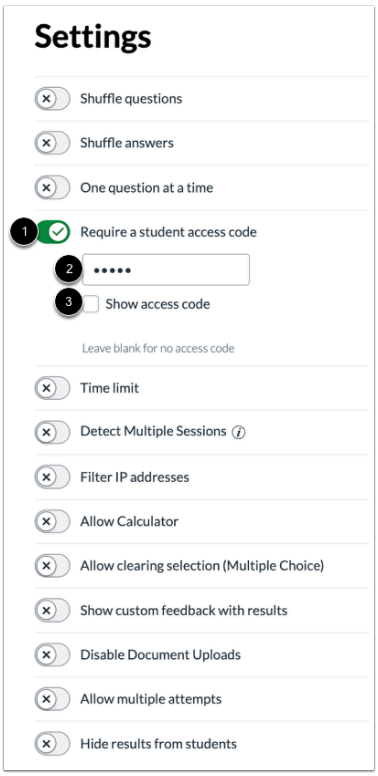
Note: Shuffling answers does not guarantee the order is displayed differently to every student. Some students will receive the same answer order, depending on the number of answers for each question.

Display One Question at a Time



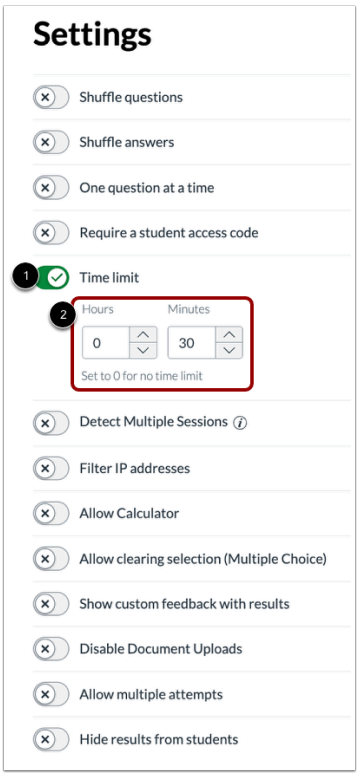
To display one question at a time to students, click the **One question at a time** button [1]. To allow students to backtrack to previous questions in a quiz, click the **Allow Backtracking** checkbox [2]. Allow Backtracking is enabled by default.

Require Student Access Code



To require students to enter an access code to take a quiz, click the **Require a student access code** button [1]. Then enter the access code in the **Password** field [2]. To view a masked access code, click the **Show access code** checkbox [3].

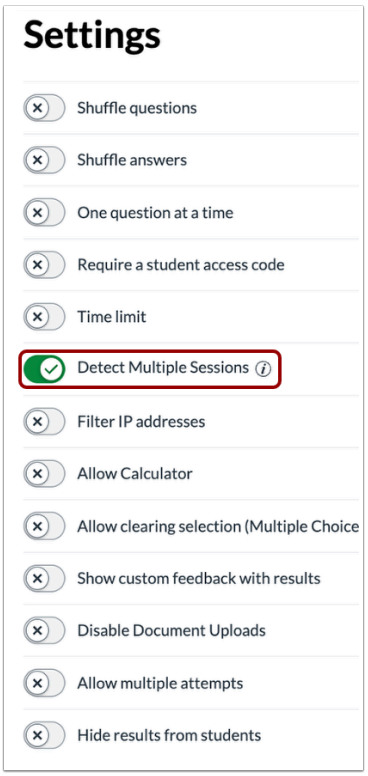
Set Time Limit



To set a time limit for a quiz, click the **Time limit** button [1]. Then enter the time limit using the **Hours** and **Minutes** fields [2].

Note: In progress quizzes automatically submit when the Availability date and time passes, even if there is time remaining.

Detect Multiple Sessions

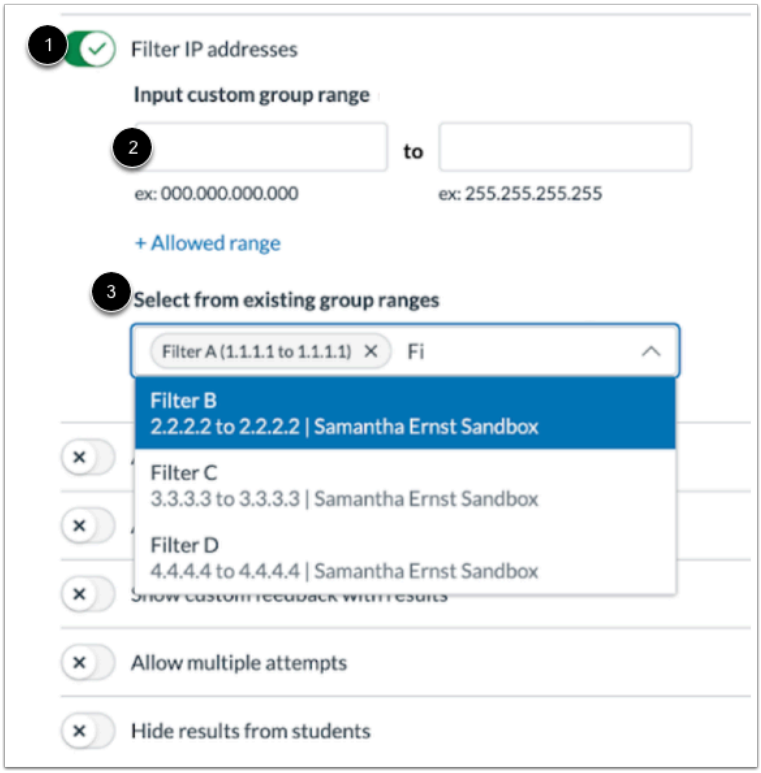


To monitor if students access the quiz from multiple devices or browsers, click the **Detect Multiple Sessions** toggle on. When this setting is enabled, students receive a notification if they attempt to continue a quiz in a different session from where they started.

Notes:

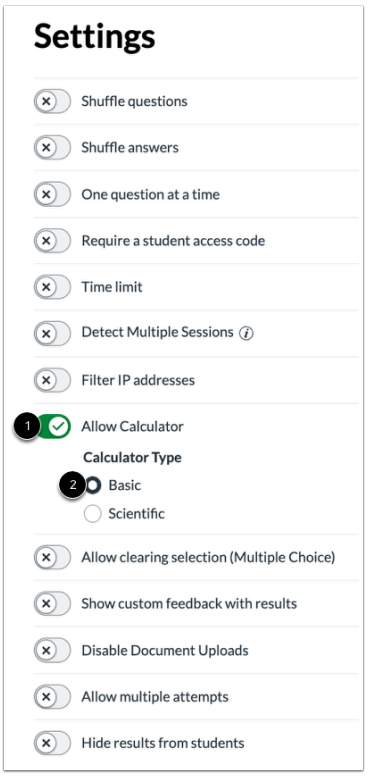
- You must have the View multi-session information permission to view data.
- All multi-session activity is recorded and can be viewed by admins in the Activity Log and Moderate page.

Filter IP Addresses



To filter IP addresses for the quiz, click the **Filter IP Addresses** button [1]. Then, instructors can filter IP address by entering **Input custom group ranges** [2] or S**elect from existing named group ranges** [3].

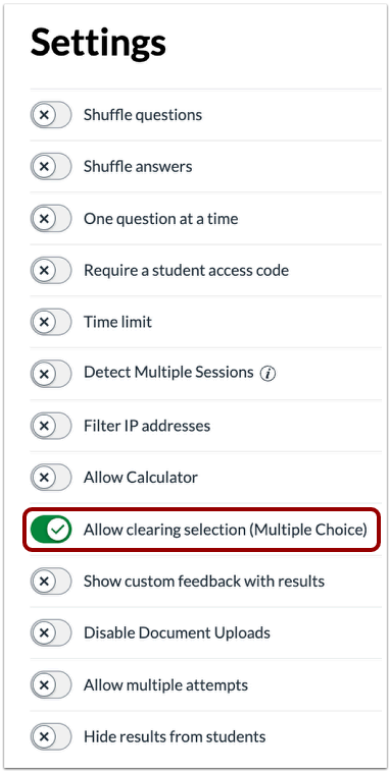
Allow On-Screen Calculator



To enable an on-screen calculator for the entire quiz, click the **Allow Calculator** button [1]. Select either the **Basic** or **Scientific** calculator option [2]. The Basic calculator only displays numbers and basic mathematical functions (add, subtract, multiply, divide). The Scientific calculator displays more options for advanced calculations.

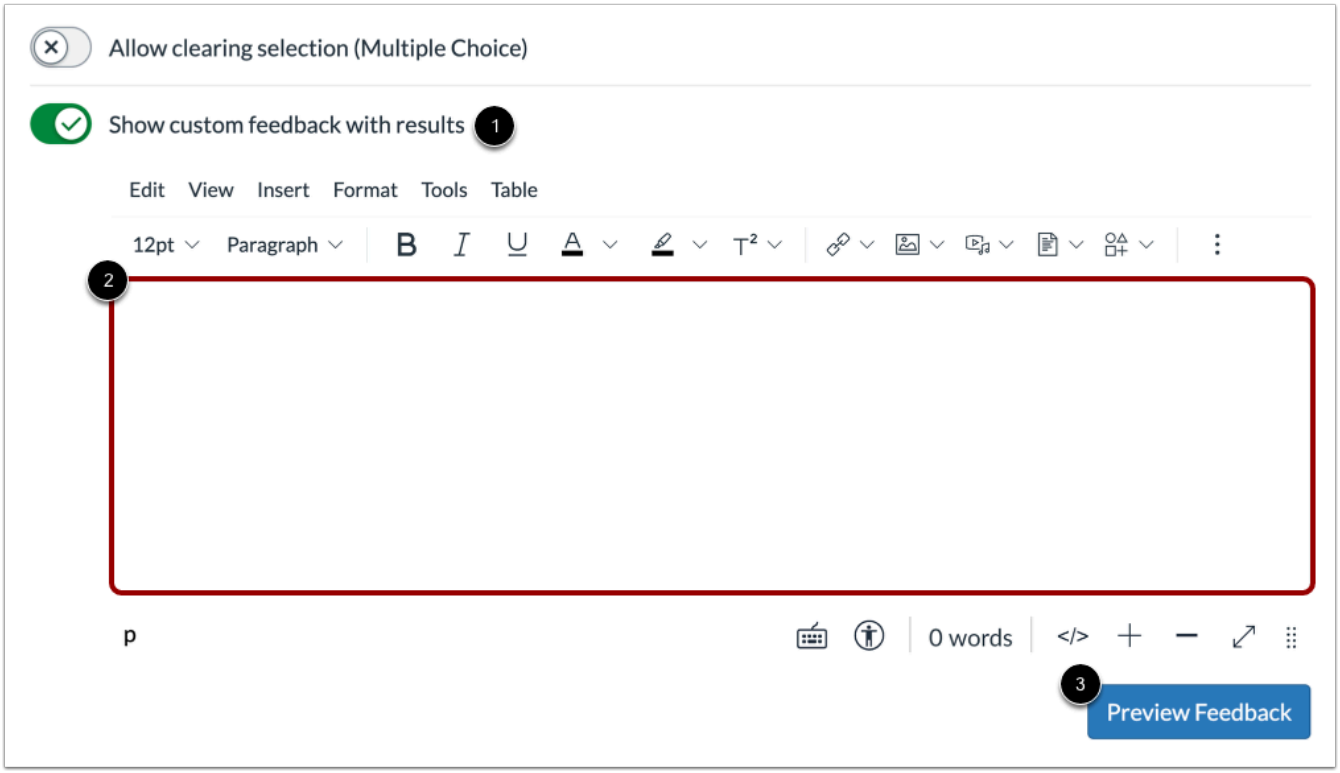
Note: If the on-screen calculator is enabled at both the individual question level and in the Quiz Settings, it will display within the question instead of at the top of the page.

Allow Clearing Selection for Multiple Choice Questions



To allow students to clear a multiple choice answer, click the **Allow clearing selection (Multiple Choice)** button. If this setting is turned on, students can clear their answer to a multiple choice question after they have made a selection and leave the question unanswered.

Show Custom Feedback with Results

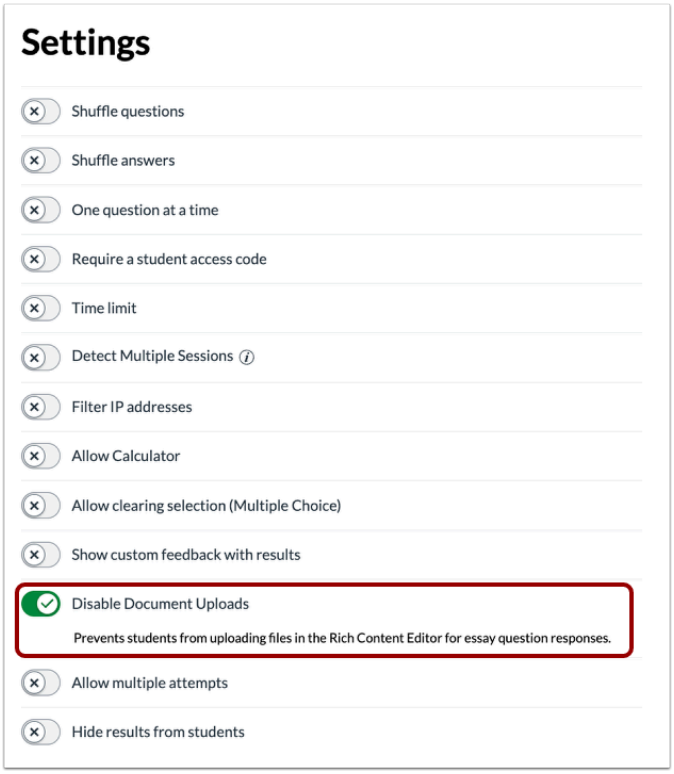


To show custom feedback with results, click the **Show custom feedback with results** button [1].

To add feedback, use the Rich Content Editor to create customized feedback [2].

To preview the custom feedback, click the **Preview Feedback** button [3].

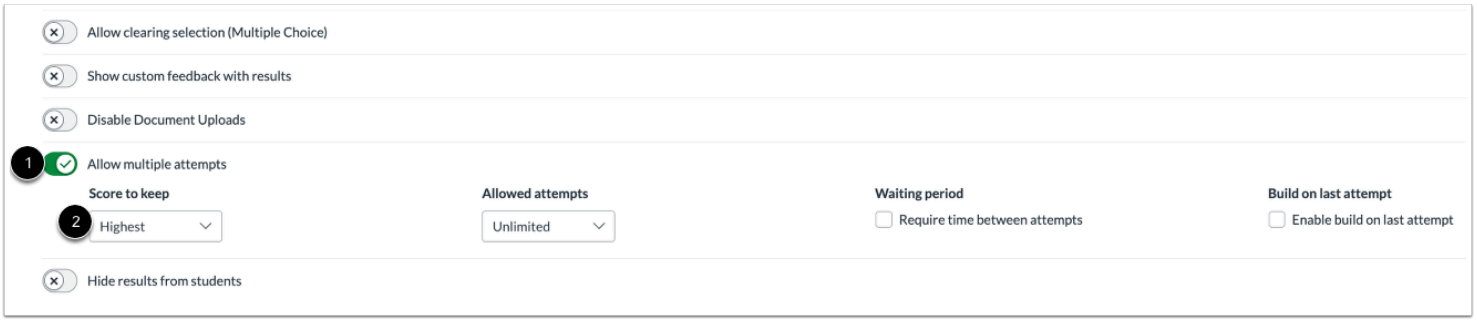
Disable Document Uploads



When the **Disable Document Uploads** quiz setting is enabled, students will not be able to use the **Insert Media** and **Insert Document** options in the **Rich Content Editor**.

Note: This setting is **disabled by default**.

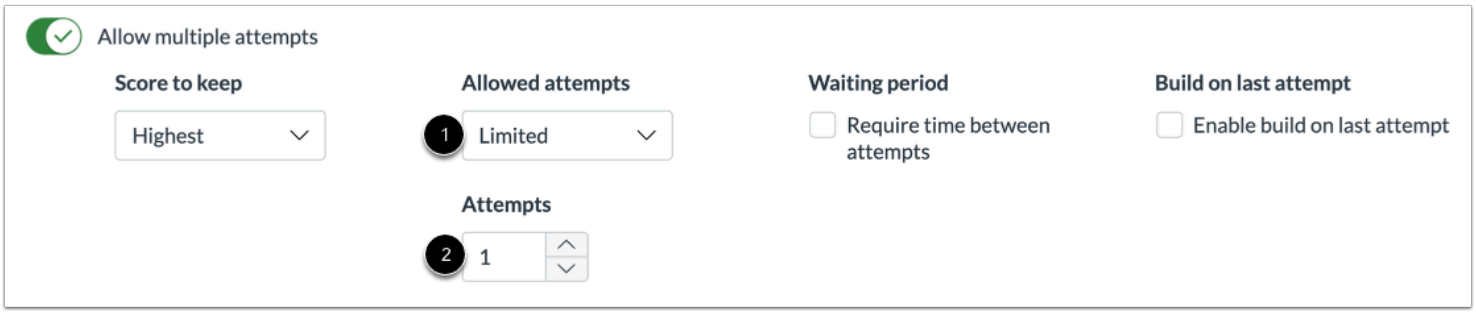
Allow Multiple Attempts



To allow multiple attempts for a quiz, click the **Allow multiple attempts** button [1]. To assign which score to keep for student grades, select the option in the **Score to keep** drop-down menu [2]. You can choose to keep the highest score, average score, latest score, or first score.

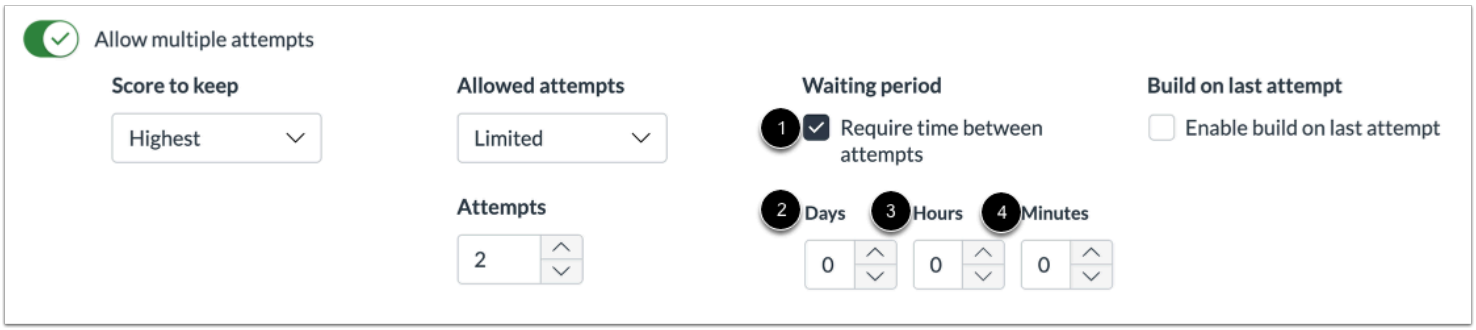
Note: The Late Submission Policy is not supported when using multiple attempts in New Quizzes.

Set Limited Attempts



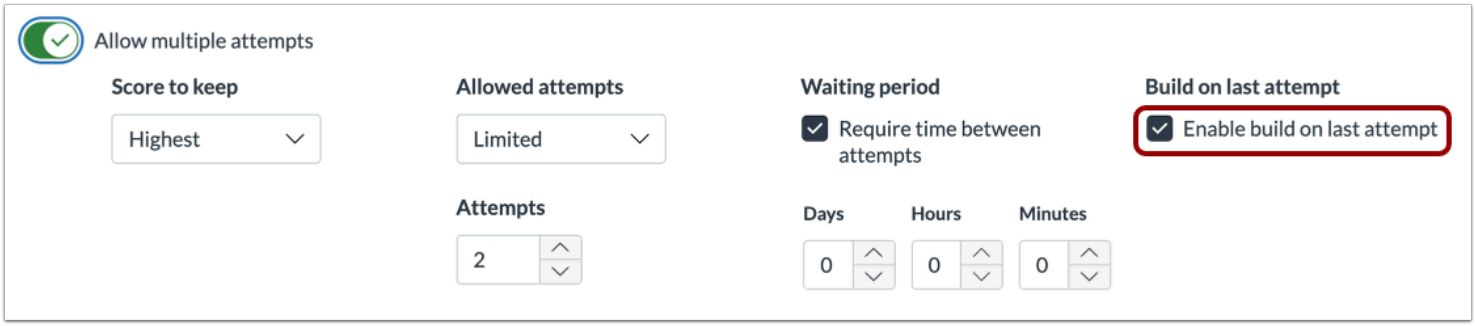
By default, students will be allowed unlimited attempts when the **Allow multiple attempts** option is enabled. To set a limited number of attempts, select the **Limited** option [1]. Then select the number of attempts you want to allow [2].

Set Waiting Period



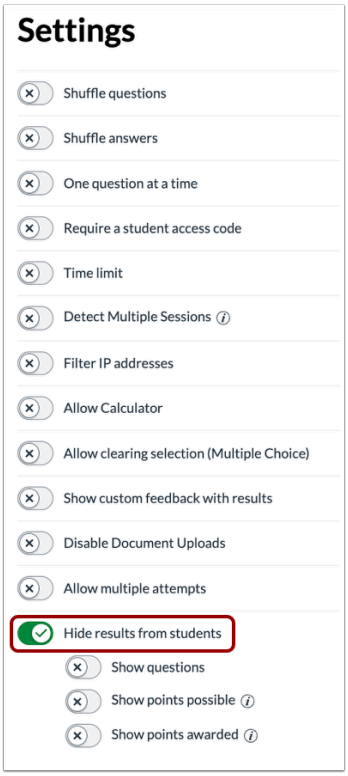
To set a waiting period between attempts, click the **Require time between attempts** checkbox [1]. Then select the days [2], hours [3], and minutes [4] to require students to wait before they can begin a new attempt.

Build on Last Attempt



To allow students to build on their last attempt by letting them reattempt incorrectly answered questions, click the **Enable build on last attempt** checkbox.

Hide Student Results



To restrict students from viewing quiz results, click the **Hide results from students** button.

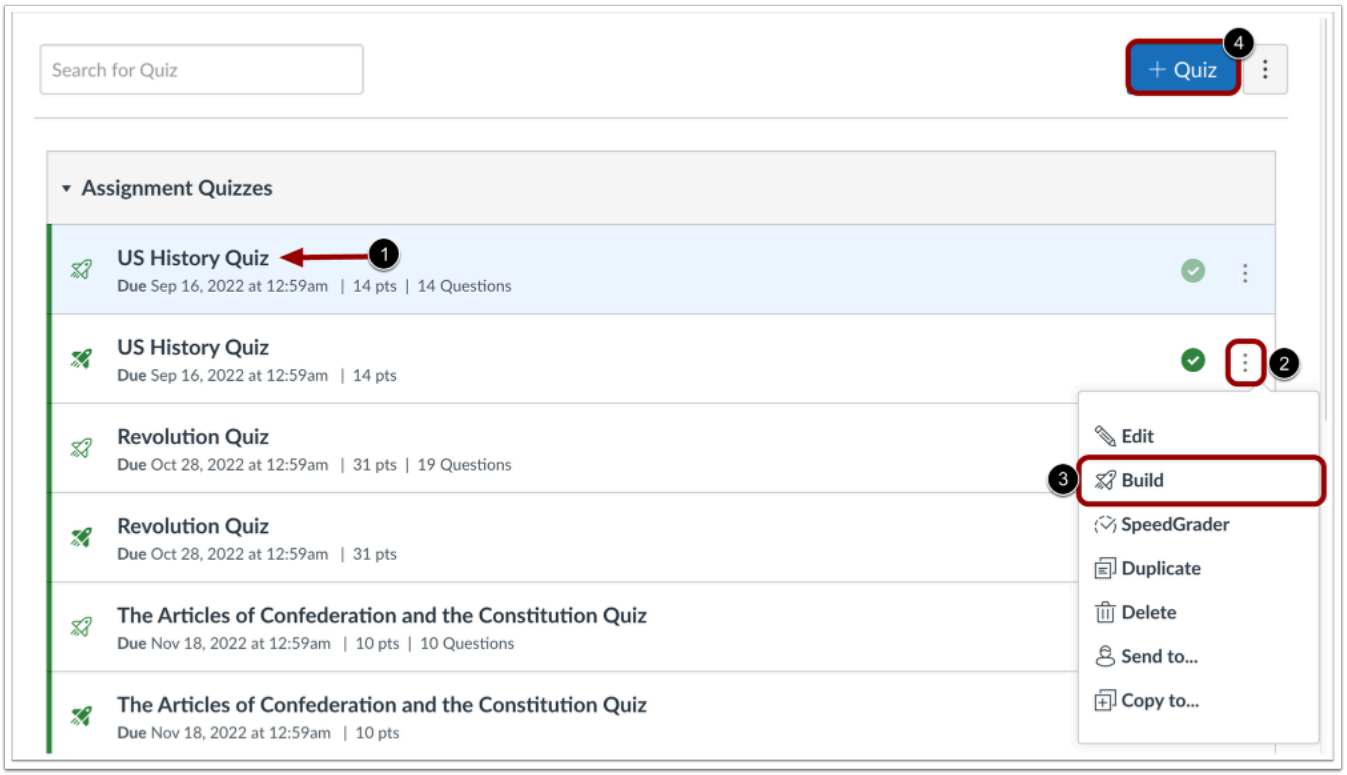
Note: Students can still see their quiz grades in the Gradebook when the Hide results from students option is enabled. To completely hide grades from students, you need to enable a Manual posting policy in the Gradebook.

How do I manage quiz results in New Quizzes?

You can manage if students can view their quiz results in New Quizzes. You can also select which result items are visible to students, including points awarded, points possible, questions, responses, and feedback.

Restricting student from viewing their results in New Quizzes does not apply to viewing scores in the Gradebook. To restrict students from viewing scores in the Gradebook, you will need to enable a posting policy or hide grades that were previously posted.

Open Quiz

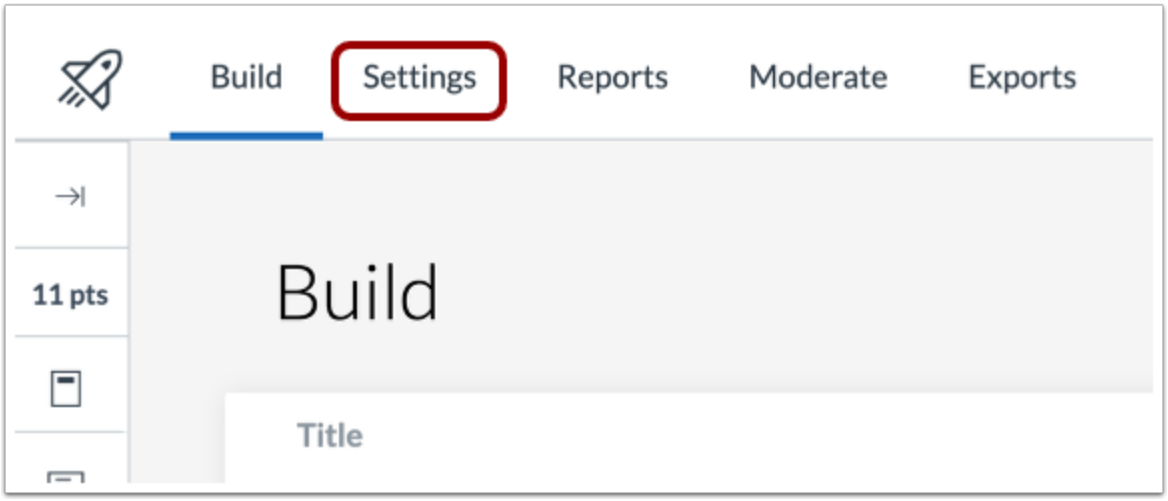


To hide the quiz results from students, find the quiz you want to open [1].

To open the Build page, click the **Options** icon [2] and then click the **Build** link [3].

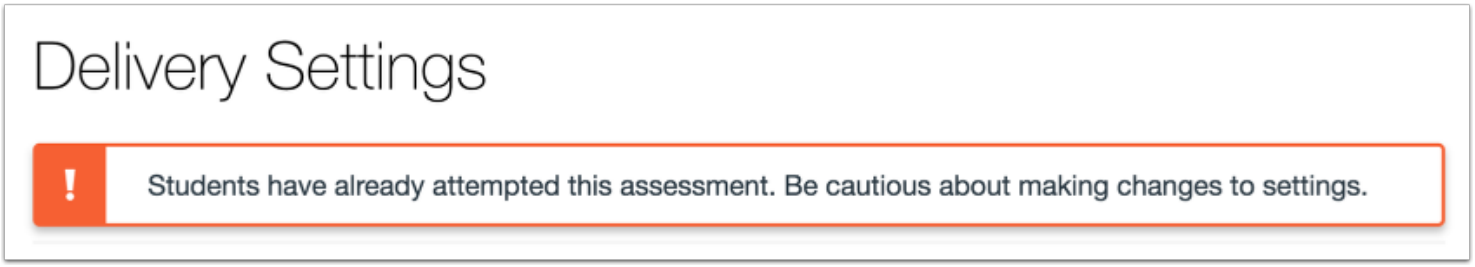
To create a new quiz, click the **Add Quiz** button [4].

Open Settings



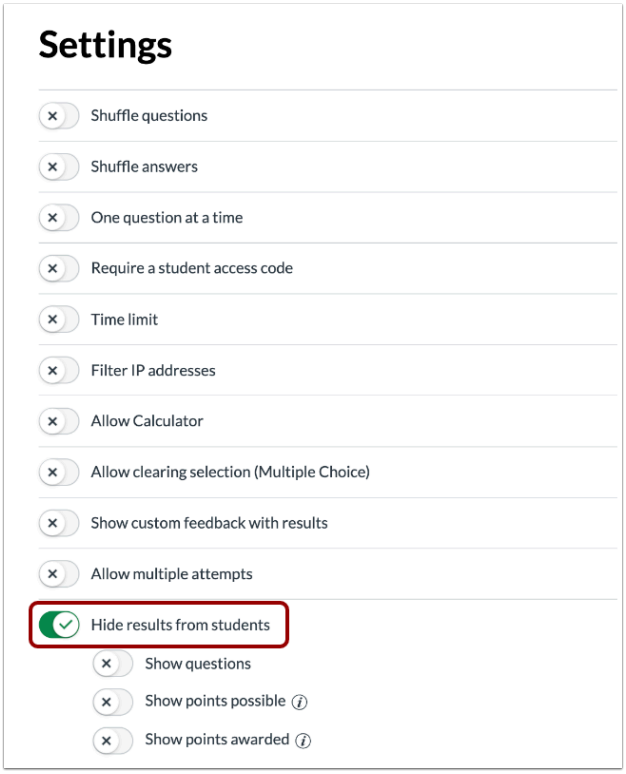
Click the **Settings** tab.

View Warning Message



If students have already submitted the quiz, a warning message will appear on the Delivery Settings page.

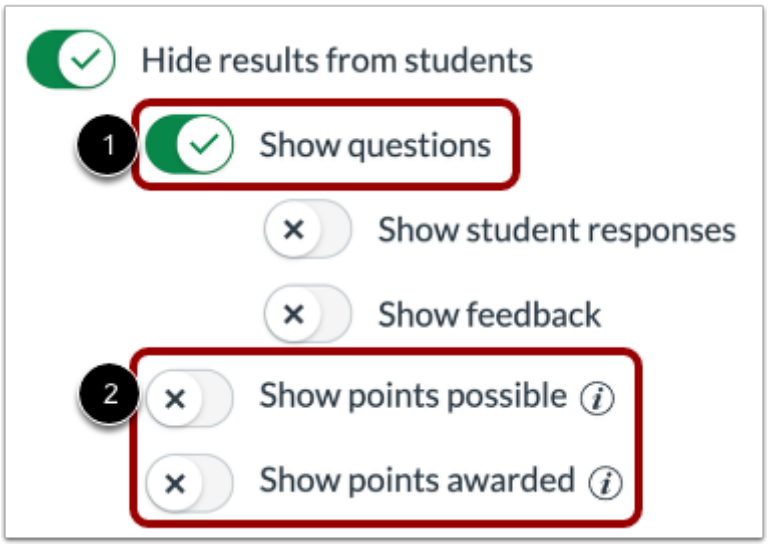
Hide Student Results



By default, students can view all results for their quiz attempts. To hide quiz results from students, click the **Hide results from students** button. When this option is enabled, instructors can manage what is displayed to students in their quiz results page. This includes answer choices, feedback, and scores.

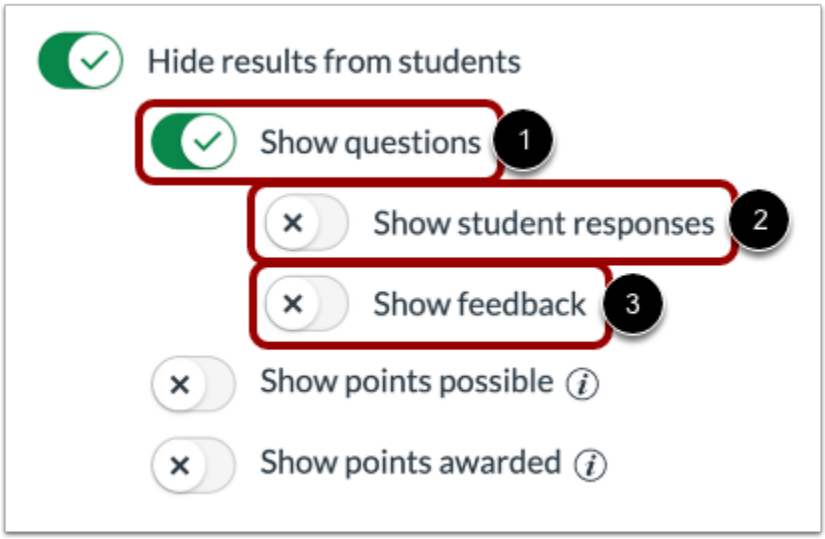
Note: Students may still see their quiz grades in the Gradebook when the Hide results from students option is enabled. To hide grades from students in the Gradebook, you need to enable a posting policy in the Gradebook.

Manage Result View Settings



When the Hide results from students option is enabled, you can select quiz items that display to students. To display an item in student results, click the button for the item [1]. Any items that are not selected remain hidden [2].

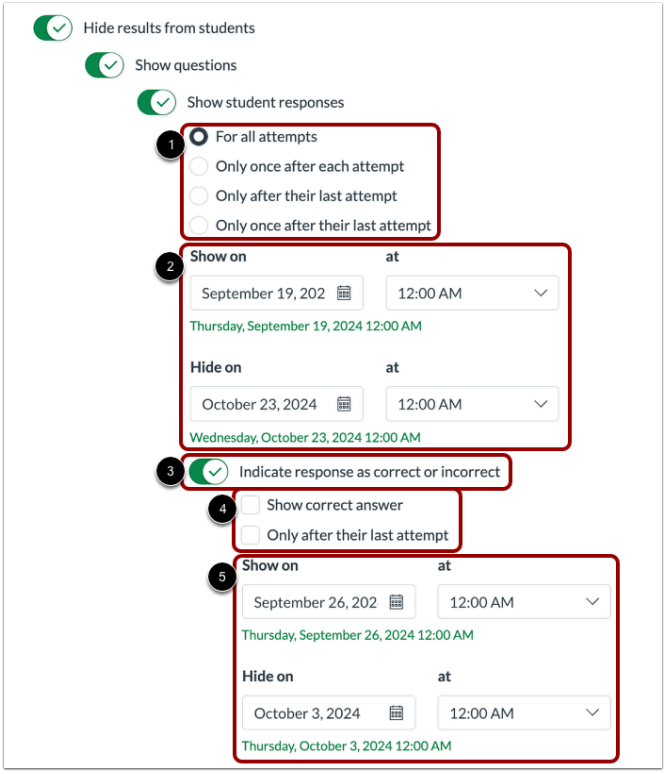
Show Questions



To display quiz items and questions in the quiz results page, click the **Show questions** button [1]. When this option is enabled, you can also display student responses and feedback. To display student responses in the quiz results page, click the **Show student responses** toggle on [2]. To display feedback in the quiz results page, click the **Show feedback** toggle on [3].

Note: The Show feedback option displays generic feedback unrelated to whether or not the question was answered correctly.

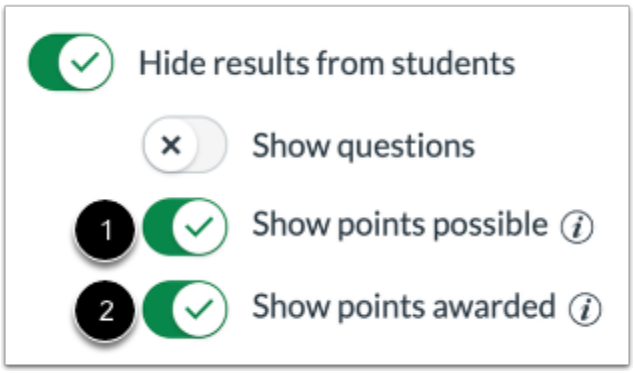
Show Student Responses



When the Show student responses option is enabled, you can choose whether to show the responses for all attempts, only once after each attempt, only after their last attempt, or only once after their last attempt [1]. You can select the date when it will be visible to students [2].

To display to students if their response was correct or incorrect, click the **Indicate response as correct or incorrect** button [3]. When this option is enabled, you can show the correct answer after each attempt or only after their last attempt [4]. You can also select the date when it will be visible to students [5].

Show Points



To display the points possible for the overall quiz and individual questions in the quiz results page, click the **Show points possible** button [1].

To display the points awarded for the overall quiz and individual questions in the quiz results page, click the **Show points awarded** button [2].

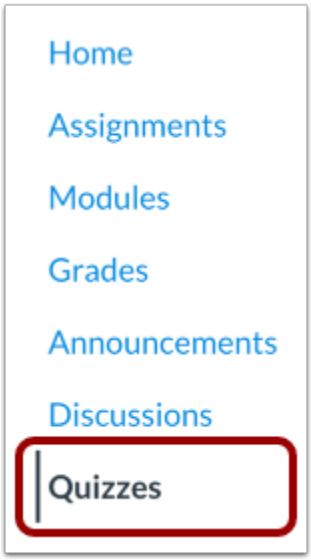
How do I preview a quiz in New Quizzes?

You can preview a quiz in New Quizzes. Quiz Preview allows you to preview and test quiz questions and settings from a student's perspective. While previewing a quiz, you can also submit the quiz and view the student results page.

Learn how to create a quiz in New Quizzes.

Note: Quiz Preview does not support displaying student access codes, IP address filtering, and multiple attempts.

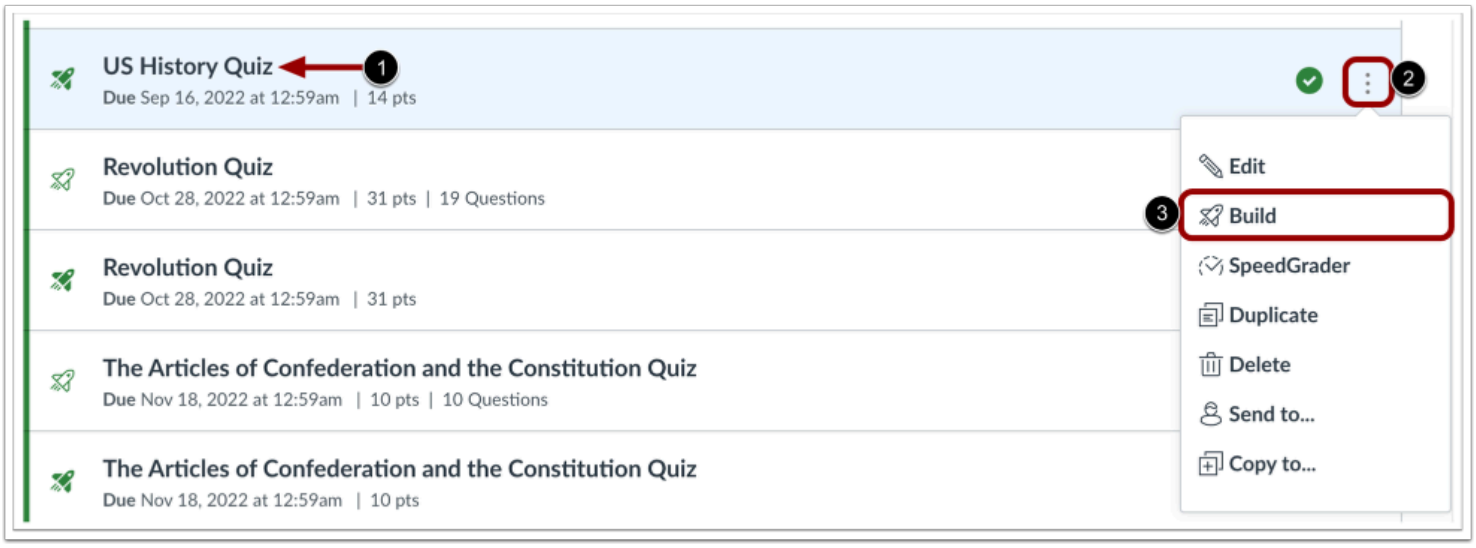
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open Build Page



To preview a quiz, find the quiz you want to open [1].

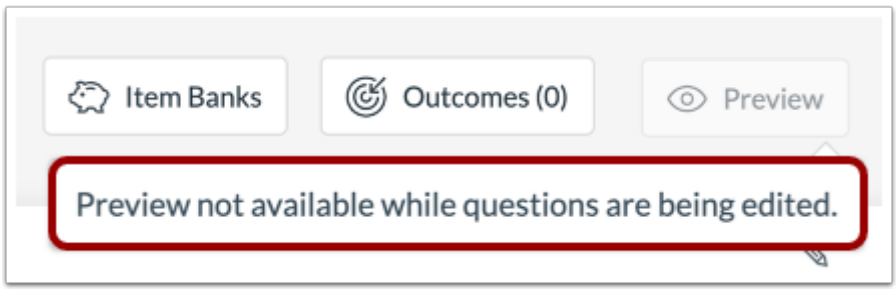
To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Preview Quiz



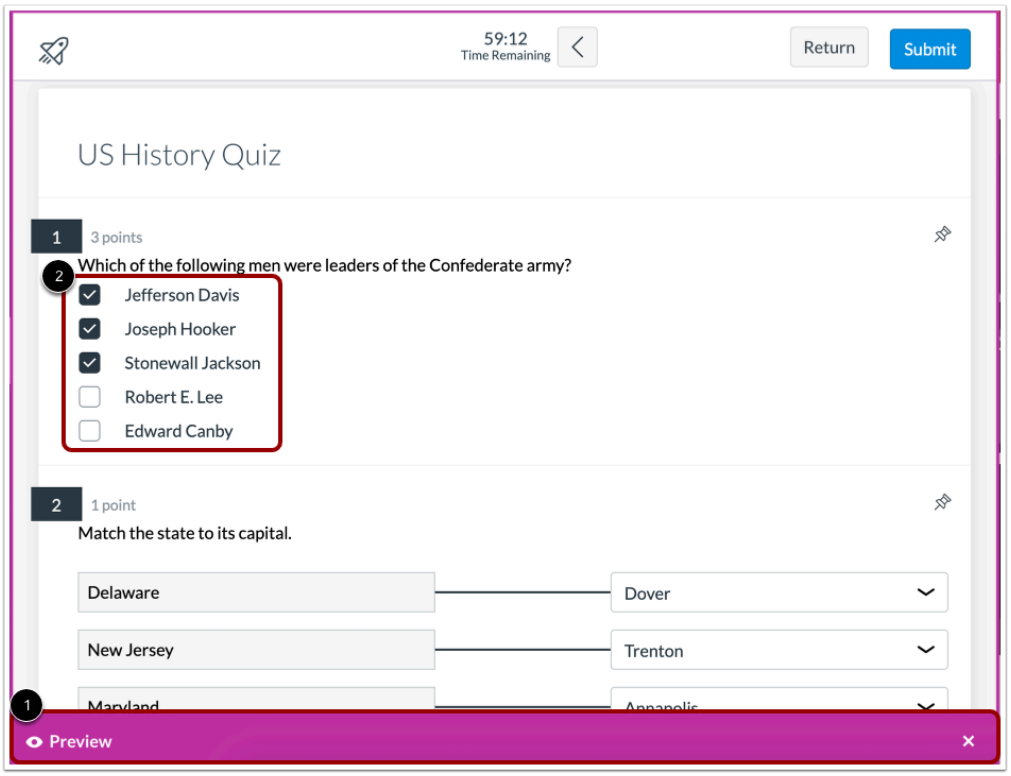
To preview the quiz, click the **Preview** button.

View Error Message



If you are currently editing the quiz, you cannot open Quiz Preview.

View Quiz Preview



When previewing a quiz, the quiz displays a colored **Preview** border [1]. You can enter an answer to any question type [2].

The preview displays most settings, including calculators, timer, question shuffling, and one question at a time. Quiz Preview does not support displaying student access codes, IP address filtering, and multiple attempts.

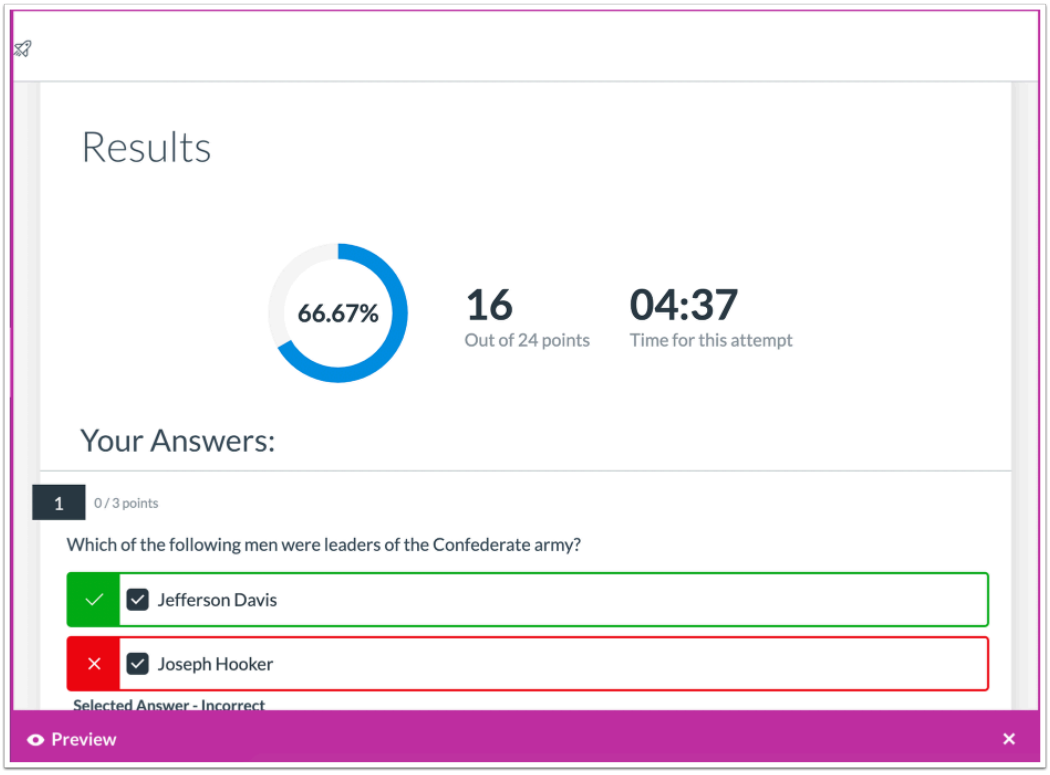
Submit Quiz



To submit the quiz, click the **Submit** button [1].

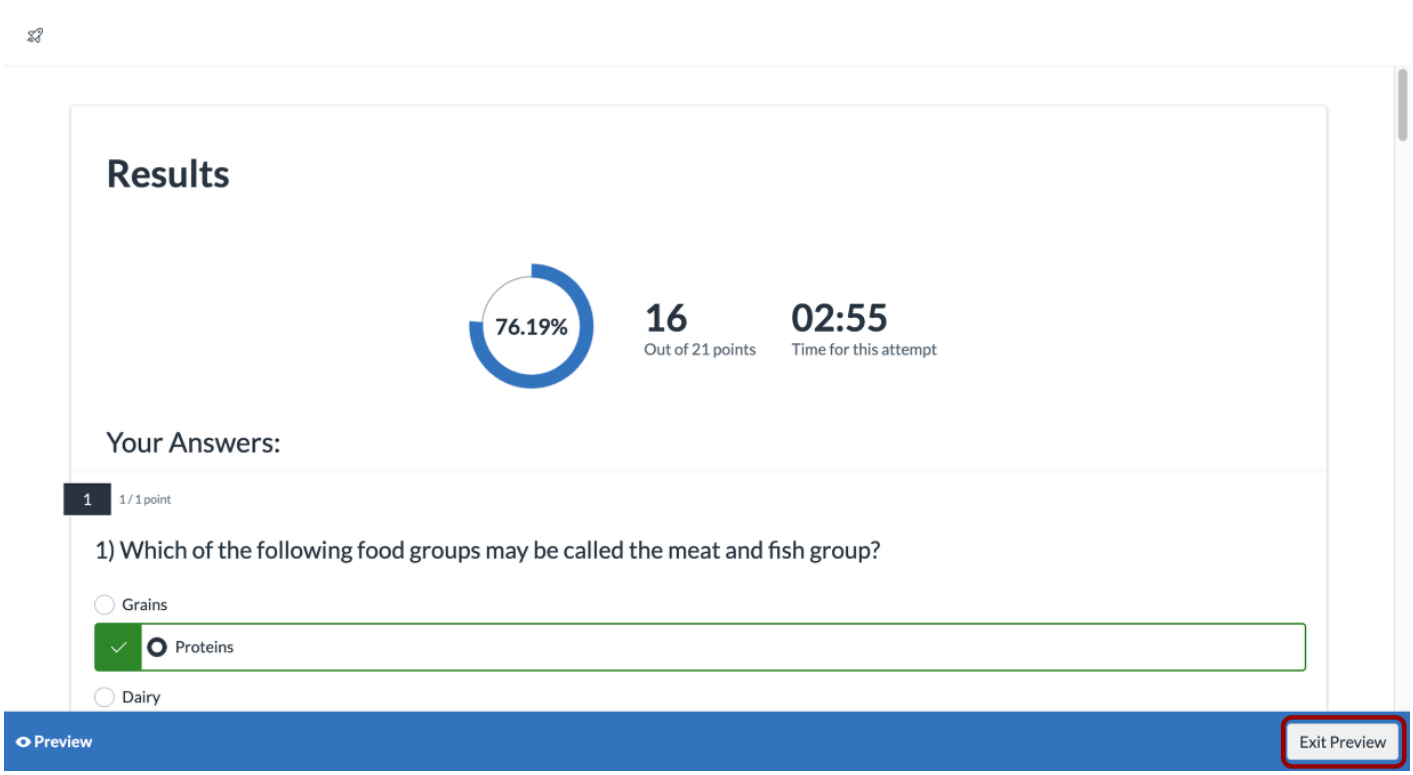
To exit the quiz and return to the area in Canvas where the quiz was opened, click the **Return** button [2].

View Results Page



If you submit a quiz while in preview mode, Quiz Preview will open to the results page. The items and points displayed in the results page corresponds to the quiz's settings to restrict student result view.

Exit Preview



To exit Quiz Preview, click the **Exit Preview** button.

How do I grade a quiz in New Quizzes?

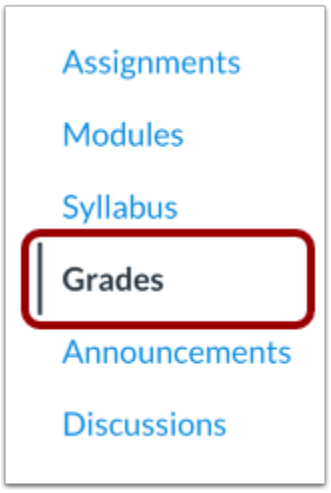
You can grade New Quizzes quizzes using SpeedGrader. Most quiz items are graded automatically after a student submits the quiz. However, essay and file upload questions must be graded manually.

This lesson describes how to access SpeedGrader from the Gradebook.

Notes:

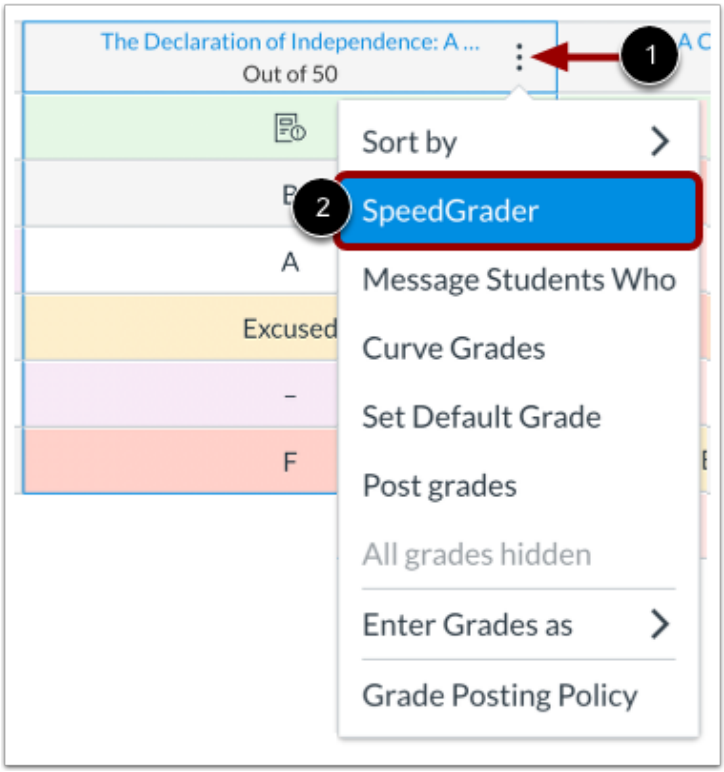
- If the quiz does not display in the Gradebook and is worth zero points, the quiz's assignment details may be set to exclude the quiz from the Gradebook.
- You cannot grade New Quizzes quizzes in concluded courses.
- New Quizzes grades for students with concluded enrollments are not sent to the Canvas Gradebook.
- If you are using New Quizzes, learn how to grade one quiz question at a time.
- If anonymous grading is enabled, you do not see students' names while grading.

Open Grades



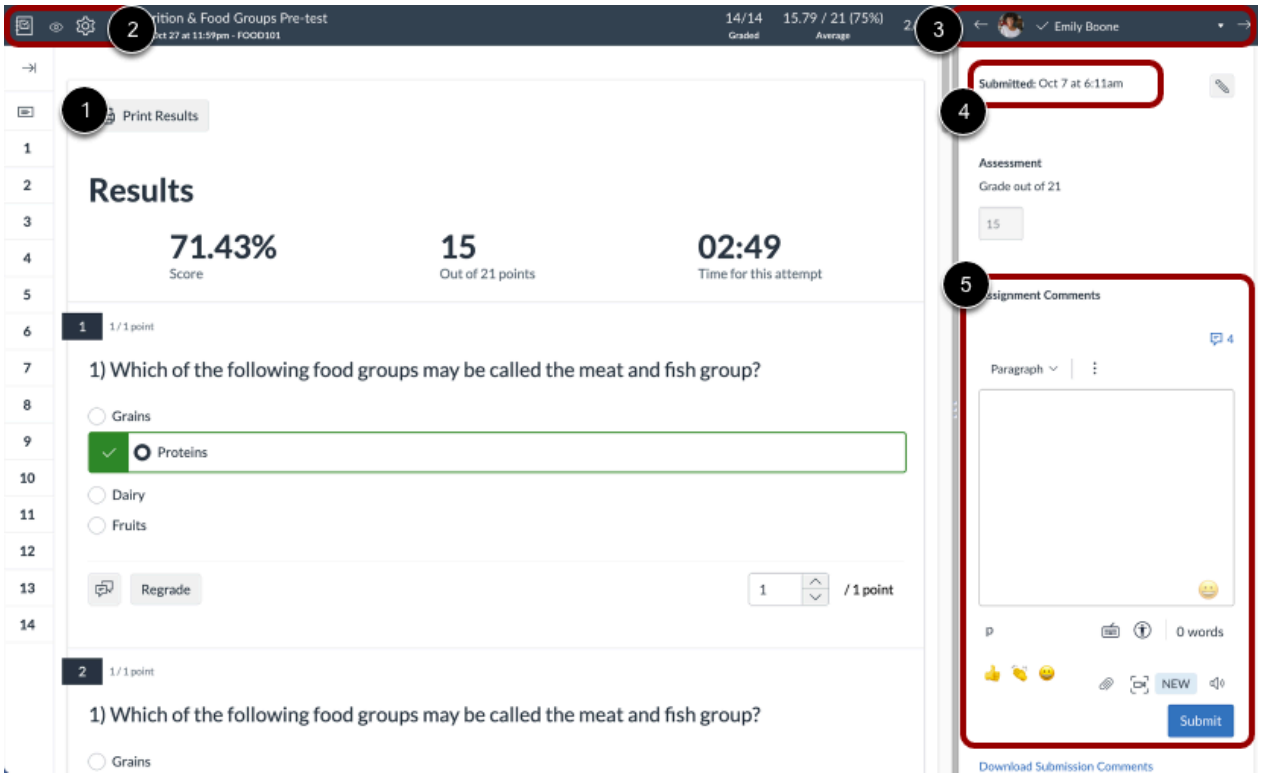
In Course Navigation, click the **Grades** link.

Open SpeedGrader



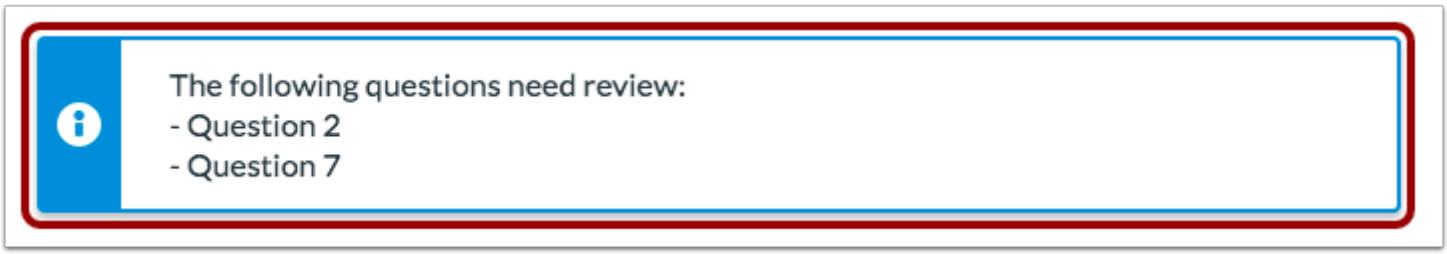
To open SpeedGrader, hover over the assignment column header and click the **Options** icon [1]. Then click the **SpeedGrader** link [2].

View SpeedGrader



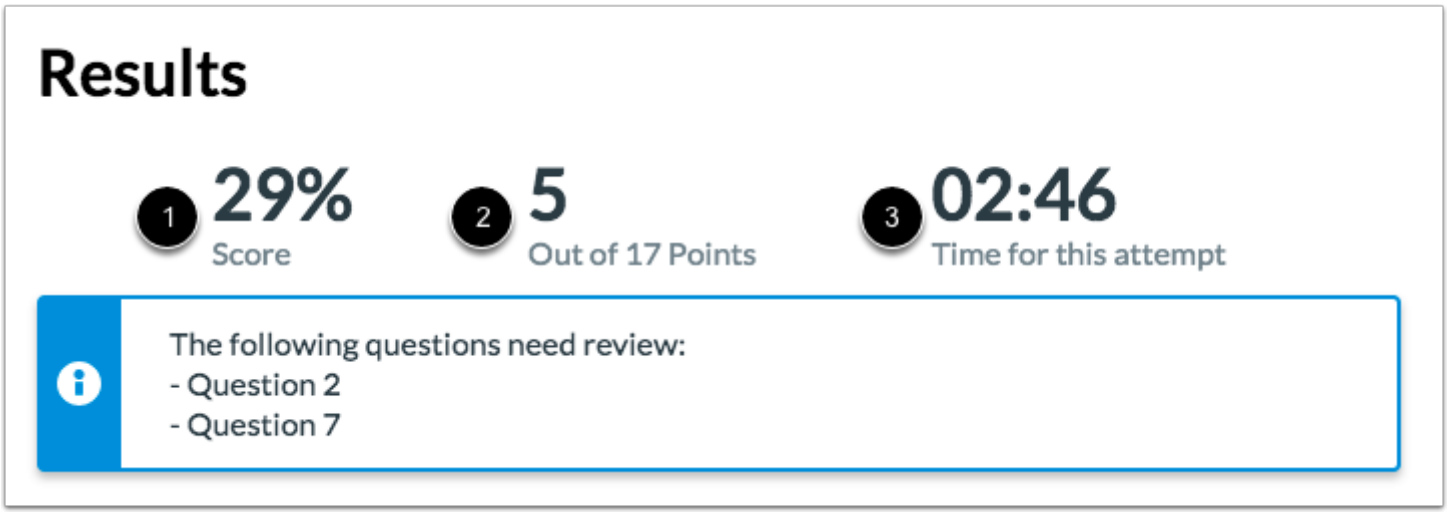
View the quiz in SpeedGrader [1]. When grading quizzes, you can use the SpeedGrader menu options [2], change students [3], change submissions [4], and leave assignment comments [5]. Learn how to use SpeedGrader.

View Questions That Need Review



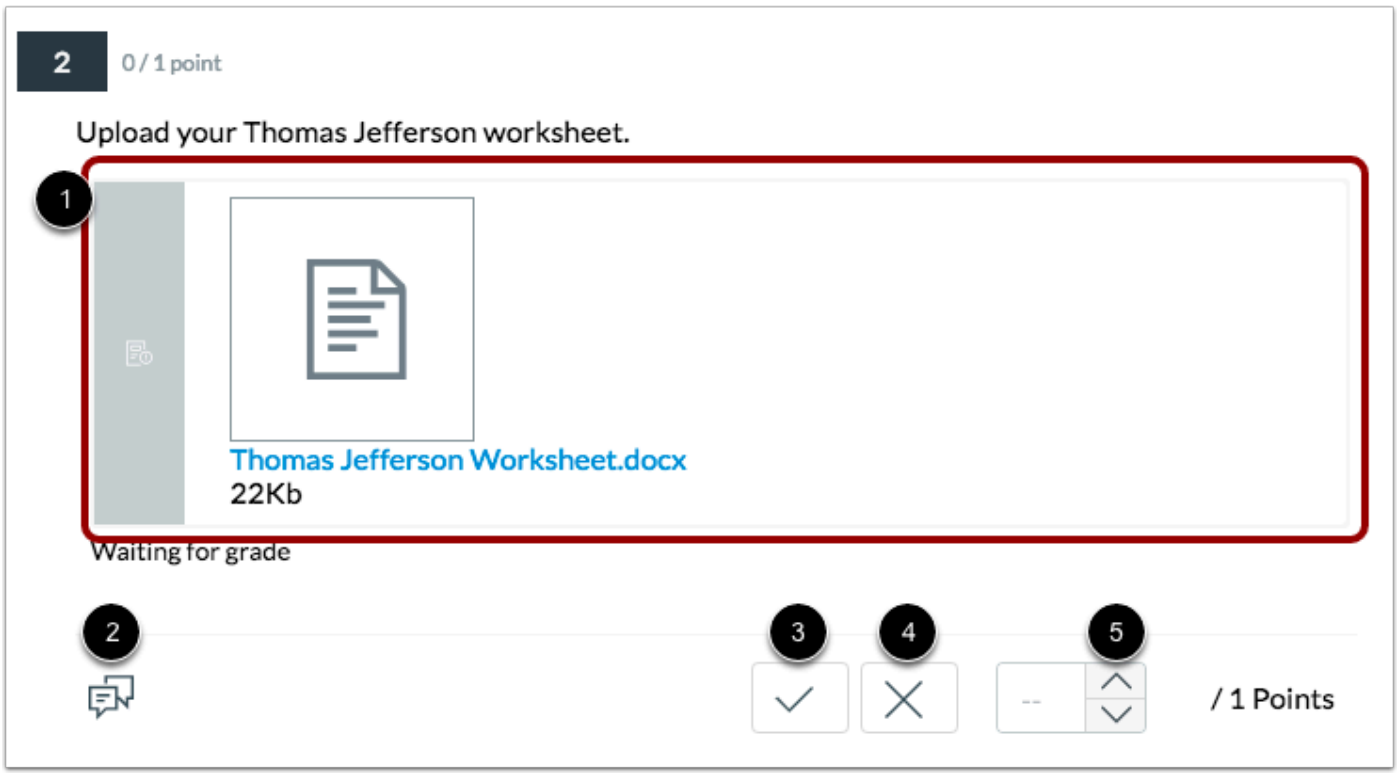
If any questions require manual grading, the Results page displays a warning message that lists the questions to review. Essay and file upload questions must be graded manually.

View Results



Quiz results include the percentage score [1], point score [2], and time to complete attempt [3].

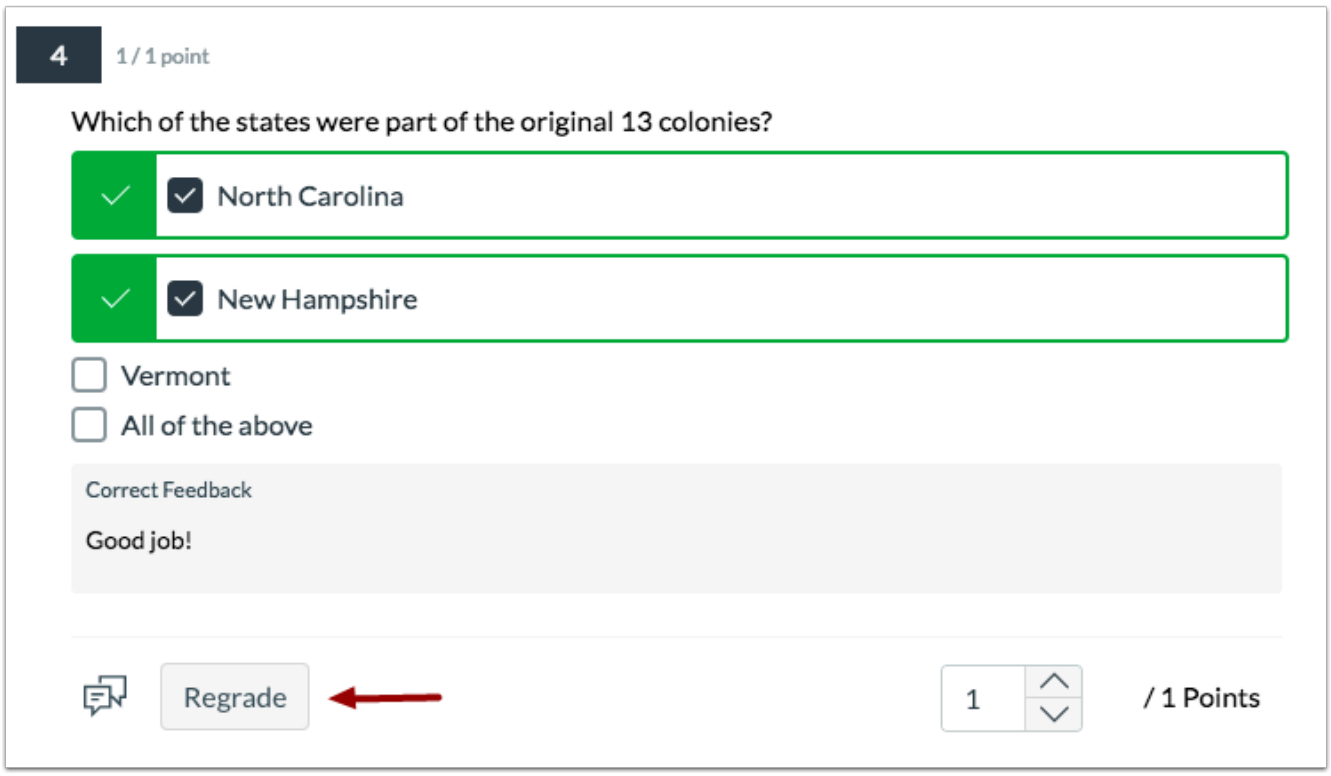
Grade Item



Items the require manual grading display a gray border [1].

To leave additional comments on the item, click the **Comment** icon [2]. To give a student full points for an answer, click the **Checkmark** button [3]. To give a student no points for an answer, click the **X** button [4]. You can also use the **Arrow** buttons to increase or decrease the score [5].

Regrade Item



You can also regrade quiz items that have already been graded.

Assign Fudge Points



In the Fudge Points field at the bottom of the window, enter the number of points you want to add to the overall quiz score [1]. You can also enter negative points.

When you are ready to change the student's quiz score, click the **Update** button [2].

How do I regrade a quiz question in New Quizzes?

You can regrade a question for a quiz in New Quizzes using SpeedGrader. Regrading allows you to change the correct answer or point value for a question. The point value can also be changed for individual answers for questions with varied point values.

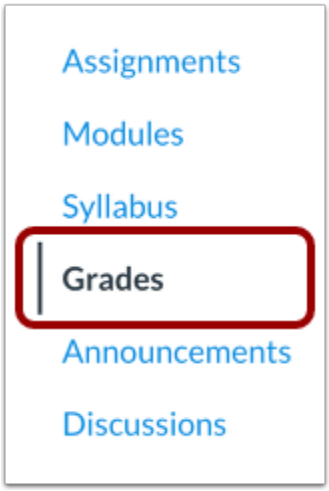
Regrading only applies to completed submissions. If all students will be affected by the regrade, please wait for all submissions before regrading.

Regrading is not available for Essay or File Upload questions. For Categorization questions, you can only change point values; you cannot change correct answers for this question type.

You can also adjust the point value for an entire quiz using fudge points in SpeedGrader.

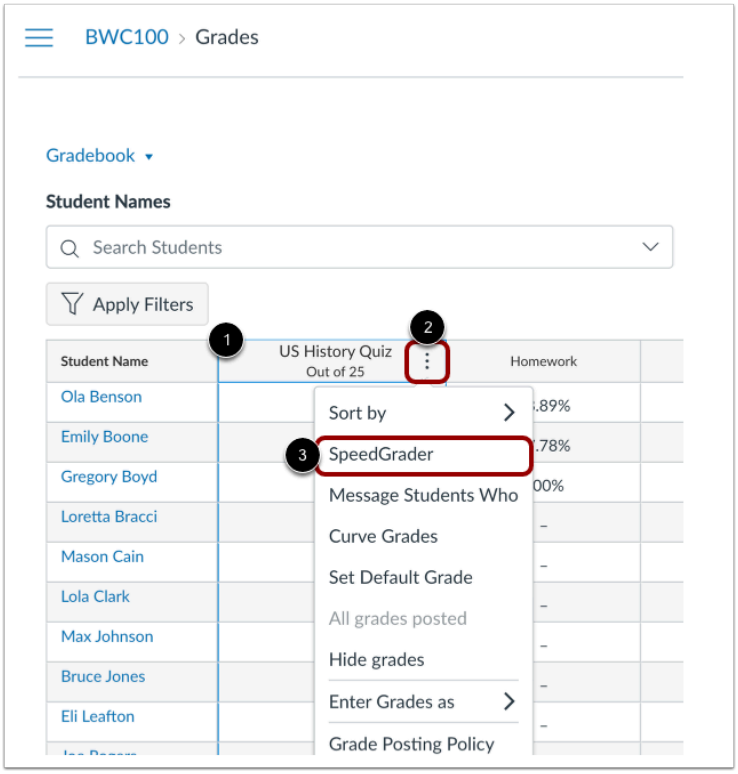
For more information, refer to our guide on grading quiz submissions.

Open Grades



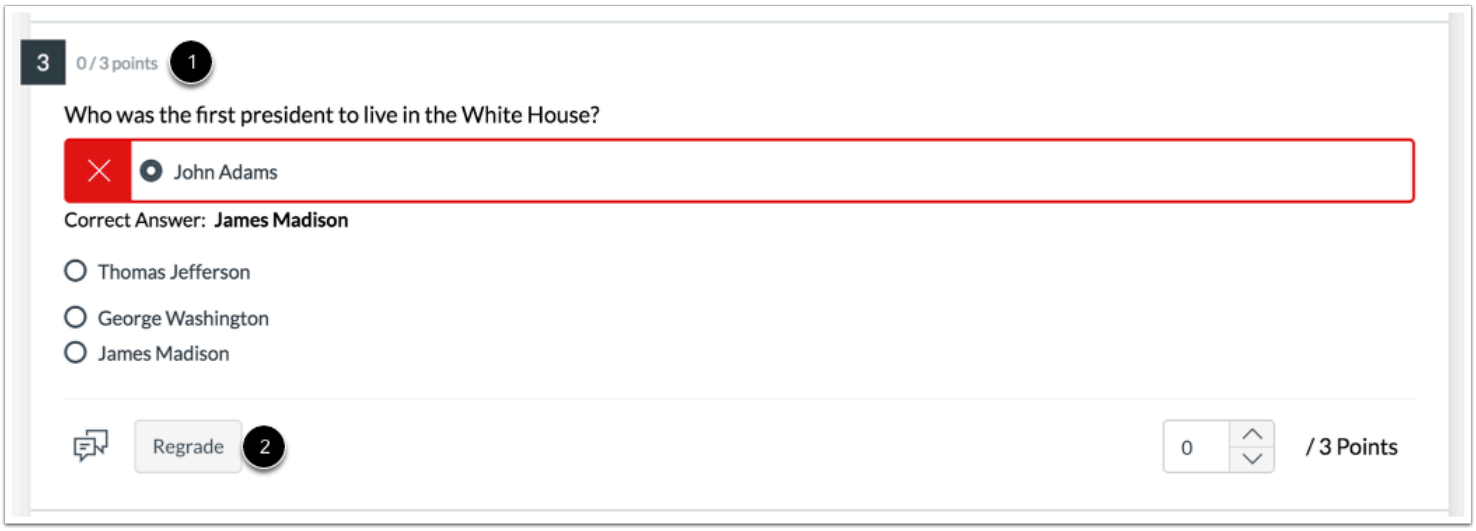
In Course Navigation, click the **Grades** link.

Open SpeedGrader



Find the quiz you want to regrade [1]. Then hover the cursor over the assignment column header and click the **Options** icon [2]. Click the **SpeedGrader** link [3].

Click Regrade Button



In any student submission, find the question you want to regrade [1]. Then click the **Regrade** button [2].

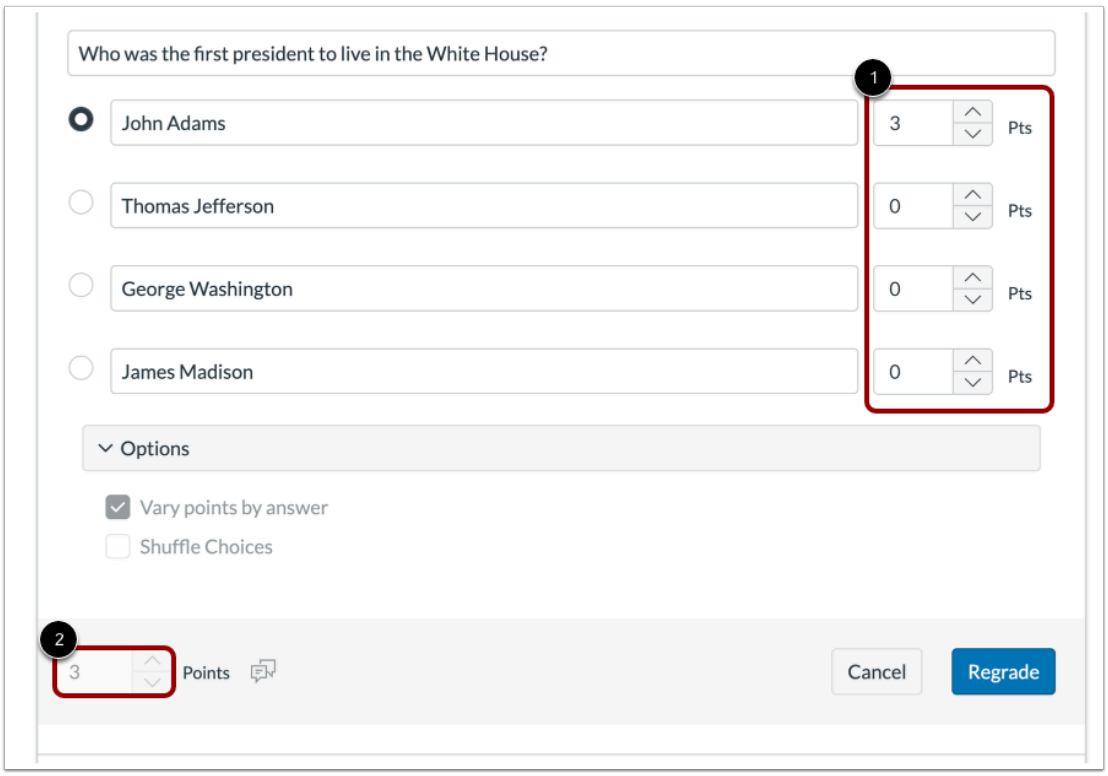
Change Correct Answer



To change the correct answer for a question, select the correct answer for the question.

Note: This step shows how to regrade a Multiple Choice question. The steps to change a correct answer vary based on the question type.

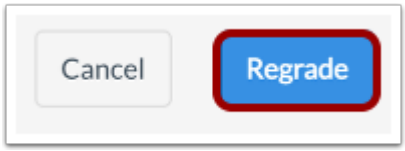
Change Point Value



If the question varies points by answer, you can change the point total in the **Points** field for each question [1].

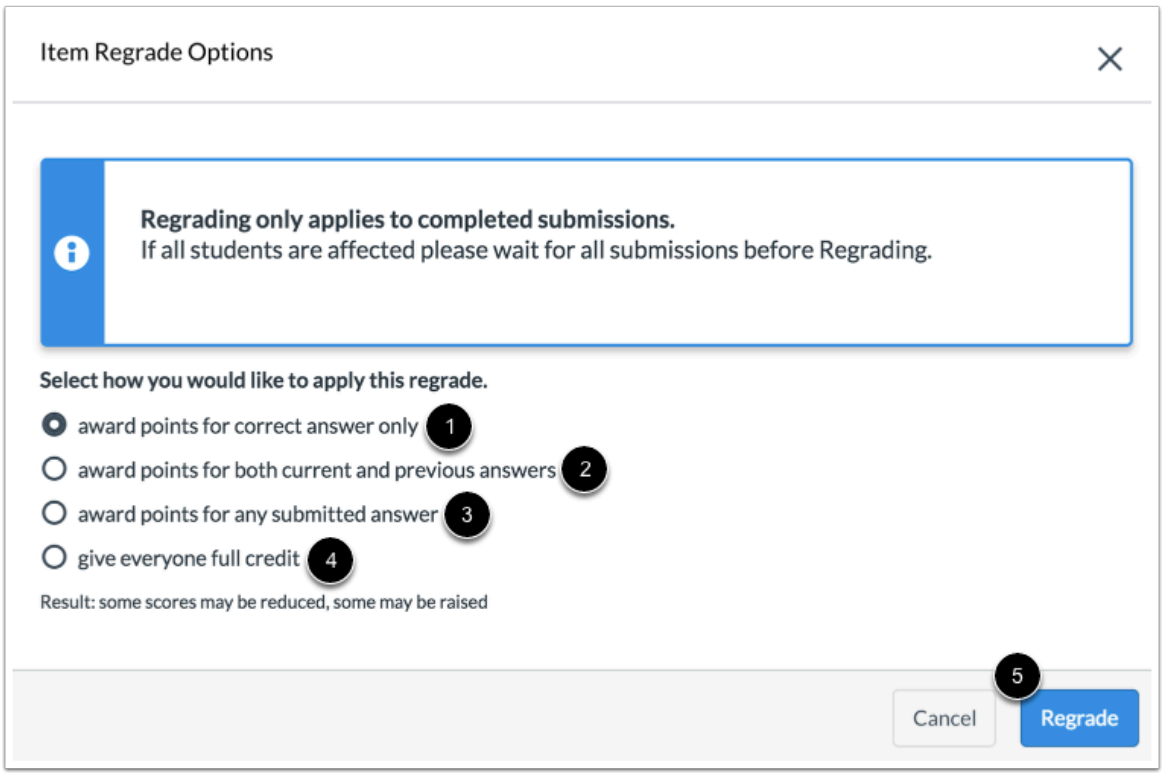
If the question has an overall point value, you can change the question point value in the **Points** field [2].

Click Regrade Button



Click the **Regrade** button.

Select Regrade Option



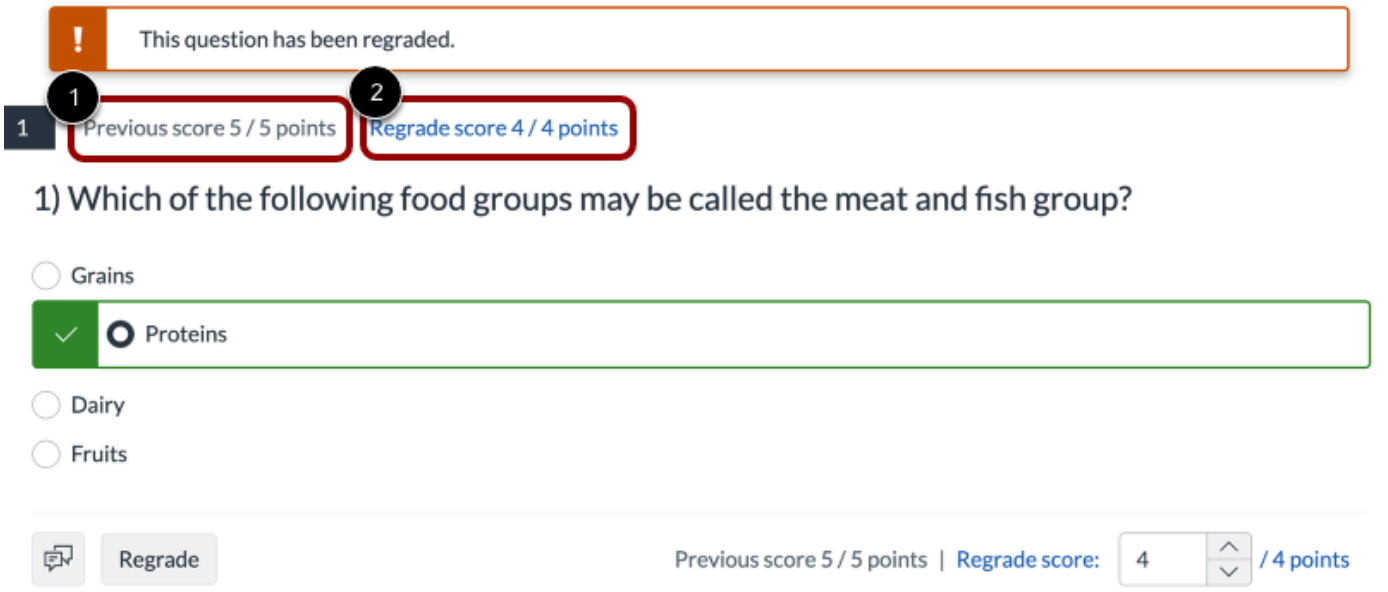
Select how to apply the regrade from the following options:

- award points for correct answer(s) only [1]
- award points for both current and previous correct answers [2]
- award points for any submitted answers [3]
- give everyone full credit [4]

To save your choice and regrade the question for all current submissions, click the **Regrade** button [5].

Note: Awarding full points for correct answers only may reduce some students' scores.

View Question Regrade



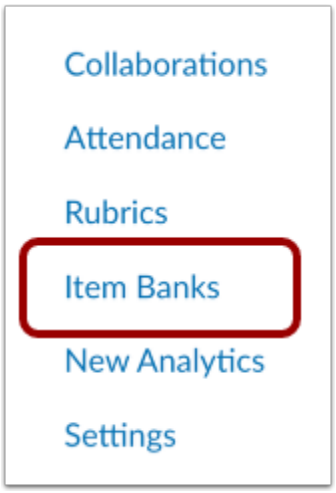
All current student submissions are regraded. You can view the student's original score [1] and the regraded score [2].

Note: You may need to refresh the page to view the currently selected student's regraded scores.

How do I manage item banks in New Quizzes?

You can manage your item banks from within any quiz in New Quizzes or from the Item Banks link in Course Navigation. You can view, filter, and search the list of existing item banks. You can also open, create, duplicate, share, view currently shared details, edit, and delete item banks.

Open Item Banks

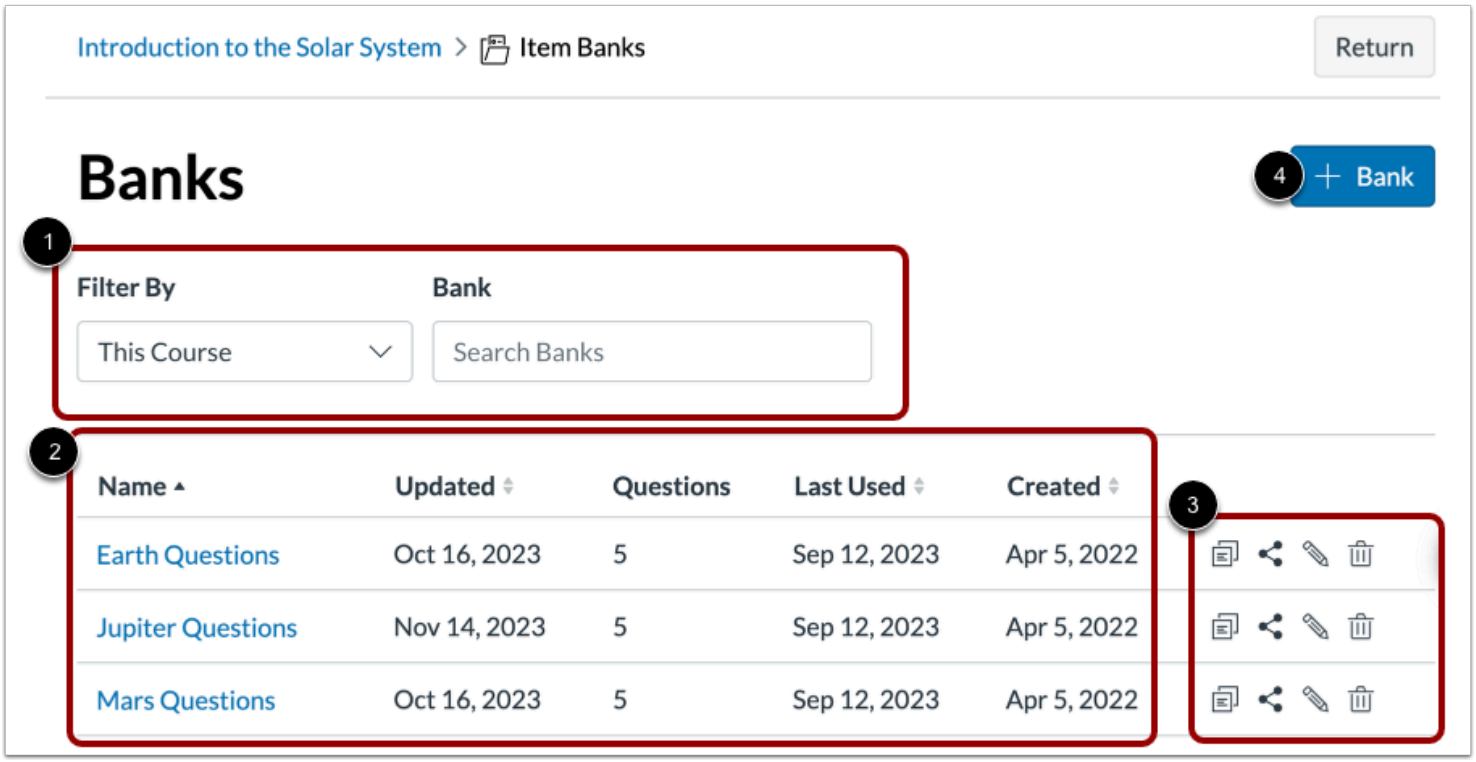


In Course Navigation, click the **Item Banks** link.

Notes:

- You can also access Item Banks from the New Quizzes Build page.
- You can also open New Quizzes to manage item banks by creating a new quiz.

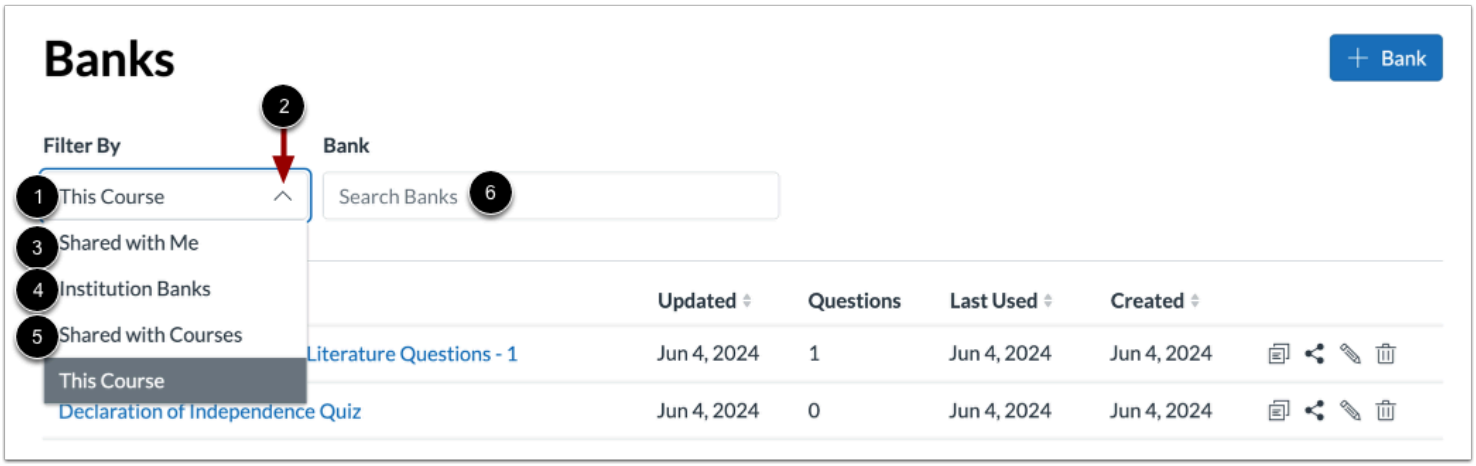
View Banks Page



On the Banks page, you can filter or search the list of item banks [1]. You can also view the item bank details [2]. To duplicate, share, view currently shared details, edit, or delete a bank, use the item bank management icons [3].

To create a new item bank, click the **Add Bank** button [4].

Filter or Search Banks



By default, the Item Banks page displays the **This Course** filter, which displays item banks shared with the course [1].

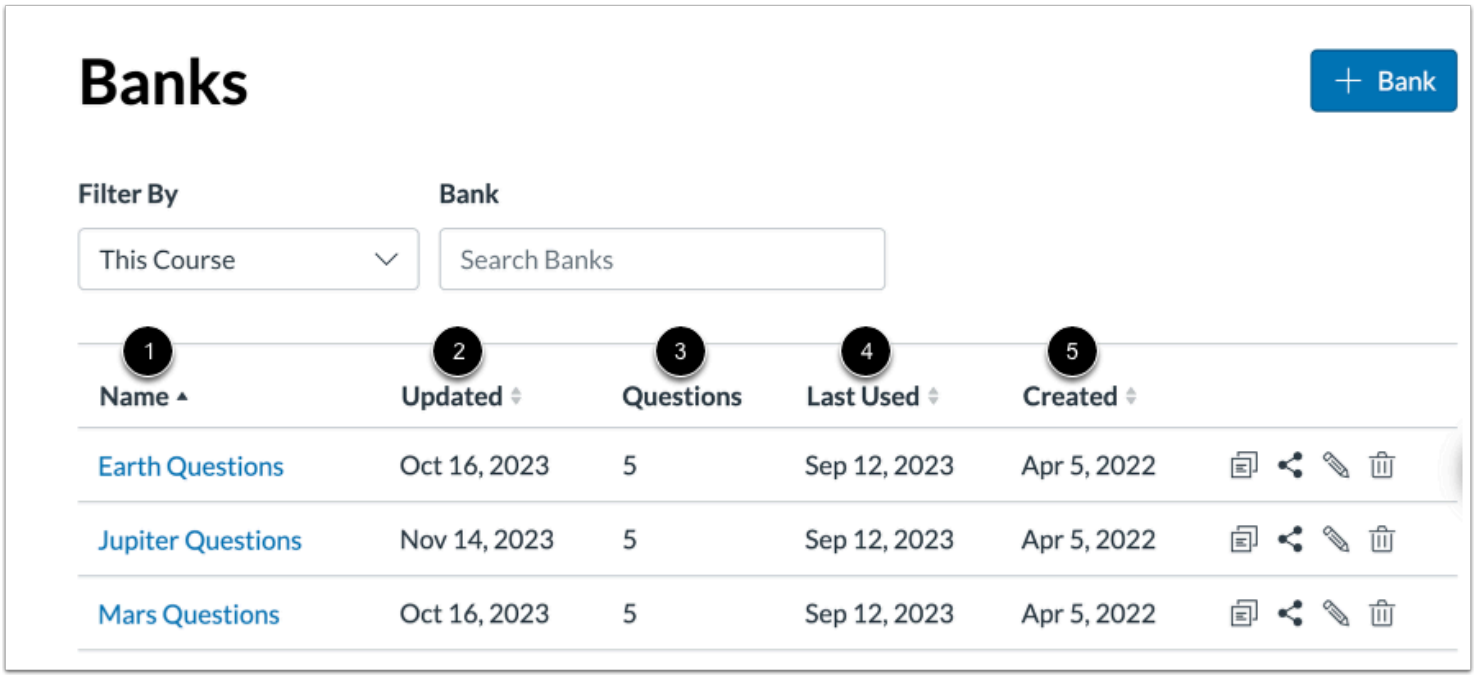
To select another bank filter, click the **Filter By** drop-down menu [2]. Then select one of the following filter options:

- **Shared with Me** [3]: all item banks created by or shared with you or the course
- **Institution Banks** [4]: item banks shared by your institution
- **Shared with Courses** [5]: item banks shared with any courses in which you are enrolled

To search for item banks, enter a search term in the **Search Banks** field [6].

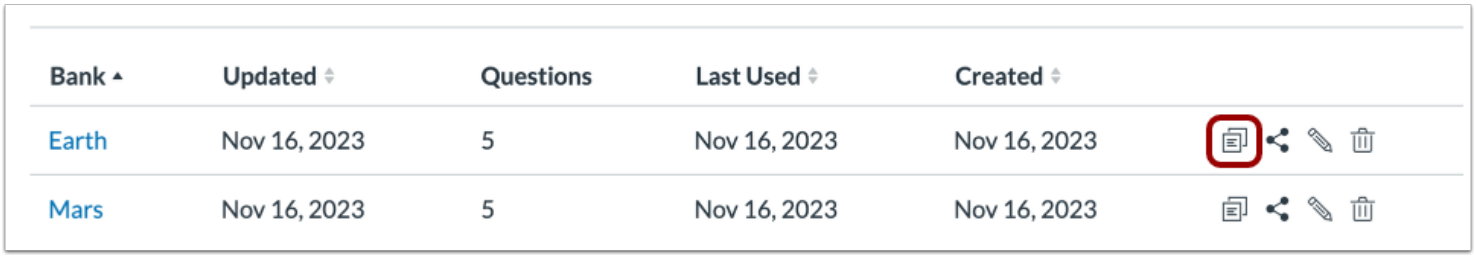
Note: All Question Banks converted to Item Banks appear on the Item Banks page of the new course under the This Course filter.

View Bank Details



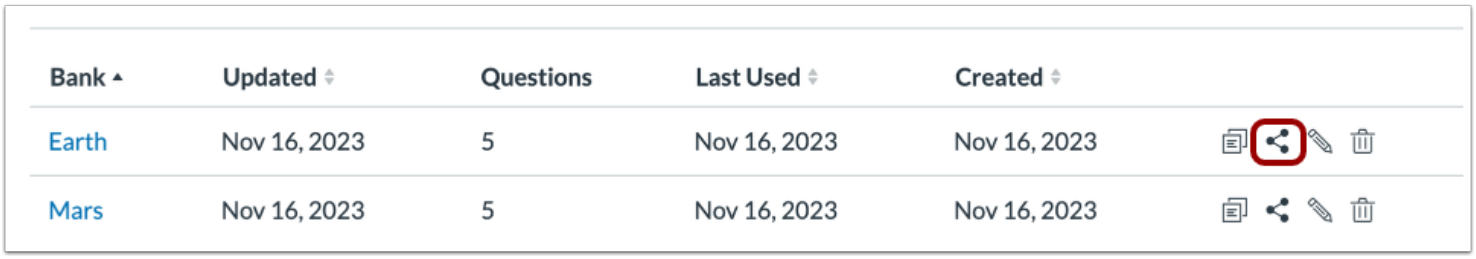
In the list of item banks, you can view the item bank's name [1], the date it was last updated [2], the number of questions in it [3], the date it was last used [4], and the date it was created [5].

Duplicate Item Bank



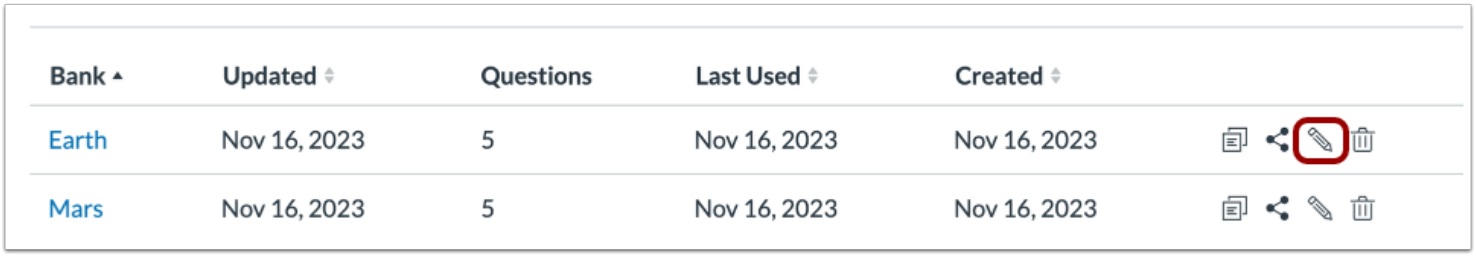
To duplicate an item bank, click the **Duplicate** icon.

Share Item Bank



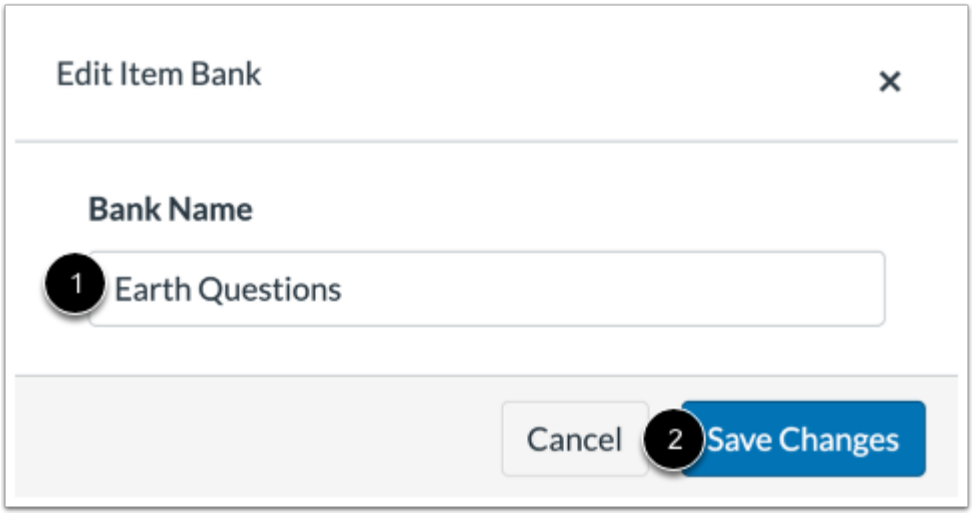
To share an item bank or to see where an item bank is currently shared, click the **Share** icon.

Edit Item Bank



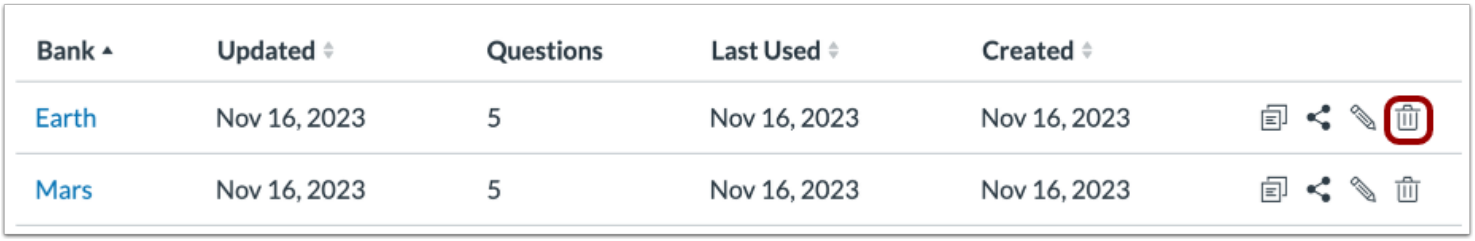
To edit an item bank, click the **Edit** icon.

Edit Item Bank Name



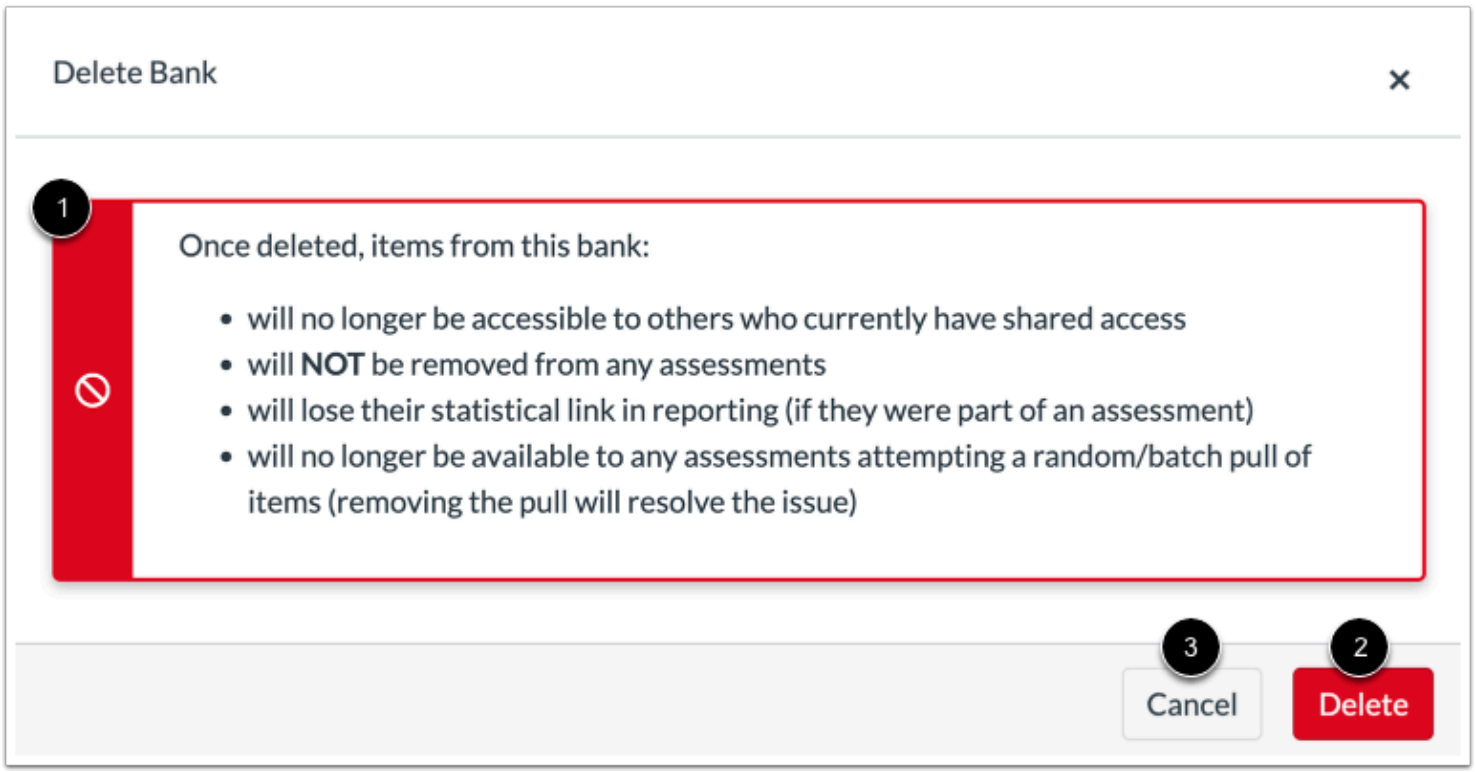
To change the name of the item bank, enter the name in the **Bank Name** field [1]. To save the item bank name, click the **Save Changes** button [2].

Delete Item Bank



To delete an item bank, click **Delete** icon.

Confirm Deletion



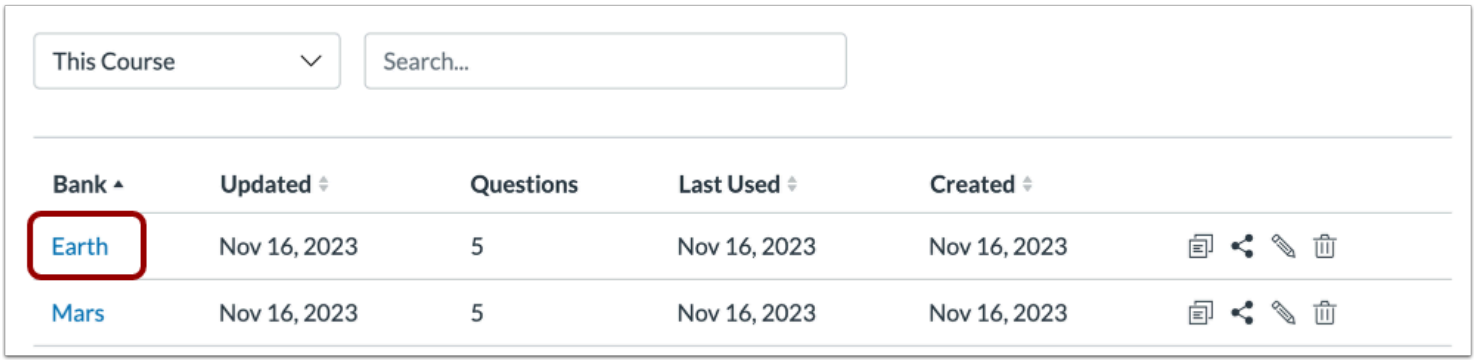
View the warning message for deleting item banks [1].

To delete the item bank, click the **Delete** button [2]. To keep the item bank, click the **Cancel** button [3].

Notes:

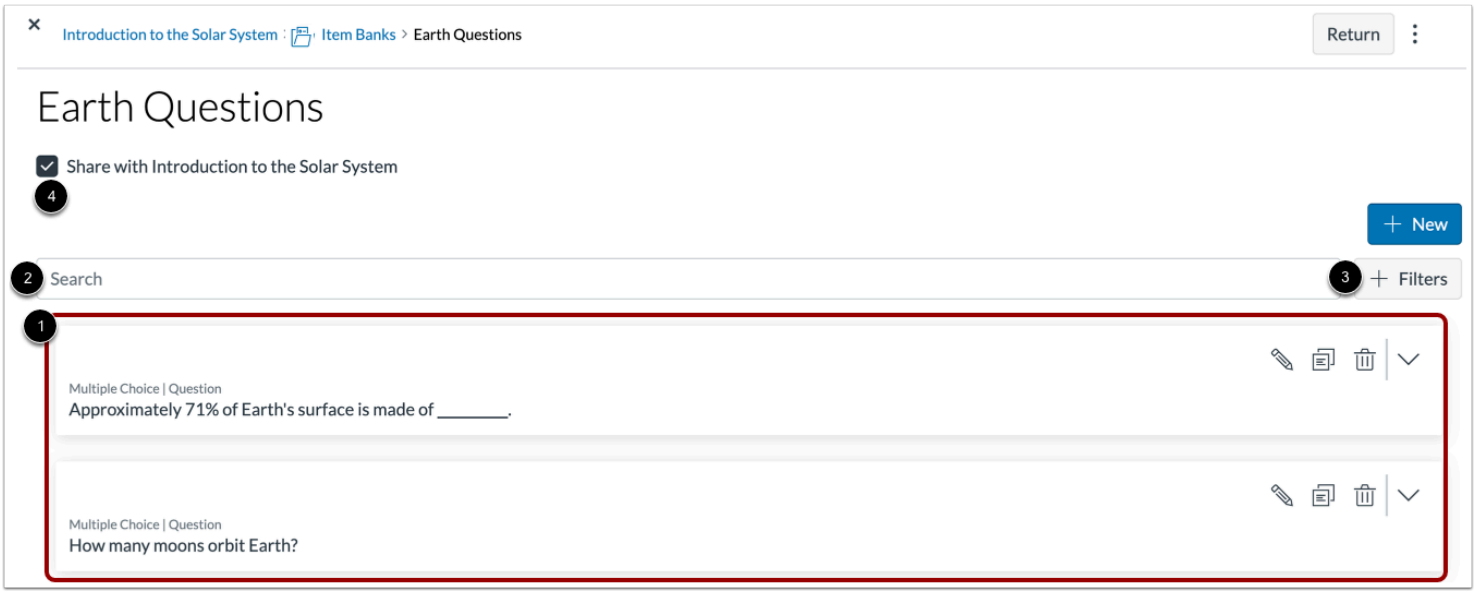
- Items added to a quiz individually are not removed from the quiz when the item bank is deleted. Question groups that use a random number of item bank items are not available after the item bank is deleted.
- Once an item bank is deleted, it also loses its statistical link to reports.

Open Item Bank



To open an item bank, click the name of the item bank.

View Items



View the items in the item bank [1].

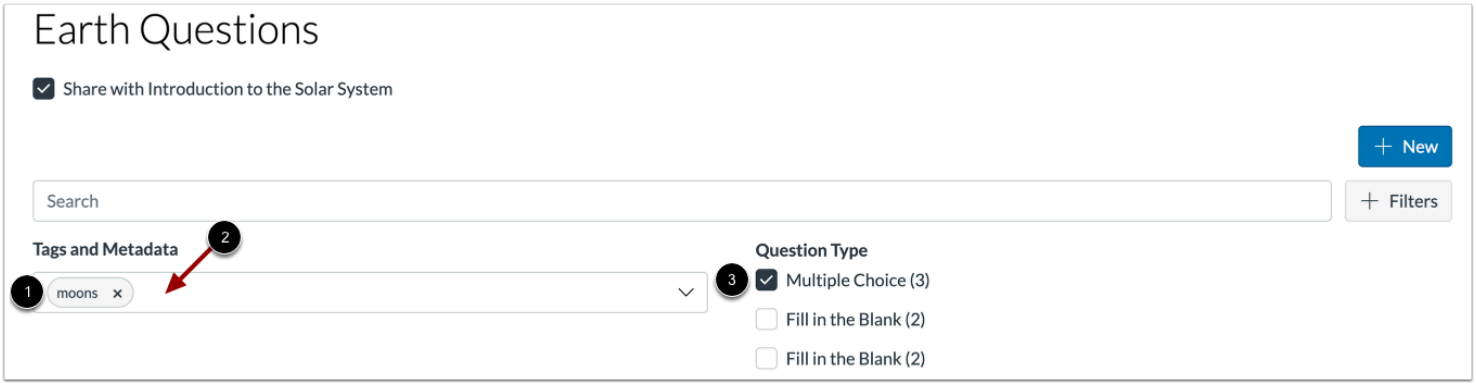
To search for an item, enter the search criteria in the **Search** field [2]. Search results will display items with matching results in question titles, question stems, and answer choices.

To filter search results, click the **Add Filters** button [3].

To share an item bank with the current course, click the Share with [current course name] checkbox [4]. Deselect the checkbox to unshare the item bank.

Note: You must have the correct permissions to share and unshare item banks.

View Search Filters



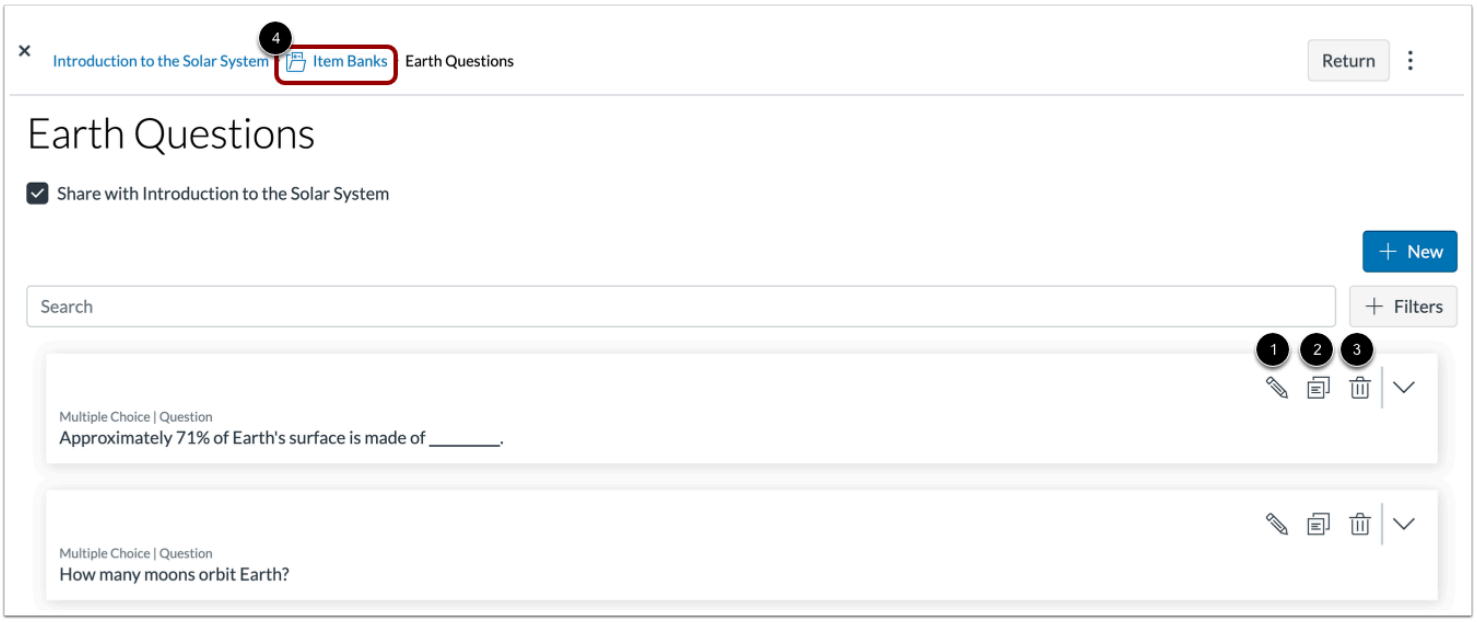
Search results can be filtered by tags or item type.

To filter results by tags, click the **Tags and Metadata** field and select a tag [1]. Selected tags display in the **Tags and Metadata** field [2]. Tags can be created when editing an item bank item.

To filter results by item type, click the item type options you want to view [3].

Note: Stimulus type questions cannot be found using Tags and Metadata in Item Banks, as they do not appear in search results.

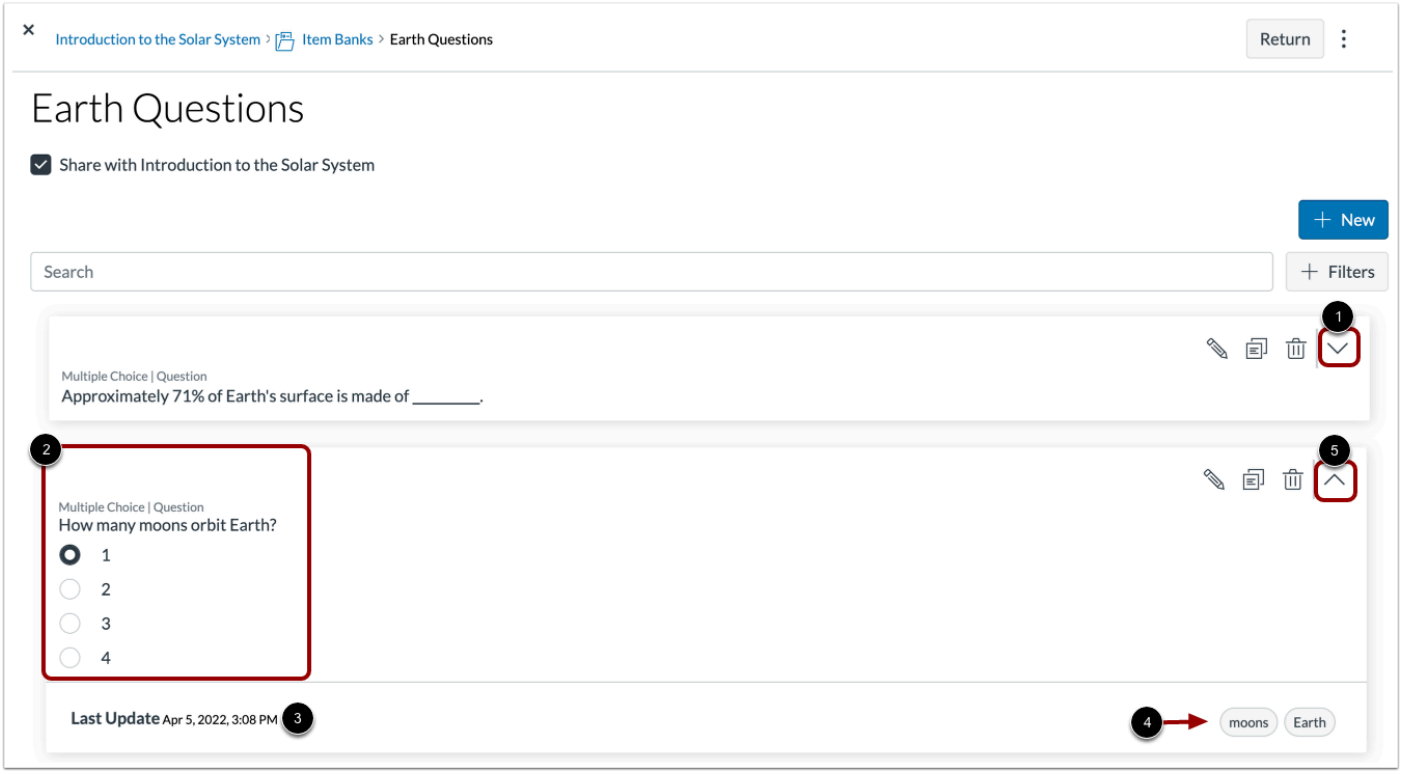
Manage Items



To edit an item bank item, click the **Edit** icon [1]. To move or copy an item to another item bank, click the **Copy** icon [2]. To delete an item, click the **Delete** icon [3].

To return to your item bank, click the **Item Banks** link [4].

View Item Details



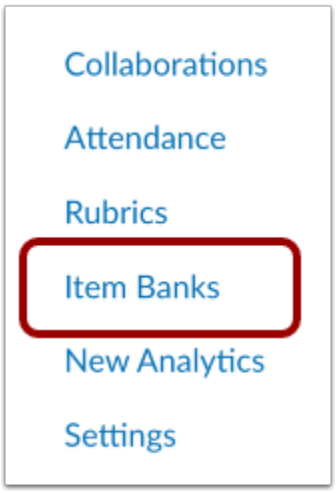
To view more details for an item, click the **Open** icon [1]. The details will include answer choices [2], the date and time the item was last updated [3], and any tags added to the item [4].

To close item details, click the **Close** icon [5].

How do I create an item bank in New Quizzes?

You can create item banks in New Quizzes. Item banks can be used to store questions for use in other quizzes. You can use your item banks in any course where you have permission to create and edit a quiz using New Quizzes.

Open Item Banks



In Course Navigation, click the **Item Banks** link.

Notes:

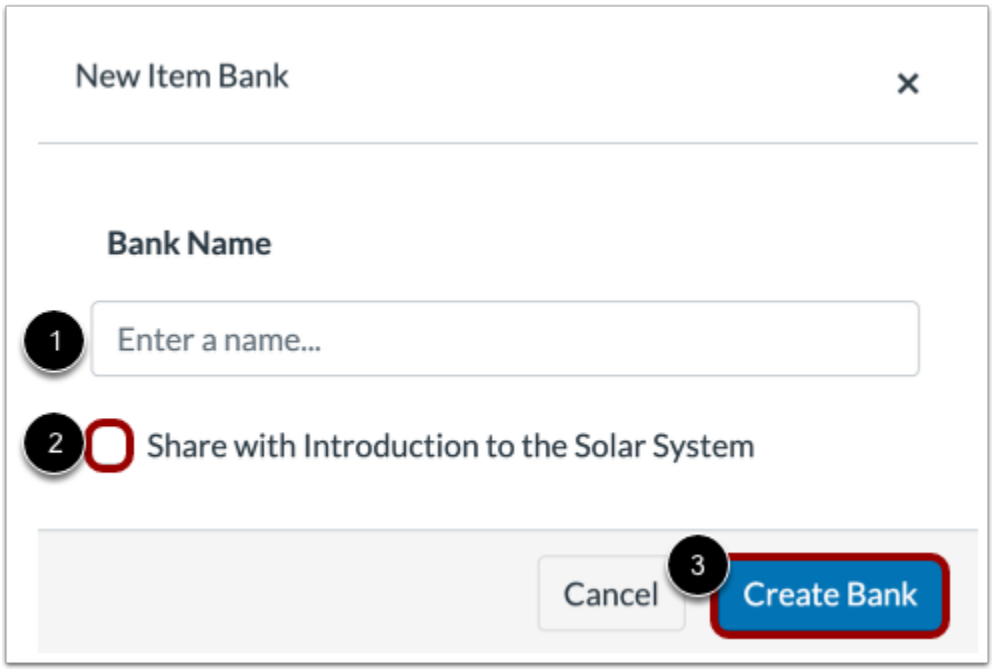
- You can also access quizzes from the Assignments page.
- You can also access Item Banks from the New Quizzes Build page.

Add Item Bank



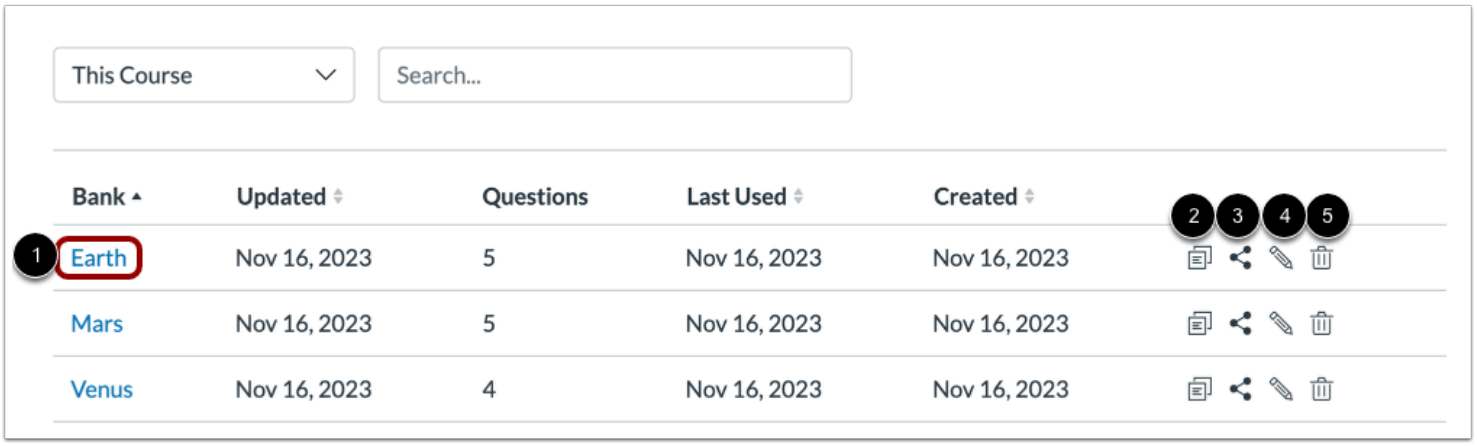
Click the **Add Bank** button.

Name Item Bank



In the **Bank Name** field [1], enter the name of the item bank. You can share the new item bank to the current course by clicking the **Share** checkbox [2]. To save your bank, click the **Create Bank** button [3].

View Item Bank



View your new item bank [1].

To duplicate the item bank, click the **Duplicate** icon [2]. To share the item bank, click the **Share** icon [3]. To edit the item bank, click the **Edit** icon [4]. To delete the item bank, click the **Delete** icon [5].

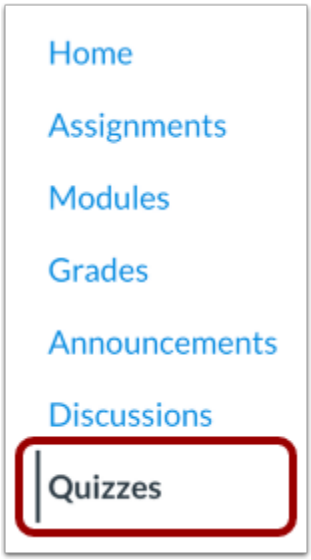
How do I add content to an item bank in New Quizzes?

Once you create content in a quiz, you can add it to an item bank for use in other quizzes. You can add questions or stimulus from any course where you have permission to create and edit a quiz using New Quizzes.

After a question has been added to an item bank, all question properties other than point value and certain options must be edited in the item bank. You should make sure your question is complete before adding it to an item bank.

Note: When you add stimulus content to an item bank, questions attached to the stimulus content are not automatically added and must be added to the item bank manually. Likewise, when you add stimulus content to a quiz from an item bank, attached questions are not automatically added.

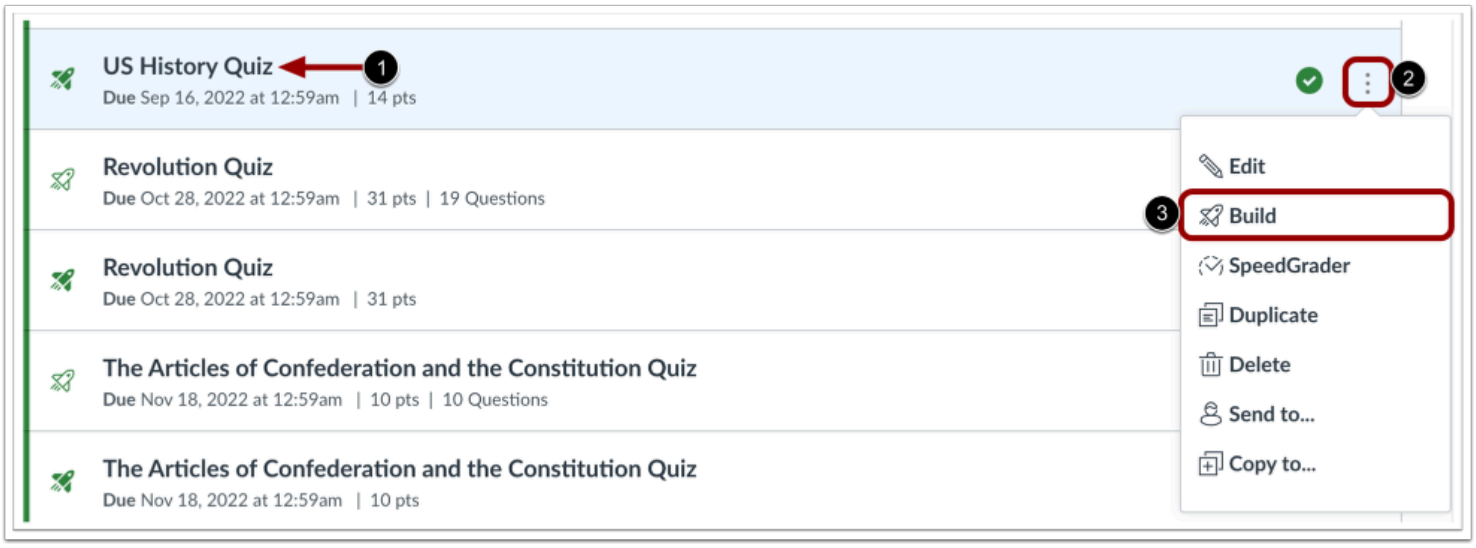
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open Build Page



To add content to an item bank, find the quiz you want to open [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Edit Question



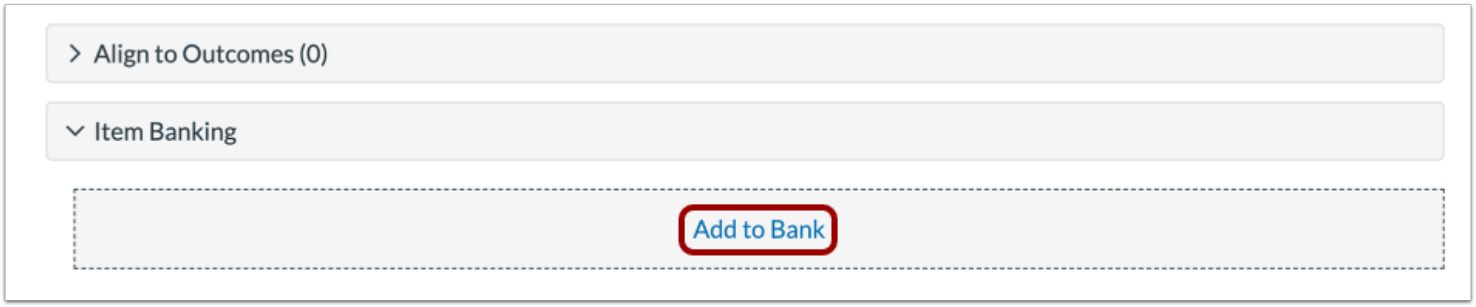
Locate the question you would like to add to the item bank [1]. Click the **Edit** icon [2].

Open Item Banking



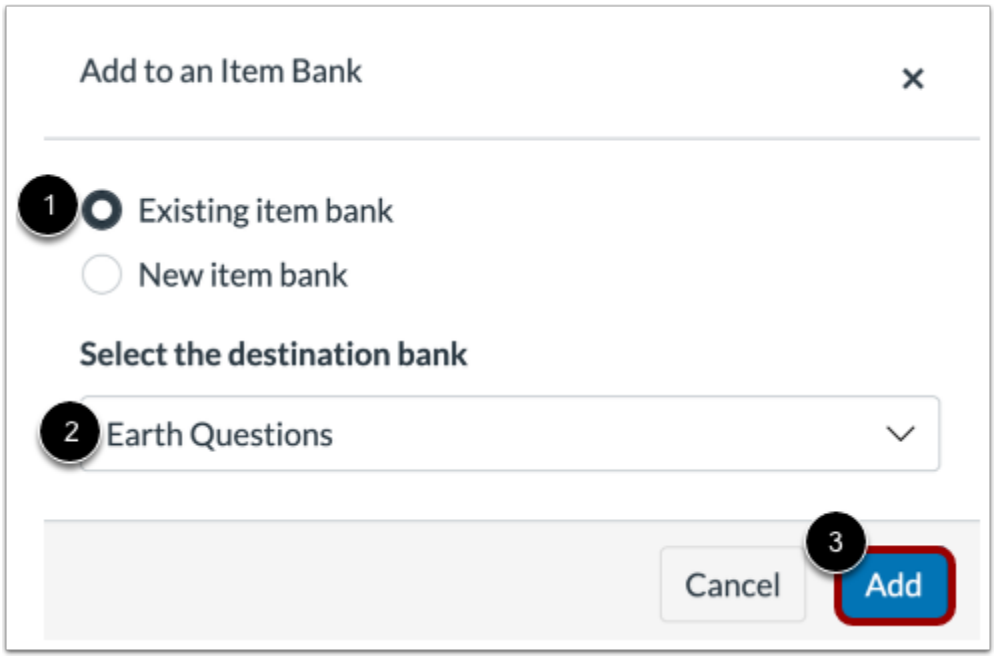
Click the **Item Banking** button.

Add Question to Item Bank



Click the **Add to Bank** link.

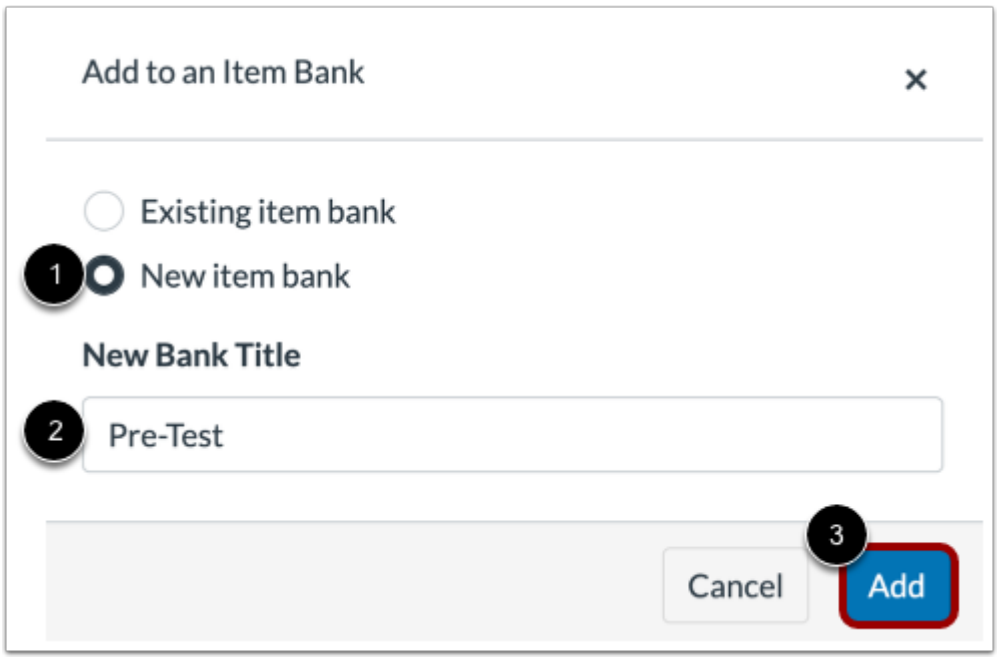
Add to Existing Bank



To add the item to an existing item bank, click the **Existing item bank** option [1]. Then select the item bank you want to use in the **Select the destination bank** drop-down menu [2].

To add the item to the bank, click the **Add** button [3].

Create New Bank



To create a new bank for the item, click the **New item bank** option [1]. Then enter the name for the new bank in the **New Bank Title** field [2].

To add the item to the new bank, click the **Add** button [3].

How do I move a Classic Quizzes question bank into a New Quizzes item bank?

You can move a Classic Quizzes question bank to a New Quizzes item bank. Follow these general steps:

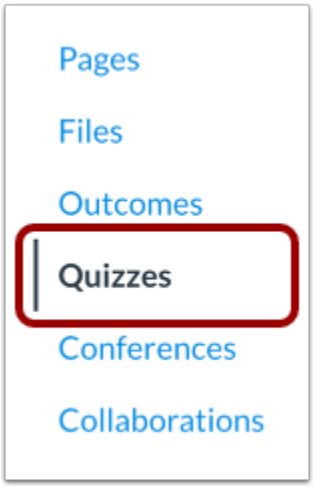
1. Create a Classic Quiz containing the question bank items.
2. Export the quiz.
3. Create a New Quizzes item bank.
4. Import the quiz content into the New Quizzes item bank.

Notes:

- The New Quizzes feature option must be enabled for the course.
- You can learn more about quiz migration.
- When the Disable Classic Quiz Creation feature option is enabled for the course or enabled and locked at the account level, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.
- All Question Banks converted to Item Banks appear on the Item Banks page of the new course under the This Course filter.
- If allowed by your institution, you can bulk migrate existing quizzes into New Quizzes

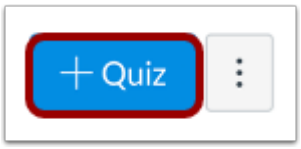
Create Quiz in Classic Quizzes

Open Quizzes



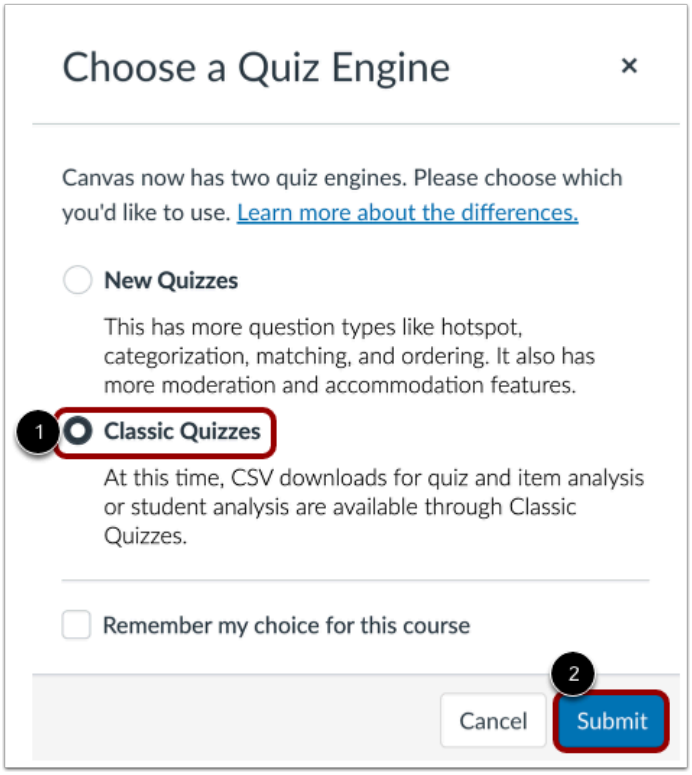
In Course Navigation, click the **Quizzes** link.

Add Quiz



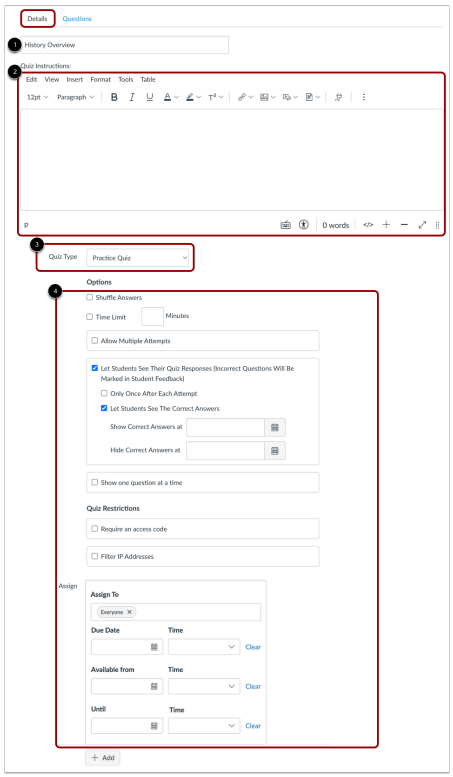
Click the **Add Quiz** button.

Select Classic Quizzes



Click the **Classic Quizzes** option [1]. Then click the **Submit** button [2].

Edit Quiz Details

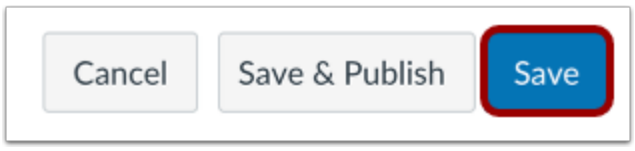


In the **Details** tab, enter the name of the quiz [1]. You may want to use a name related to your Question Bank. In the Rich Content Editor [2], provide a description.

To avoid adding this quiz to your Gradebook, click the **Quiz Type** drop-down menu and select the **Practice Quiz** option [3].

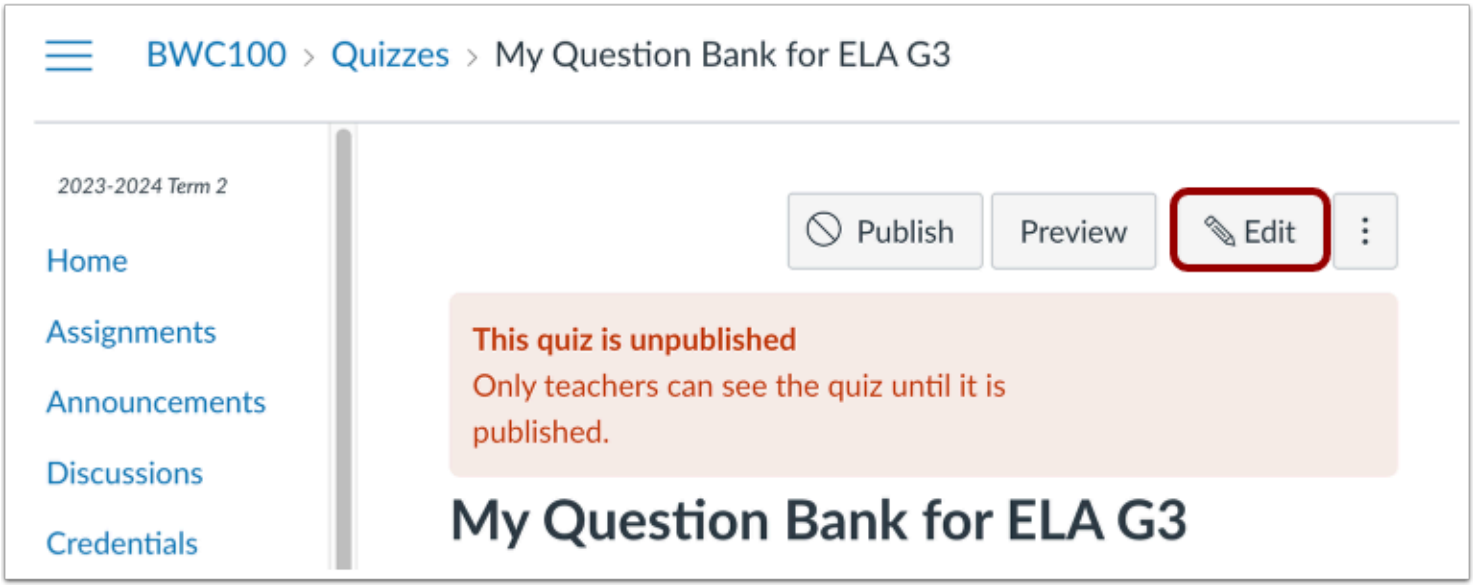
Complete the remaining quiz sections [4].

Save Quiz



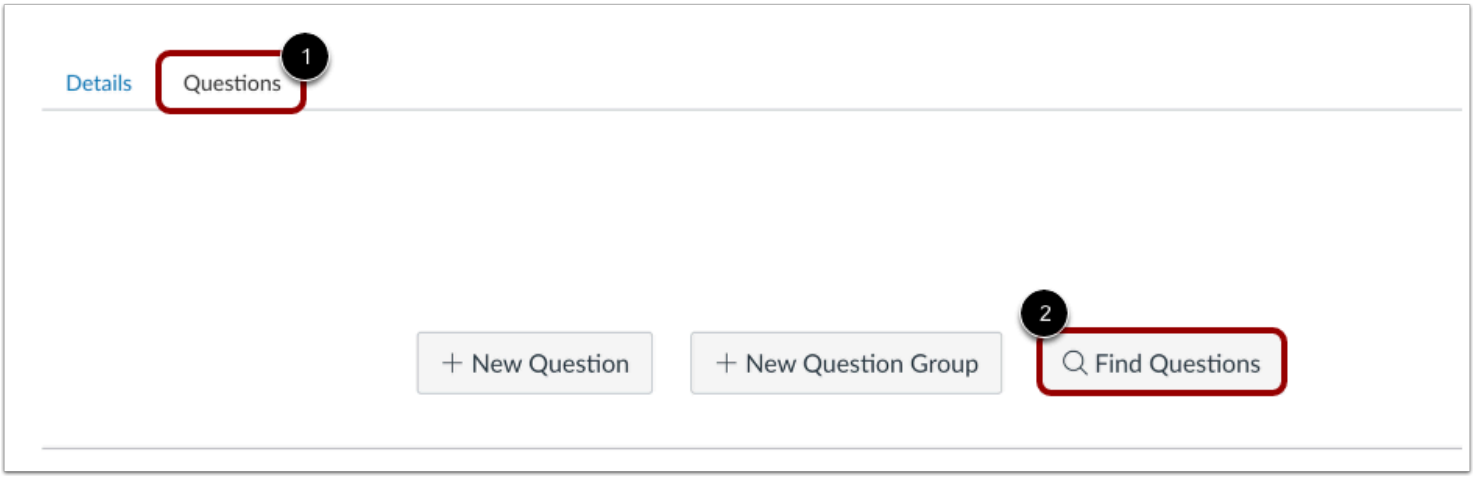
Click the **Save** button.

Edit Quiz



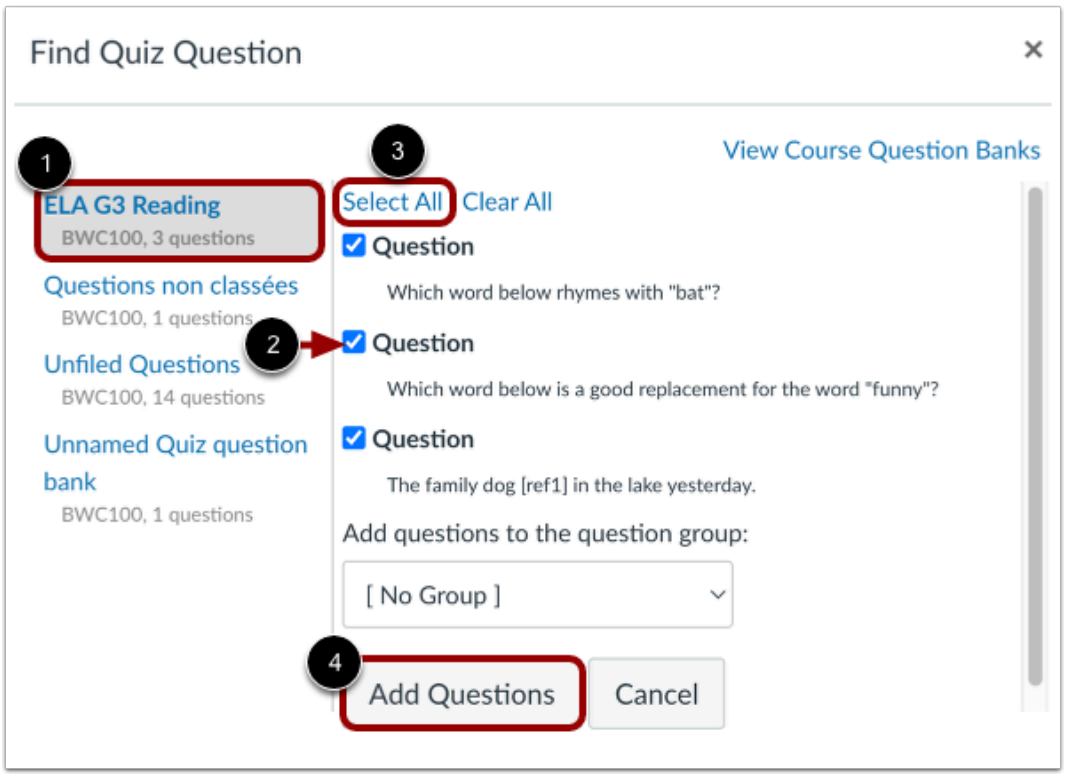
In the Classic Quiz you created, click the **Edit** button.

Add Questions



Click the **Questions** tab [1]. Click the **Find Questions** button [2].

Add Question Bank Questions

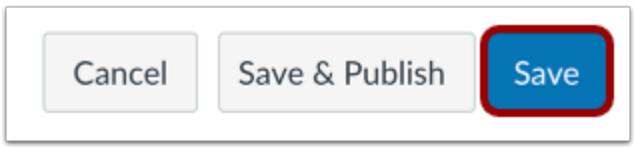


Click the question bank whose items you want to migrate [1].

Select the checkboxes of questions to migrate [2], or, to select all the questions, click the **Select All** link [3].

Click the **Add Questions** button [4].

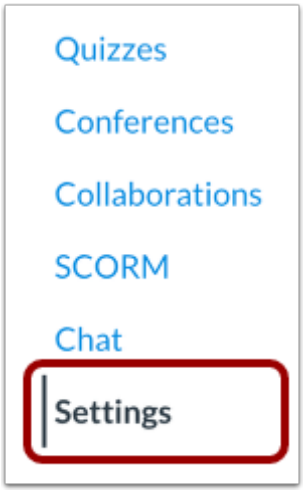
Save Quiz



Click the **Save** button.

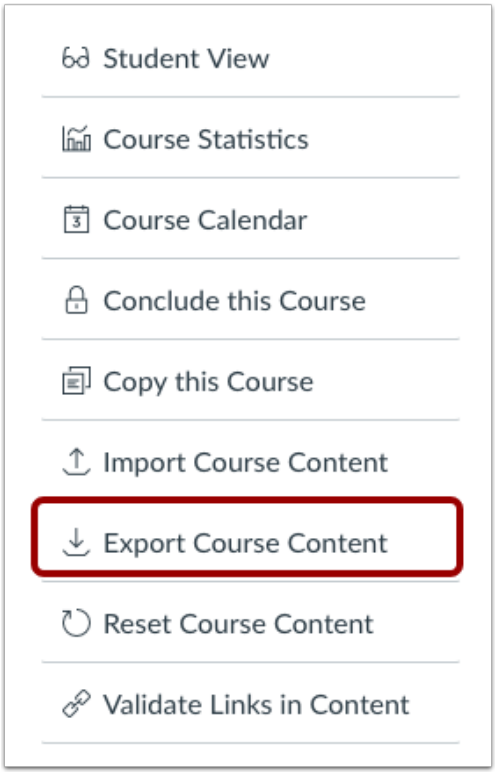
Export Classic Quiz

Open Settings



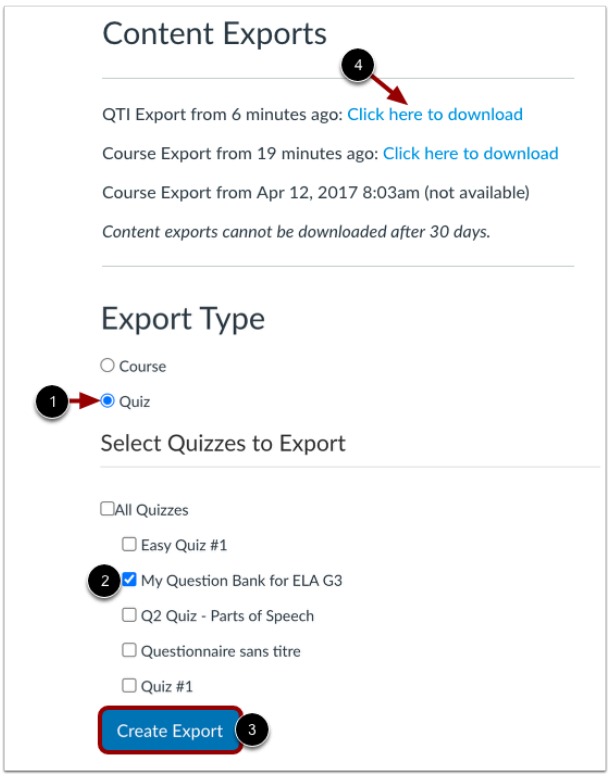
In Course Navigation, click the **Settings** link.

Export Course Content



In the sidebar, click the **Export Course Content** button.

Choose Export Type



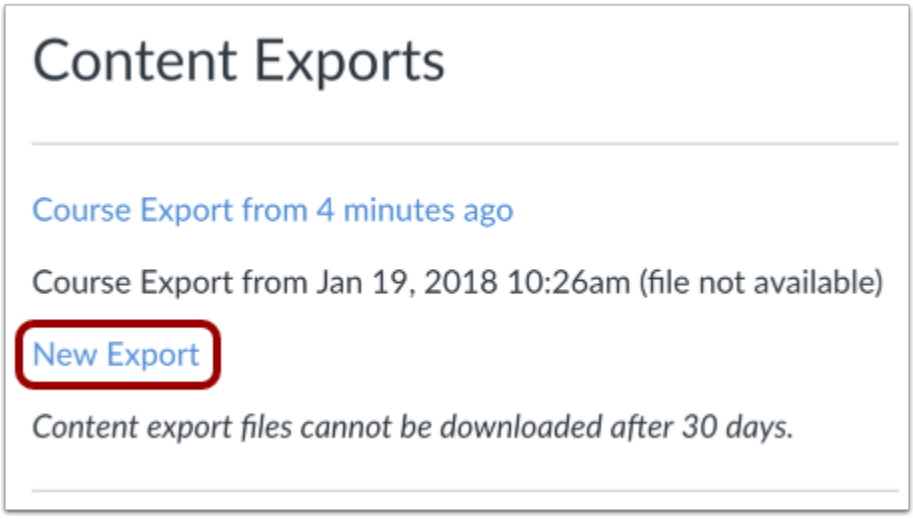
In the Export Type section, click the **Quiz** radio button [1].

Click the checkboxes of the quiz or quizzes you want to export [2].

Click the **Create Export** button [3].

Note: When you create an export, Canvas creates an export archive where you can download previously exported files [4].

View Quiz Export

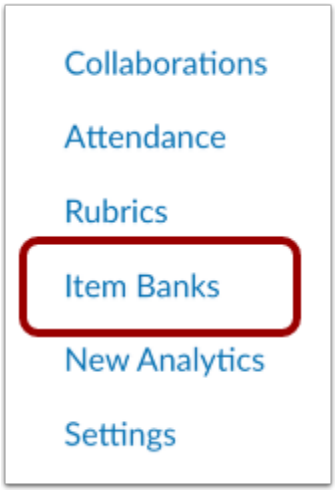


When the export is complete, download the ZIP file by clicking the **New Export** link.

Note: Content exports expire after 30 days and can no longer be downloaded.

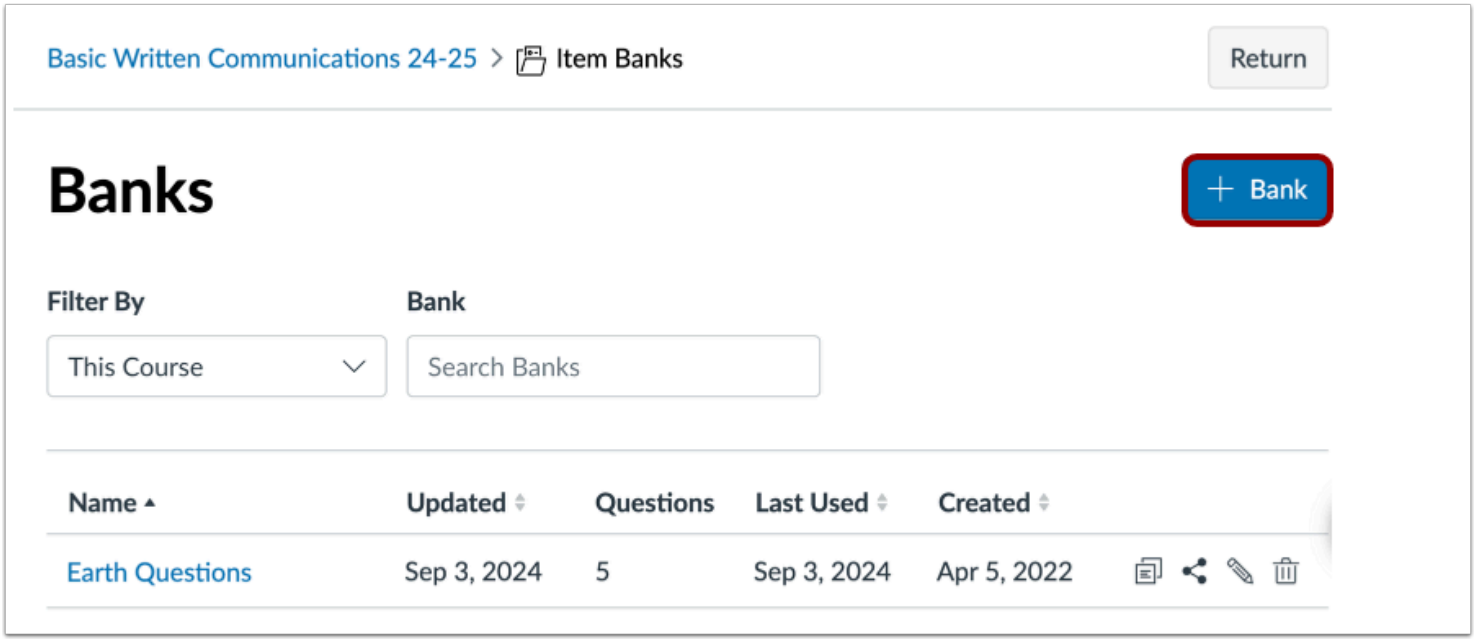
Create New Quizzes Item Bank

Open Item Banks



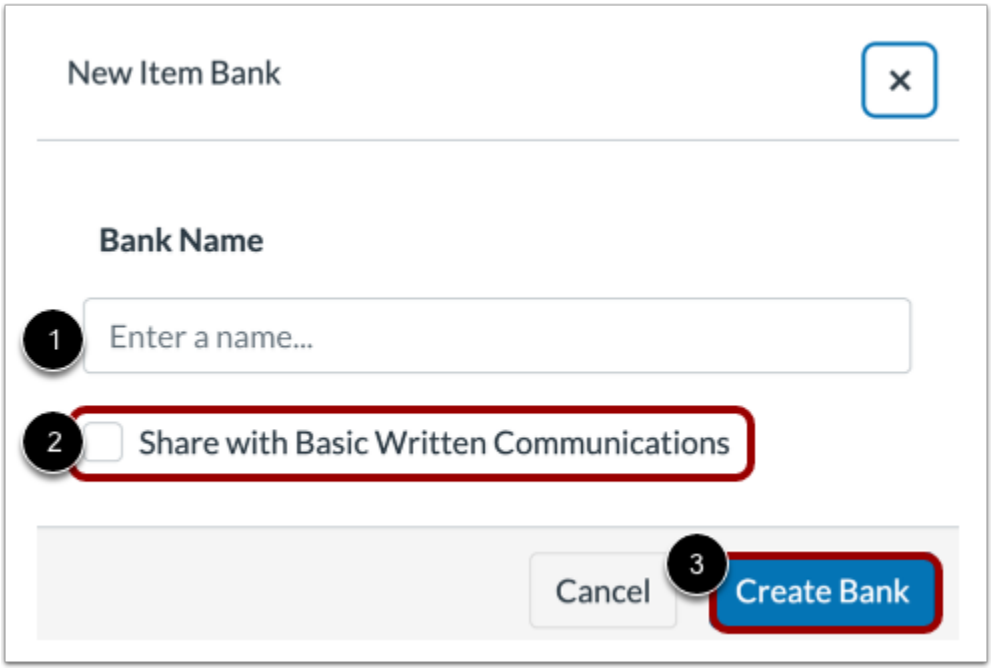
In Course Navigation, click the **Item Banks** link.

Add Item Bank



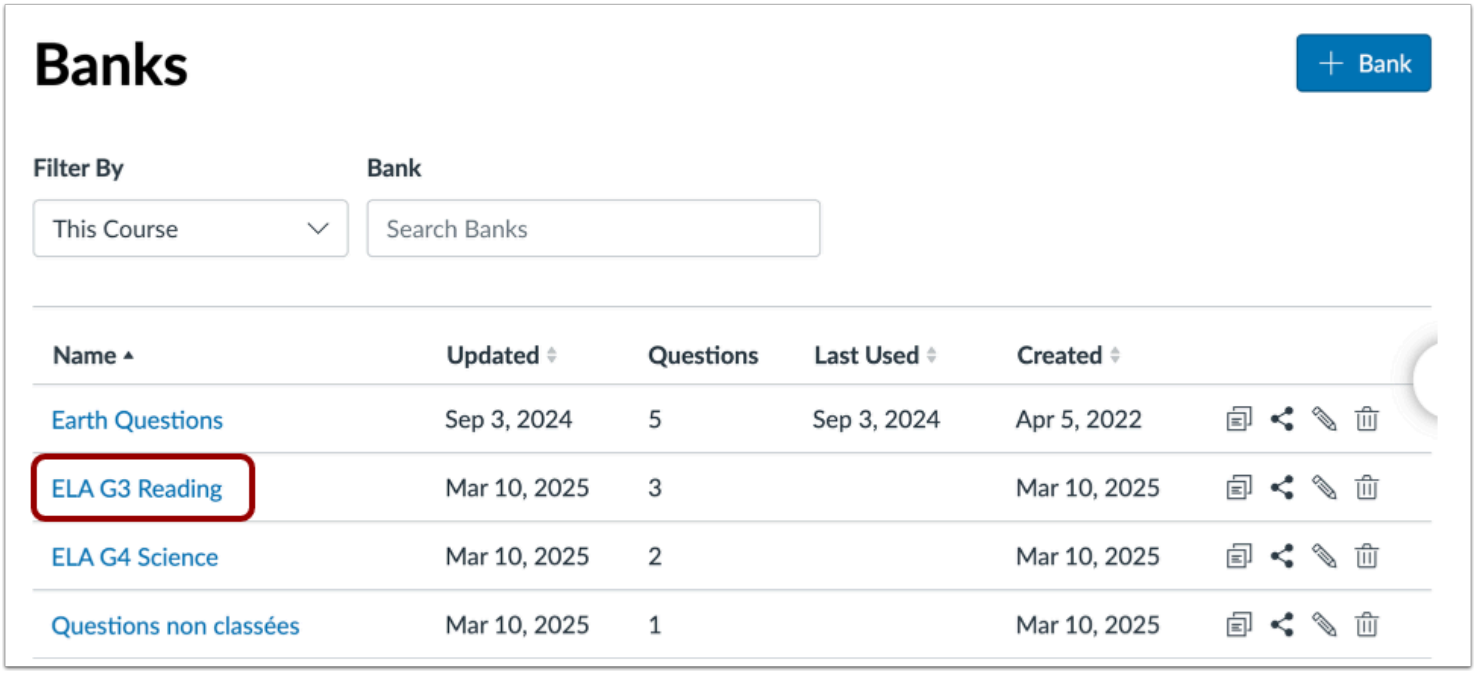
Click the **Add Bank** button.

Name Item Bank



In the **Bank Name** field [1], enter the name of the item bank. You can share the new item bank to the current course by clicking the **Share** checkbox [2]. To save your bank, click the **Create Bank** button [3].

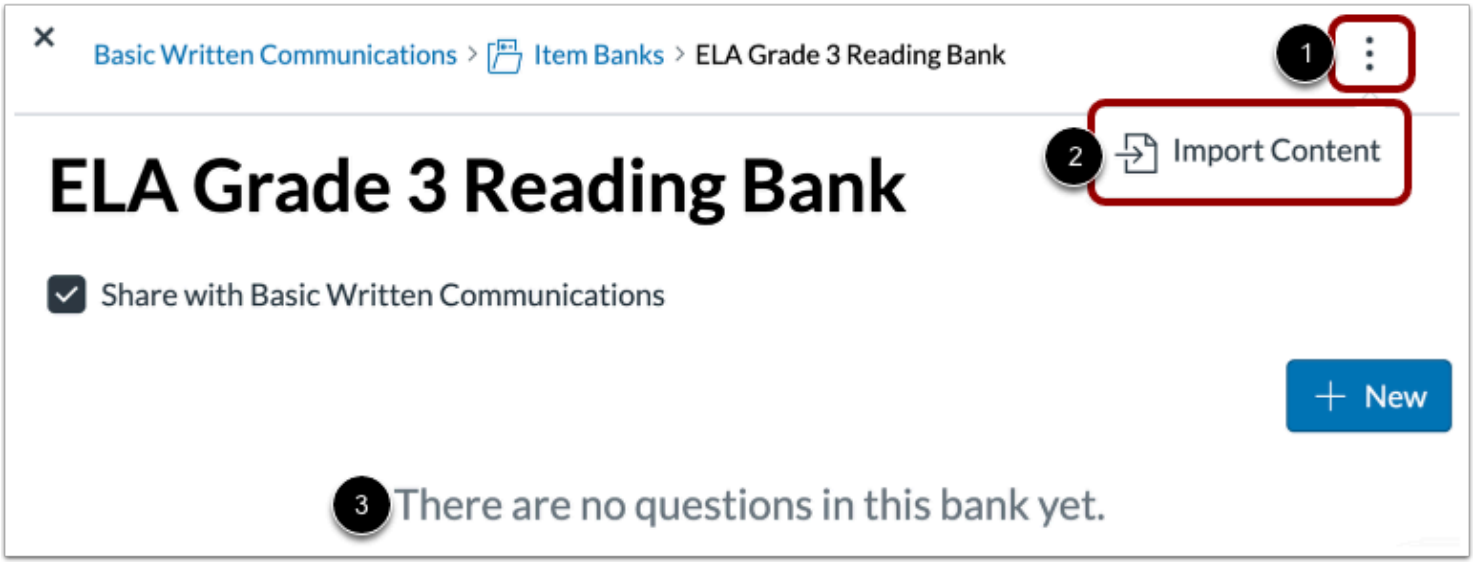
Open Item Bank



Click the new item bank link.

Import Classic Quiz Export to New Quizzes Item Bank

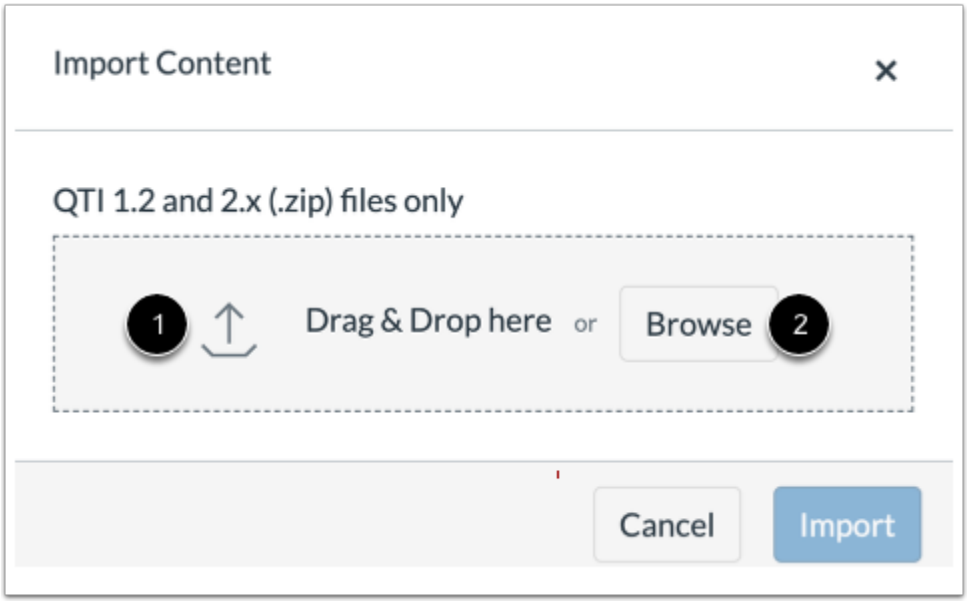
Import Content



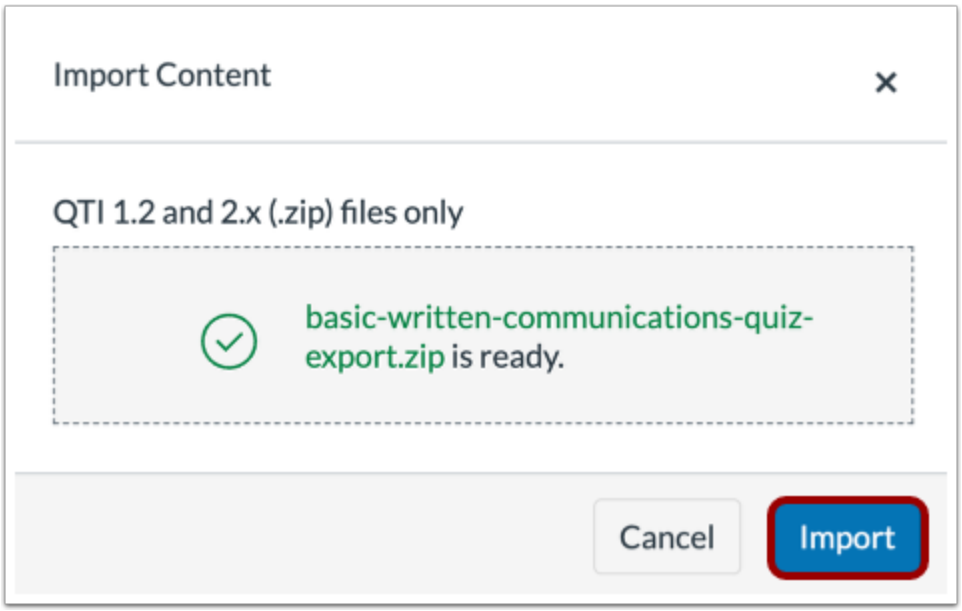
Click the **Options** icon [1] then select the **Import Content** option [2].

Note: To select the Import Content option, the item bank must not contain any questions yet [3].

Select Export File

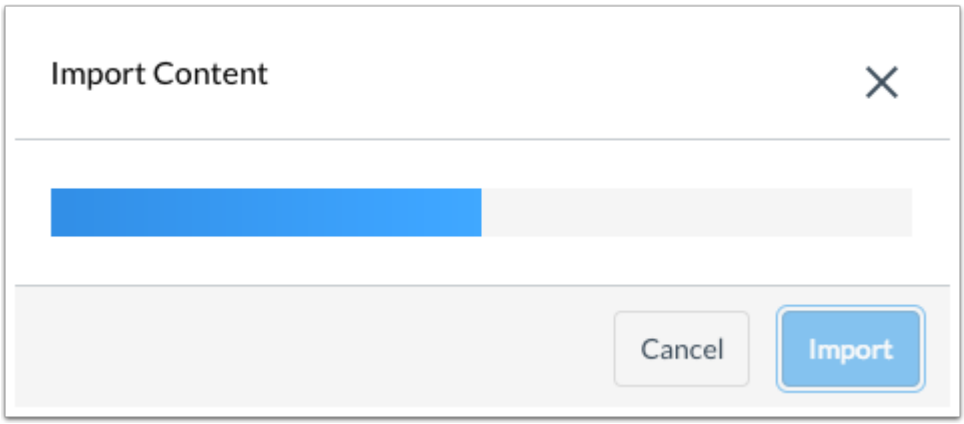


Drag and drop the exported ZIP file [1] or select the file by clicking the **Browse** button [2].

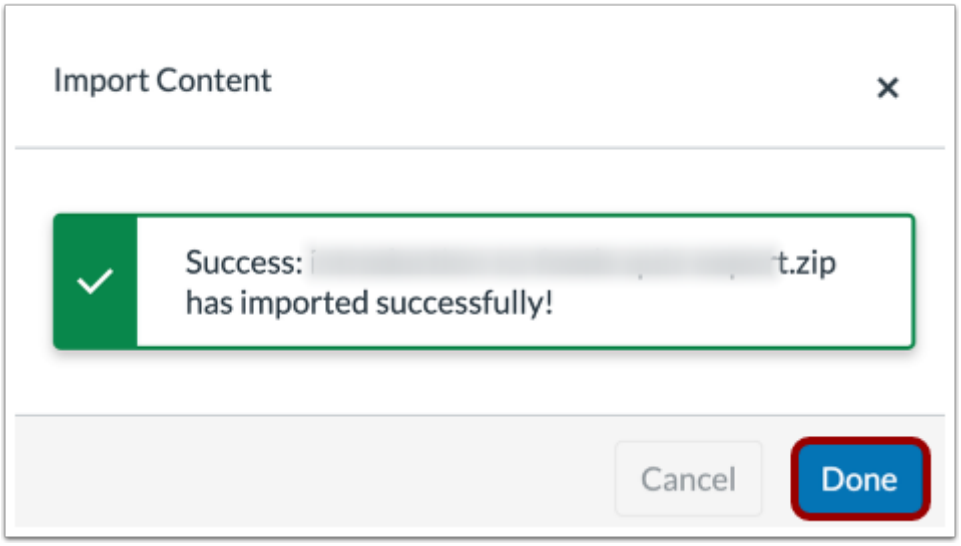


To start the import, click the **Import** button.

View Import Status

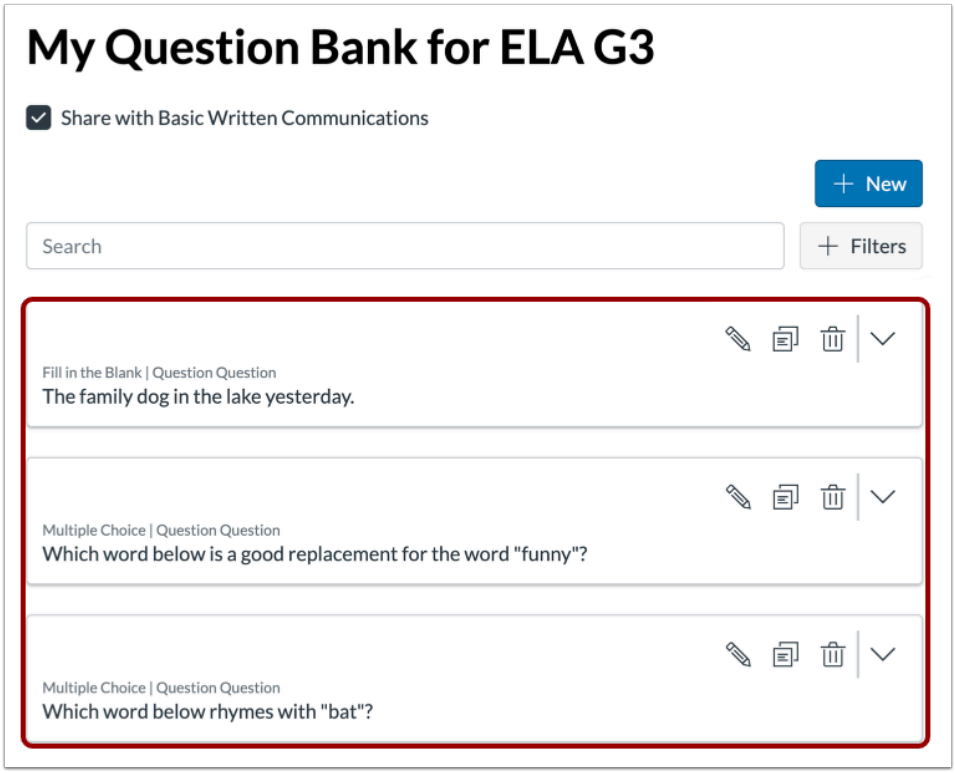


A status bar displays the status of the import.



When the import is complete, a success message displays. To clear the message, click the **Done** button.

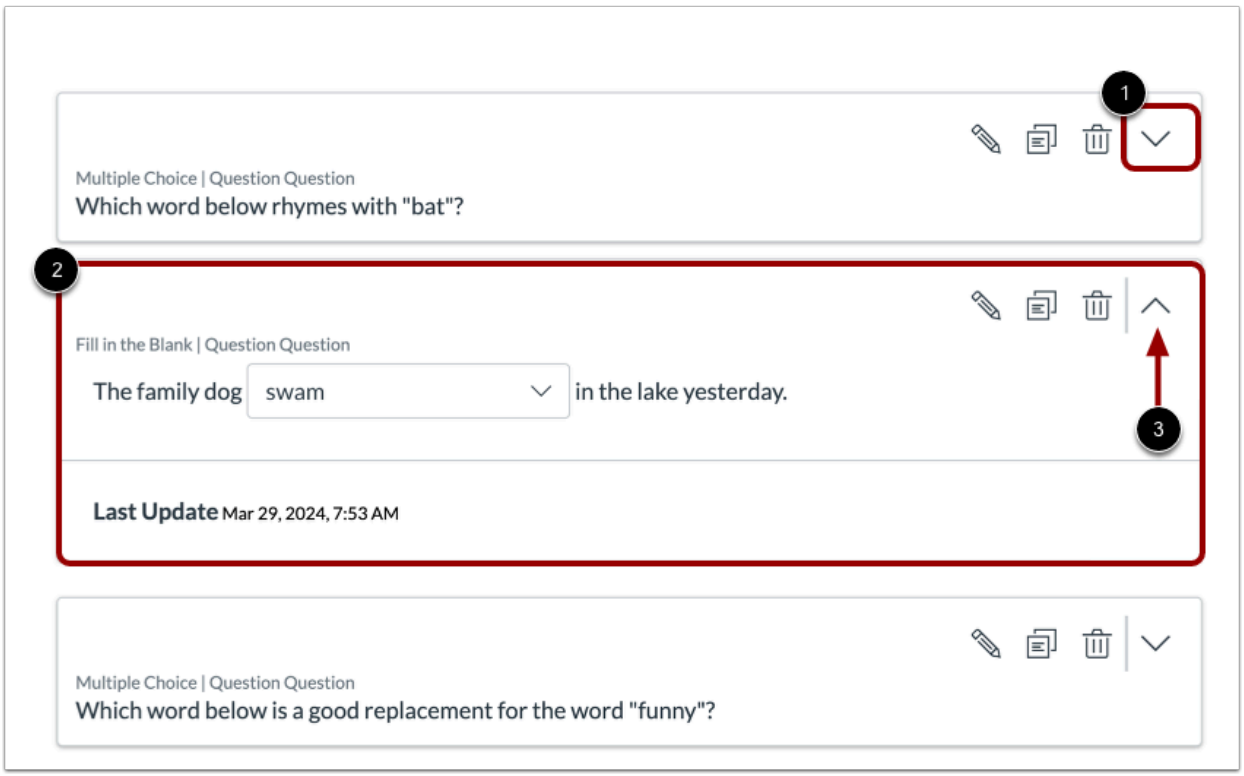
Manage Item Bank Questions



When the import is complete, you can view the imported questions in your item bank.

You can learn more about managing item banks.

View Question Details



To view complete question details, click the **Open** icon [1]. Question details include answer choices as well as the date and time the question was last updated [2].To close question details, click the **Close** icon [3].

To close question details, click the **Close** icon [3].

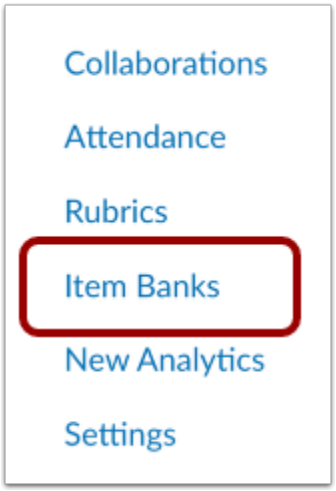
How do I import questions from a QTI package into an item bank in New Quizzes?

You can import questions from a QTI package into an item bank. This lesson describes how to add a QTI package to an item bank by creating a new item bank. You can also add a QTI package to an empty item bank that has already been created.

Notes:

- New Quizzes only supports imports from QTI 1.2 and 2.x versions. However, some QTI 1.2 and 2.x 3rd party packages include software-specific item types which may not be supported.
- You can only import questions if you access item banks from the Manage Item Banks page in the Options menu. If you click the Item Banks button, you will not be able to import questions.
- When creating an item bank from a QTI import, the new item bank is given the same title as the imported QTI file.

Open Item Banks

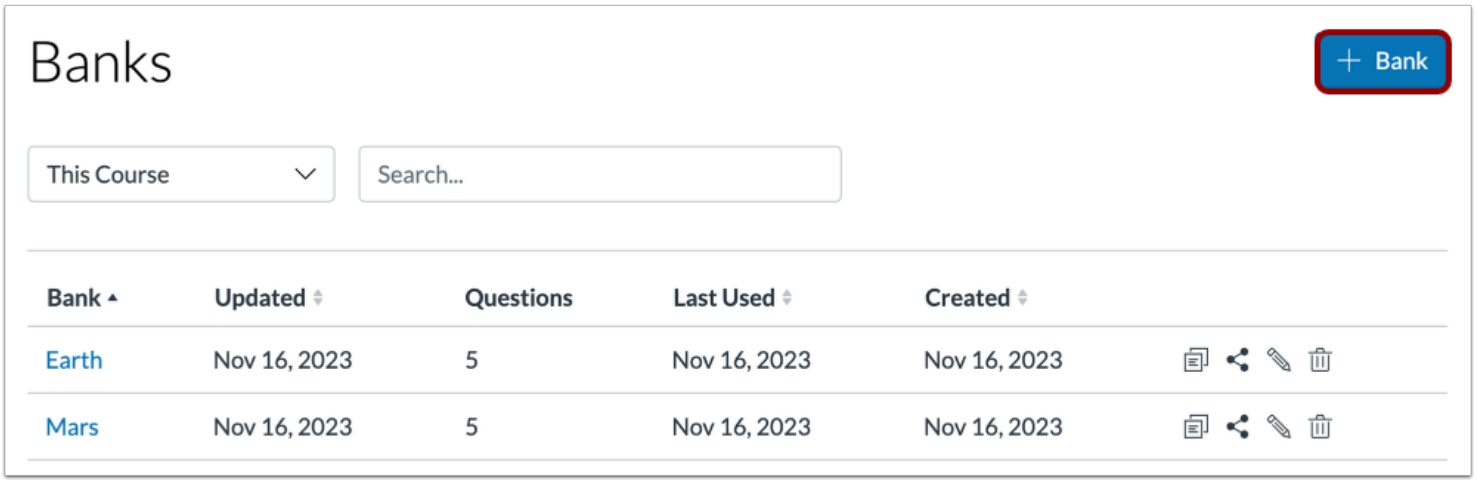


In Course Navigation, click the **Item Banks** link.

Notes:

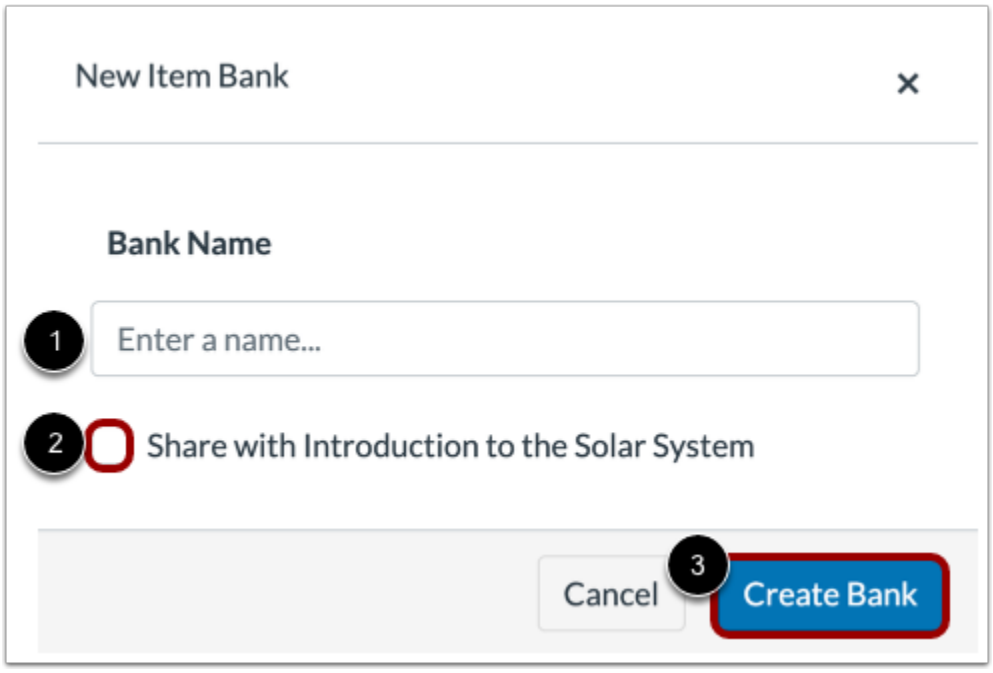
- You can also access quizzes from the Assignments page.
- You can also access Item Banks from the New Quizzes Build page.

Add Item Bank



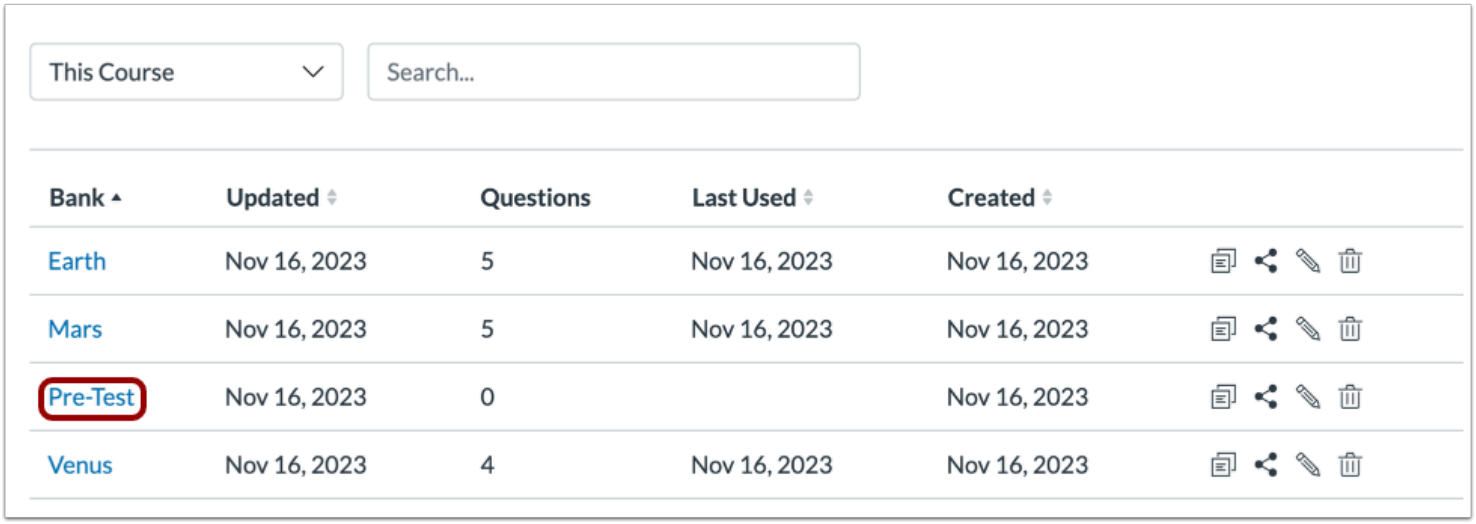
Click the **Add Bank** button.

Name Item Bank



In the **Bank Name** field [1], enter the name of the item bank. You can share the new item bank to the current course by clicking the **Share** checkbox [2]. To save your bank, click the **Create Bank** button [3].

Select Item Bank



Click the name of your new item bank.

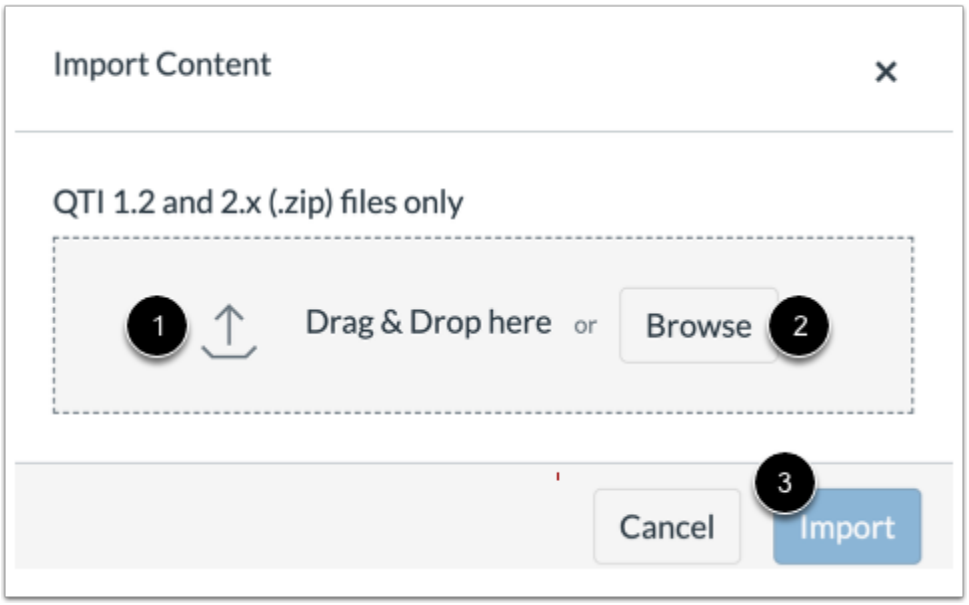
Import Content



Click the **Options** icon [1] then select the **Import Content** option [2].

Note: If there are questions in your item bank, you will not be able to select the Import Content option.

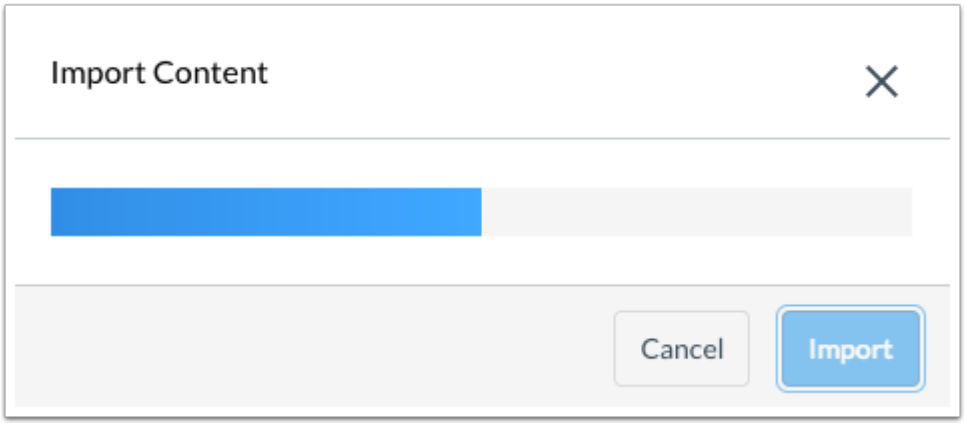
Import QTI File



To import a QTI file, drag and drop the file [1] or select a file by clicking the **Browse** button [2].

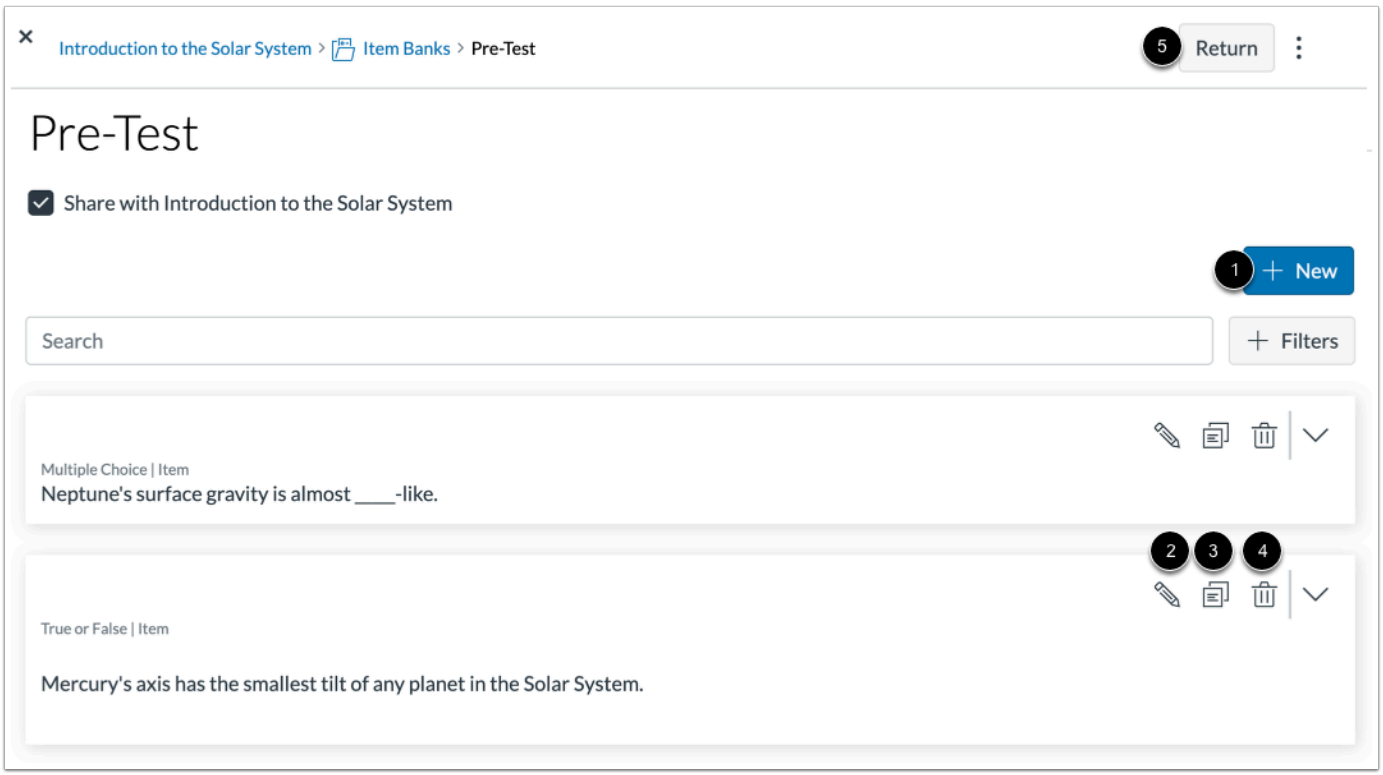
To start the import, click the **Import** button [3].

View Import Status



A status bar will display the status of the import.

Manage Item Bank Questions

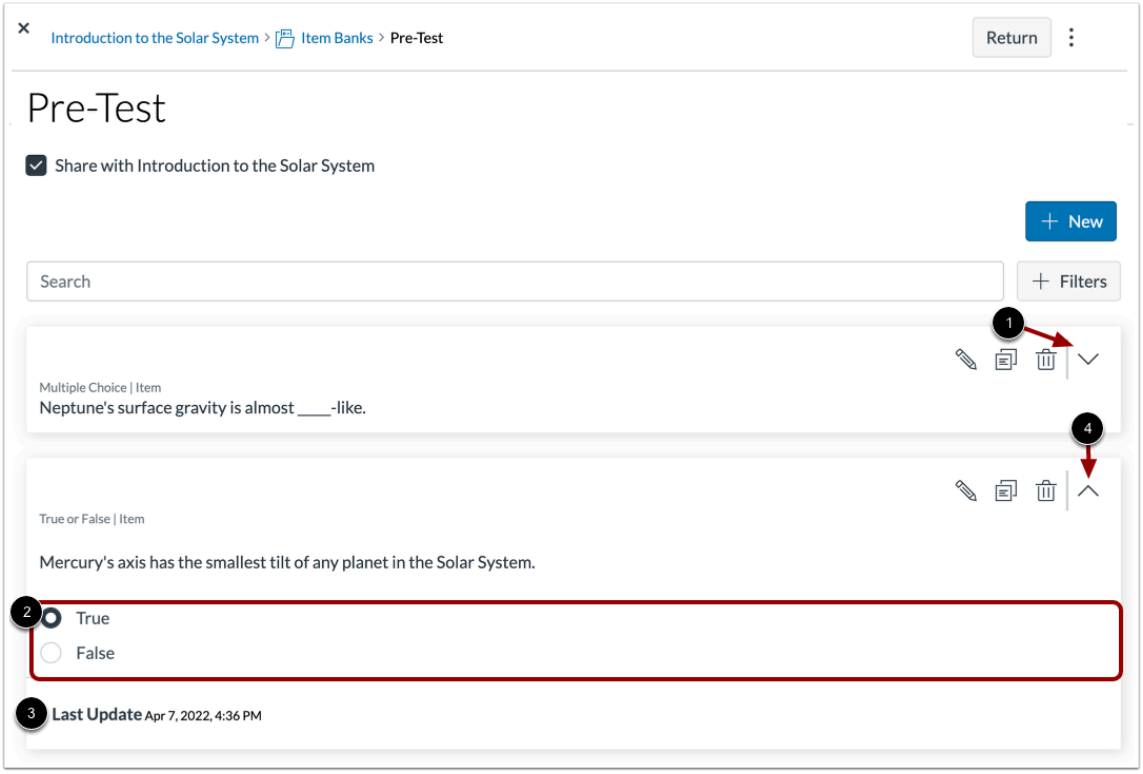


View the imported questions in your item bank. To add a new question to the item bank, click the **Add New** button [1].

To edit an item bank question, click the **Edit** icon [2]. To move or copy a question to another item bank, click the **Copy** icon [3]. To delete a question, click the **Delete** icon [4].

To return to your item bank, click the **Return** button [5].

View Question Details



To view more details for a question, click the **Open** icon [1]. The details will include answer choices [2] and the date and time the question was last updated [3].

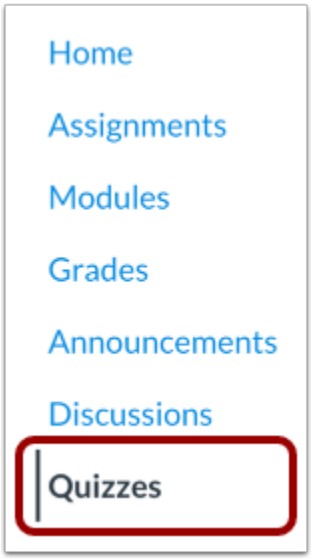
To close question details, click the **Close** icon [4].

How do I add an item from an item bank to a quiz in New Quizzes?

You can add individual items from an item bank to a quiz in New Quizzes. You can also add multiple items from an item bank.

This lesson shows how to add an item from an item bank using the Item Banks button on the Build page. You can also access your item banks when adding content to a quiz.

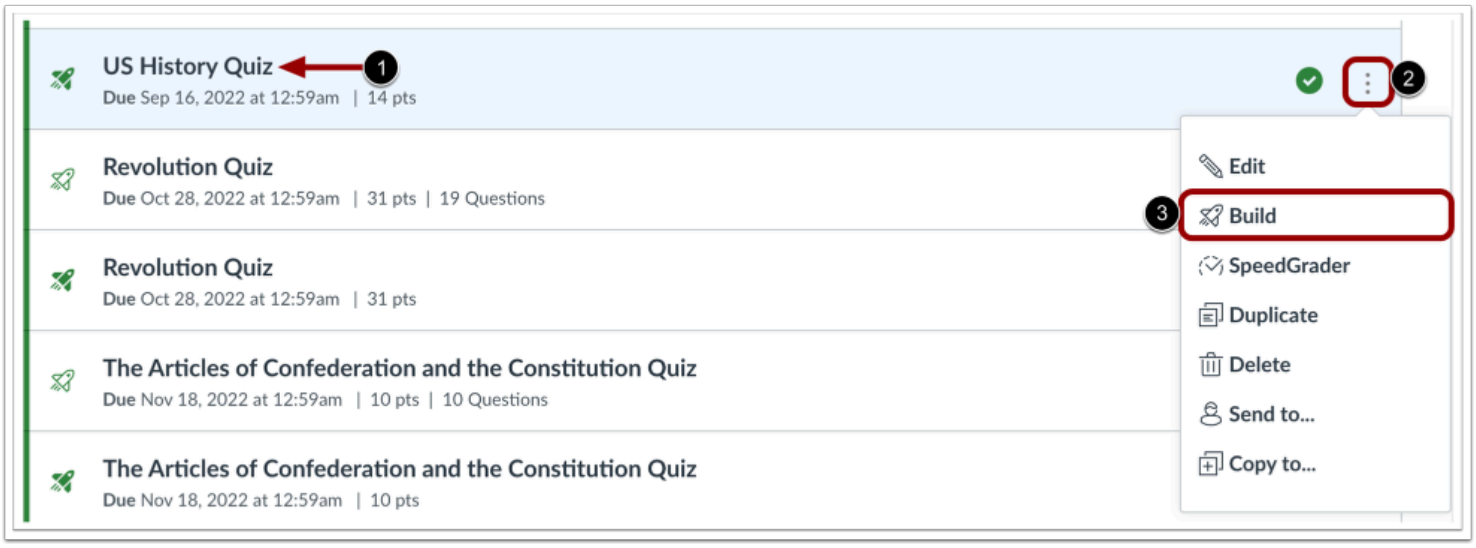
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open Build Page



To add an item from an item bank, find the quiz you want to open [1].

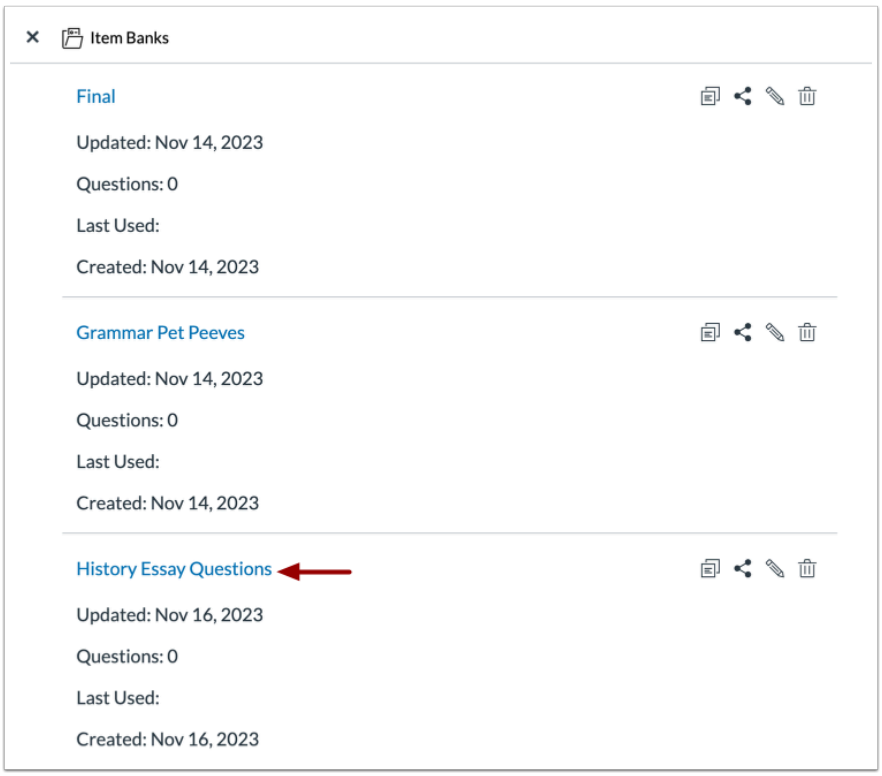
To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Open Item Banks



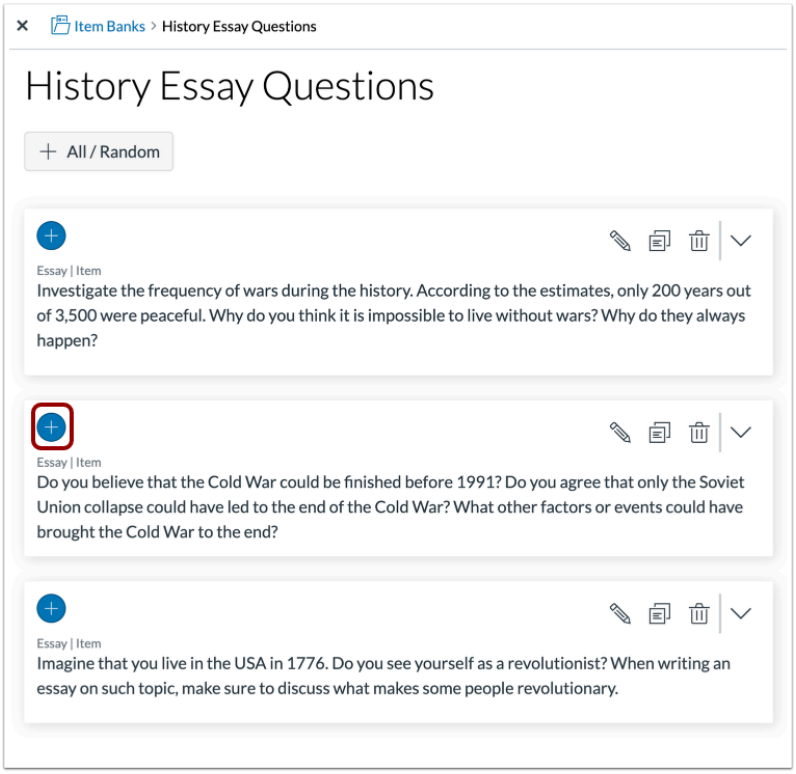
Click the **Item Banks** button.

Open Item Bank



Click the name of an item bank.

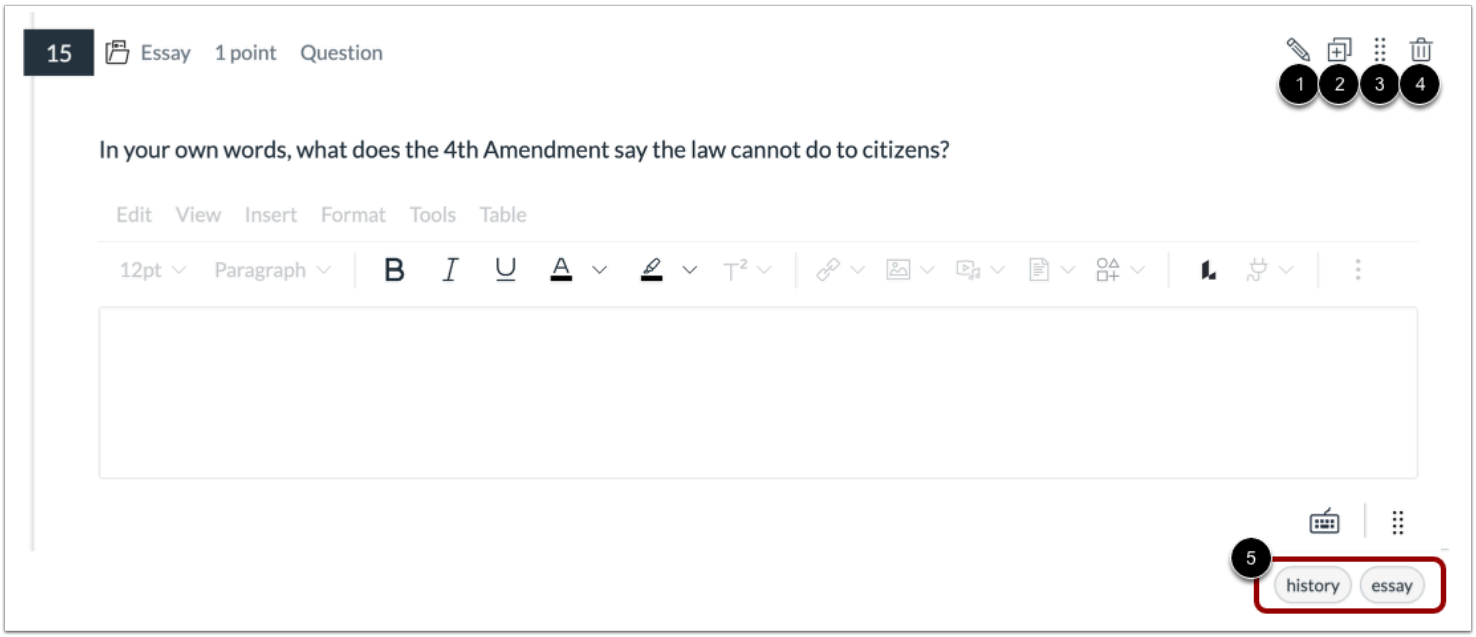
Add Item



To add an item to a quiz, click the **Add** button next to that item.

The item will display in the quiz.

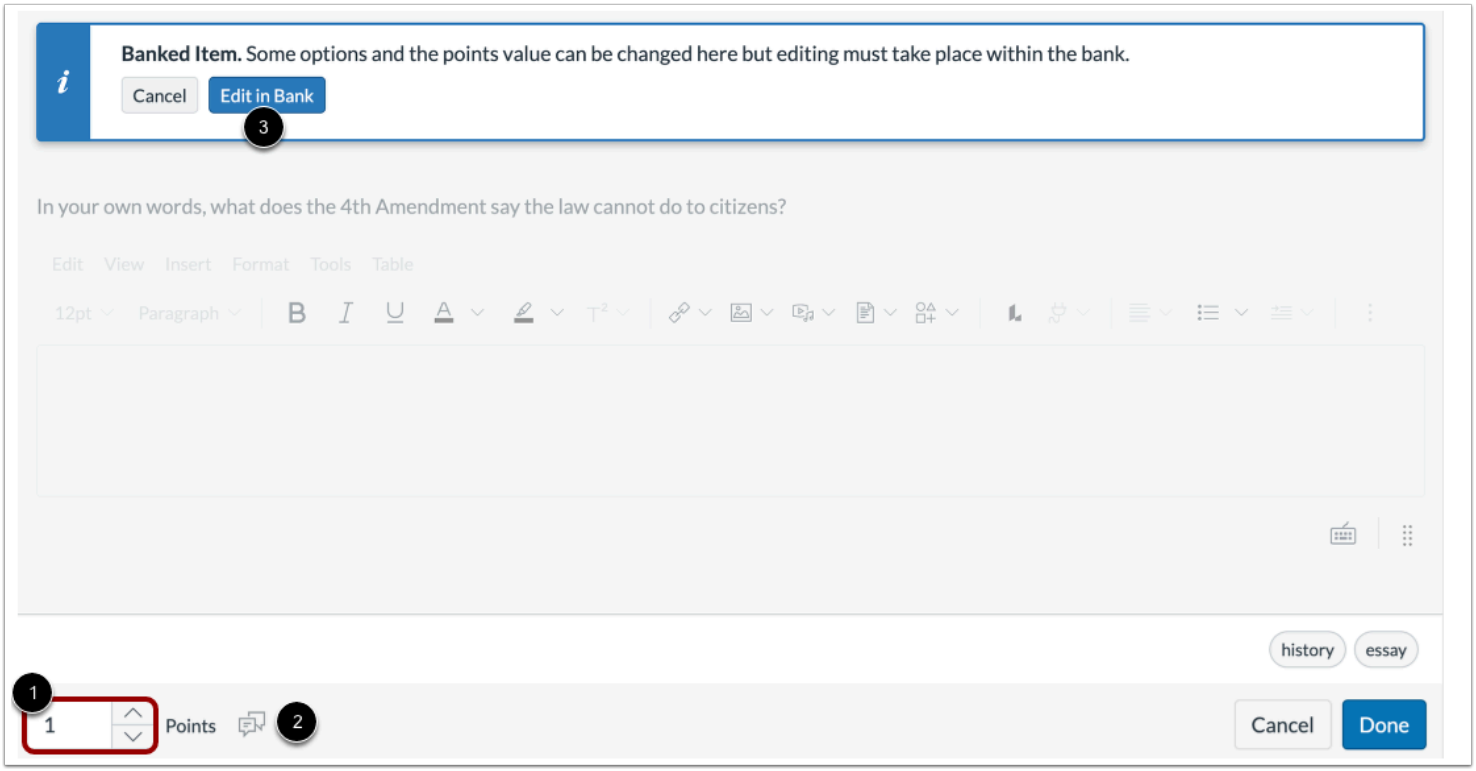
View Item



View the item in the quiz. To edit the item, click the **Edit** icon [1]. To duplicate the item, click the **Copy** icon [2]. To move the item, click the **Move** icon [3]. To delete the item, click the **Delete** icon [4].

If any tags have been added, the tags will display in the item [5].

Edit Item



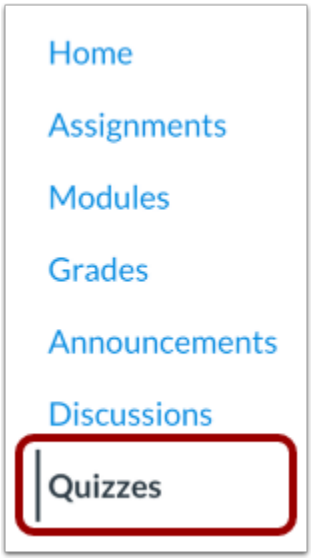
When editing an item bank item in a quiz, you will only be able to edit point values [1] and some options [2]. To edit other parts of the question, click the **Edit in Bank** button [3].

How do I edit an item bank item in New Quizzes?

You can edit item bank items in New Quizzes. Edits will display in any quiz that uses the item. If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy creates separate statistical data from the previous version of the item.

When editing an item, you can also add tags to the item. Tags can be used to search for items within item banks. Added tags display on the item in the bank and in any quiz that uses the item.

Open Quizzes

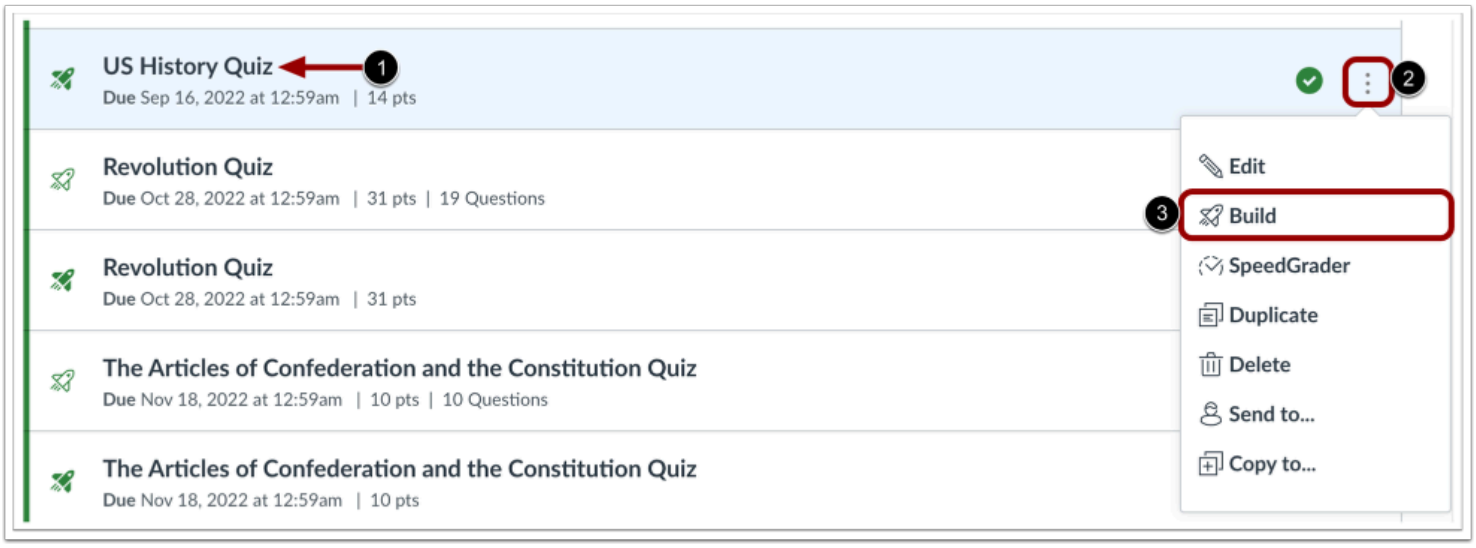


In Course Navigation, click the **Quizzes** link.

Notes:

- You can also access quizzes from the Assignments page.
- You can also access item bank items from the Item Banks page.

Open Build Page



To edit an item bank item, find the quiz you want to open [1].

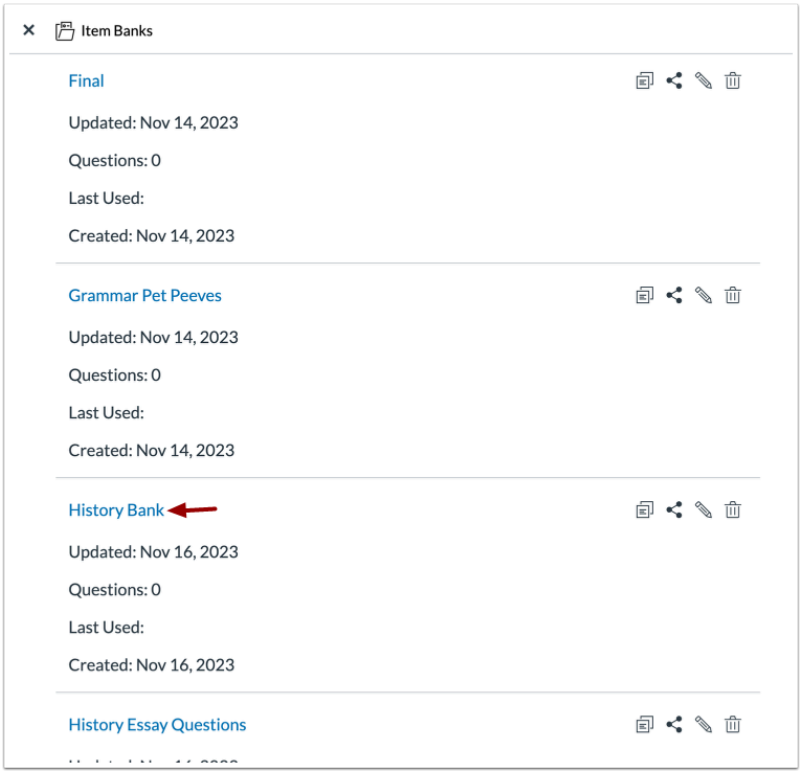
To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Open Item Banks



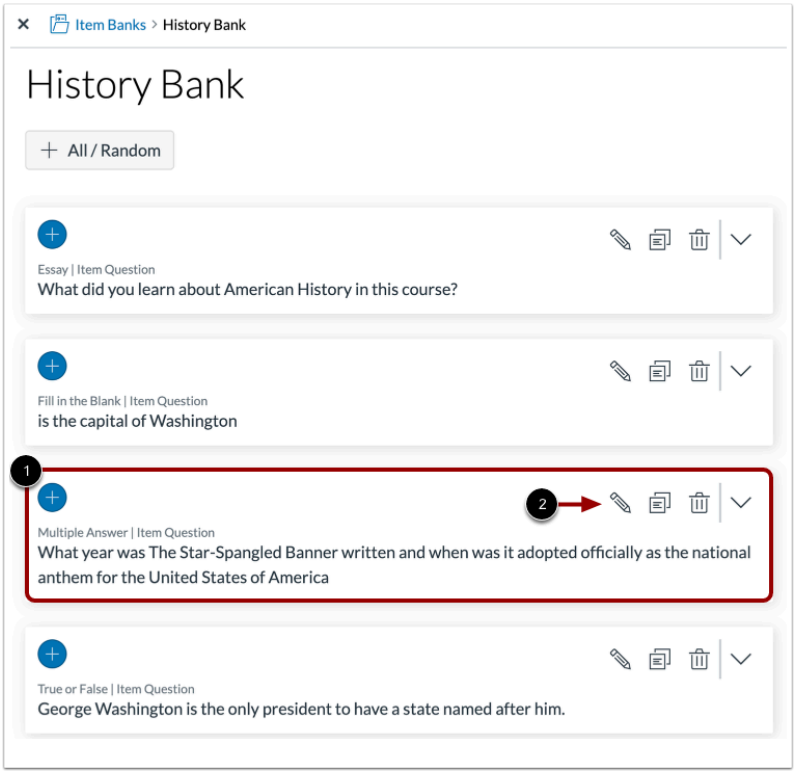
To open your item banks, click the **Item Banks** button.

Open Item Bank



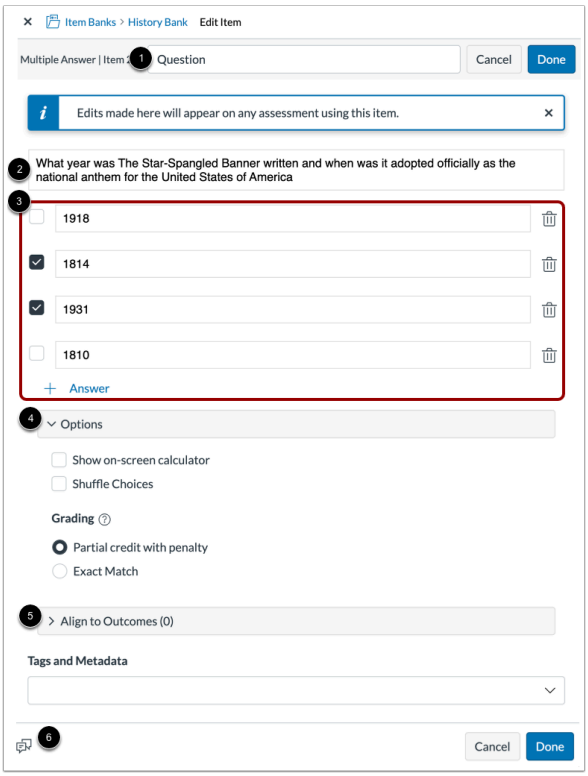
To open an item bank, click the name of the item bank.

Edit Item



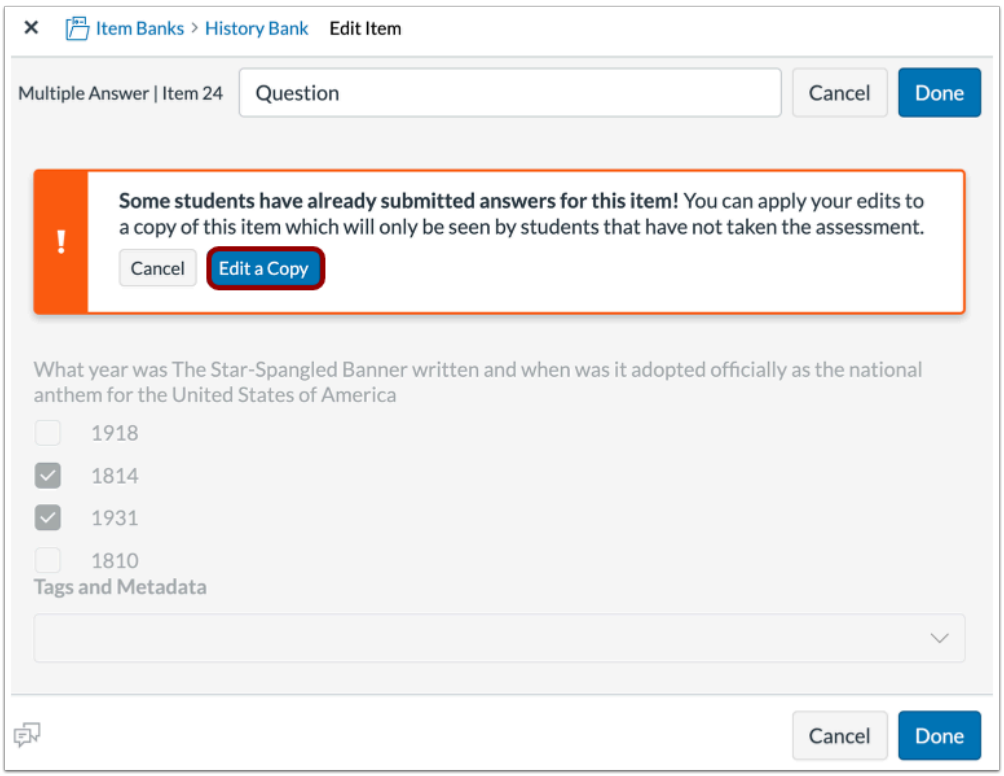
Locate the item you want to edit [1]. To edit the item, click the **Edit** icon [2].

Edit Item Details



You can edit the item's title [1], stem [2], answer choices [3] and options [4]. You can also align the item to a learning outcome [5] and manage student feedback [6]. All edits will display in any quiz that uses the item.

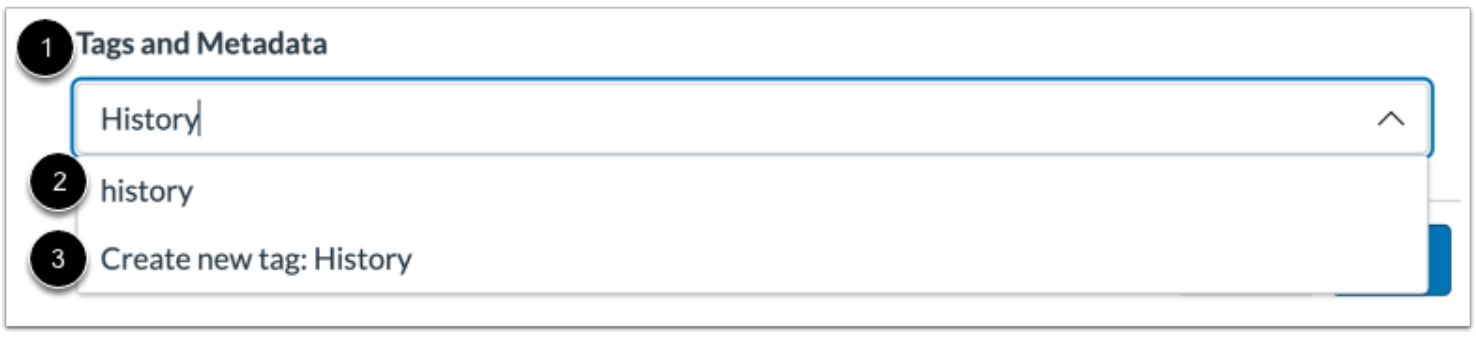
Edit Item Copy



If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy will change the item bank contents for students who take the quiz in the future. It will also create separate statistical data from the previous version of the item.

To edit a copy of the item, click the **Edit a Copy** button.

Add Tags



You can add tags to items to make them easier to find.

To add a tag to an item, enter the name of the tag in the **Tags and Metadata** field [1].

If the tag has already been created, click the name of the tag [2].

If you want to create a new tag, click the **Create new tag** option [3].

Note: Created tags can be added to other items and will display as search filters in any item bank created by a user.

View Tags



View the tags for your item bank item [1].

To remove a tag, click the **Remove** icon [2].

Save Item Edits



To save your edits, click the **Done** button [1]. To cancel all changes, click the **Cancel** button [2].

How do I add all items or a random set from an item bank to a quiz in New Quizzes?

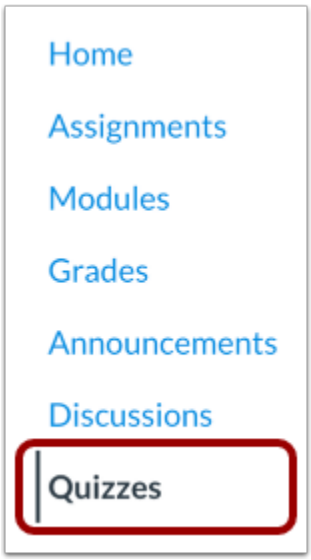
You can add multiple items to a quiz from an item bank in New Quizzes. These questions display in random order. Depending on the number of items you include from your item bank, students may view different questions when taking their quiz.

This lesson shows how to add an item from an item bank using the Item Banks button from the Build page. You can also access your item banks when adding content to a quiz.

You can also add individual items from an item bank.

Note: When you add stimulus content to an item bank, questions attached to the stimulus content are not automatically added and must be added to the item bank manually. Likewise, when you add stimulus content to a quiz from an item bank, attached questions are not automatically added.

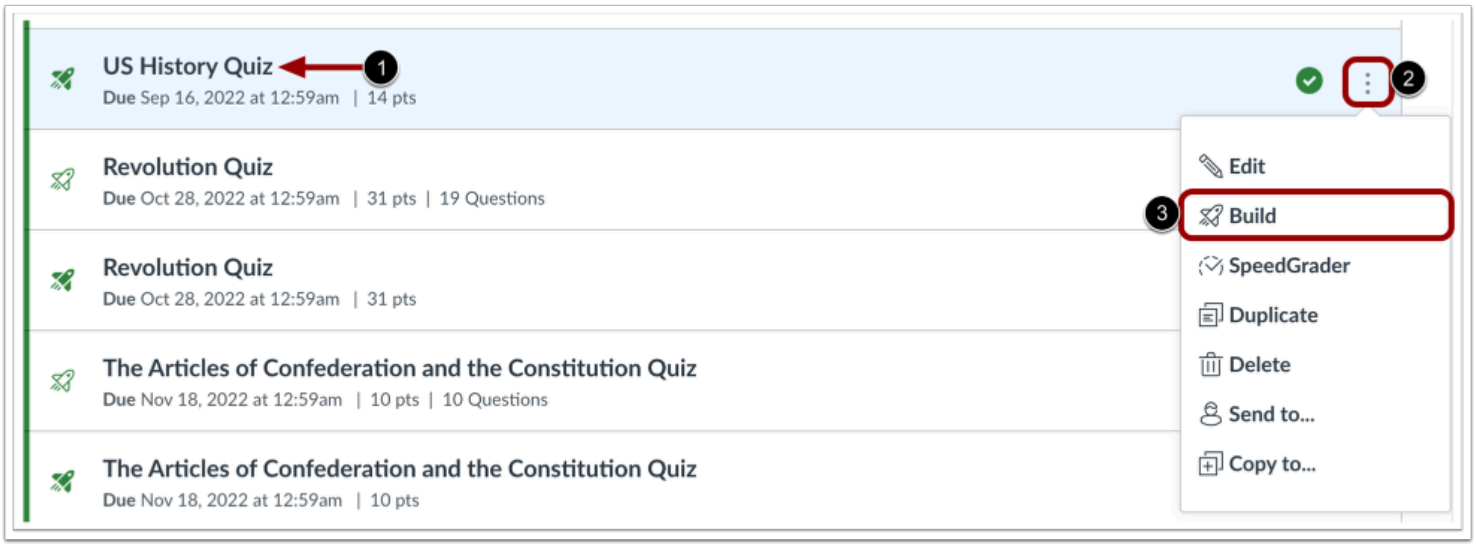
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open Build Page



To add all items or a random set from an item bank, find the quiz you want to open [1].

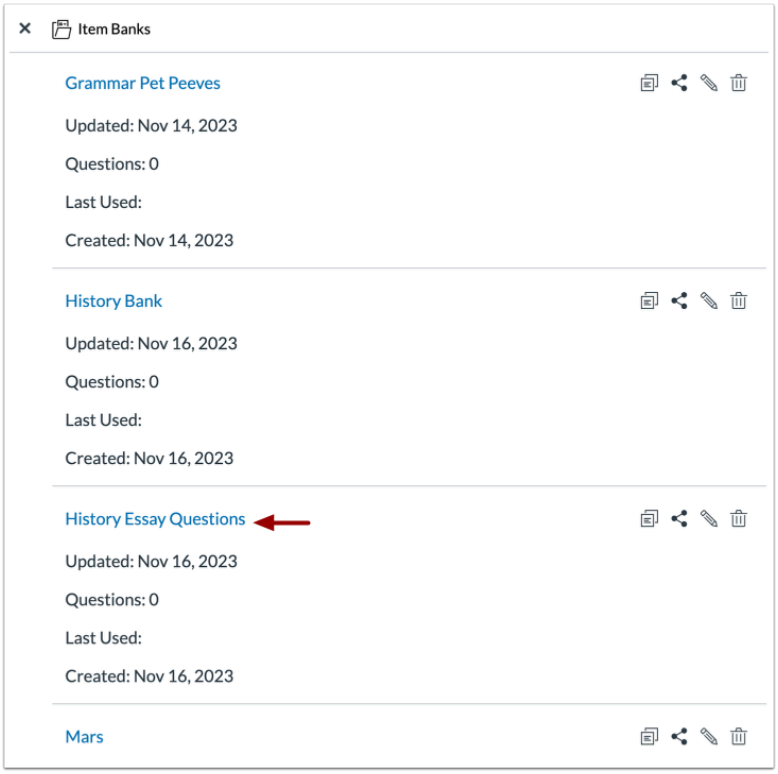
To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Open Item Banks



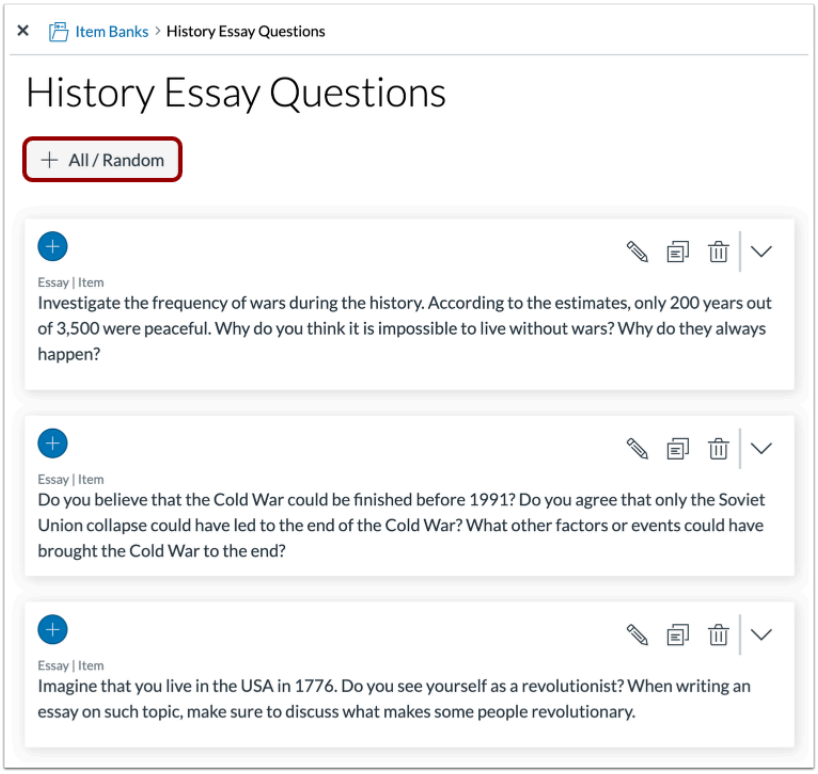
Click the **Item Banks** button.

Open Item Bank



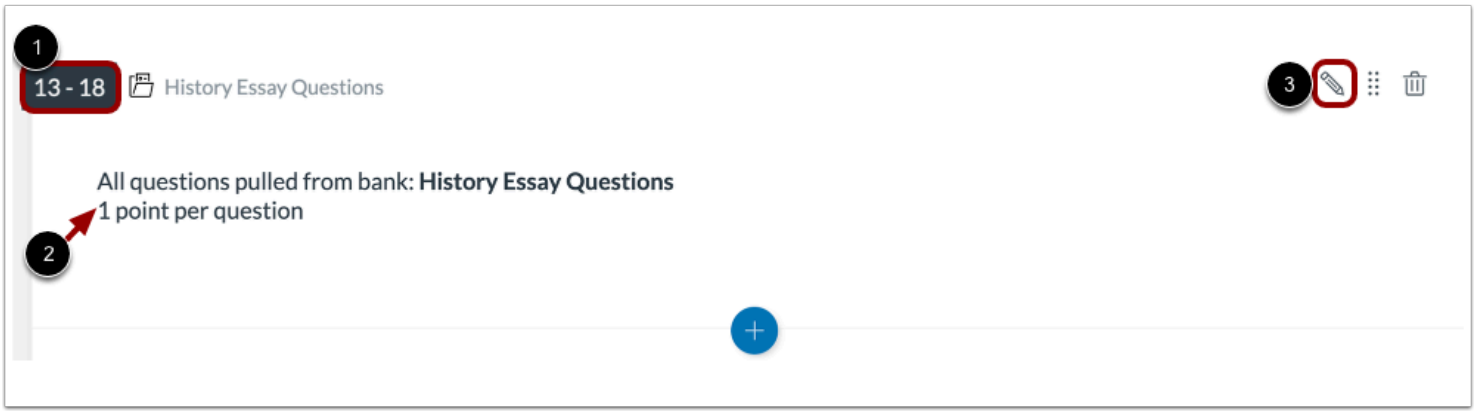
Click the name of an item bank.

Add Multiple Items

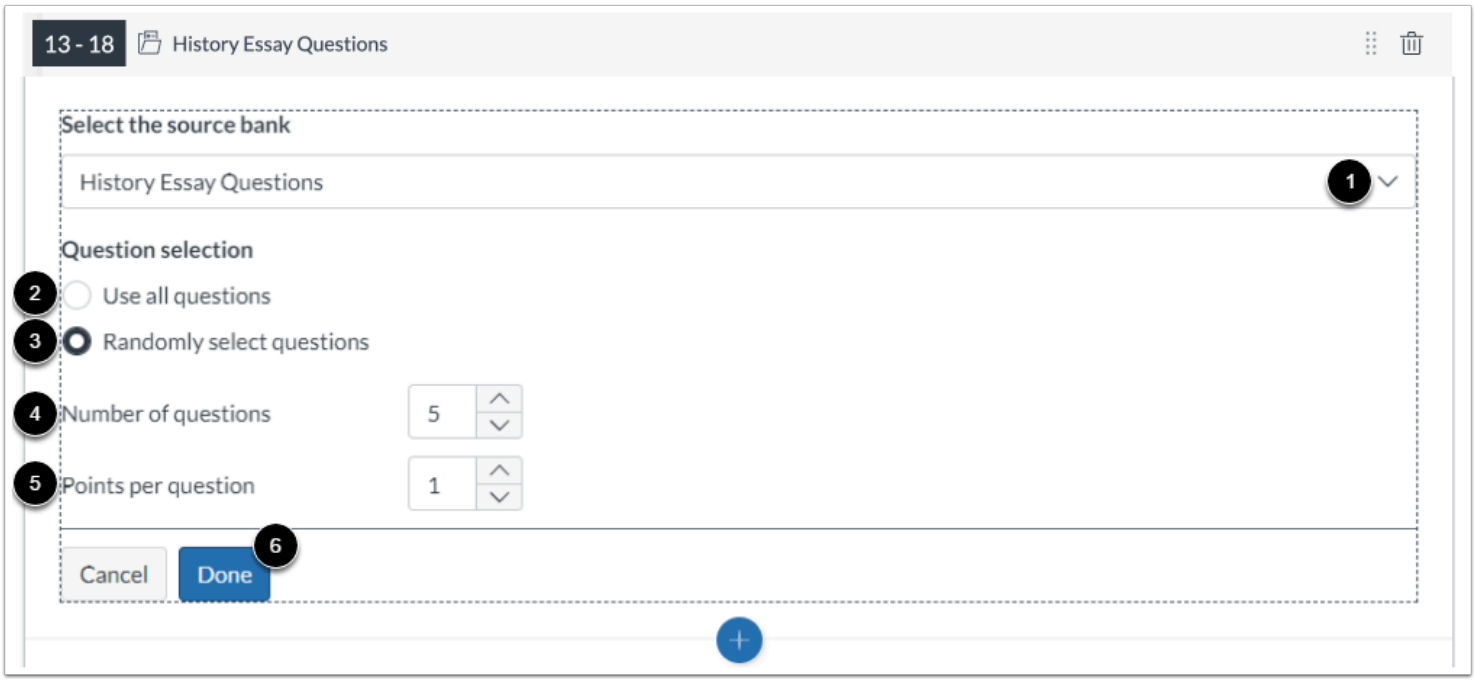


Click the **Add All/Random** button.

Edit Item Bank Question Settings



By default, the quiz includes all items from the item bank [1] and awards one point per question [2]. To edit these settings, click the **Edit** icon [3].

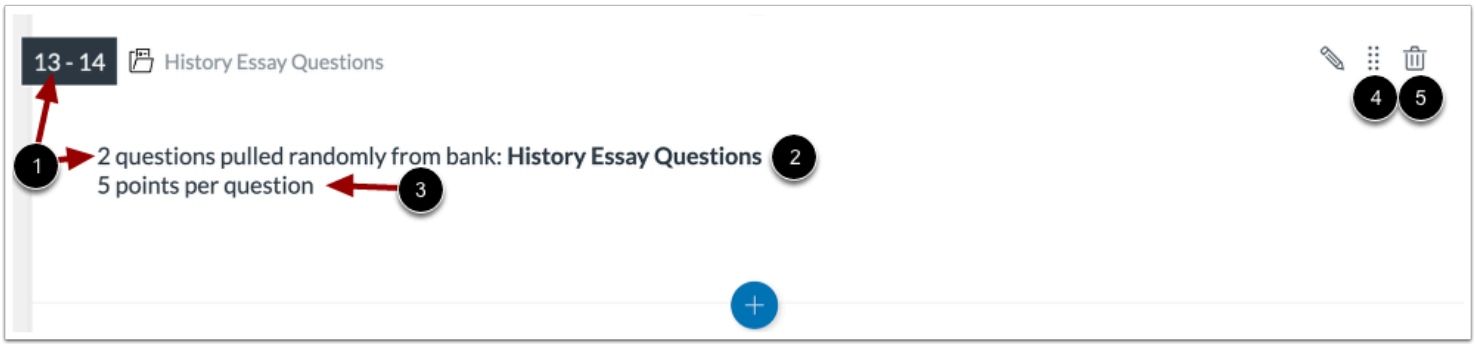


To change the item bank for the items, click the **Select the destination bank** menu [1].

To use all items from the item bank, select the **Use all questions** option [2]. To randomly select a specific number of items, click the **Randomly select questions** option [3] and enter the number of items to use in the **Number of questions** field [4].

To adjust the amount of points awarded per question, enter the number in the **Points per question** field [5]. To save your settings, click the **Done** button [6].

View Item Bank



View the items. You can view the question numbers that will be represented by items [1], the item bank used [2], and the amount of points per question to be awarded [3].

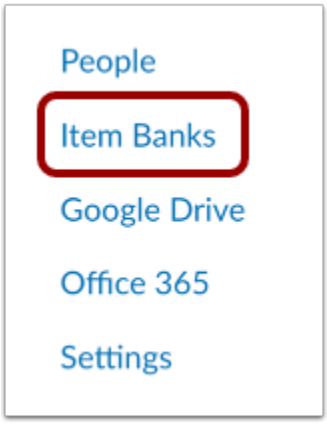
To move the questions, click the **Move** icon [4]. To delete the item bank questions, click the **Delete** icon [5].

How do I move or copy a question from one item bank to another in New Quizzes?

You can move a question from one item bank to another in New Quizzes. You can move questions to item banks that you have created or item banks that have been shared with you. Moving or copying a question to an item bank shared with you adds the question to the original item bank, so anyone shared on that bank will see the question.

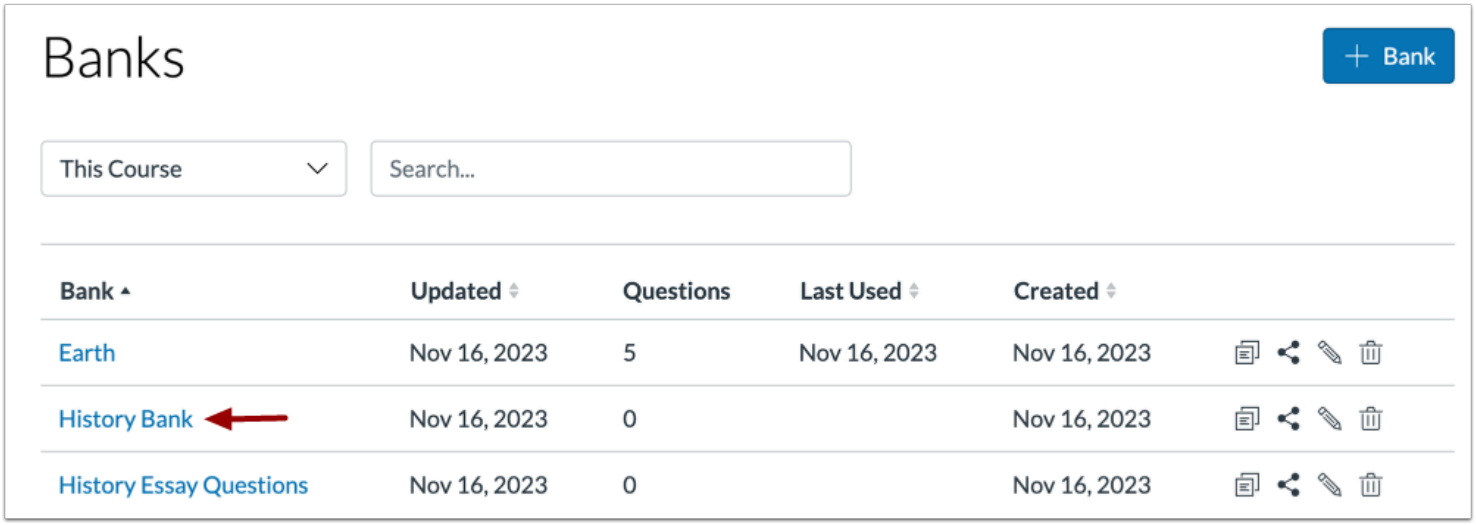
When a question is moved to another item bank, the question will retain its tags. When a question is copied to another bank, the tags from the original question are not copied to the new question.

Open Item Banks



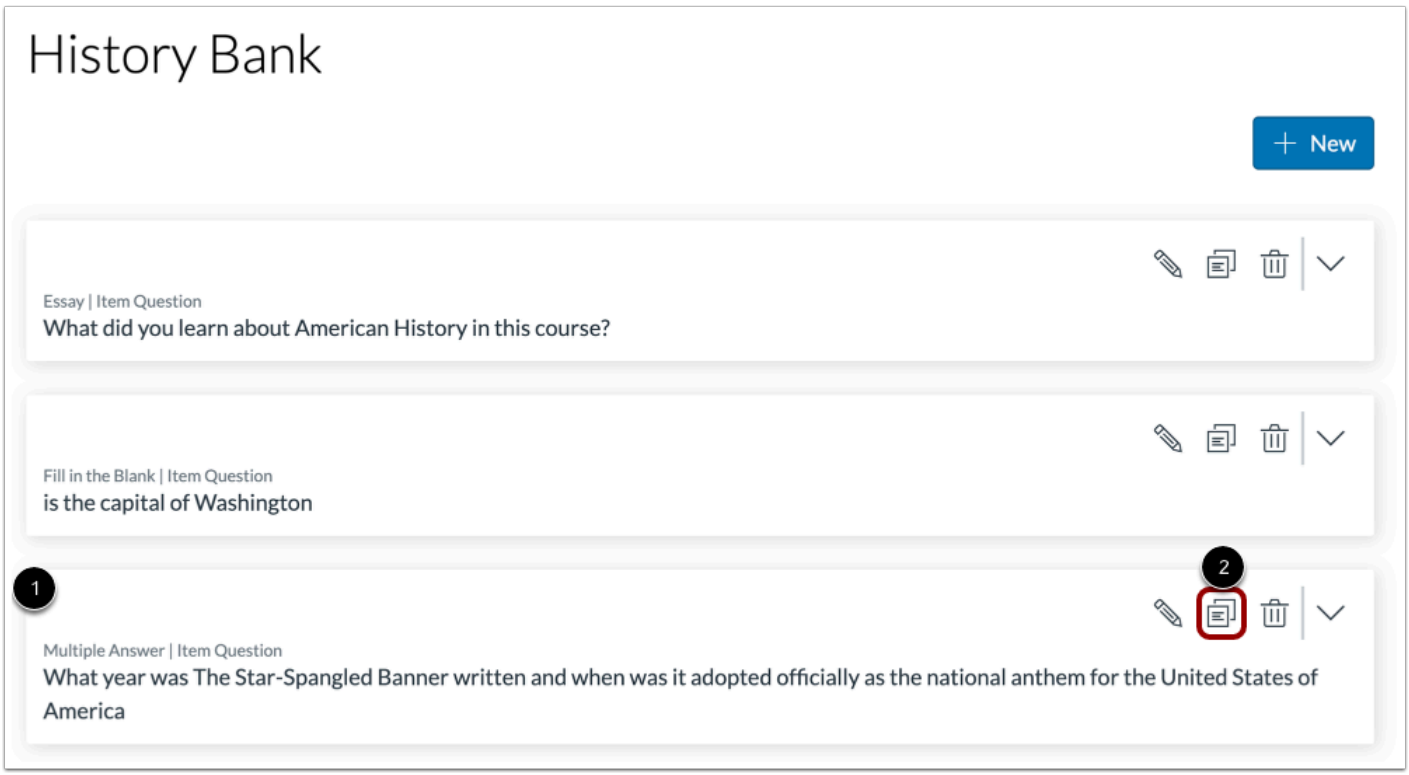
In Course Navigation, click the **Item Banks** link.

Open Item Bank



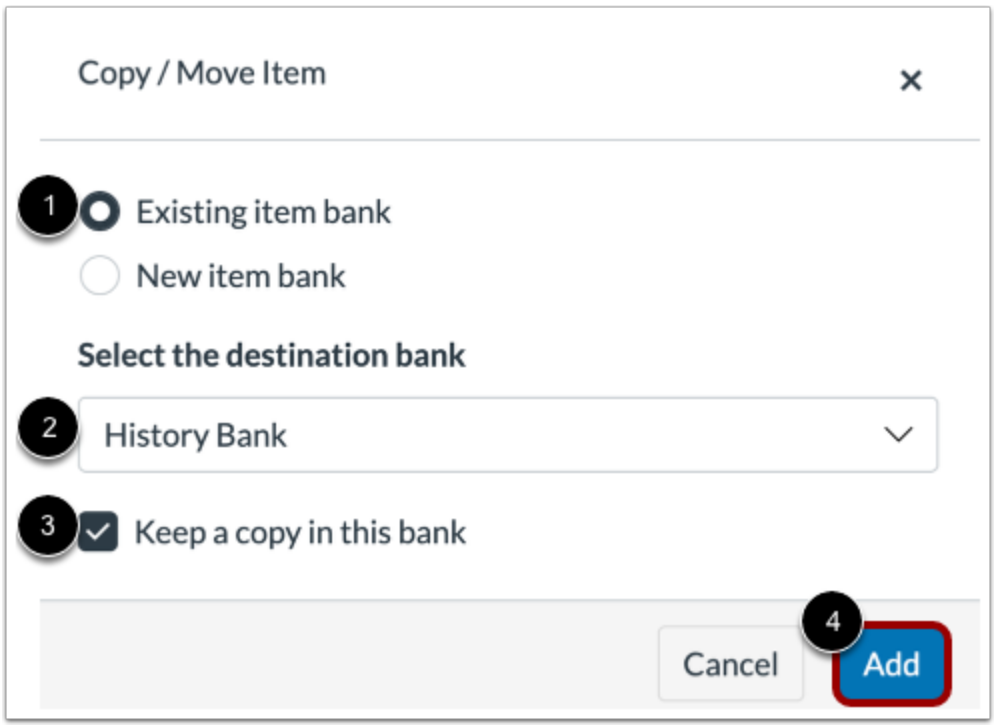
Click the name of an item bank.

Move or Copy Question



Locate the question you want to move or copy [1]. Then click the **Copy** icon [2].

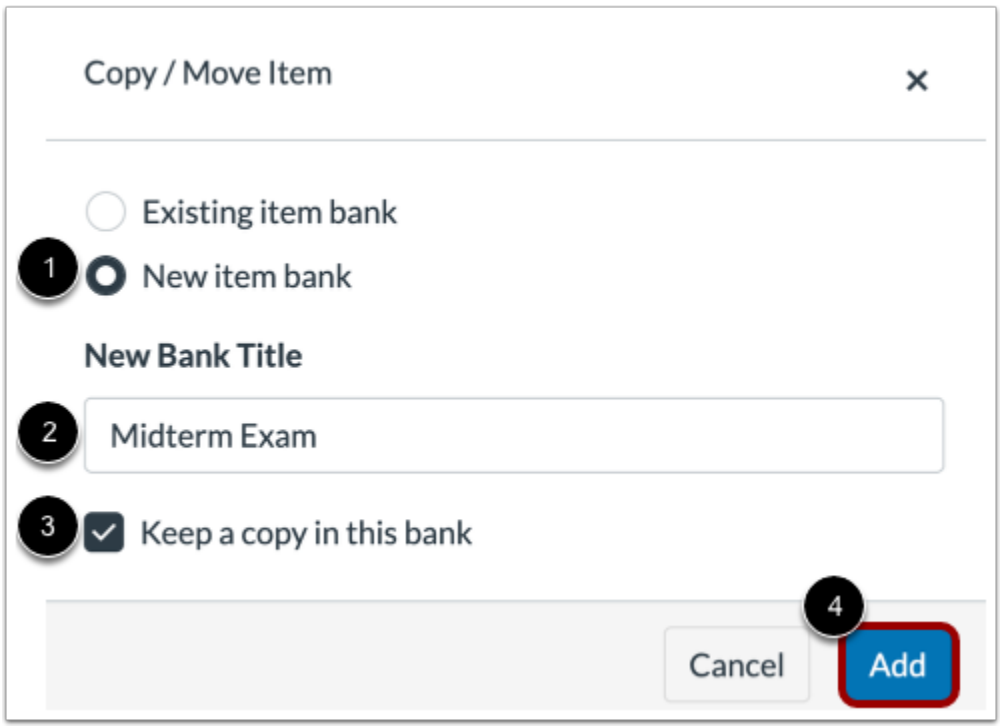
Move to Existing Bank



To move or copy the question to an existing bank, select the **Existing item bank** option [1]. Then select the item bank in the **Select the destination bank** drop-down menu [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].

Create New Bank



To create a new item bank, select the **New item bank** option [1]. Then enter the name of the bank in the **New Bank Title** field [2].

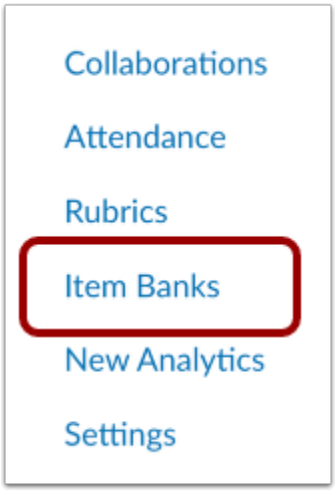
By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].

Note: When a question is moved to another item bank, the question will retain its tags. When a question is copied to another bank, the tags from the original question are not copied to the new question.

How do I duplicate an Item Bank?

Duplicated Item banks can be edited without affecting the original content. When an Item Bank is duplicated, the word Copy is added to the end of the bank name.

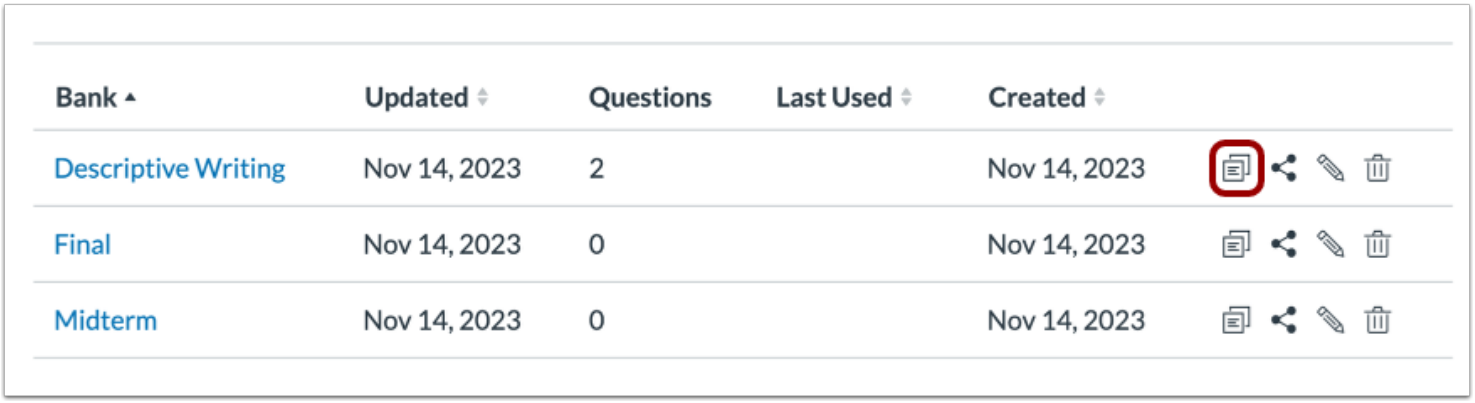
Open Item Banks



In Course Navigation, click the **Item Banks** link.

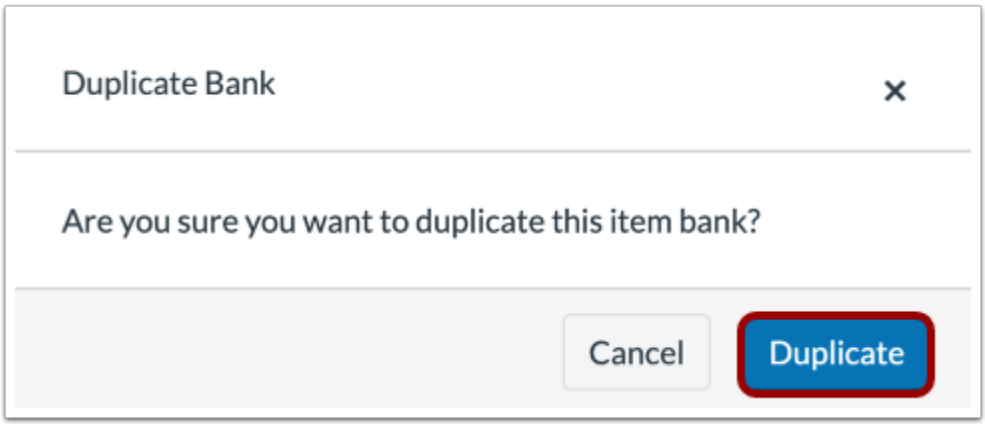
Note: You can also access Item Banks from the New Quizzes Build page.

Duplicate Item Bank



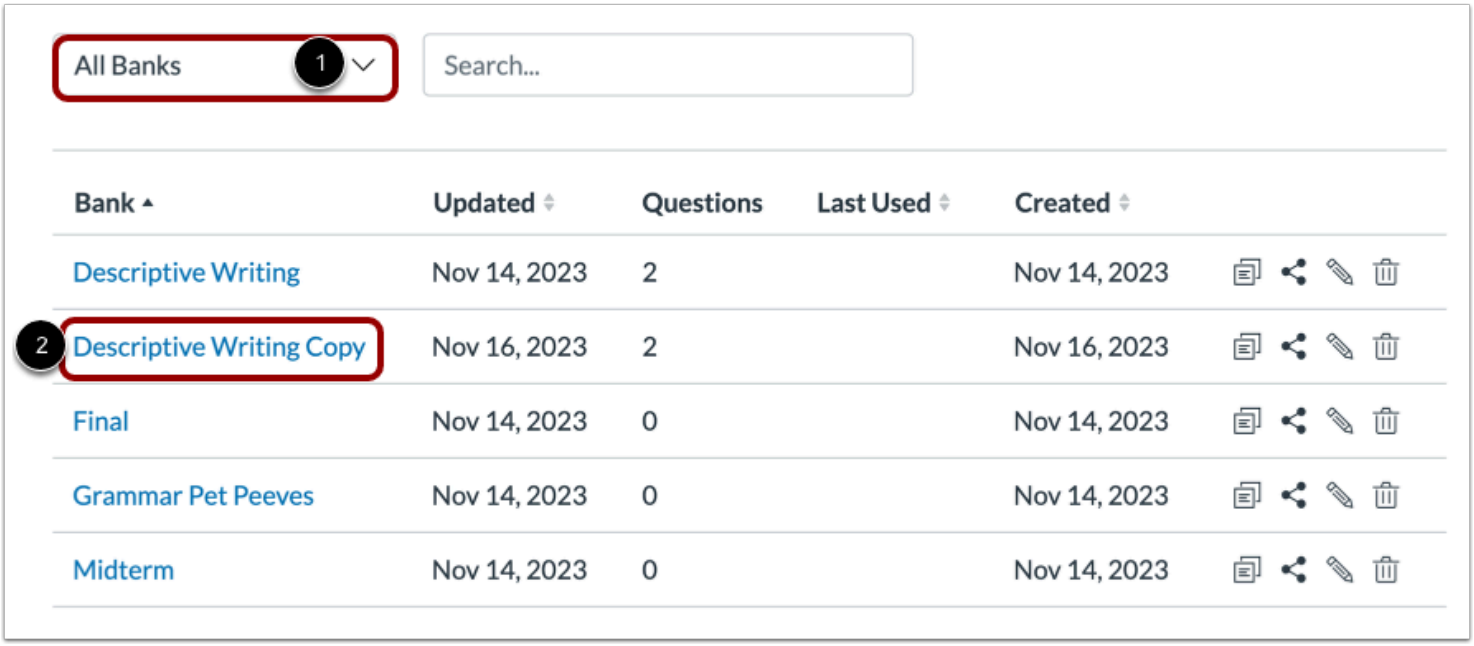
To duplicate an item bank, click the **Duplicate** icon.

Confirm Duplication



To confirm duplication, click the **Duplicate** button.

View Duplicated Item Bank

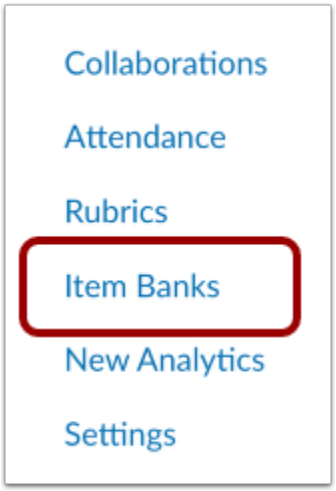


Duplicated item banks display in the Shared with Me filter [1]. Duplicated item banks include "Copy" at the end of the bank name [2].

How do I view where an item bank is currently shared?

You can see where an item bank is currently shared by viewing an item bank's share details. Item banks can be shared with people or with courses.

Open Item Banks

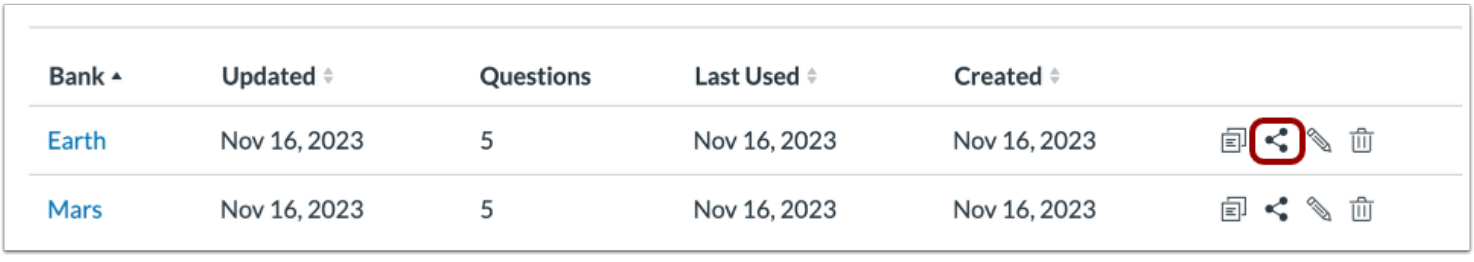


In Course Navigation, click the **Item Banks** link.

Notes:

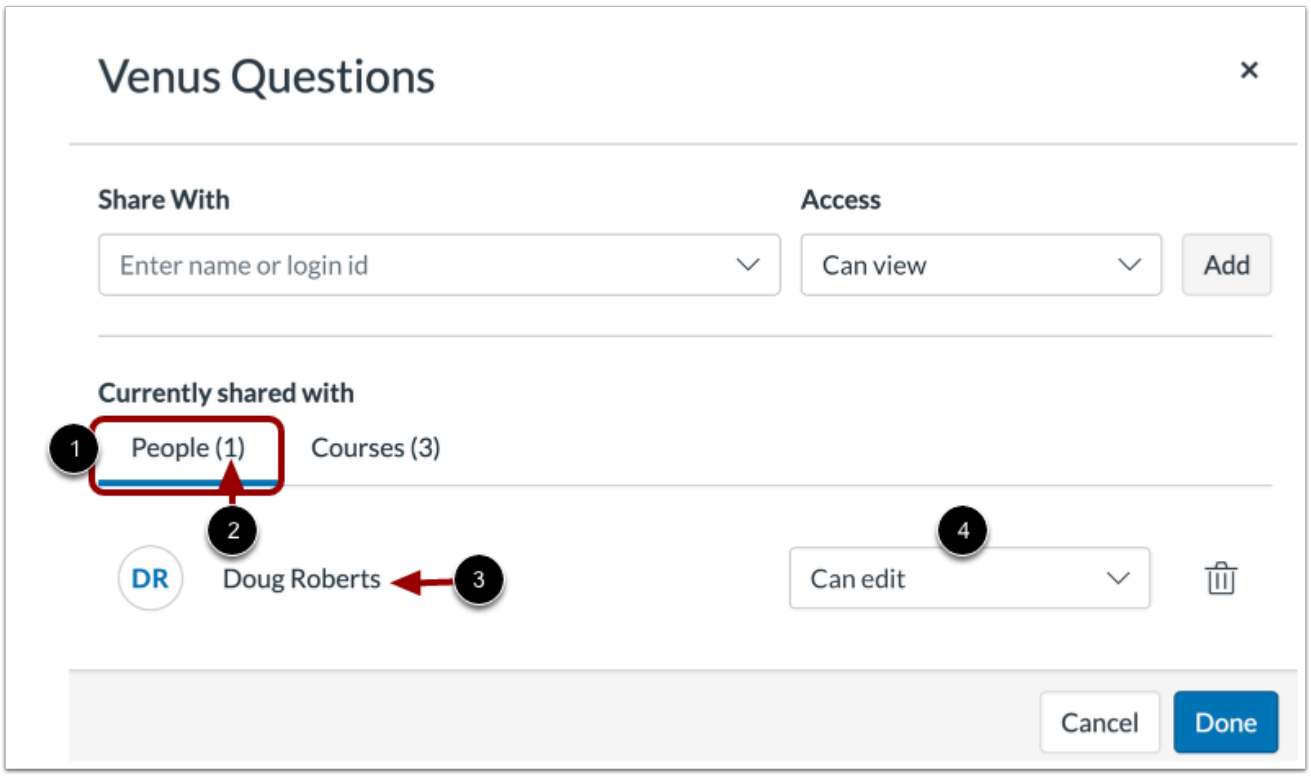
- You can also access quizzes from the Assignments page.
- You can also access Item Banks from the New Quizzes Build page.

Share Item Bank



To share an item bank or to view where an item bank is currently shared, click the **Share** icon.

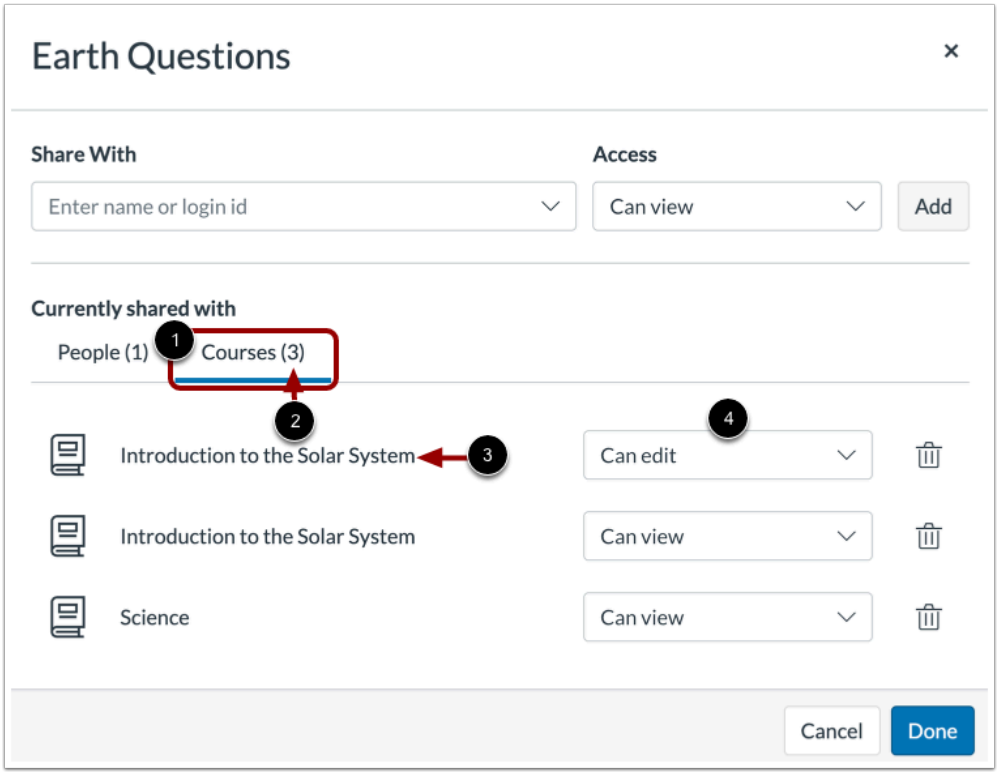
View People



To view users with whom the item bank is currently shared, click the **People** tab [1].

You can view the number of users the item bank is shared with [2], the user names [3], and whether the user can edit or view the bank [4].

View Courses



To view courses where the item bank is currently shared, click the **Courses** tab [1].

You can view the number of courses the item bank is shared with [2], the course names [3], and whether the course has access to edit or view the bank [4].

How do I share an item bank in New Quizzes?

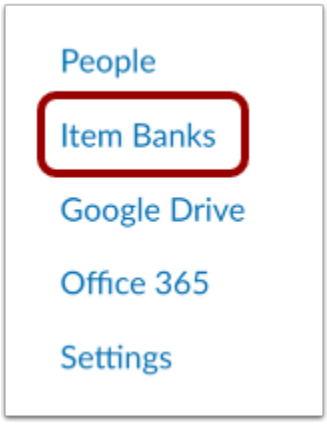
You can share an item bank with another user in New Quizzes or to another Canvas course. Item banks can only be shared with users with a teacher, TA, or admin role.

You can choose to share an item bank with view or edit access. Sharing an item bank with view access only allows the user you share with to view the item bank. Sharing an item bank with edit access gives users full access to the item bank, including adding items to the bank, sharing or removing users from the bank, and deleting the bank.

Notes:

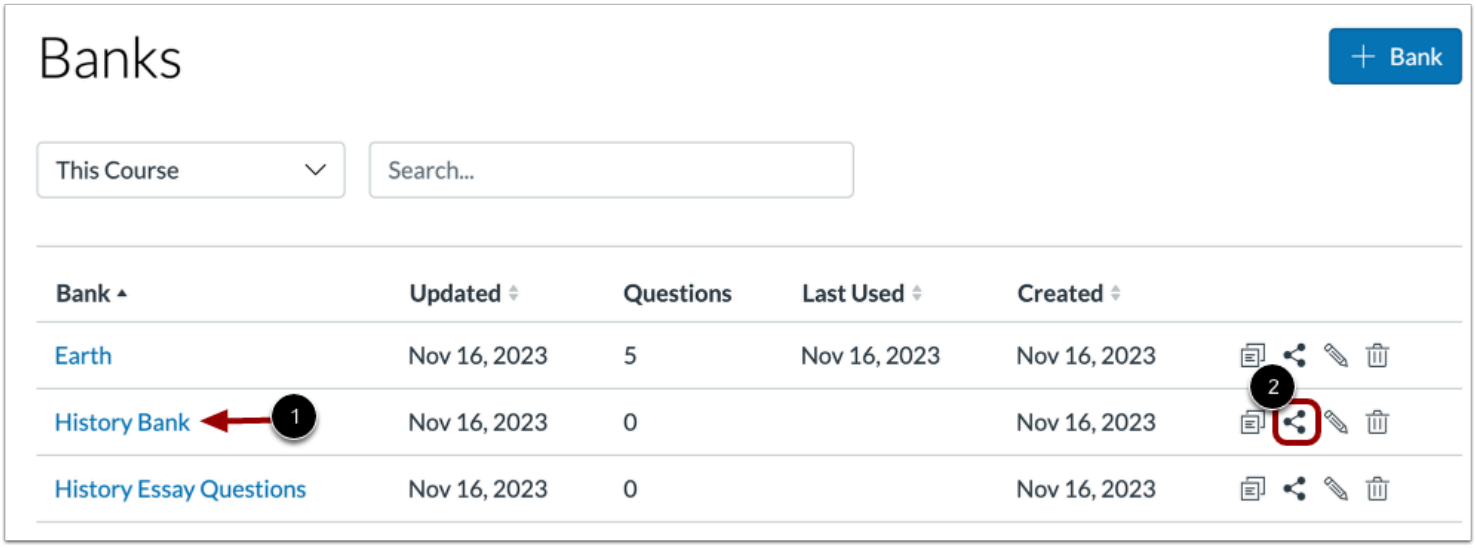
- Canvas Admins can also manage access to item banks for an entire account.
- Instructors can share an item bank to the current course while creating the item bank.
- If given the permission by your institution, you can share item banks with sub-accounts.
- Item banks shared to a course are only viewable to admins or instructors enrolled in the course.
- Item banks shared to a user display in each of the courses in which they are enrolled as an instructor or TA.
- When a course is copied that includes a new quiz with an item bank, the item bank is shared with the new course automatically.

Open Item Banks



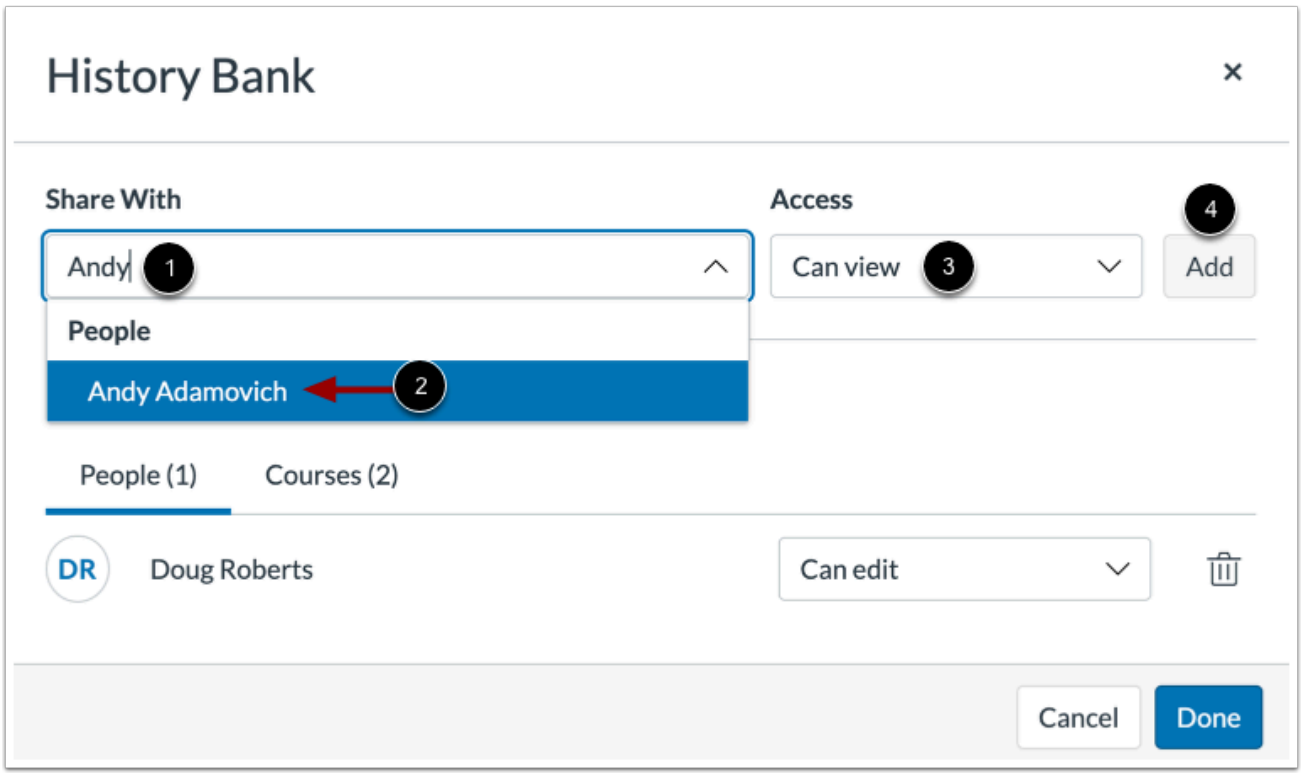
In Course Navigation, click the **Item Banks** link.

Share Item Bank



Locate the item bank you want to share [1], then click the **Share** icon [2].

Share With Users

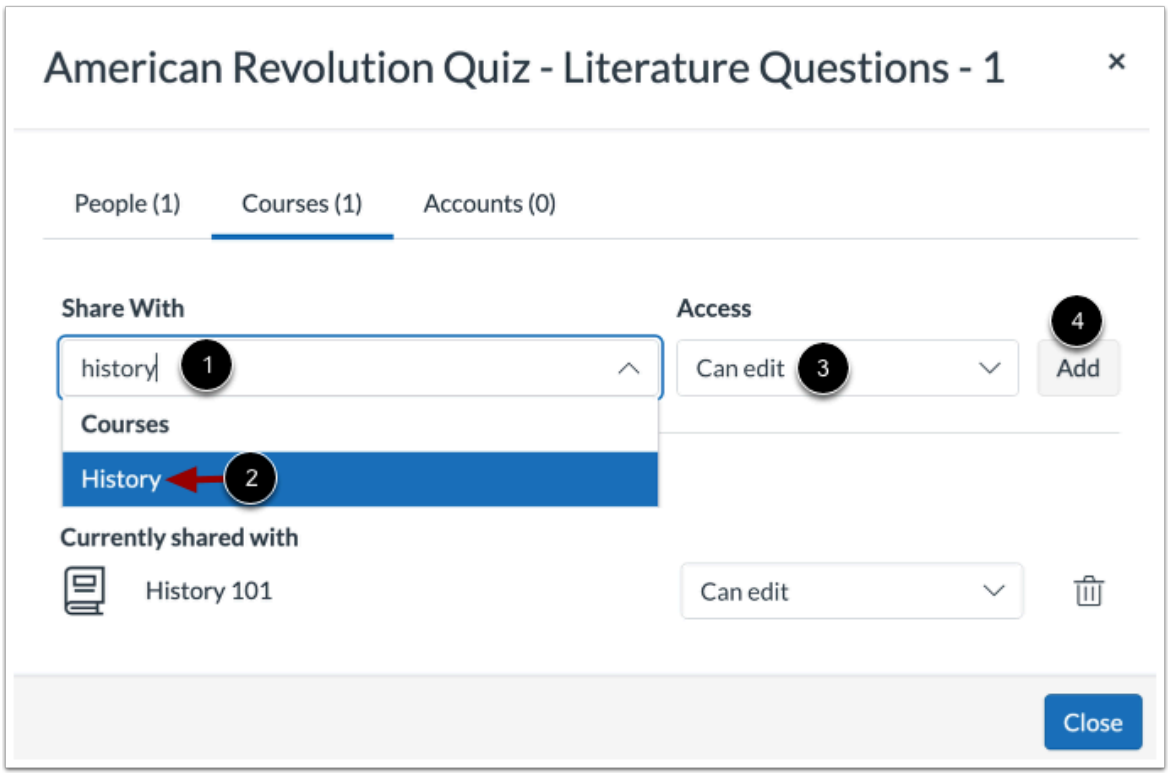


Enter the name of the user you want to share the item bank with in the **Share With** field [1]. Then click the name of the user [2]. You can add multiple users in the Share With field.

To set access rights for the item bank, click the **Access** drop-down menu [3]. You can share the item bank with view access, which only allows the user you share with to view the item bank, or edit access, which allows the user you share with to view and edit the item bank.

To share the item bank with the selected course, click the **Add** button [4].

Share with Courses

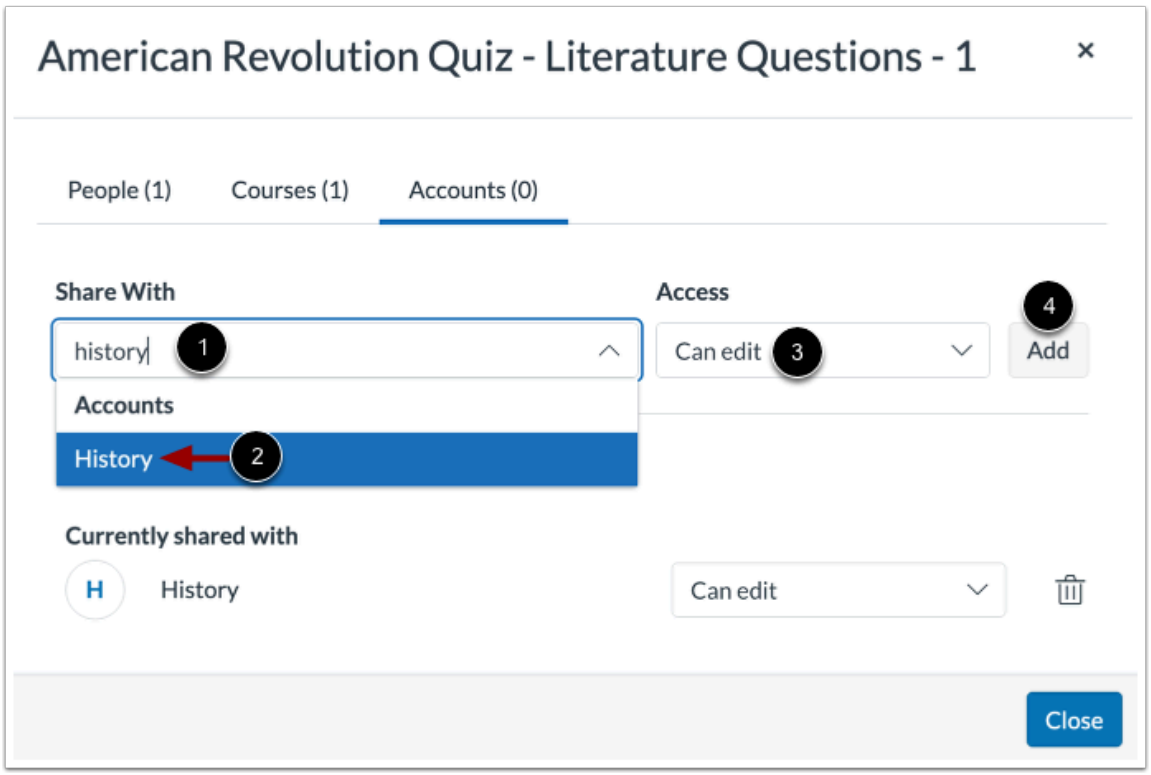


Enter the name of the course you want to share the item bank with in the **Share With** field [1]. Then click the name of the course [2]. You can add multiple courses in the Share With field.

To set access rights for the item bank, click the **Access** drop-down menu [3]. You can share the item bank with view access, which only allows the course you share with to view the item bank, or edit access, which allows the course you share with to view and edit the item bank.

To share the item bank with the selected course, click the **Add** button [4].

Share with Accounts



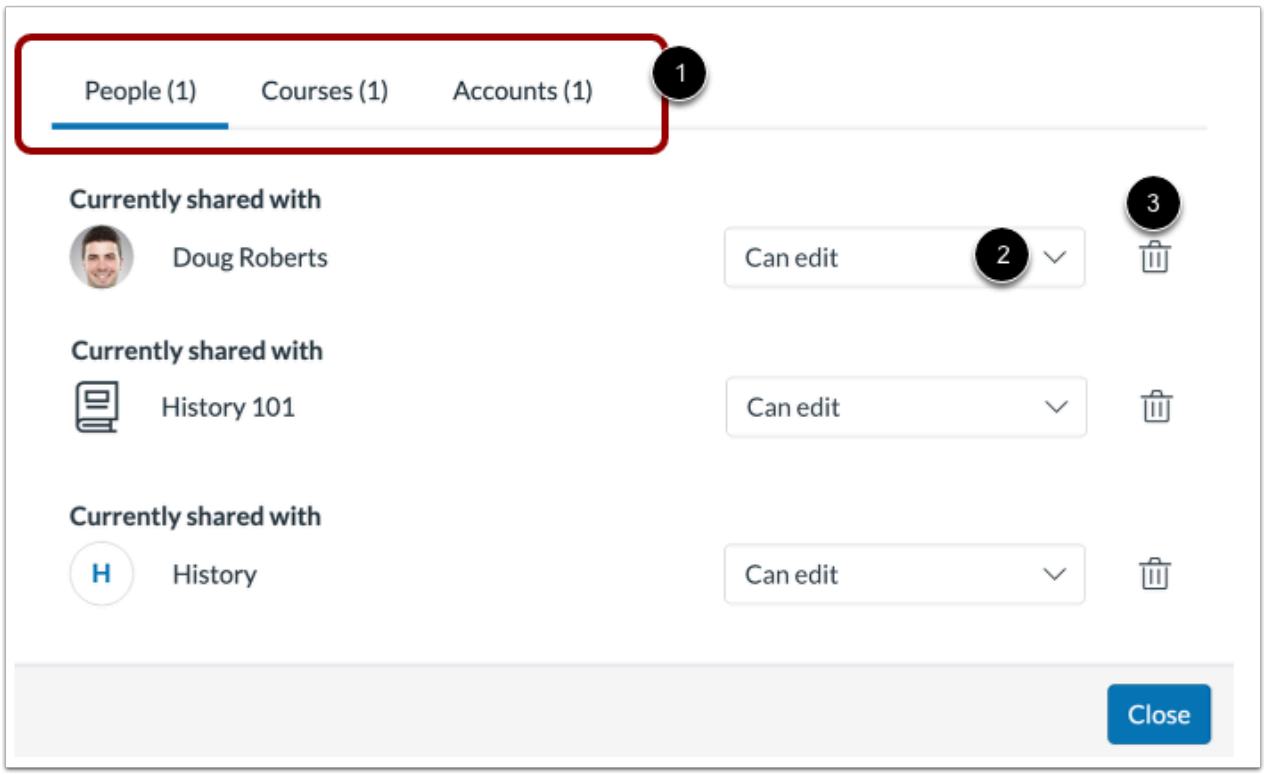
If given the permission by your institution, you can share item banks with sub-accounts.

Enter the name of the course you want to share the item bank with in the **Share With** field [1]. Then click the name of the sub-account [2]. You can add multiple sub-accounts in the Share With field.

To set access rights for the item bank, click the **Access** drop-down menu [3]. You can share the item bank with view access, which only allows the sub-account you share with to view the item bank, or edit access, which allows the sub-account you share with to view and edit the item bank.

To share the item bank with the selected sub-account, click the **Add** button [4].

View Currently Shared With



View the users, courses, and accounts who can view or manage the item bank [1].

To edit the item bank access, click the **Access** drop-down [2].

To remove a user's access from the item bank, click the **Remove** icon [3].

Notes:

- You can remove any user from an item bank, including yourself.
- If you accidentally remove a user or course from an item bank, you can share with them again.

Save Changes



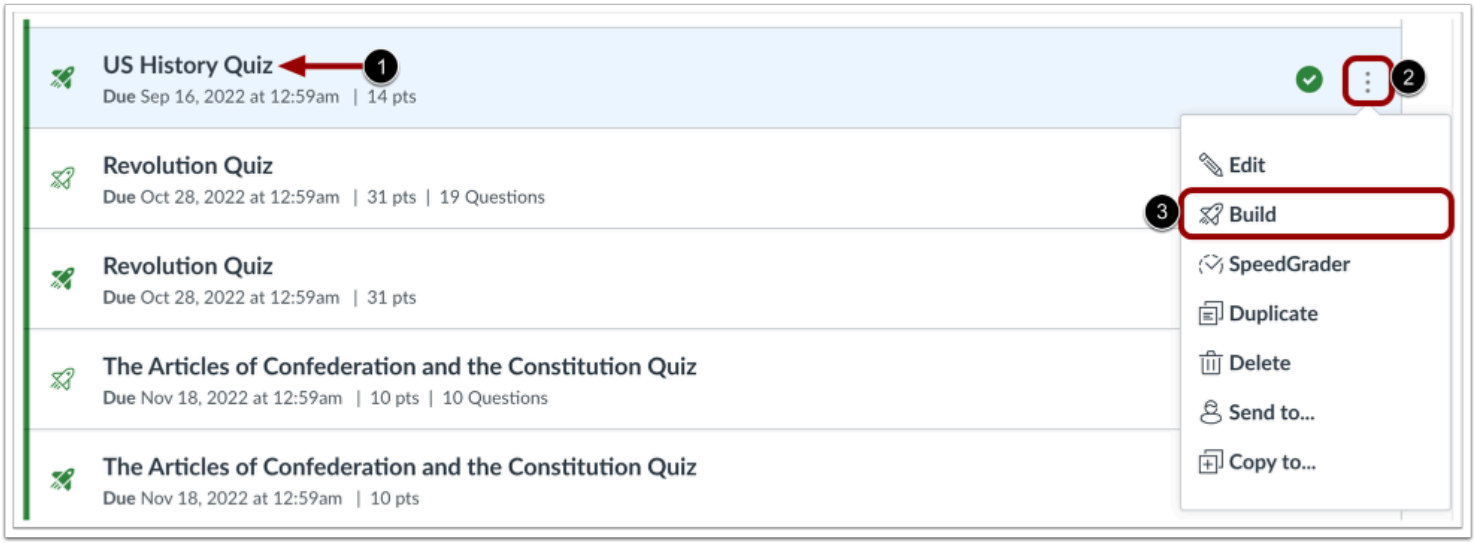
To save your changes and return to your item banks, click the **Close** button.

How do I print a quiz in New Quizzes?

You can print your quizzes in New Quizzes. You can either print a quiz key with answers shown or print a blank quiz with no answers. Quizzes can be printed on paper or saved to your computer as a PDF file.

Note: Only users who can edit quizzes can print them.

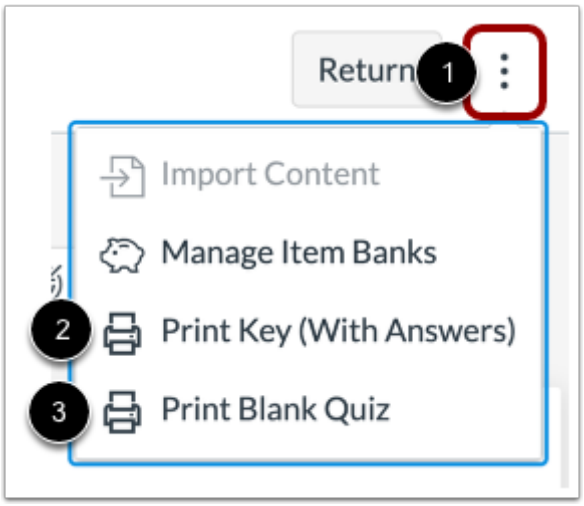
Open Build Page



To print a quiz, find the quiz you want to open [1].

To open the Build page, click the **Options** icon [2] and then click the **Build** link [3].

Print Quiz



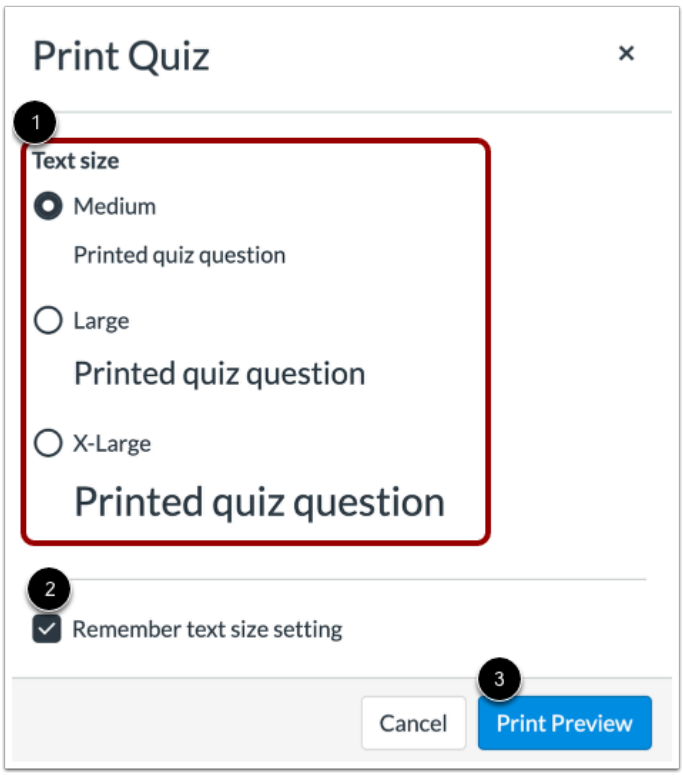
To print a quiz, click the **Options** icon [1] and select one of the print options.

To print a quiz key with answers, select the **Print Key (With Answers)** option [2]. The printed quiz looks similar to the New Quizzes build page.

To print a blank quiz with no answers shown, select the **Print Blank Quiz** option [3]. The printed quiz looks similar to the student's view while taking a quiz.

Note: The **One Question at a Time** option needs to be disabled in the quiz settings to be able to print a quiz with multiple questions.

Select Text Size

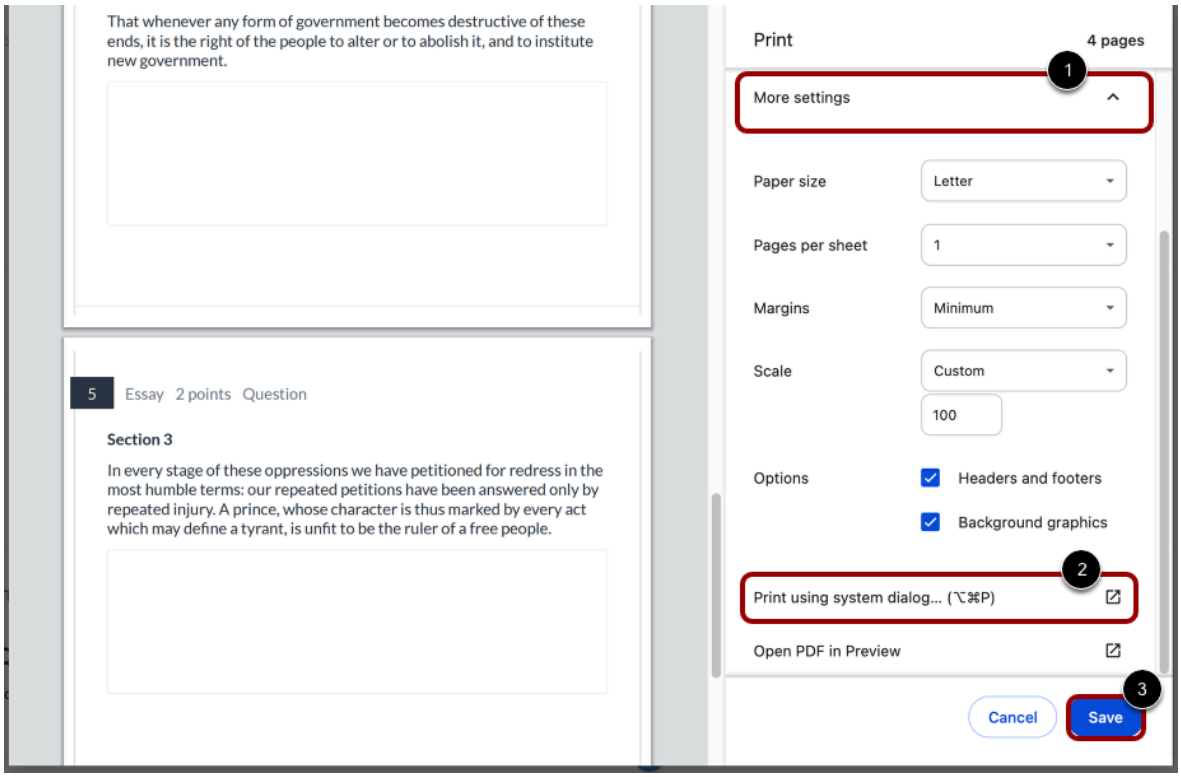


To select a text size for the printed quiz, select a text size option [1]. You can print the quiz with medium text, large text, or extra large text. Medium text is the default size.

To remember your text size setting, click the **Remember text size setting** checkbox [2].

To open the print preview, click the **Print Preview** button [3].

Select Print Options



New Quizzes uses your browser's print dialog window to print the quiz. You can select a different printer and choose other printing options, such as layout, pages, and color.

To print your quiz, click **More settings** [1], then click **Print using system dialog** [2].

To save your quiz as a PDF file, click **Save** [3] button.

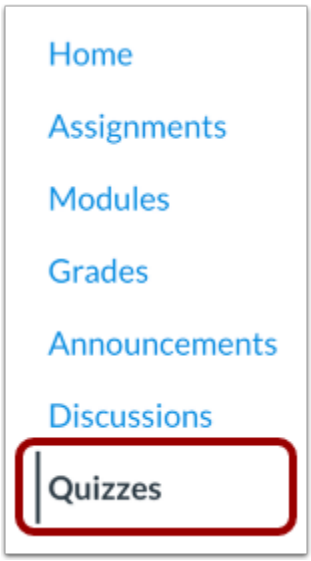
How do I align an outcome to a quiz in New Quizzes?

You can align course-level and account-level outcomes to a quiz in New Quizzes. Aligning an outcome allows you to measure student quiz performance using rating scales and mastery levels.

You can also align outcomes to a quiz question.

Note: If you cannot see outcomes in New Quizzes, they have not been configured for your course. Contact your Canvas administrator for assistance.

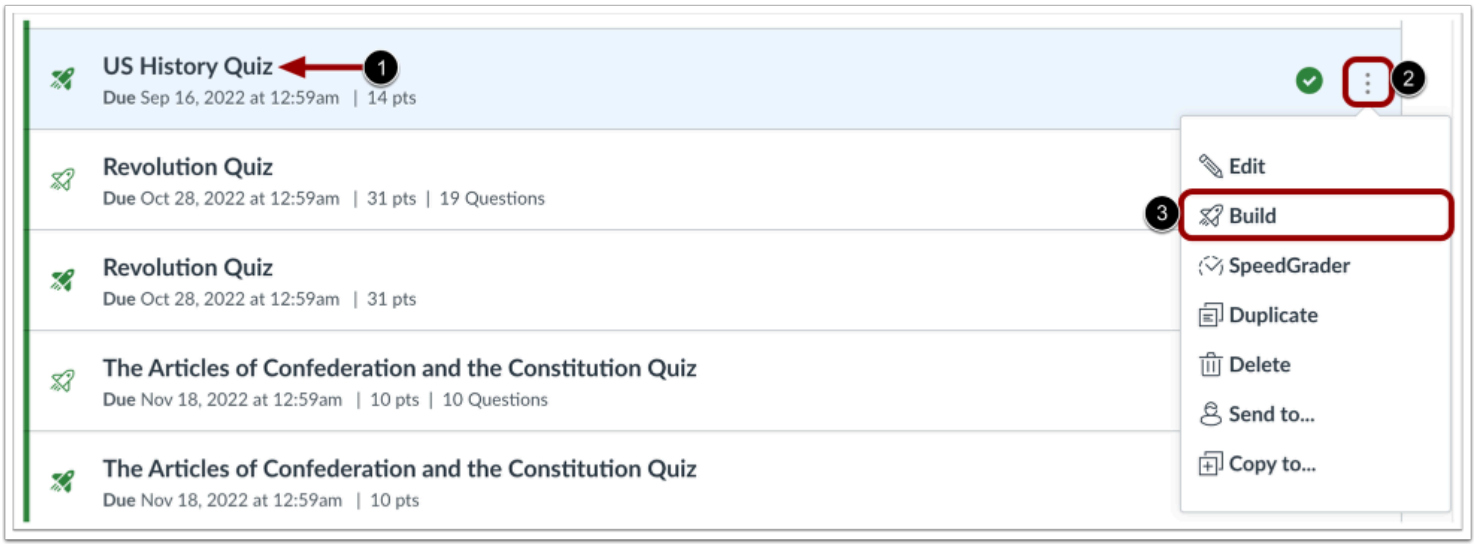
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open Build Page



To align an outcome to a quiz, find the quiz you want to open [1].

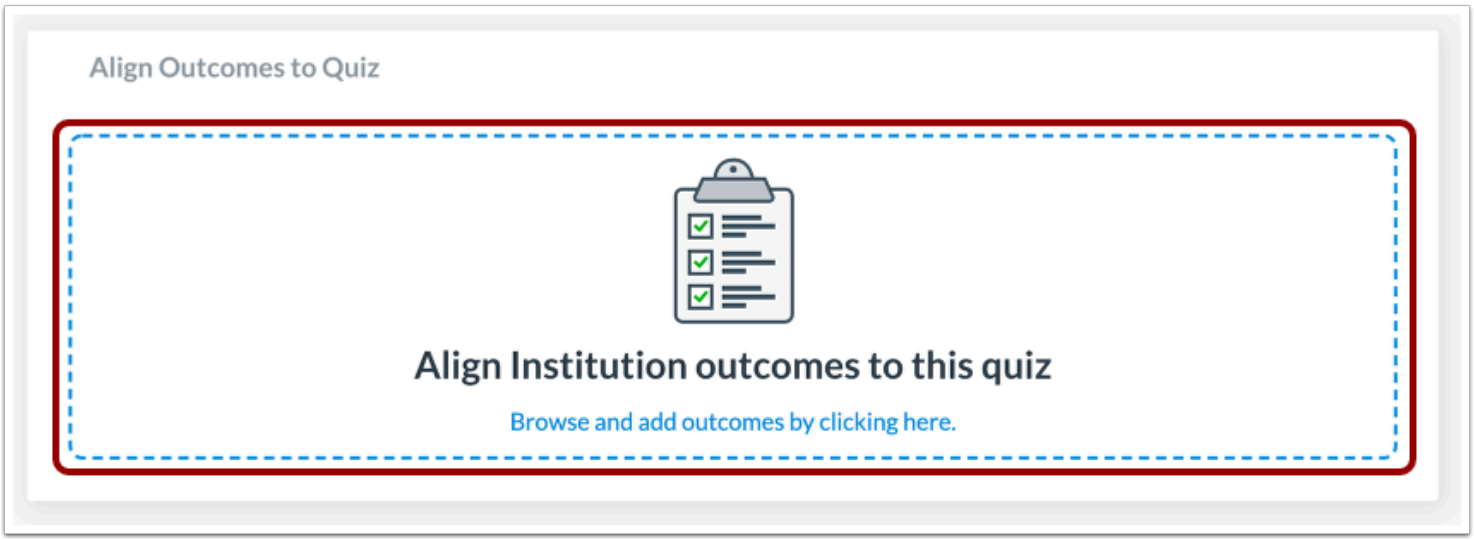
To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Open Outcomes



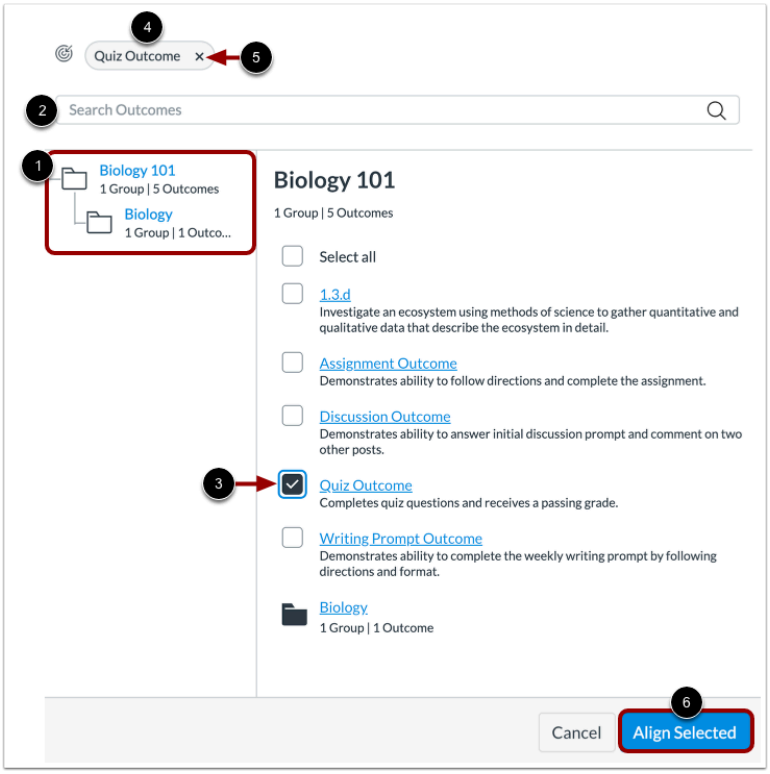
Click the **Outcomes** button.

Align Outcome



Click anywhere in the **Align Institution outcomes to this Quiz** section.

Select Outcome



The Attached Outcomes page displays course-level outcomes. You can also view account-level outcomes if they have been added to the course.

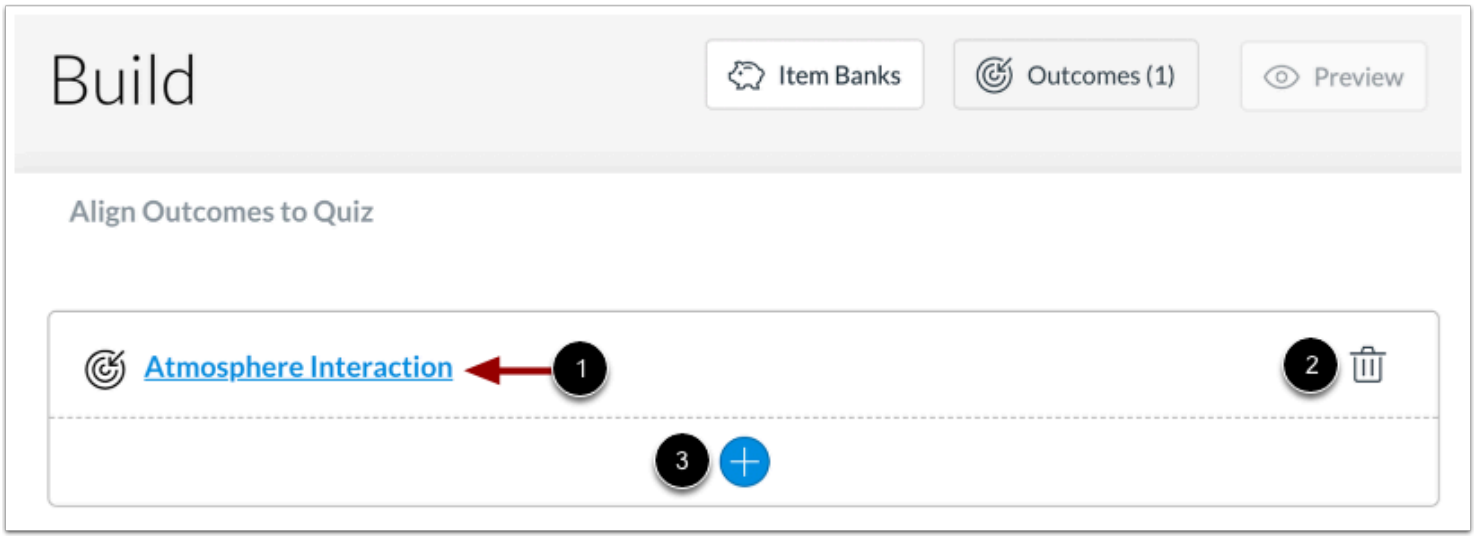
To attach an outcome to your quiz question, browse outcomes using the Outcome Picker [1]. You can also search outcomes by typing in the **Search Outcomes** field [2].

Click the checkbox next to the outcome you want to attach [3].

View a list of all selected outcomes [4]. To remove a selected outcome, click the **Remove** icon [5] or deselect the outcome checkbox.

To apply your selected outcomes, click the **Align Selected** button [6].

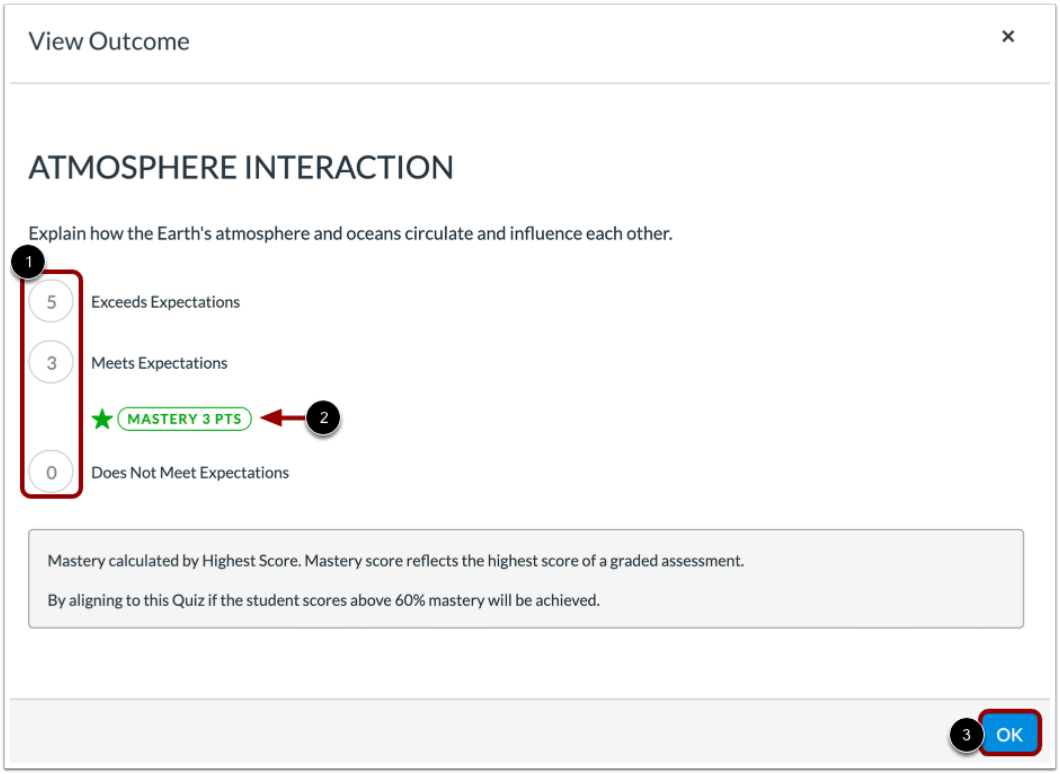
View Outcome



View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the **Delete** icon [2]. To add another outcome, click the **Add** button [3].

View Outcome Details



The details of an outcome include outcome ratings [1] and mastery level [2].

To return to the quiz, click the **OK** button [3].

How do I align an outcome to a quiz question in New Quizzes?

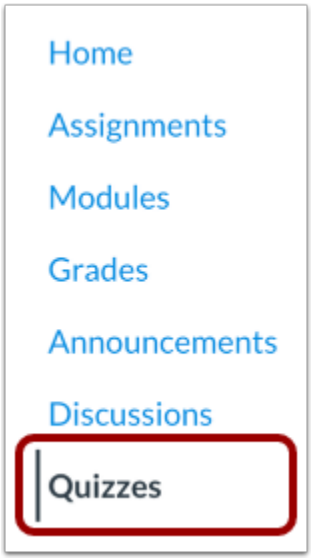
You can align course-level and account-level outcomes to a quiz question in New Quizzes. Aligning an outcome allows you to measure student quiz performance using rating scales and mastery levels.

You can also align outcomes to a quiz.

Notes:

- If you cannot see outcomes in New Quizzes, they have not been configured for your course. Contact your Canvas administrator for assistance.
- Course outcomes cannot be added to quiz questions that already live in an item bank.

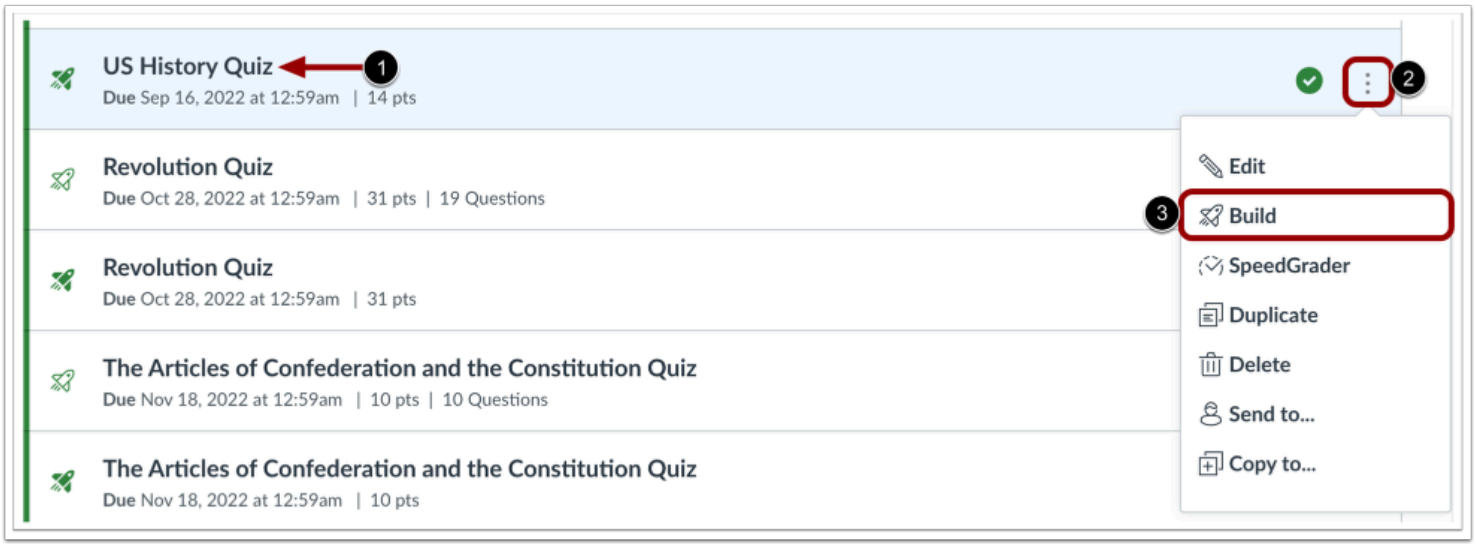
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

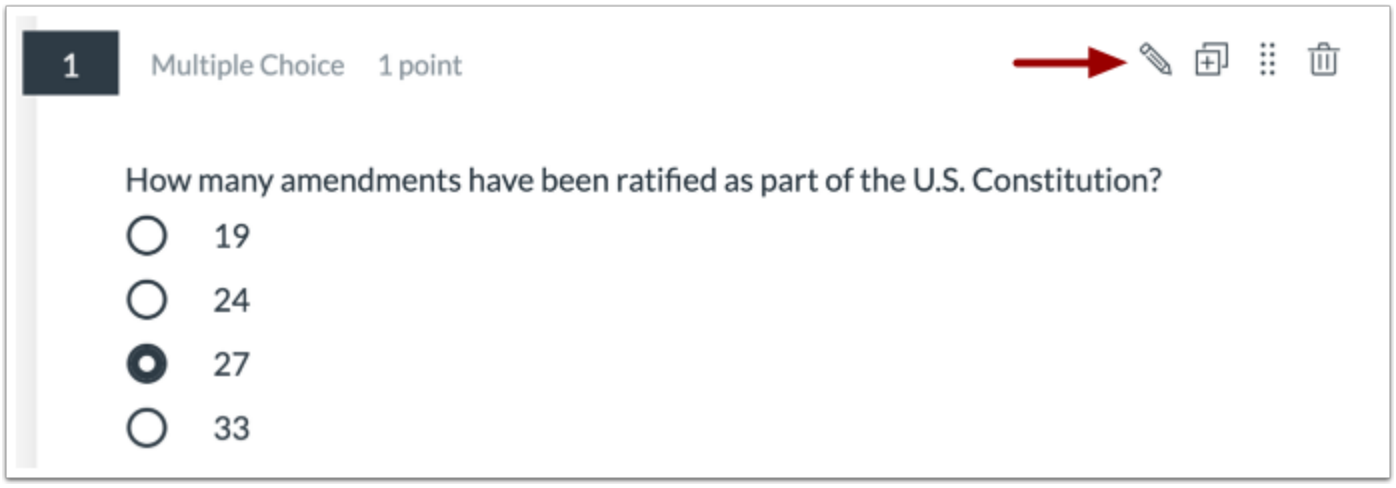
Open Build Page



To align an outcome to a quiz question, find the quiz you want to open [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

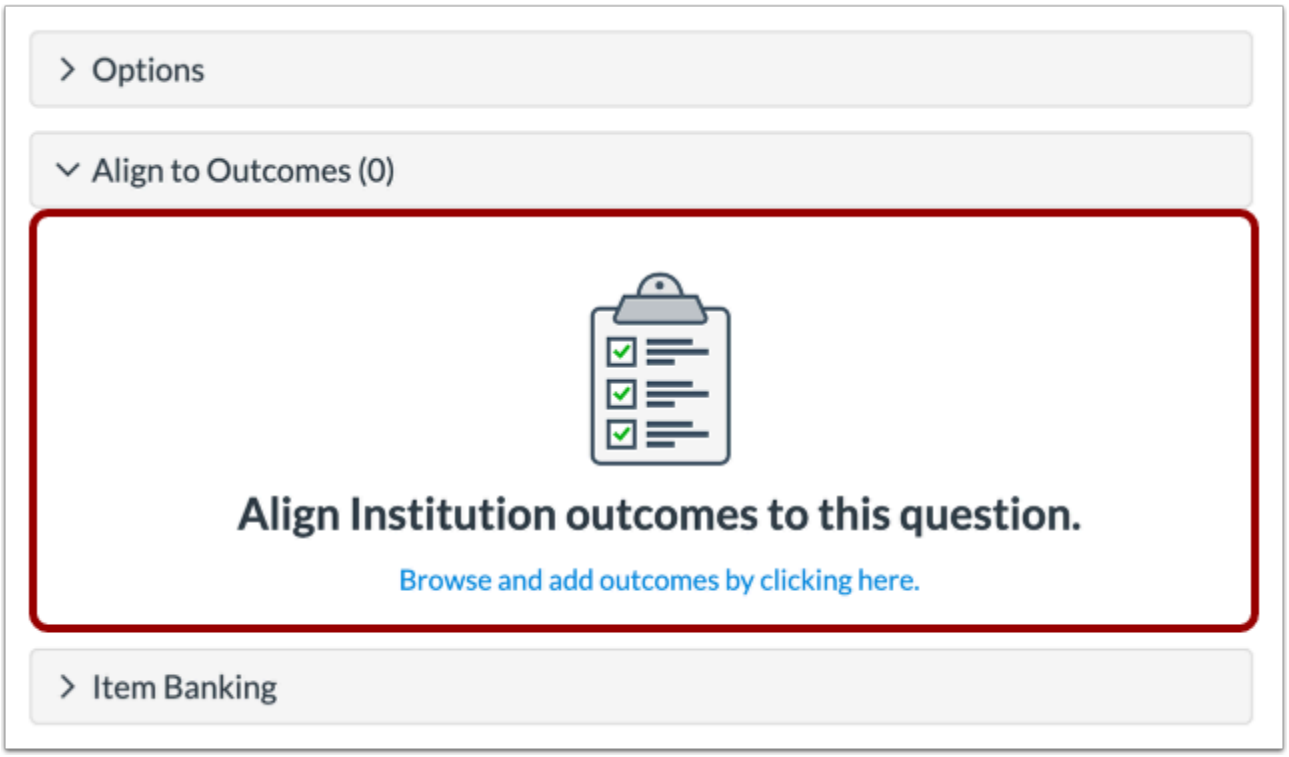
Edit Question



To edit the question, click the **Edit** icon.

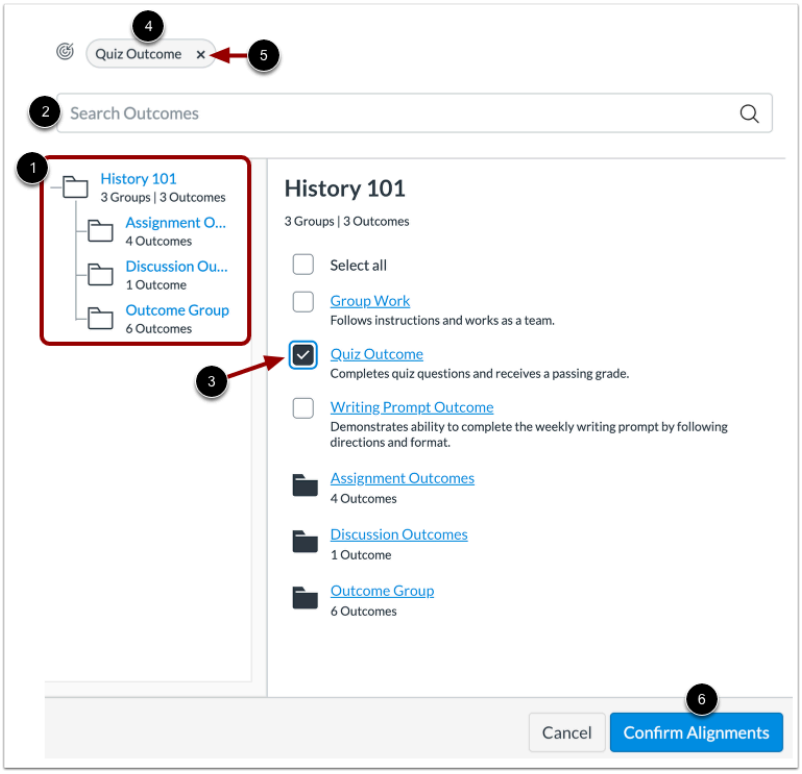
Note: You can also edit the question by clicking anywhere in the body of the question.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Select Outcome



The Attached Outcomes page displays course-level outcomes. You can also view account-level outcomes if they have been added to the course.

To attach an outcome to your quiz question, browse outcomes using the Outcome Picker [1]. You can also search outcomes by typing in the **Search Outcomes** field [2].

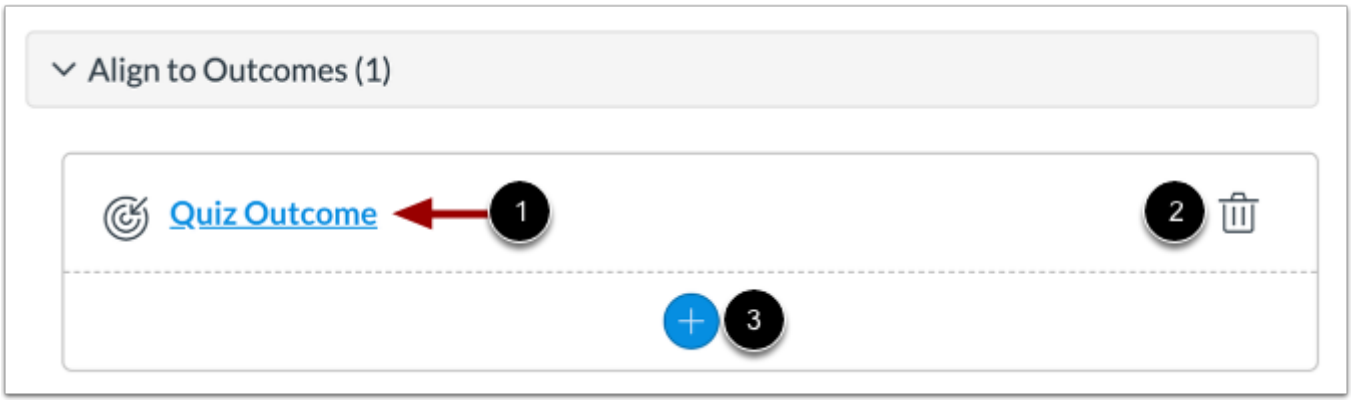
Click the checkbox next to the outcome you want to attach [3].

View a list of all selected outcomes [4]. To remove a selected outcome, click the **Remove** icon [5] or deselect the outcome checkbox.

To apply your selected outcomes, click the **Confirm Alignments** button [6].

Note: When the permission Item Bank - share with sub-account is enabled, you can add outcomes from different sub-accounts.

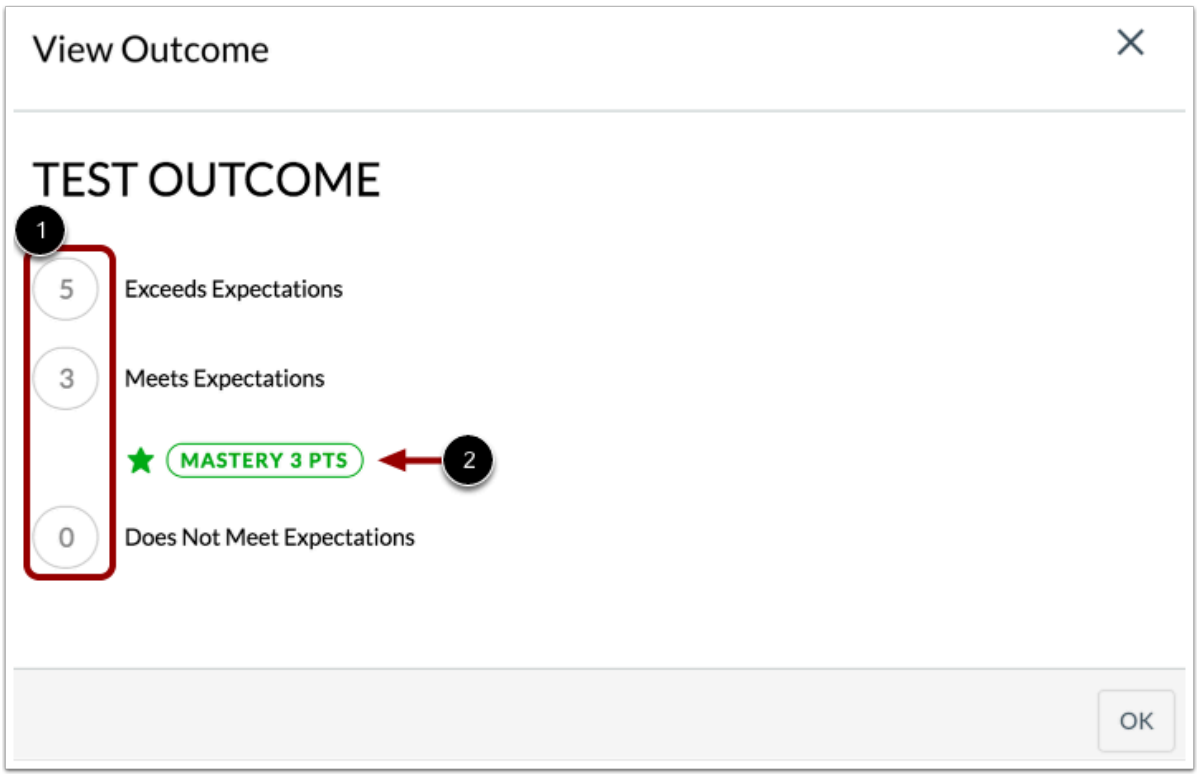
View Outcome



View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the **Delete** icon [2]. To add another outcome, click the **Add** button [3].

View Outcome Details



The details of an outcome include outcome ratings [1] and mastery level [2].

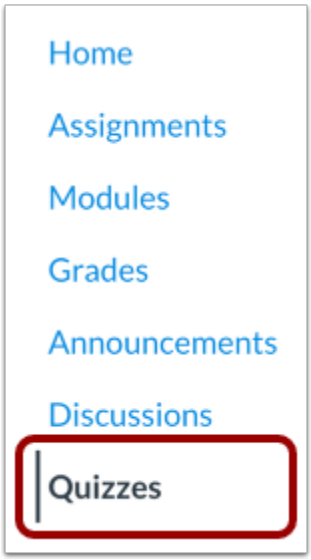
How do I view reports for a quiz in New Quizzes?

You can view and download 3 reports for a quiz created in New Quizzes. The reports available in New Quizzes are the Quiz and Item Analysis, Outcomes Analysis, and the Student Analysis report. The Quiz and Item Analysis reports include statistics for the entire quiz and for individual items. The Outcomes Analysis report includes outcome mastery statistics for all students who took the quiz. The Student Analysis report provides a clearer insight into students' grasp of course materials and concepts to better support students in improving comprehension and test-taking strategies.

Notes:

- For details on the calculations used in the Quiz and Item Analysis report, refer to the New Quizzes Quiz and Item Analysis resource document.
- Outcomes associated with questions from Item Banks do not display in the Outcomes Analysis report unless those Outcomes are added to a course.
- If you edit a quiz after students have already attempted the quiz, the Outcomes Analysis report includes results previous to edits being made.
- To generate a report, there must be at least three quiz submissions.
- To view reports for classic quizzes, learn how to view classic quiz statistics.

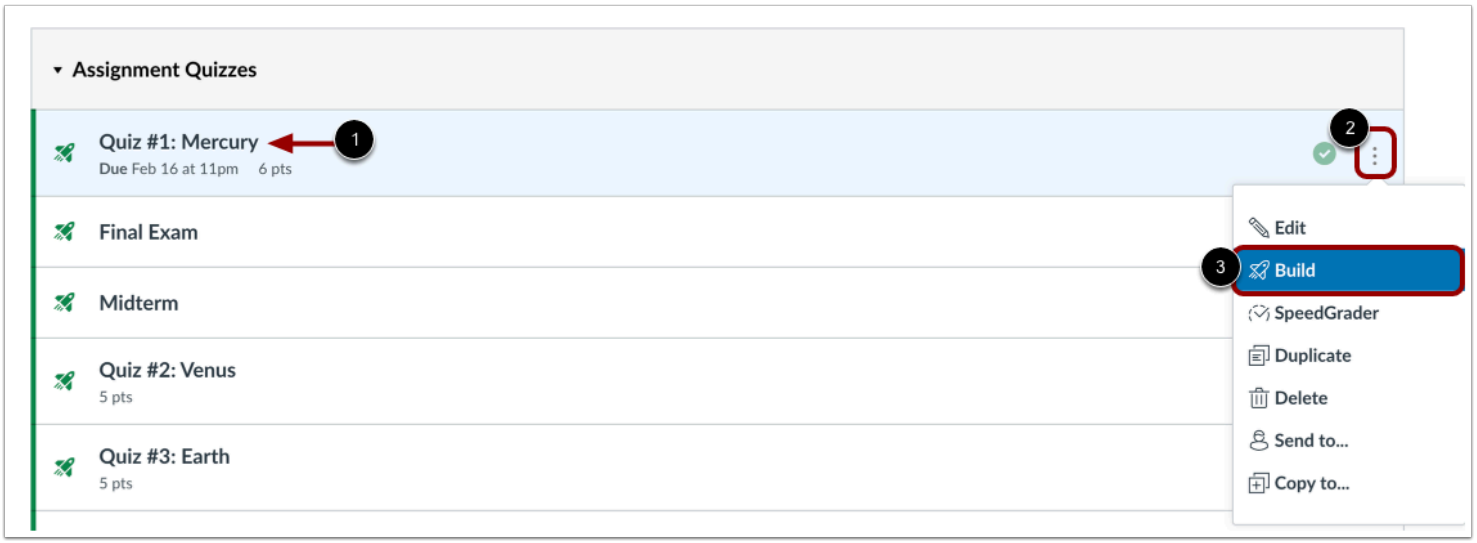
Open Quizzes



In Course Navigation, click the **Quizzes** link.

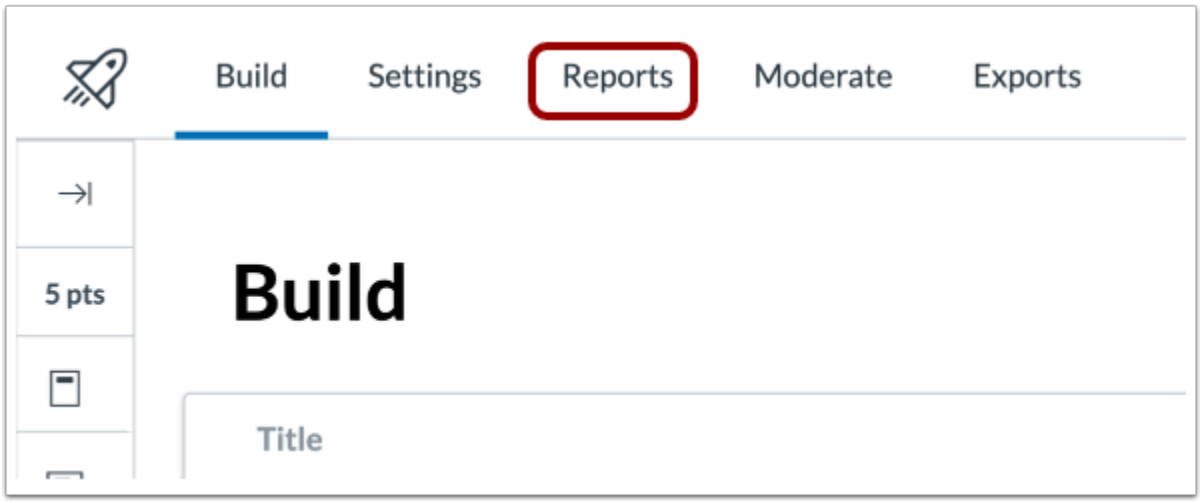
Note: You can also access quizzes from the Assignments page.

Open Build Page



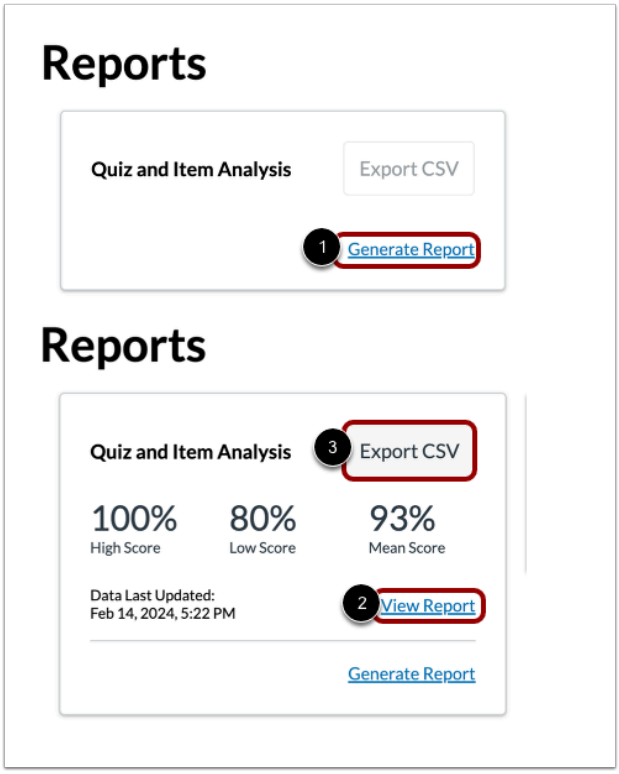
To view reports for a quiz, find the quiz you want to open [1]. Click the **Options** icon [2], and then click the **Build** link [3]

Open Reports



Click the **Reports** tab.

Open Quiz and Item Analysis



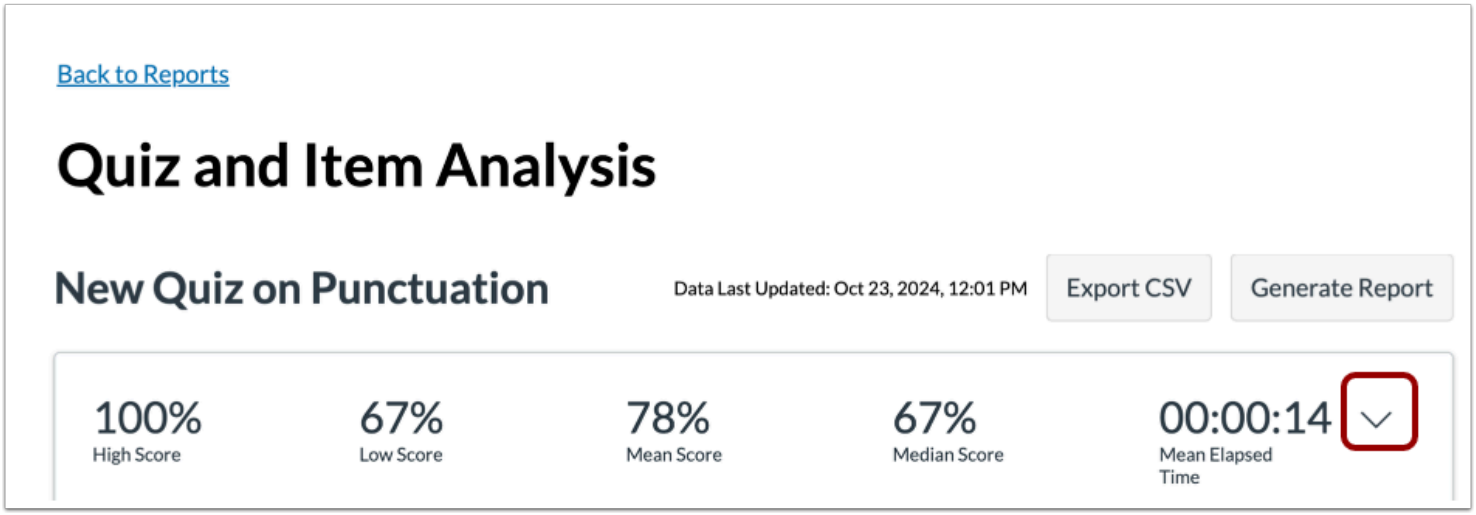
To generate the improved Quiz and Item Analysis report for the quiz, click the **Generate Report** link [1].

To open the generated report, click the **View Report** link [2].

To download the Quiz and Item Analysis report as a CSV file, click the **Export CSV** button [3].

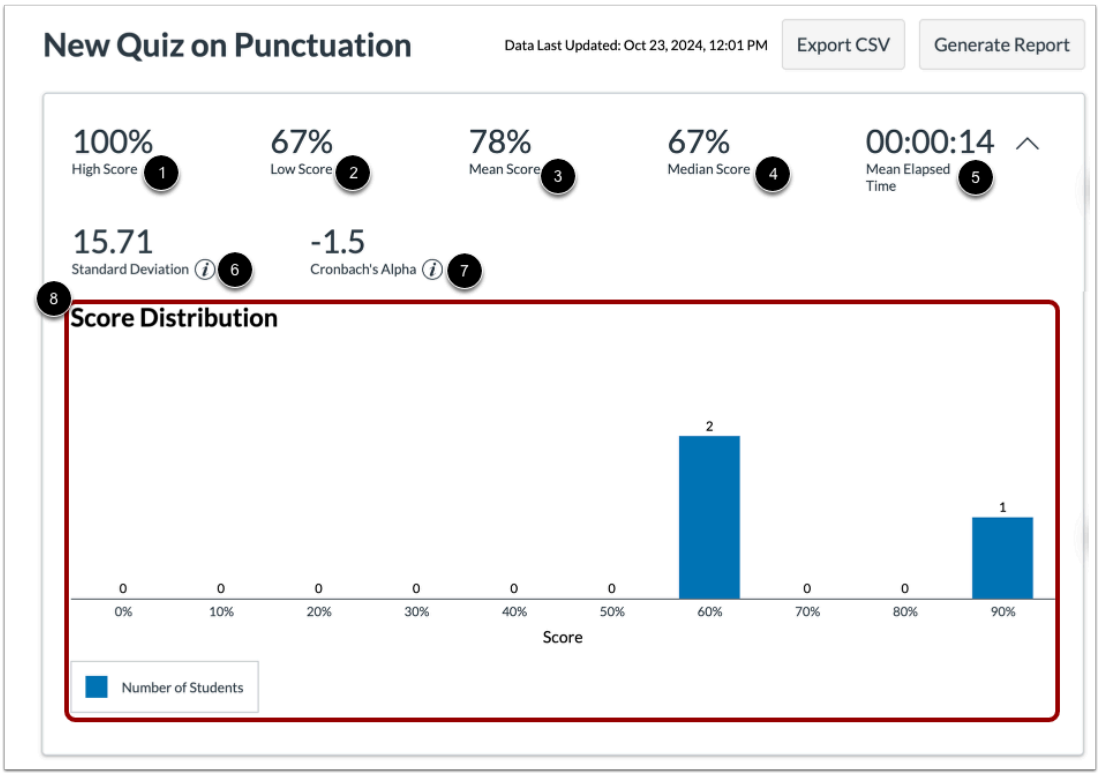
Learn more about the Quiz and Item Analysis.

View Quiz Analysis



The Quiz and Item Analysis report includes two sections: Quiz Analysis and Item Analysis.

The Quiz Analysis includes statistics for overall quiz scores. To view all Quiz Analysis details, click the **Expand** icon.

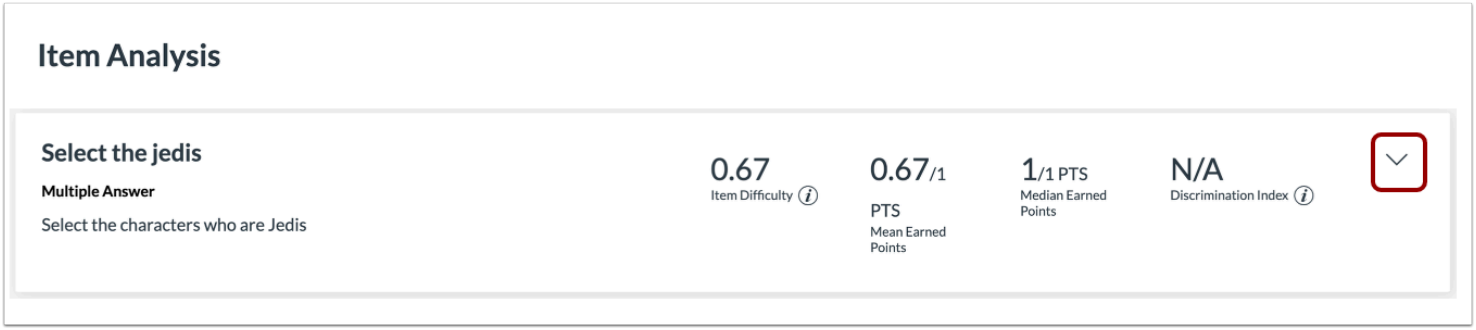


The following statistics are available:

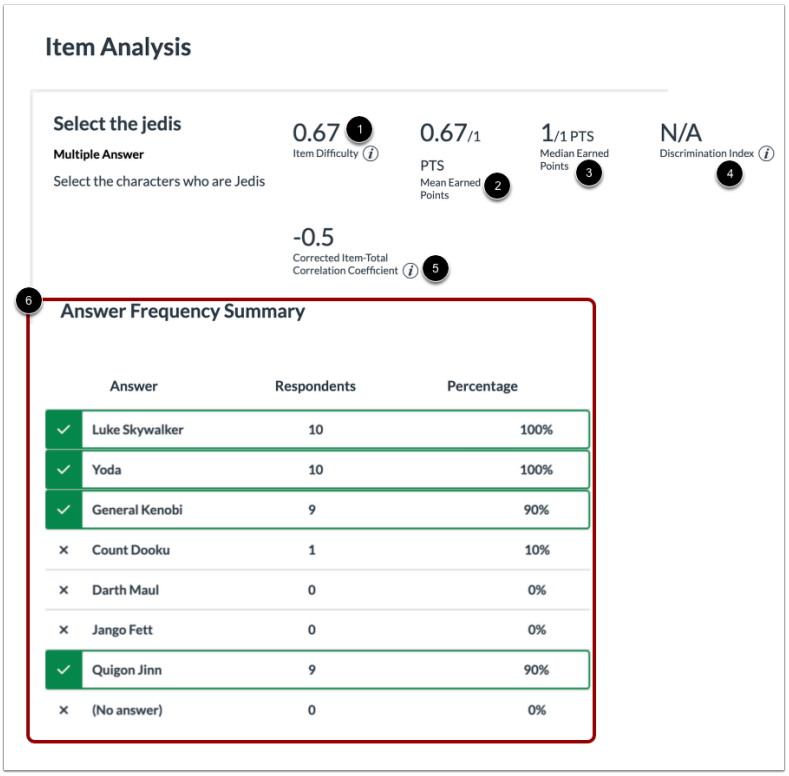
- **High Score**[1]: displays highest percentage score
- **Low Score** [2]: displays lowest percentage score
- **Mean Score** [3]: displays average percentage score
- **Median Score** [4]: displays median percentage score
- **Mean Elapsed Time** [5]: displays average time to complete the quiz
- **Standard Deviation** [6]: represents the amount of variation from the mean score in percentage
- **Cronbach's Alpha** [7]: is an internal consistency measure that estimates the reliability of a quiz
- **Score Distribution Chart** [8]: represents the distribution of earned scores for the quiz

Learn more about values in the Quiz Analysis section.

View Item Analysis



The Item Analysis includes statistics for items in a quiz and their correlation to the overall quiz score.To view Item Analysis details, click the **Expand** icon.



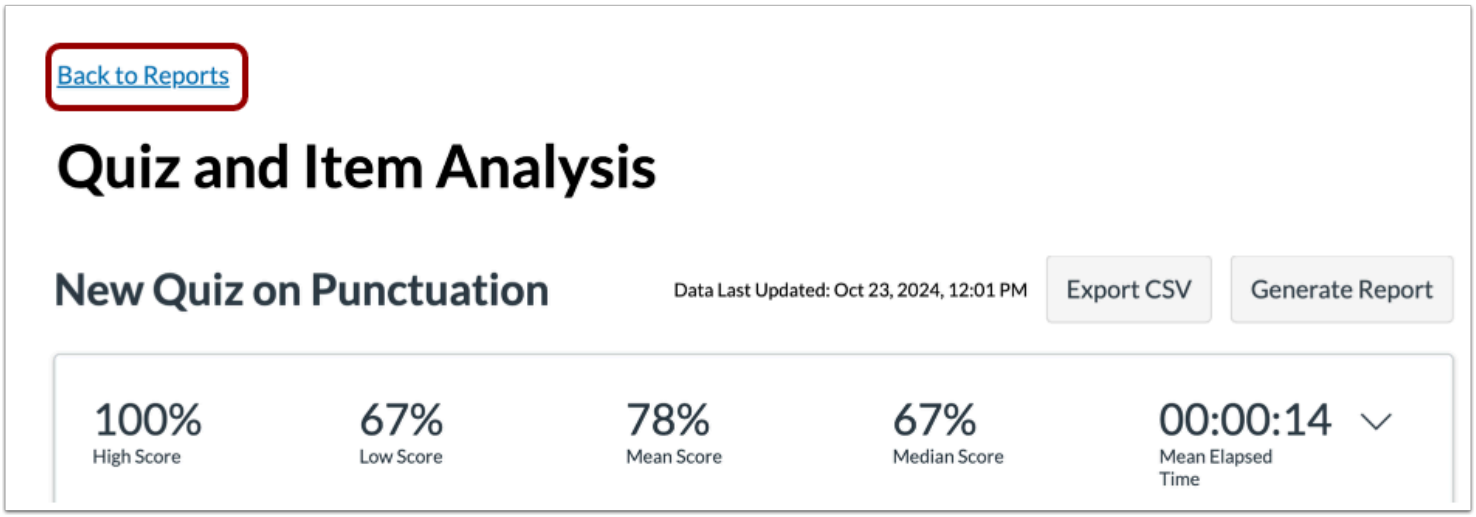
The following statistics are available:

- **Item Difficulty** [1]: measures the proportion of students who answered the question correctly
- **Mean Earned Points** [2]: displays average point score out of the maximum possible points

- **Median Earned Points** [3]: displays mean point score out of the maximum possible points
- **Discrimination Index** [4]: assesses the ability of an item to differentiate between the highest scoring and lowest scoring students
- **Corrected Item-Total Correlation Coefficient** [5]:measures the correlation between a given item and the total score
- **Answer Frequency Summary Chart** [6]: displays the number and percentage of students who selected each answer choice

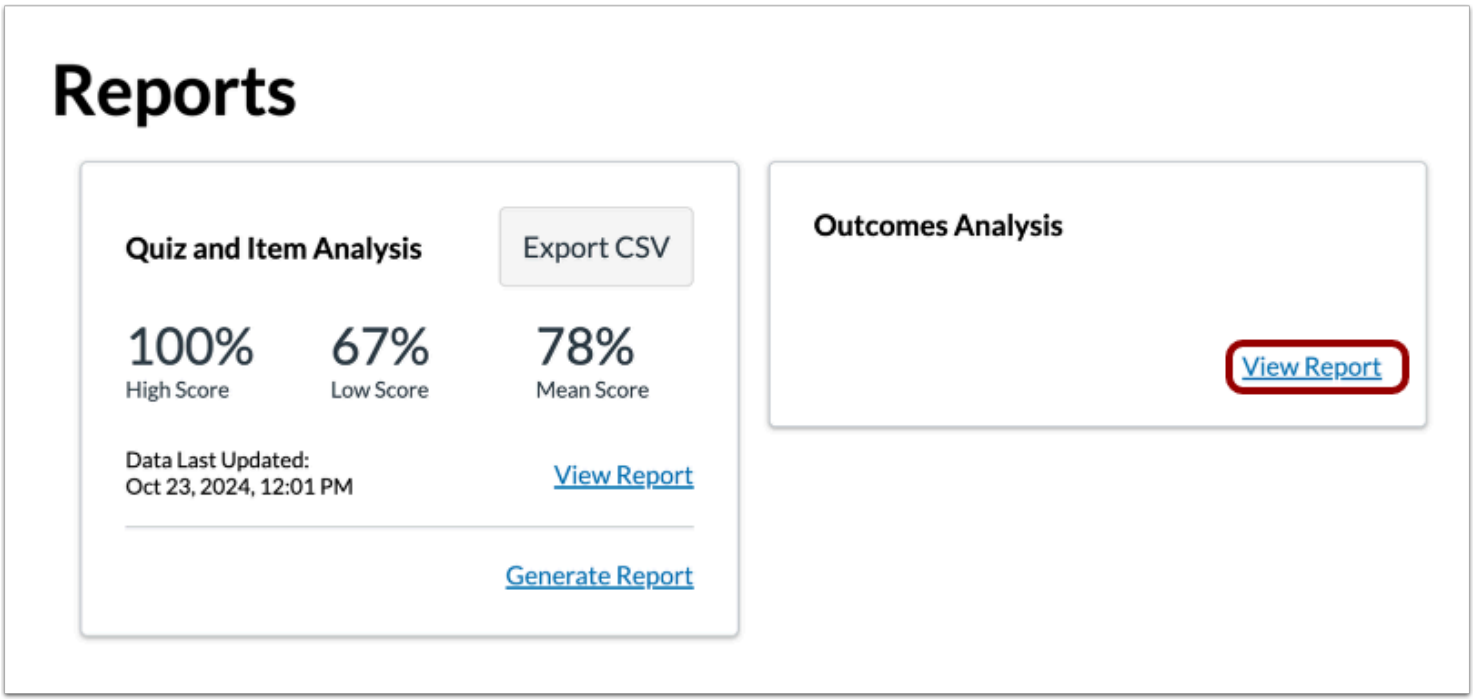
Note: The Answer Frequency Summary charts display the total number of correct responses, incorrect responses, and no responses for the following question types: Categorization, Fill in the Blank, Formula, Hot Spot, Matching, Multiple Answer, Multiple Choice, Numeric-Answer, Ordering, and True or False.

Return to Reports



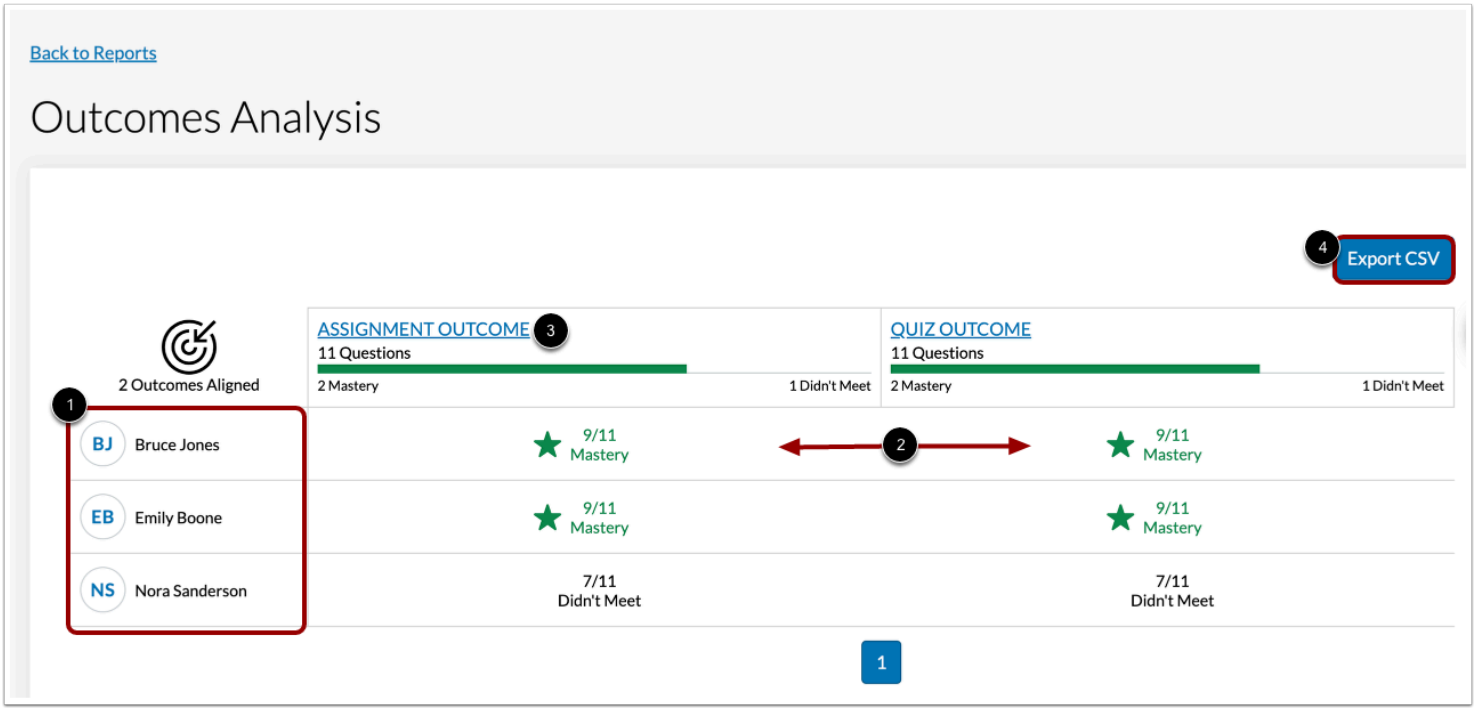
To return to the Reports page, click the **Back to Reports** link.

Open Outcomes Analysis



To open the Outcomes Analysis, click the **View Report** link.

View Outcomes Analysis



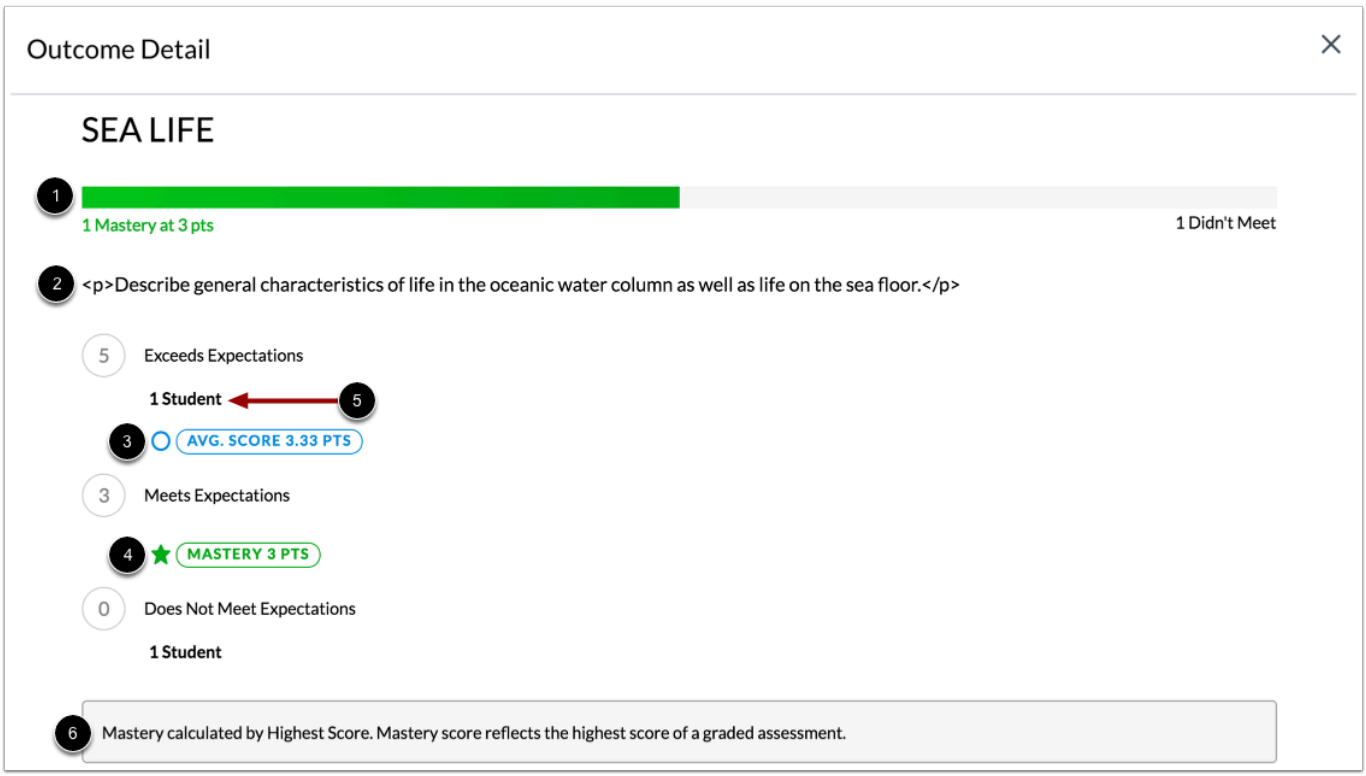
The Outcomes Analysis includes each student who has completed a quiz [1] and their mastery results for each outcome [2].

To view more details for an outcome, click the name of the outcome [3].

To download the CSV file of the Outcomes Analysis report, click the **Export CSV** button [4].

Note: Outcomes may take up to 48 hours to display in New Quizzes after they have been added to an account.

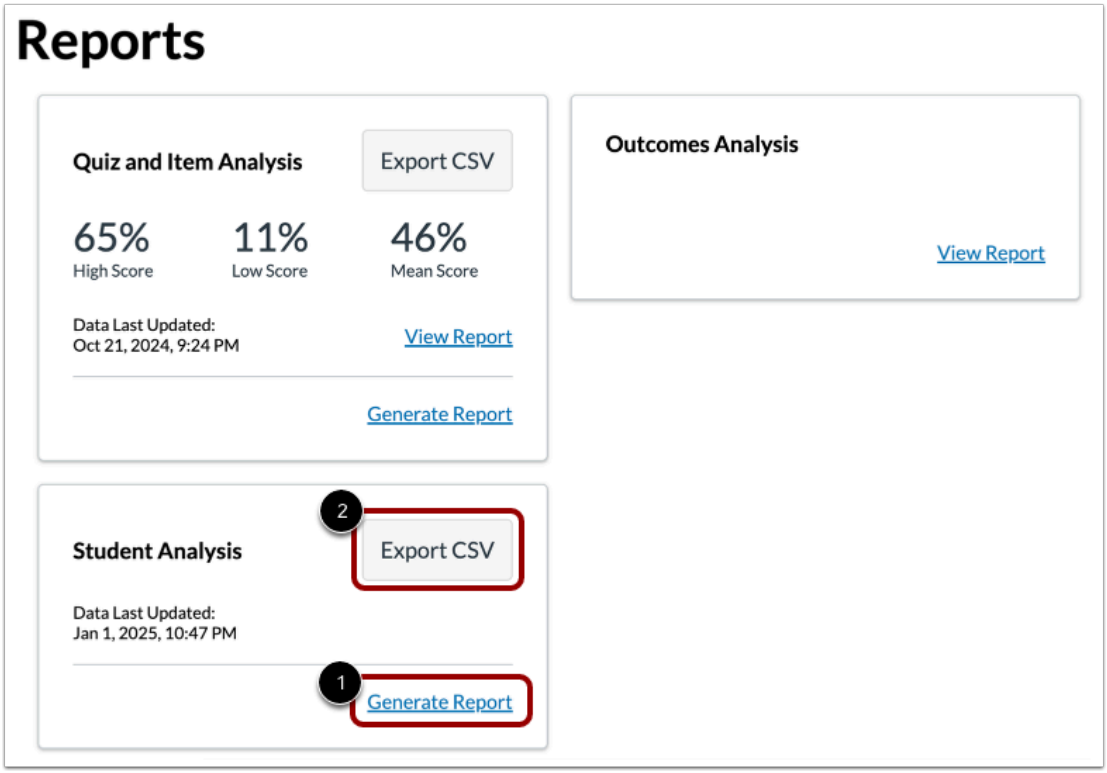
View Outcome Detail



The Outcome Detail page contains performance information for a specific outcome, including number of students who reached mastery [1], description [2], average score [3], and score required to earn mastery [4].

You can also view the number of students who score within each criteria level [5] and how mastery is calculated [6].

Open Student Analysis



To generate a Student Analysis report, click the **Generate Report** link [1], then click the **Export CSV** button [2].

View Student Analysis Report

Name	ID	SISID	SectionIDs	SectionNames	SectionSISIDs	Submitted	ElapsedTime	Attempt	ItemID	ItemType	true or false	EarnedPoints	Status
Emily Boone	20	EmilyBoone12345	203	Basic Written Communications		2025-04-02 01:51:54 UTC	00:00:21	1	1099	true-false	TRUE	1.0	Graded
Bruce Jones	22	BruceJones56789	203	Basic Written Communications		2025-04-02 23:43:13 UTC	00:00:10	1	1099	true-false	TRUE	1.0	Not Graded
Max Johnson	21	MaxJohnson09876	203	Basic Written Communications		2025-04-02 01:55:14 UTC	00:00:13	1	1099	true-false	TRUE	1.0	No Answer
Gregory Boyd	26	GregoryBoyd23455	203	Basic Written Communications		2025-04-02 22:59:29 UTC	00:00:32	1	1099	true-false	TRUE	1.0	Attempted
Ola Benson	29	OlaBenson78965	203	Basic Written Communications		2025-04-02 01:53:25 UTC	00:00:20	1	1099	true-false	TRUE	0.0	Not Attempted

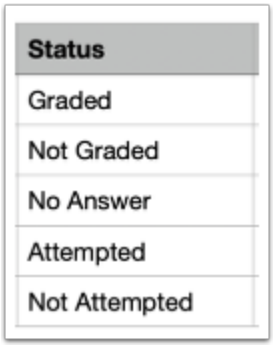
The report includes:

- SISID (when permission is enabled)
- SectionSISID (when permission is enabled)
- Time Elapsed
- Submission Attempts

- Item Type
- Student Response
- Points Earned
- Number of Correct
- Number of Incorrect
- No Response
- Overall Score
- Status

Note: The Student Analysis Report CSV includes data on each student's individual attempt.

View Status Item Values



Status
Graded
Not Graded
No Answer
Attempted
Not Attempted

The Status column includes the following item state values:

- Graded: The student answered the question, either correctly or incorrectly.
- Not Graded: The question is awaiting grading (applies only to Essay or File Upload questions).
- Not Attempted: The question was not included in the students quiz.
- No Answer: The student did not answer the question, but it was part of the quiz.
- Not Supported: The question type is not supported by the Student Analysis Report.
- N.A.: An error state indicating missing important data from the modal.

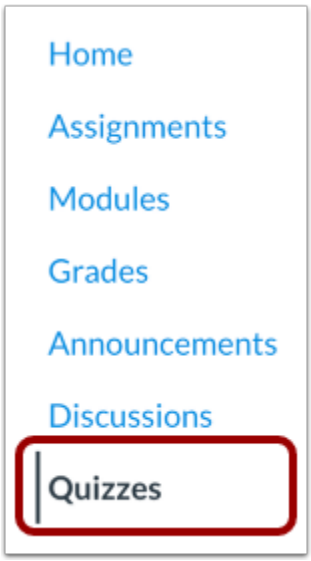
How do I use the Moderate page in New Quizzes?

In the Moderate page of a quiz created in New Quizzes, you can view student results and manage student accommodations, attempts, and time limits. Quiz results also include a detailed log for each student.

Student results can also be viewed in SpeedGrader and the Gradebook.

Note: Quiz logs should not be used to validate academic integrity or identify occurrences of cheating.

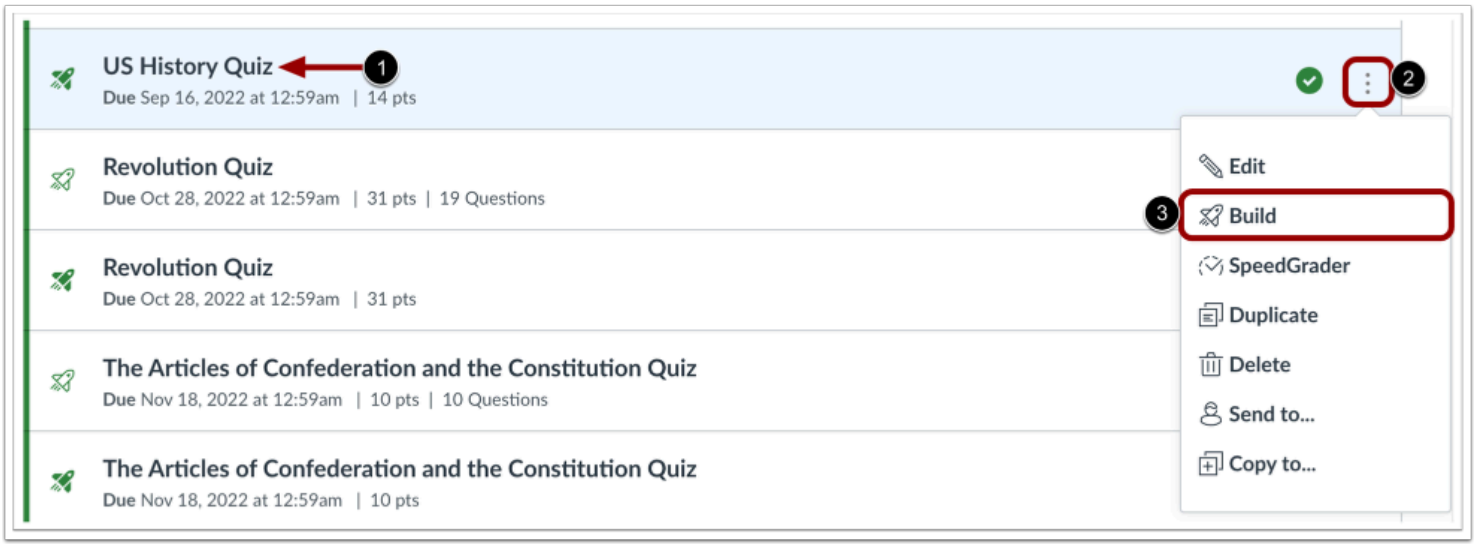
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

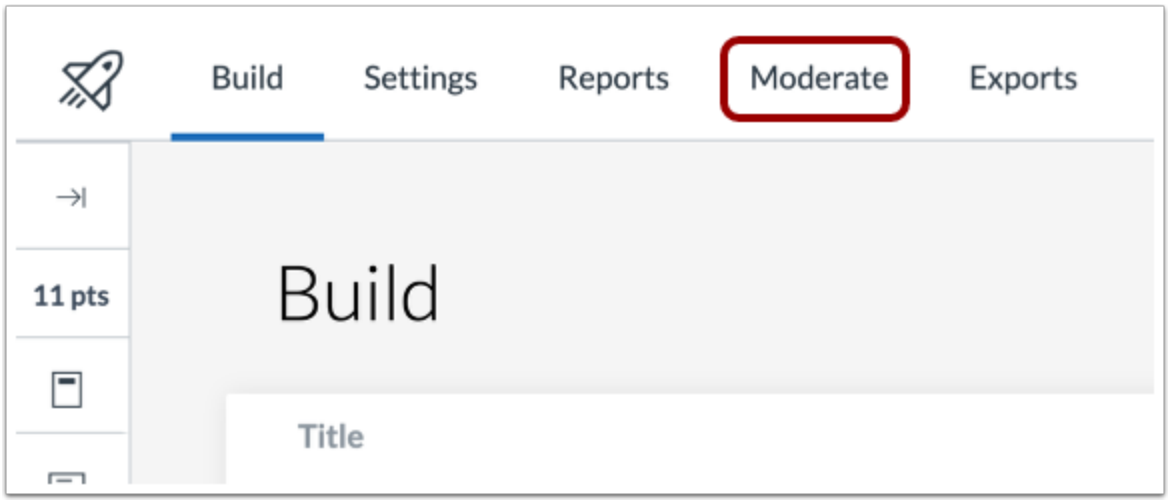
Open Build Page



To use the Moderate page, find the quiz you want to open [1].

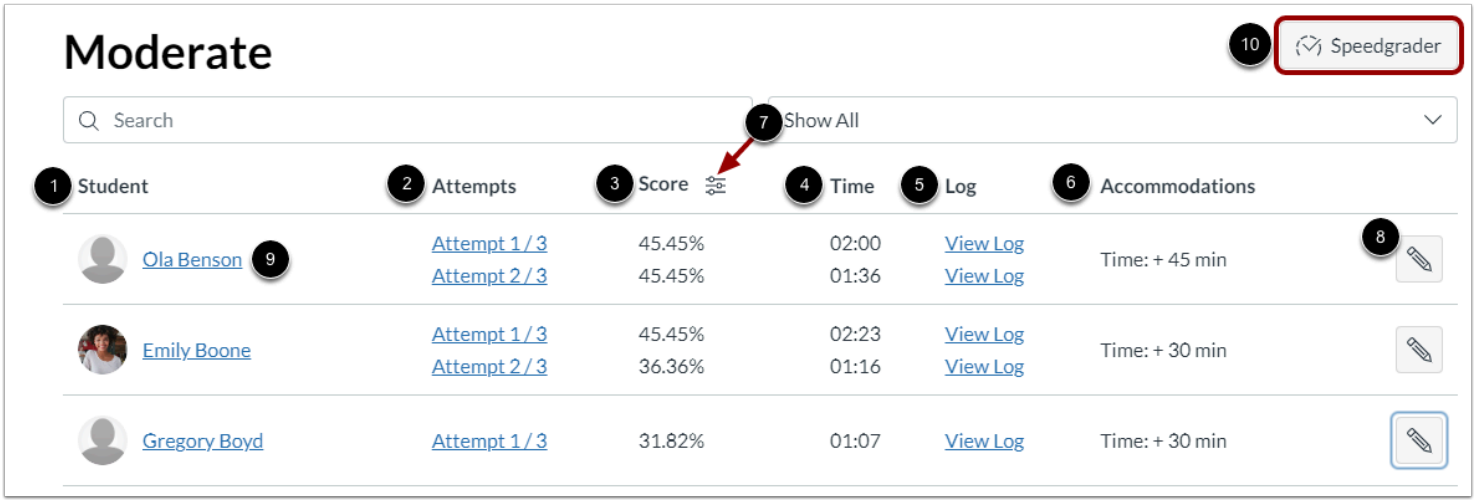
To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Moderate Quiz



Click the **Moderate** tab.

View Moderation Page



The Moderation page displays a list of students in the course [1], their quiz attempts [2], the score for each attempt [3], the time for each attempt [4], attempt logs [5], and total quiz accommodations [6].

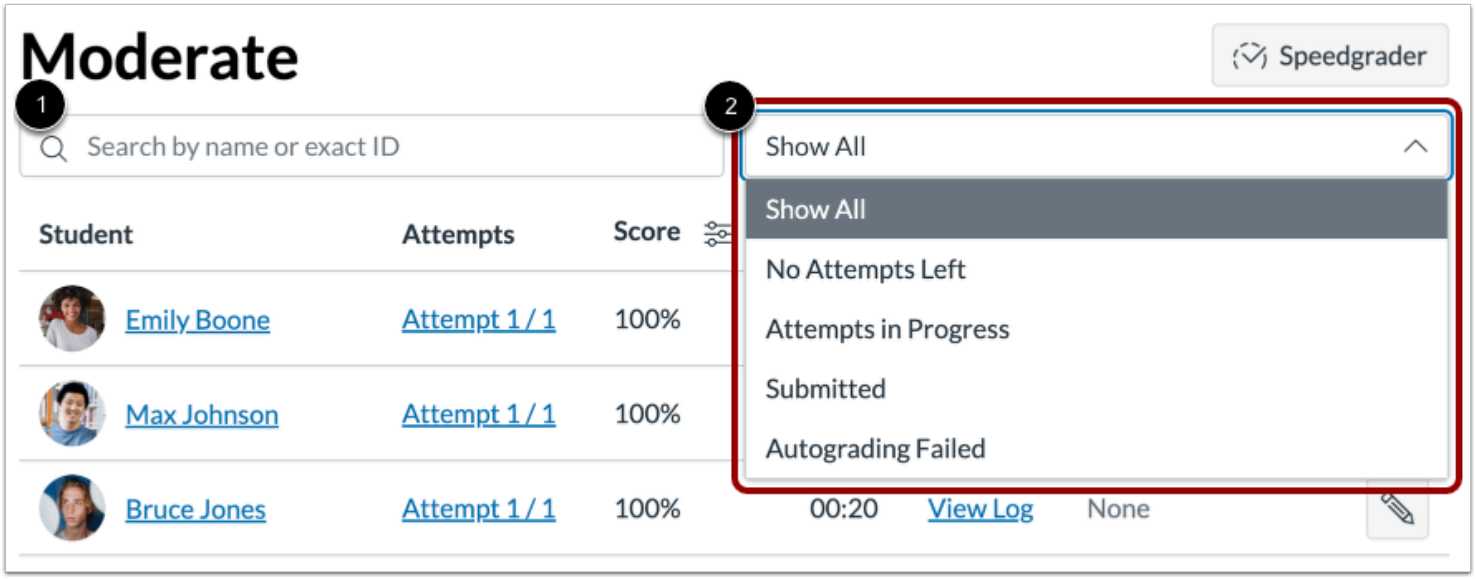
To display scores as a percentage or raw score, click the **Configure** icon [7].

To moderate a quiz for an individual student, click the **Moderate** button [8]. Moderation options include managing timer settings and reopening a student's most recent attempt.

To manage student course-wide quiz accommodations, click the student name link [9].

To open SpeedGrader, click the **SpeedGrader** button [10].

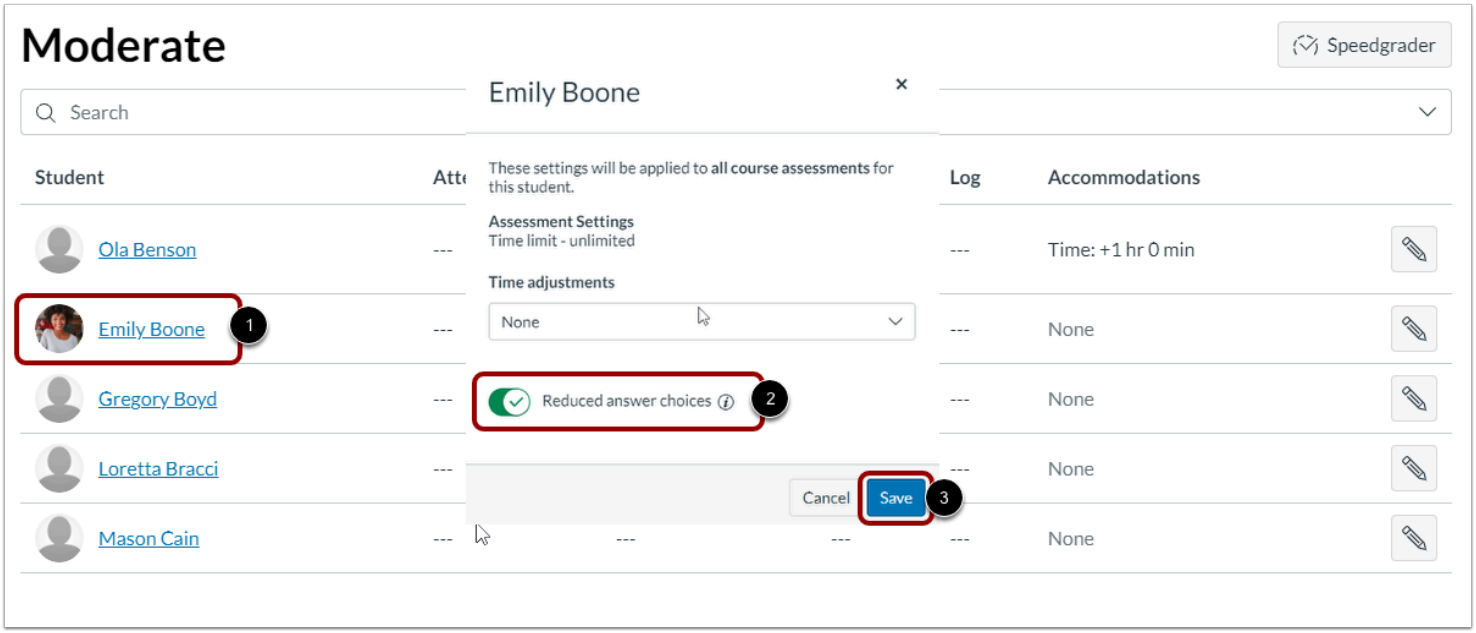
Filter Results



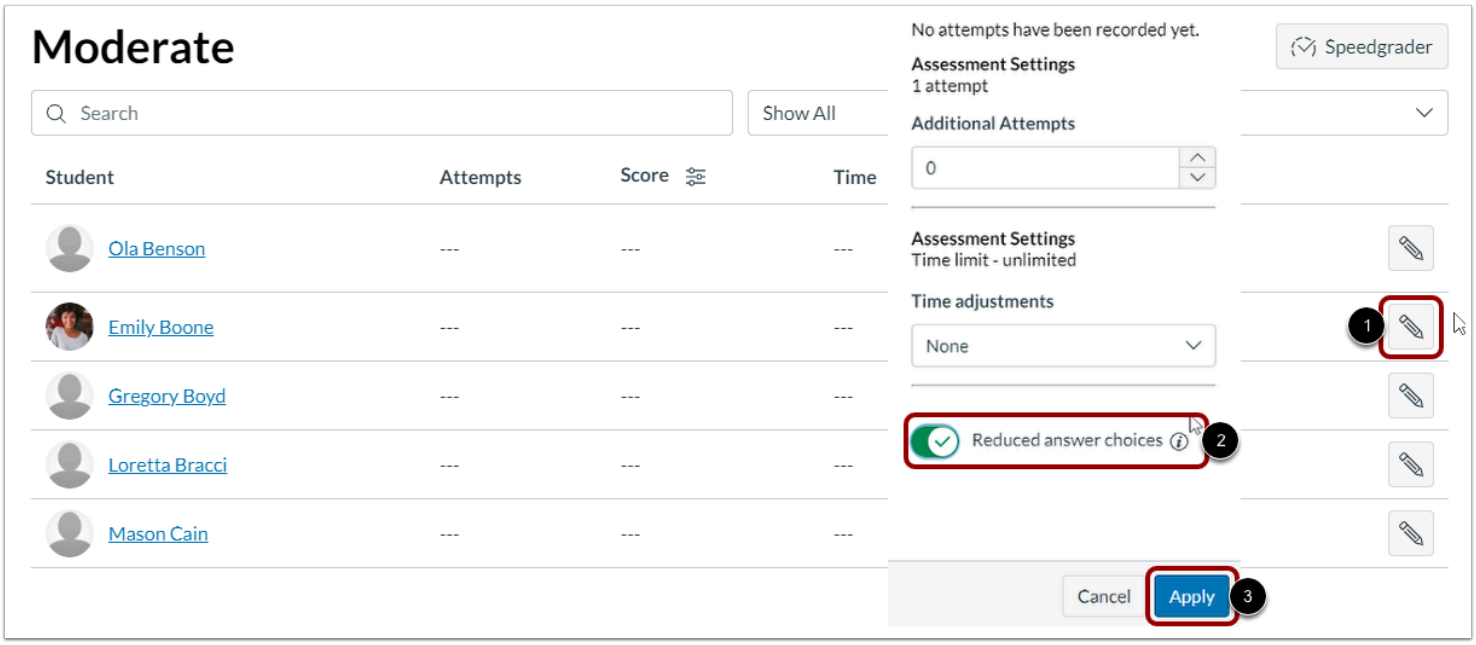
To search for a specific student, type their name in the **Search** field [1]. If enabled by your institution, you can also search by Canvas ID or SIS ID.

To filter displayed results by all attempts, no attempts left, attempts left, submitted attempts, or attempts where auto grading failed, click the **Sort by** drop-down menu [2].

Enable Reduced Answer Choices

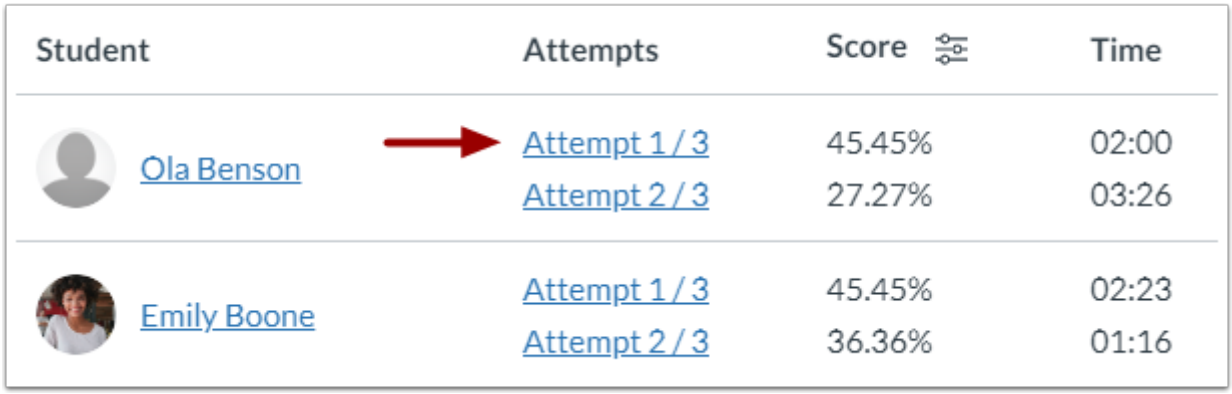


To moderate a student's quiz and reduce answer choices, click on the student's name in the moderation list [1]. Click the **Reduced Answer Choices** toggle on [2]. This removes one incorrect answer from all multiple-choice questions with four or more options. To apply the changes, click the **Save** button [3].

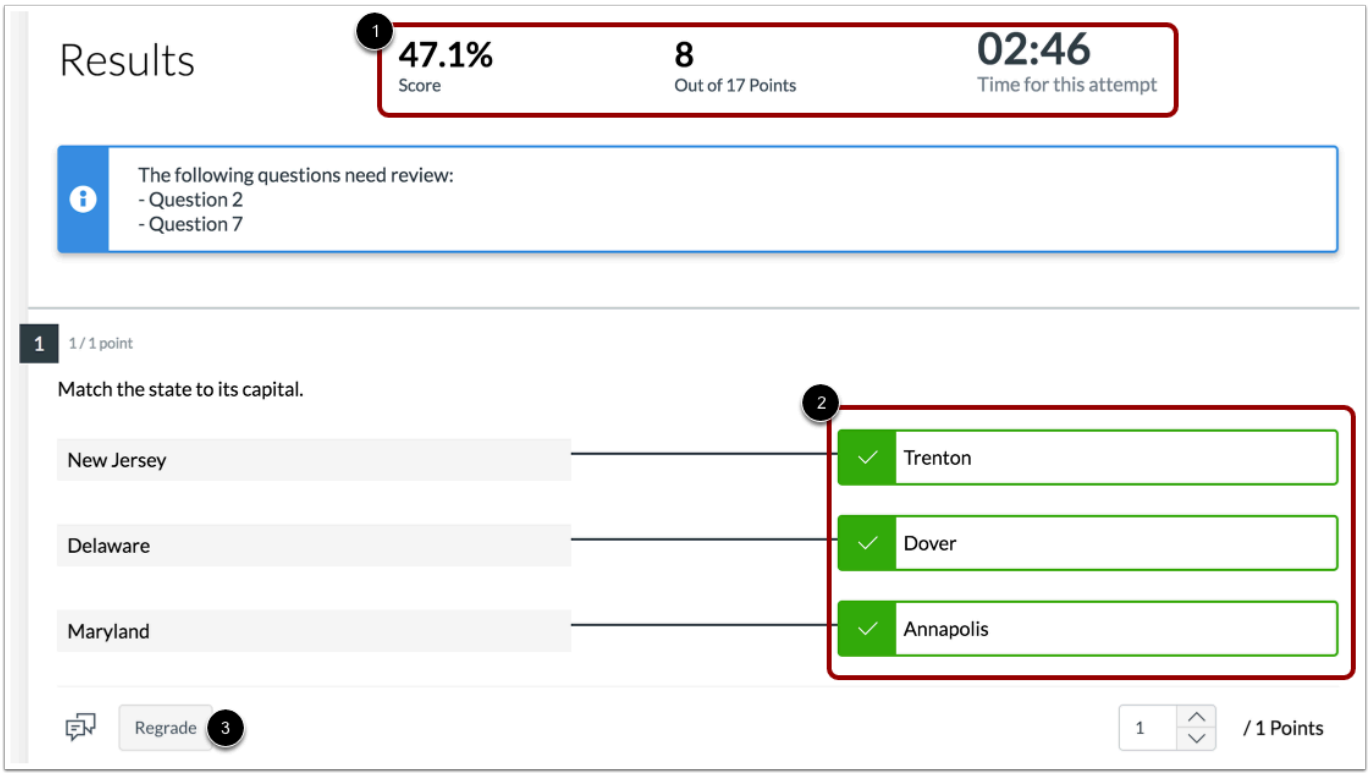


You can also click the **Edit** icon next to the student's name [1] and then click the **Reduced Answer Choices** toggle on [2]. To apply the changes, click the **Apply** button [3].

View Student Attempt



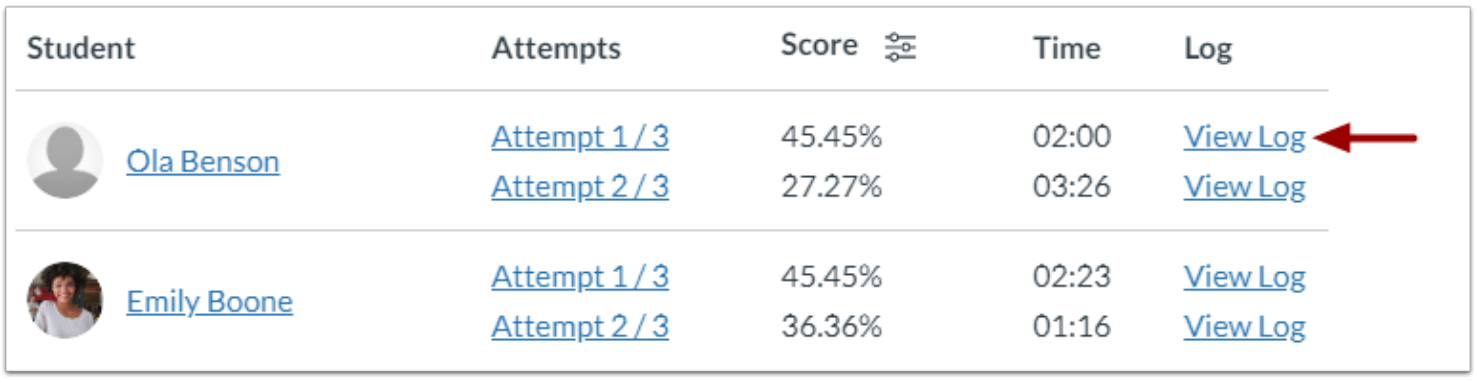
To view the details of a student attempt, click the attempt link.



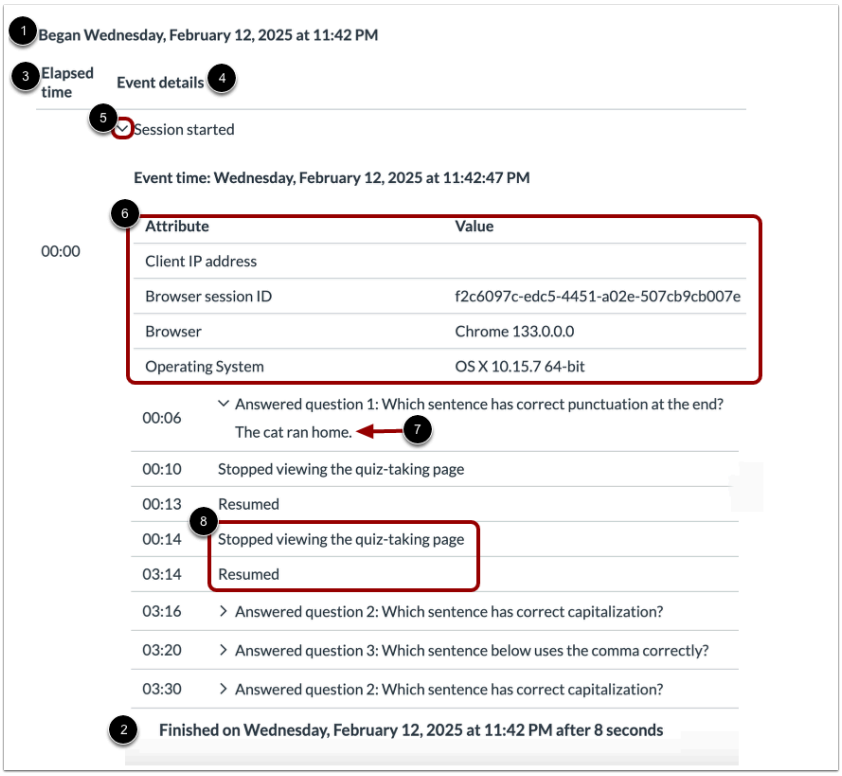
The student results page includes a student's answers and grades for each question [1]. From this page, you can review student answers [2].

Depending on question type, you may be able to regrade quiz questions [3].

View Log



To view details about a student's quiz attempt, click the **View Log** link.



In the log, you can view the time and date a student began the quiz [1] and completed the quiz [2].

You can also view each event that occurred while the student was taking the quiz. You can view the amount of time elapsed during the event [3] as well as basic event details [4].

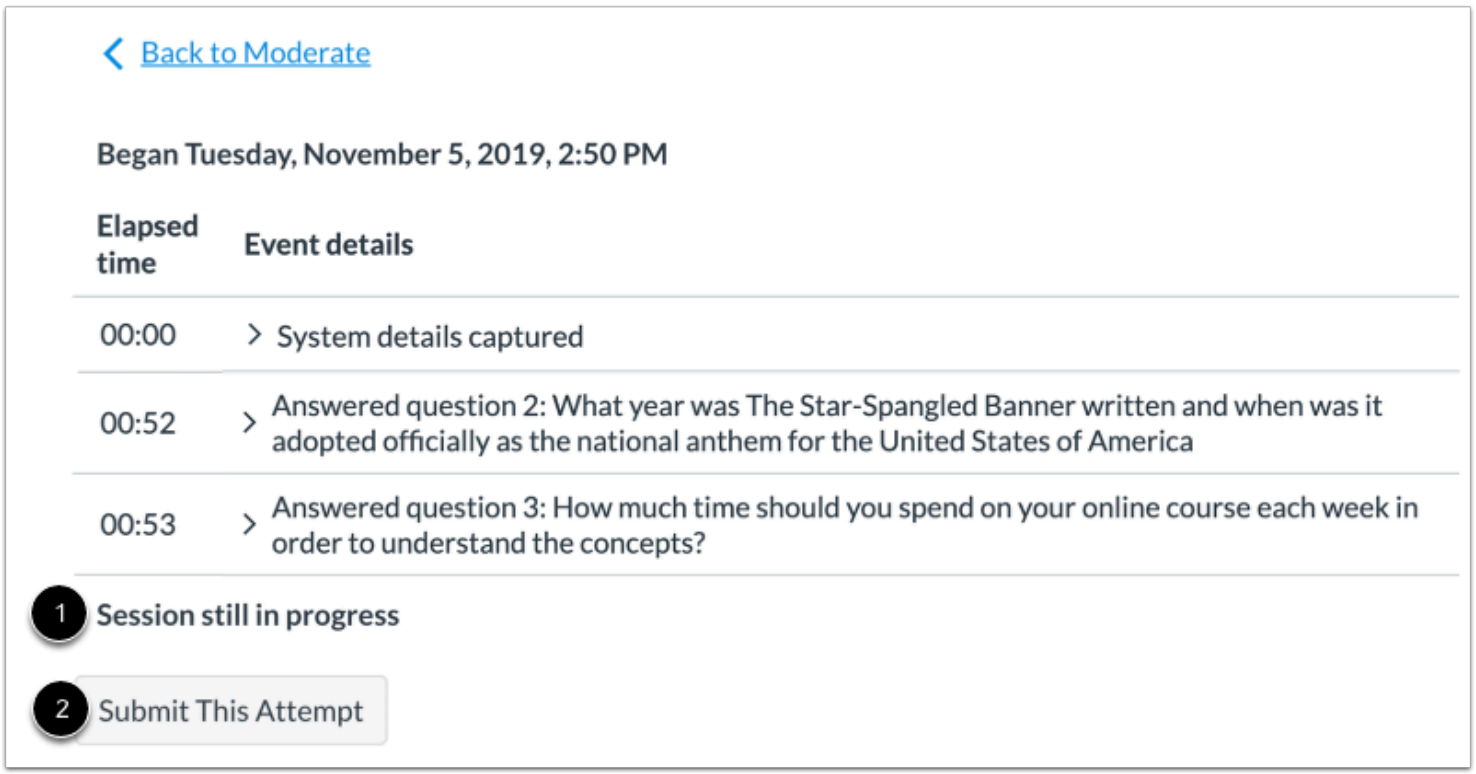
To view more details about a quiz event, click the **Expand** icon [5]. You may be able to view details about the student's computer [6] or an answer they selected [7].

The log also includes moments of stopping and resuming the quiz [8].

Notes:

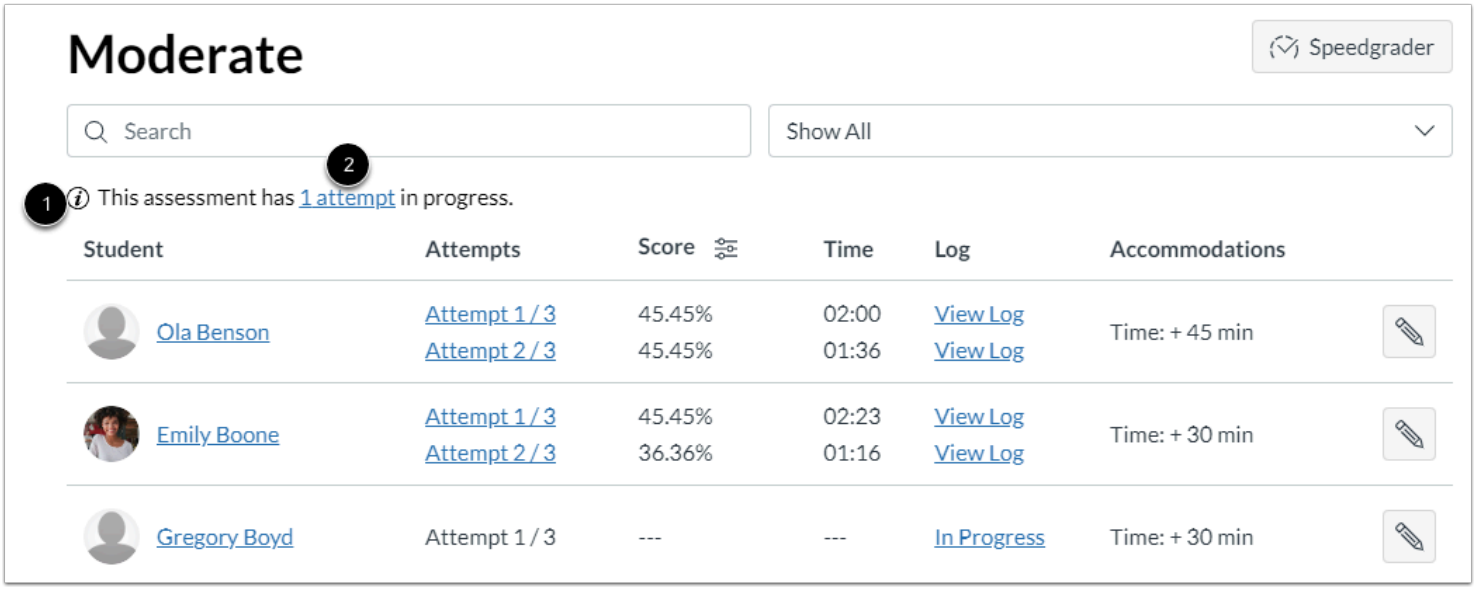
- The completion time on the log may differ from the time displayed on the Moderate page by a few seconds. The time shown on the Moderate page is more accurate and should be referenced when reviewing student attempts on timed quizzes.
- Only admins and instructors with the View the Client IP address permission can view the Client IP address in the change log.

View In Progress Log



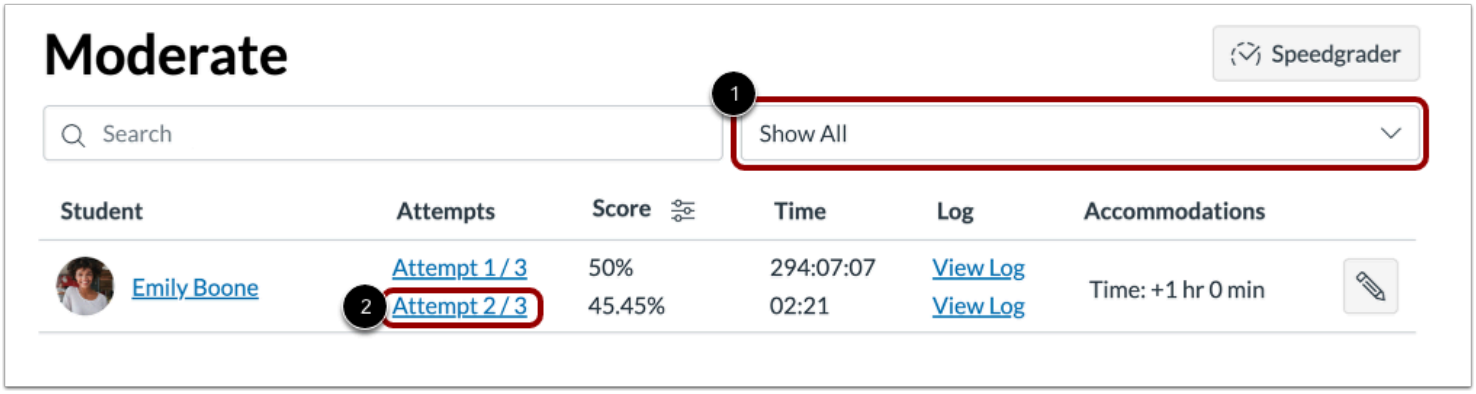
The attempt log indicates if an attempt is still in progress [1]. To manually submit the student attempt, click the **Submit This Attempt** button [2].

View In Progress Attempts



If students are currently taking a quiz, the Moderate page displays the number of in-progress attempts [1]. To manually submit in-progress attempts, click the attempts link [2].

View Failed Autograding



In some instances, New Quizzes may fail to automatically grade a student quiz. To view failed autograding quiz attempts, click the **Autograding Failed** option in the **Sort by** drop-down menu [1].

To manually grade the student's quiz, click the **Attempt** link [2].

How do I moderate a student's quiz attempt in New Quizzes?

You can moderate quiz settings for individual students in New Quizzes. Moderation settings apply only to the quiz you are moderating and include reopening quiz attempts and managing timer settings.

Reopening a student's quiz reopens a student's most recent attempt. Previously recorded responses are retained and the quiz timer resumes from its remaining time from the previous submission.

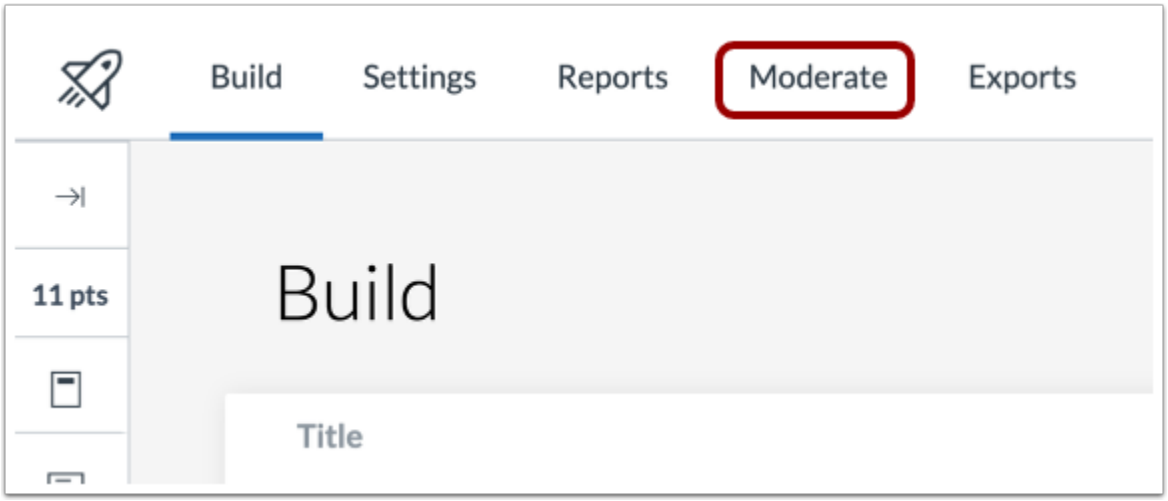
Moderation timer settings apply to all attempts for the quiz in which they are set. You can add a specific amount of minutes or hours to each attempt, or remove time limit requirements. Only one timer setting can be selected for each student. To adjust timer settings for all quizzes in the course for a student, you can add accommodations.

If timer settings are set at both the course level and the quiz level, course-level settings are applied first. Quiz-level settings cannot be reduced by course-level settings.

Notes:

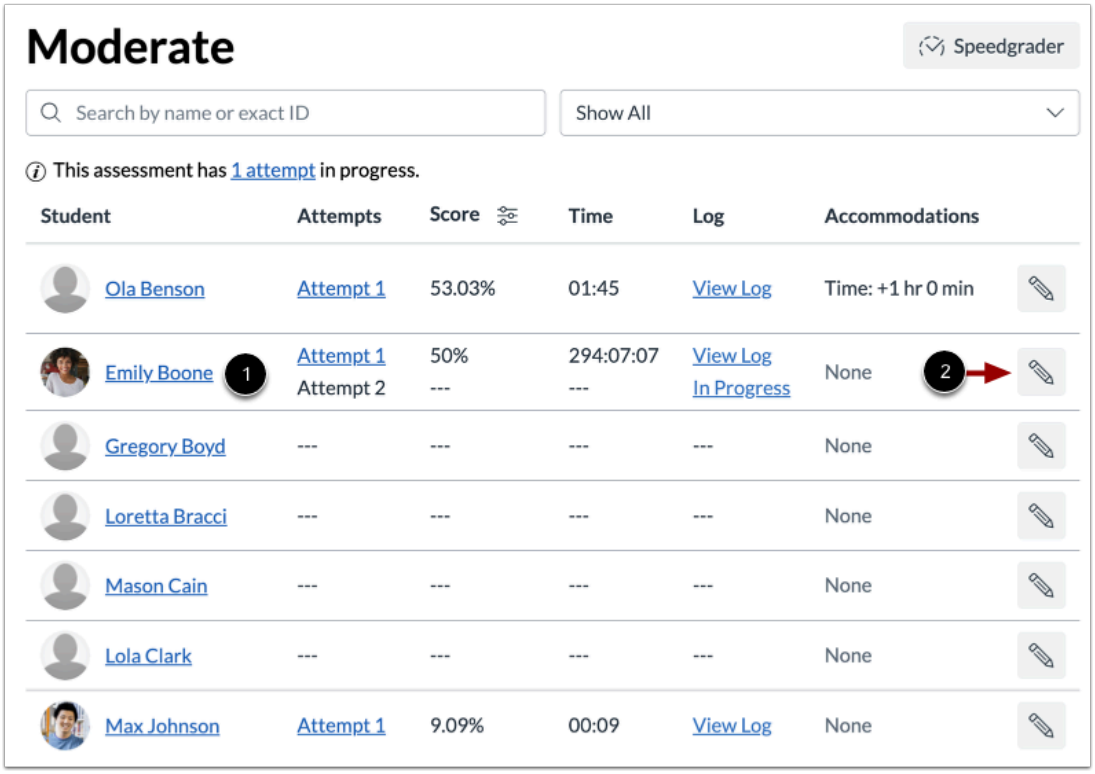
- Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes an extra attempt or extended-time quiz, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.
- Currently, bulk moderation is not supported in New Quizzes.
- If anonymous grading is enabled, you do not see students' names while grading.

Moderate Quiz



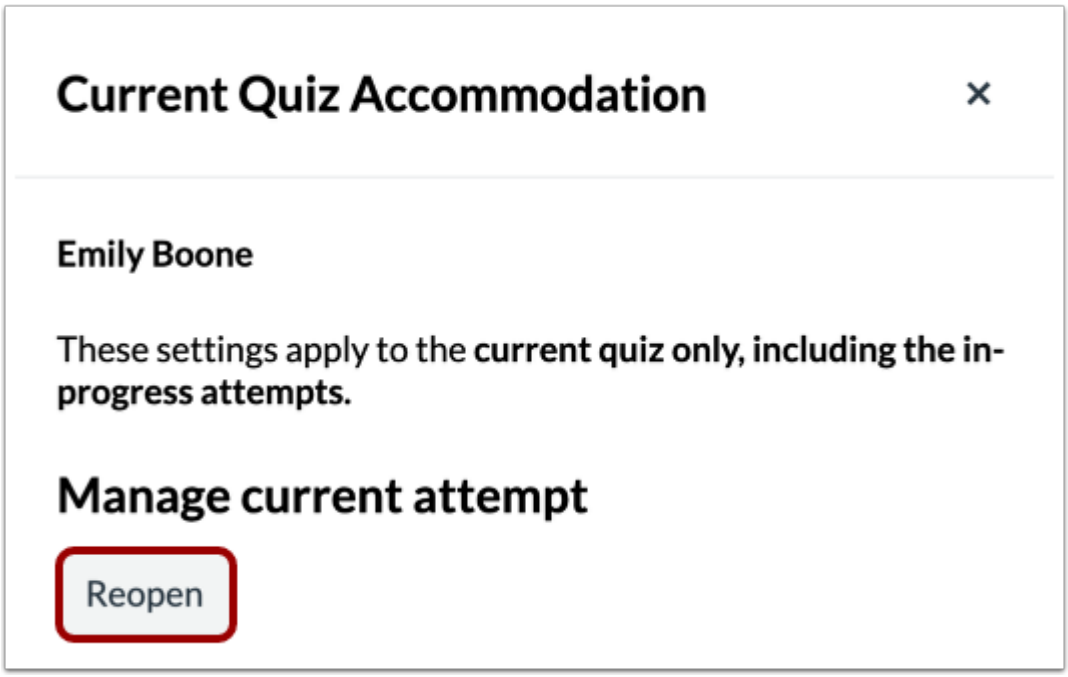
In New Quizzes, click the **Moderate** tab.

Open Moderation Settings



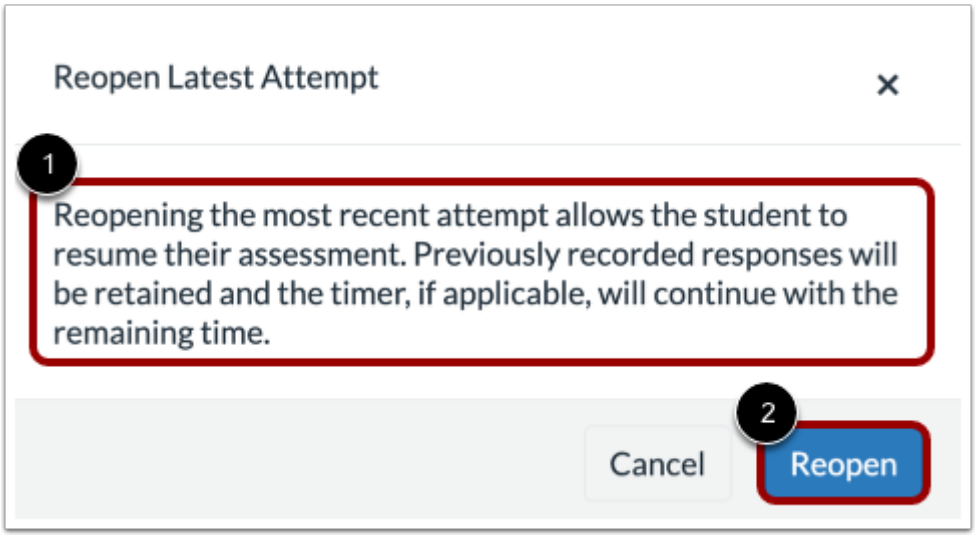
Find the student you want to moderate [1]. You can also use the Search field to find a specific student. Then click the **Edit** button [2].

Reopen Quiz



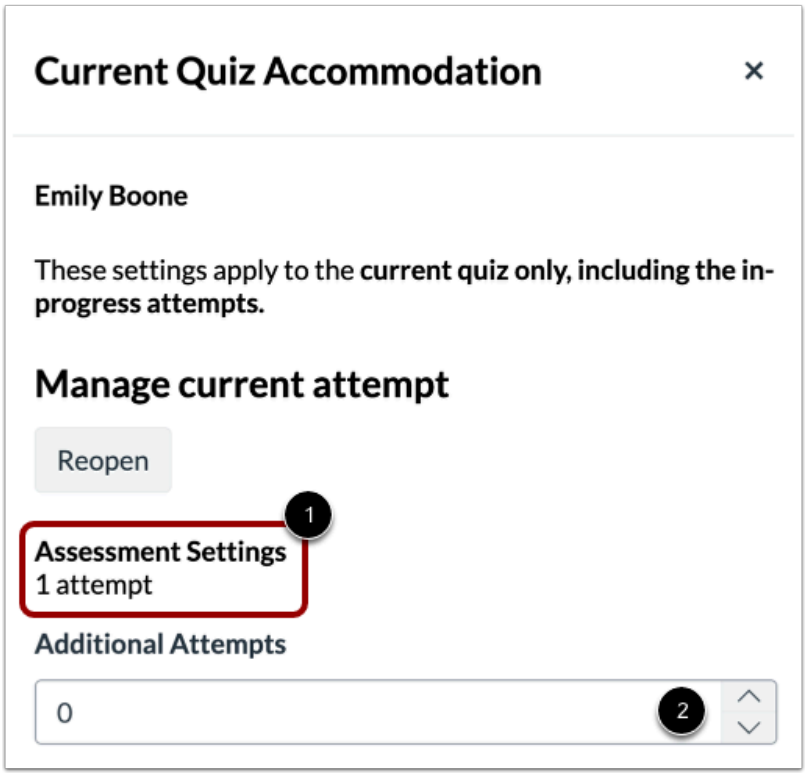
To reopen the student's most recent quiz attempt, click the **Reopen** button.

Accept Message



A warning message displays to inform you that the student can resume their quiz attempt from its previous position [1]. To accept and reopen the quiz, click the **Reopen** button [2].

Manage Attempts



The Moderate panel displays the number of allowed attempts per the assessment settings [1].

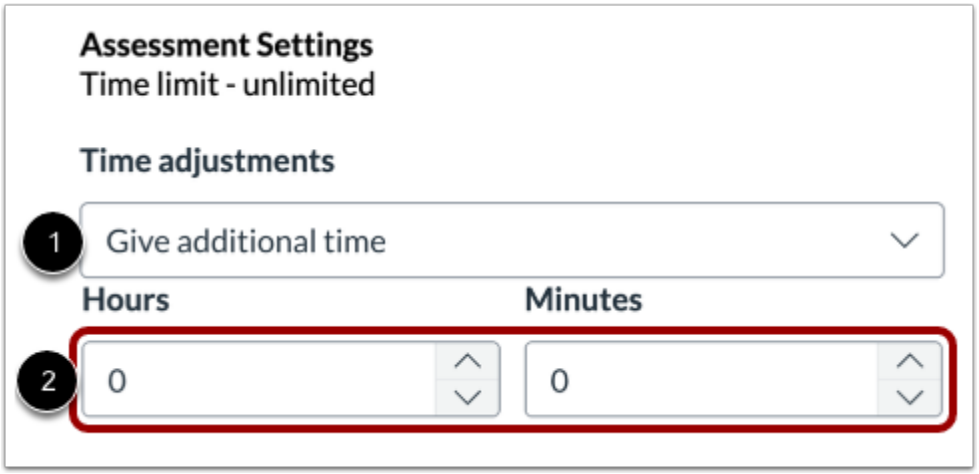
To give the student additional attempts for the quiz, type a number or use the arrow buttons in the **Additional Attempts** field [2].

Adjust Timer Settings



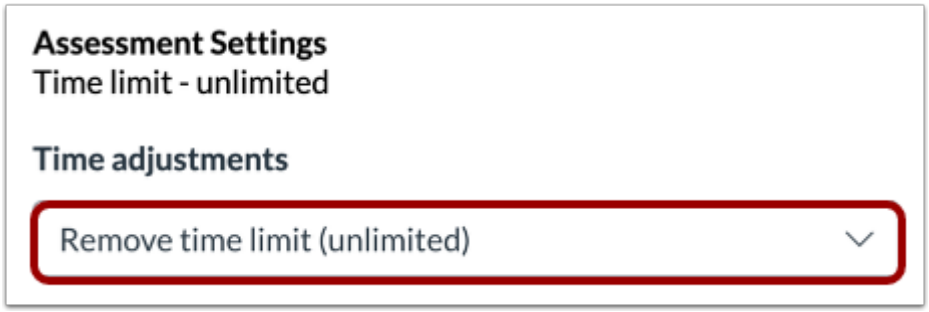
To adjust the timer settings for the student, select an option in the **Time adjustments**drop-down menu.

Add Additional Time



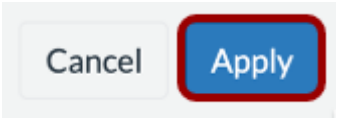
To add additional time to the quiz attempt, select the **Give additional time** option [1]. Then select the amount of time [2]. Time units can be set to minutes or hours.

Remove Time Limit



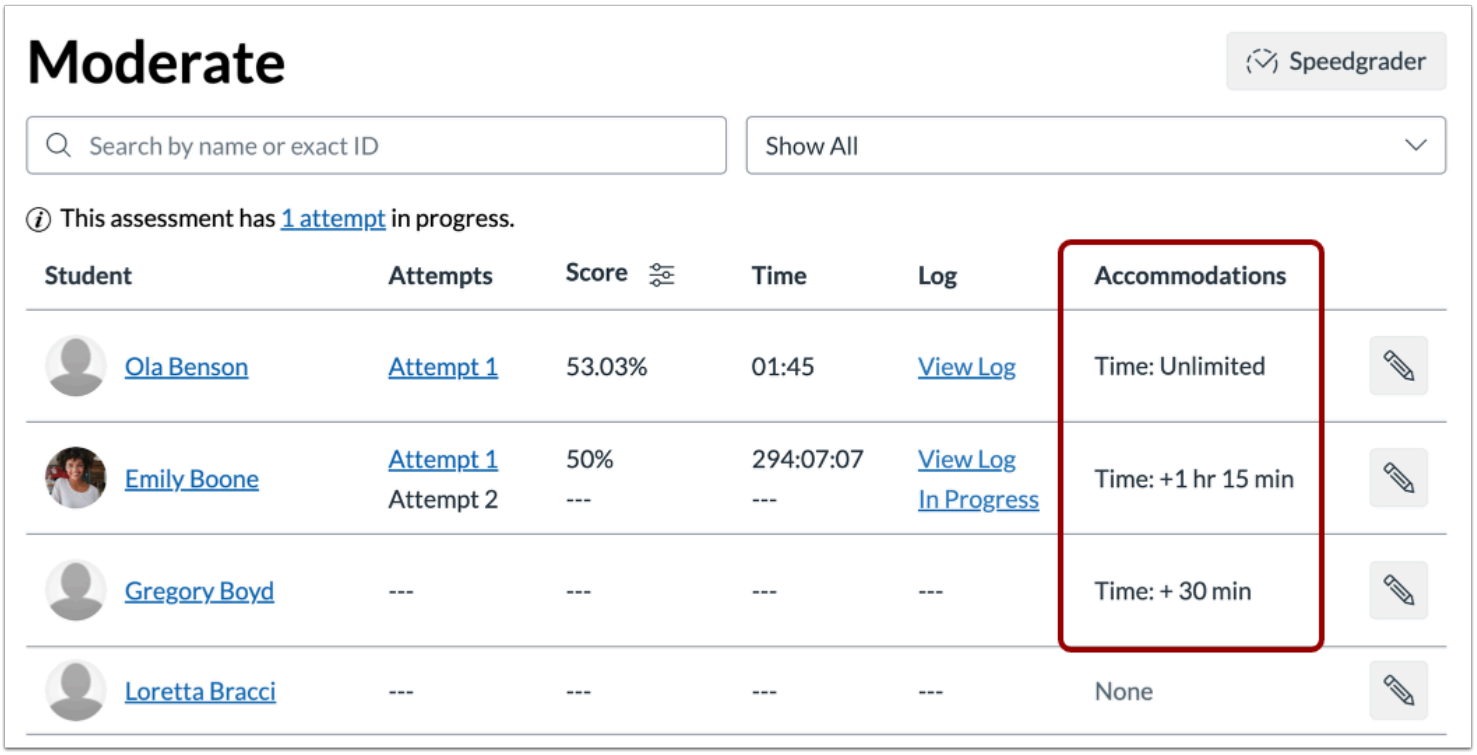
To remove the time limit from the attempt, select the **Remove time limit (unlimited)** option.

Apply Changes



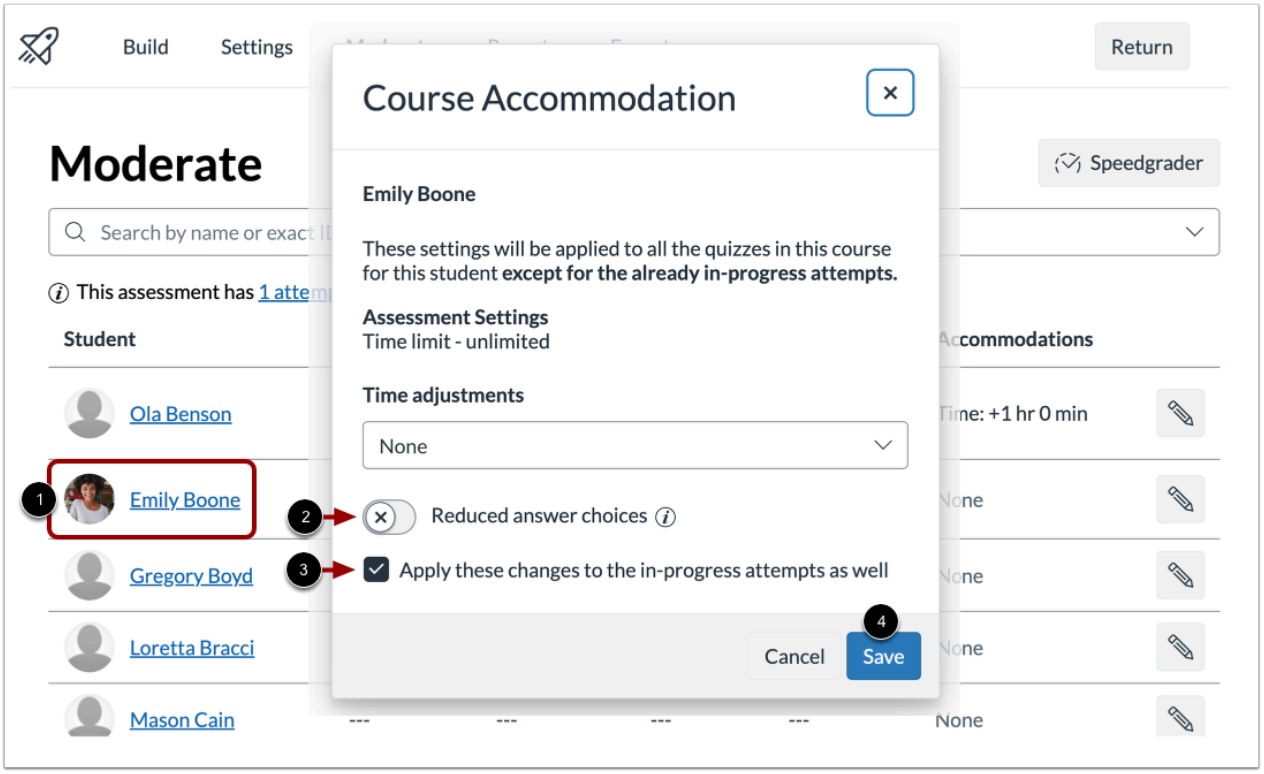
To save changes, click the **Apply** button.

View Timer Adjustments



View the moderation timer settings in the **Accommodations** column. This column displays the cumulative effect of course-level accommodations and moderation timer settings.

Enable Reduced Answer Choices for a Student



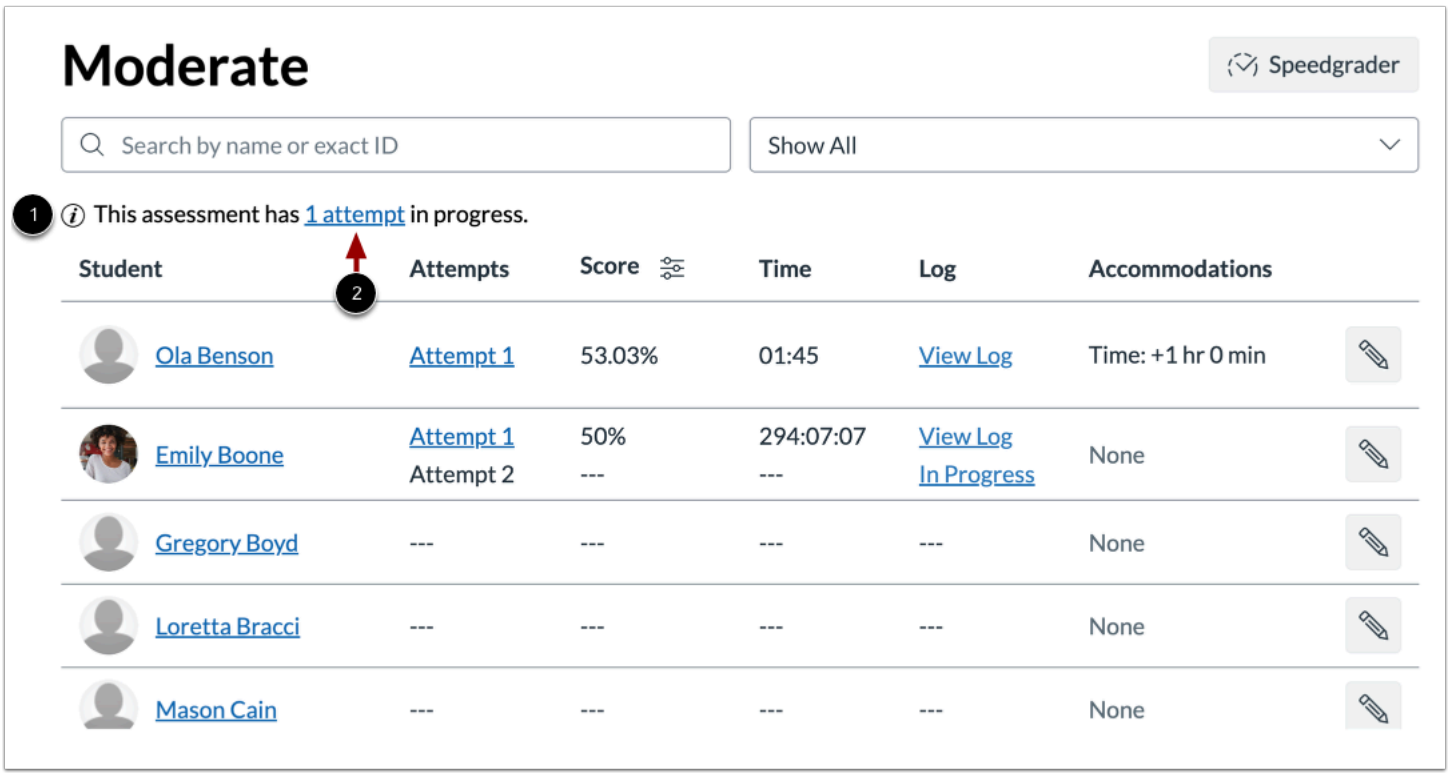
To moderate a student's quiz and reduce answer choices, click the student's name in the moderation list [1].

Click the **Reduced Answer Choices** toggle on [2]. This removes one incorrect answer from all multiple-choice questions with four or more options.

You can also apply the changes to the in-progress attempts [3].

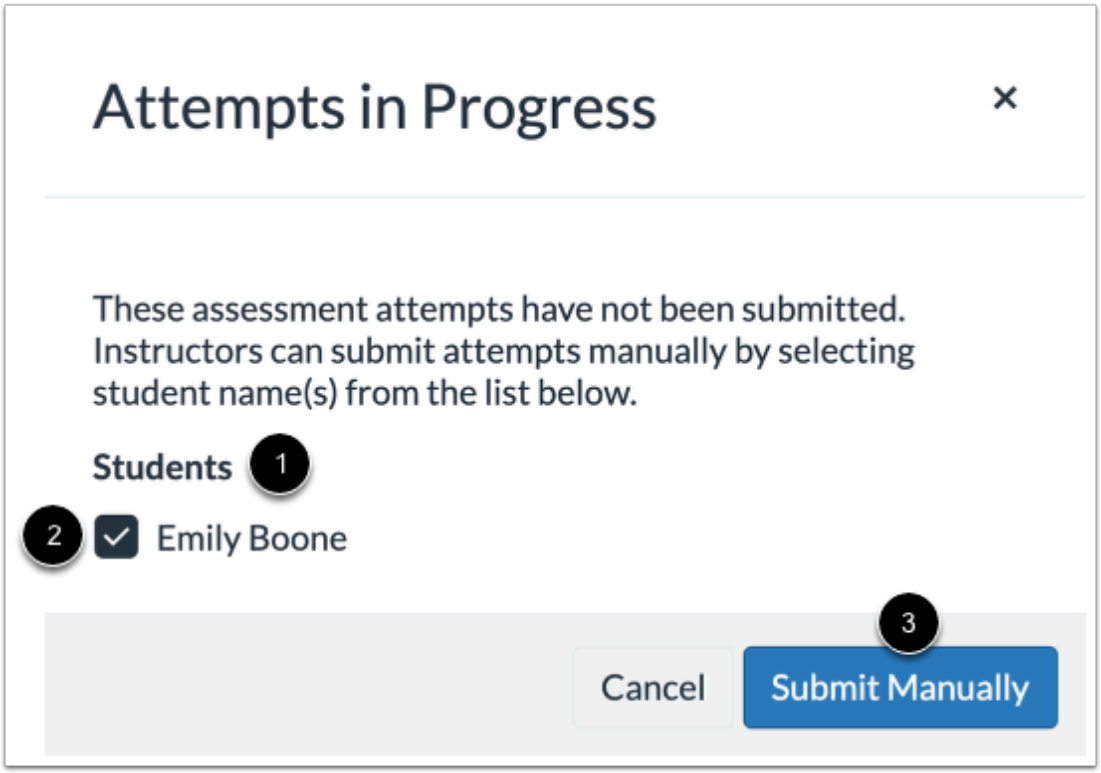
Click the **Save** button [4].

Manually Submit In-Progress Attempts



If students are currently taking a quiz, the Moderate page displays the number of in-progress attempts [1]. To manually submit in-progress attempts, click the **[number] attempts** link [2].

Submit Attempts



Students with in-progress quiz attempts display in the Students list [1]. By default, you can manually submit quizzes for all students in the list. If you do not want to manually submit a student's quiz, deselect the checkbox for the student [2].

To manually submit the quiz for the selected students, click the **Submit Manually** button [3].

How do I add accommodations for a student in New Quizzes?

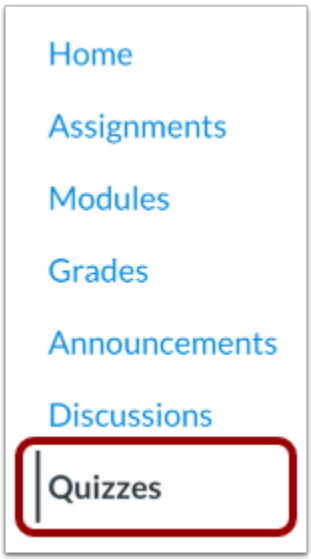
You can add accommodations for a student in New Quizzes. Accommodation settings include adding or removing time for all quiz attempts and multiplying time limits by a set multiplier.

Accommodations apply to all quizzes in a course for a student and only one accommodation can be set per student. Set accommodations can be viewed in the Accommodations column and in the Moderate panel.

To manage timer settings for a single attempt, you can moderate a student's quiz attempt. Moderating a quiz attempt will apply any moderation settings on top of any set accommodations.

Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes an extra attempt or extended-time quiz, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

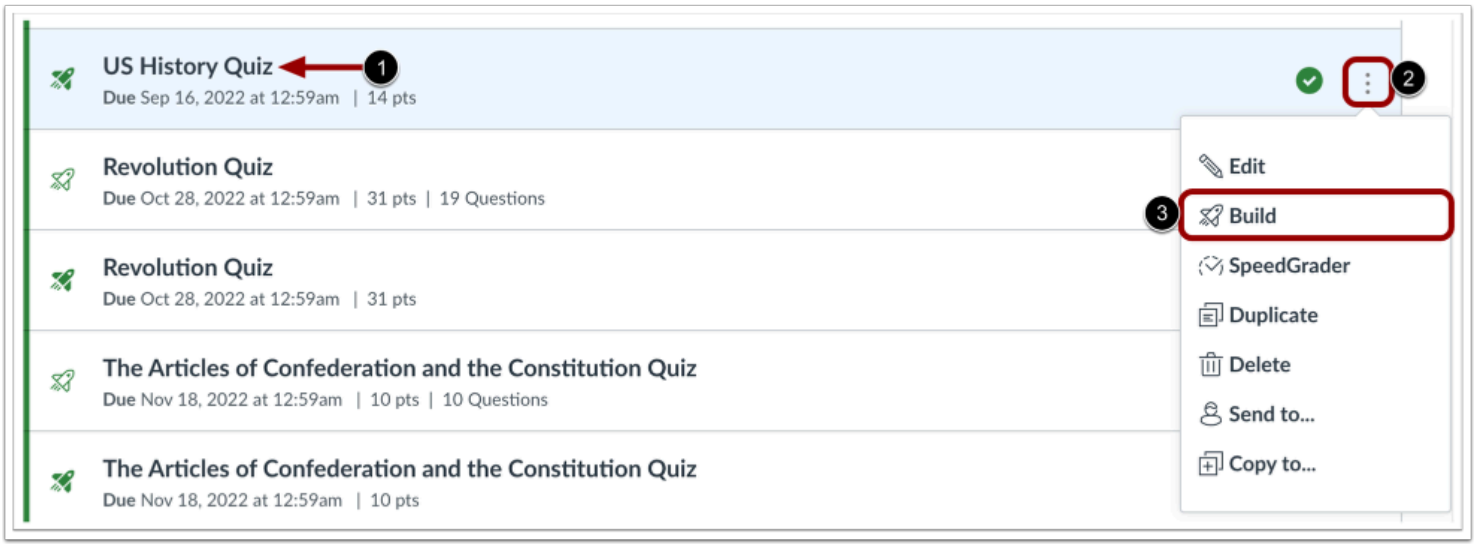
Open Quizzes



In Course Navigation, click the **Quizzes** link.

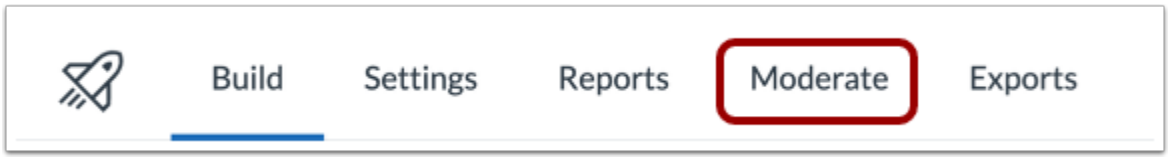
Note: You can also access quizzes from the Assignments page.

Open Build Page



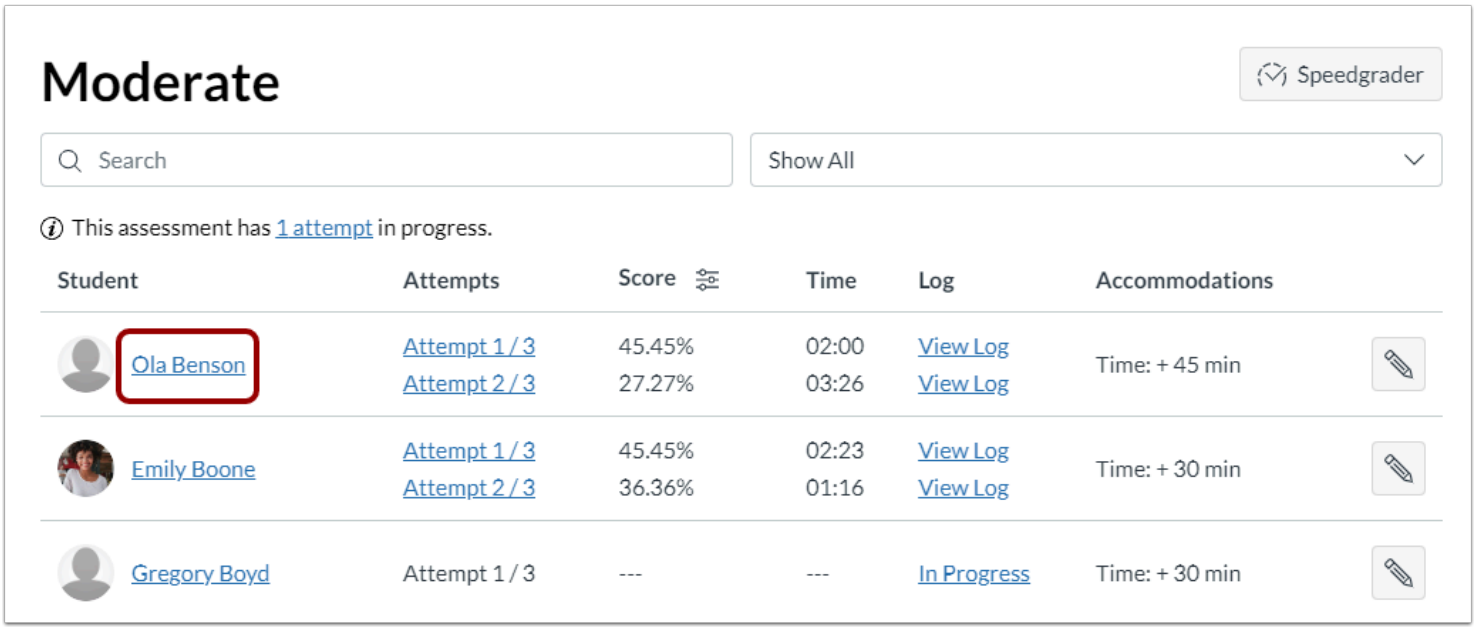
To add student accommodations, locate any existing New Quiz [1]. Then click the **Options** icon [2] and click the **Build** link [3].

Moderate Quiz



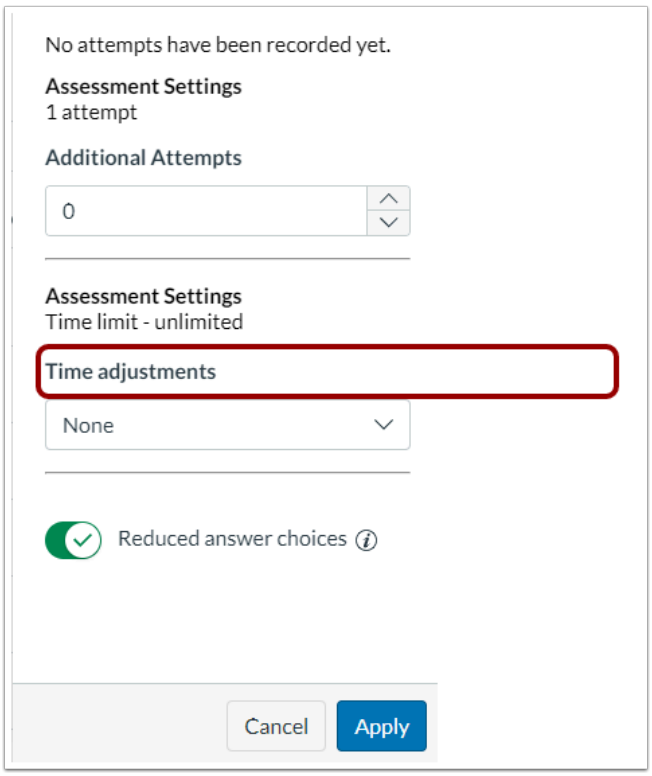
In New Quizzes, click the **Moderate** tab.

Open Accommodation Settings



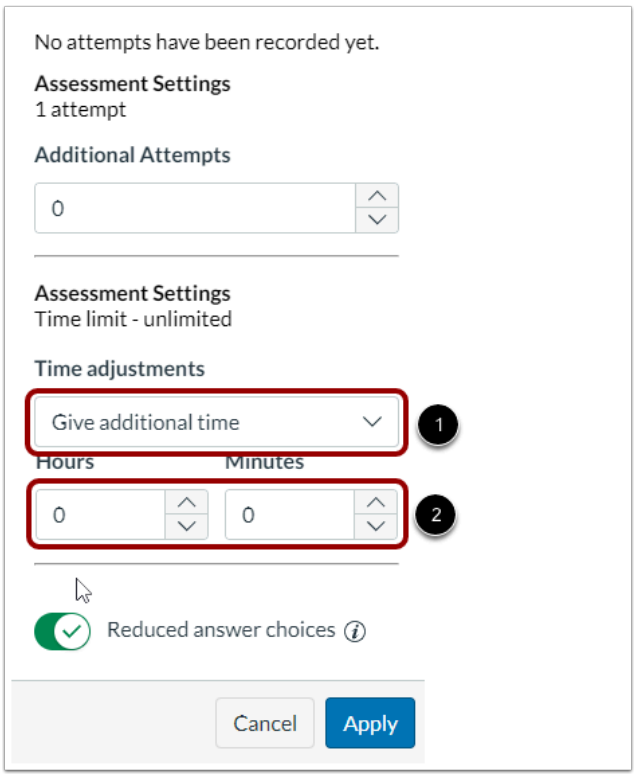
Click the student name link of the student you want to apply accommodations. Alternatively, you can use the Search field to find a specific student.

Select Time Adjustment



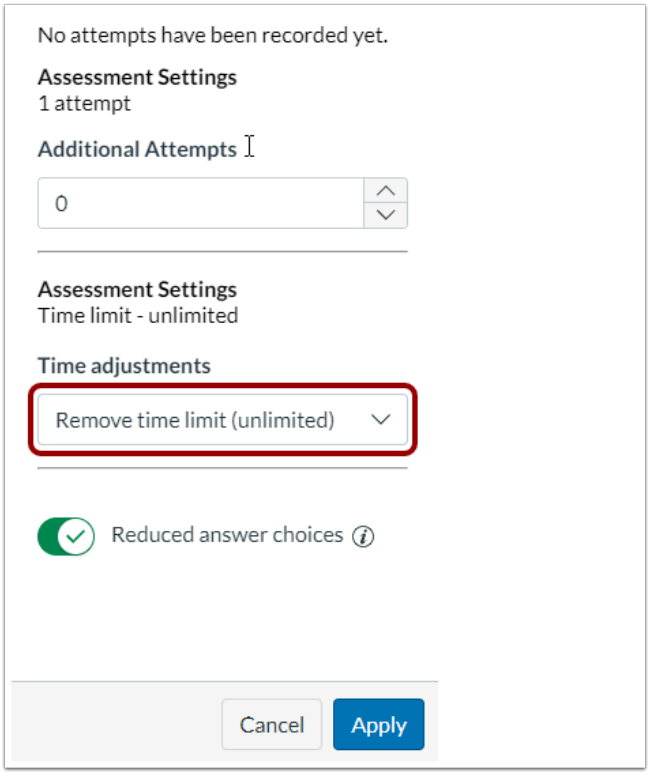
In the **Time adjustments** menu, select the time adjustment option you want to give the student. You can give additional time, remove the time limit, or add time using a time limit multiplier.

Give Additional Time



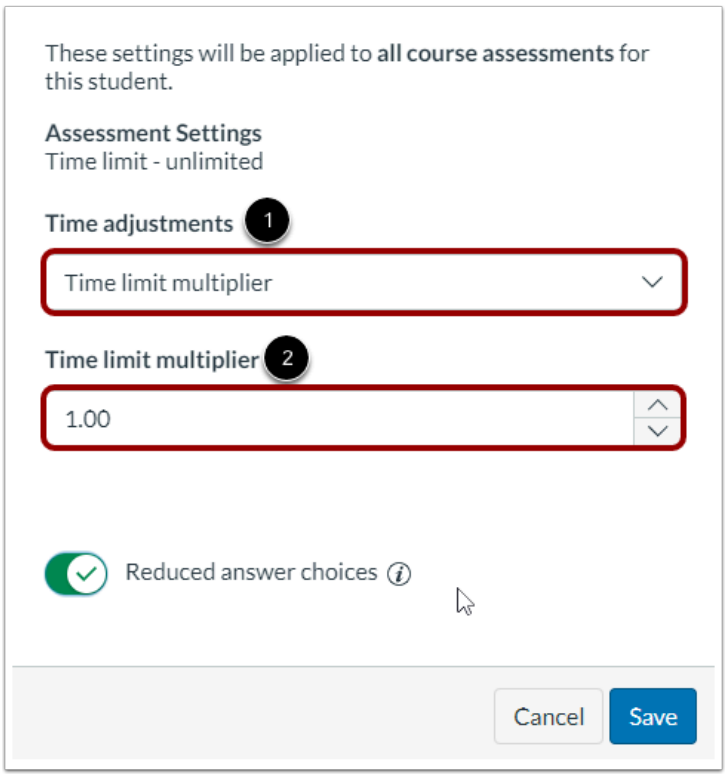
To add additional time, select the **Give additional time** option in the time adjustments menu [1]. Then use the **Hours and Minutes** fields to add additional time [2].

Remove Time Limit



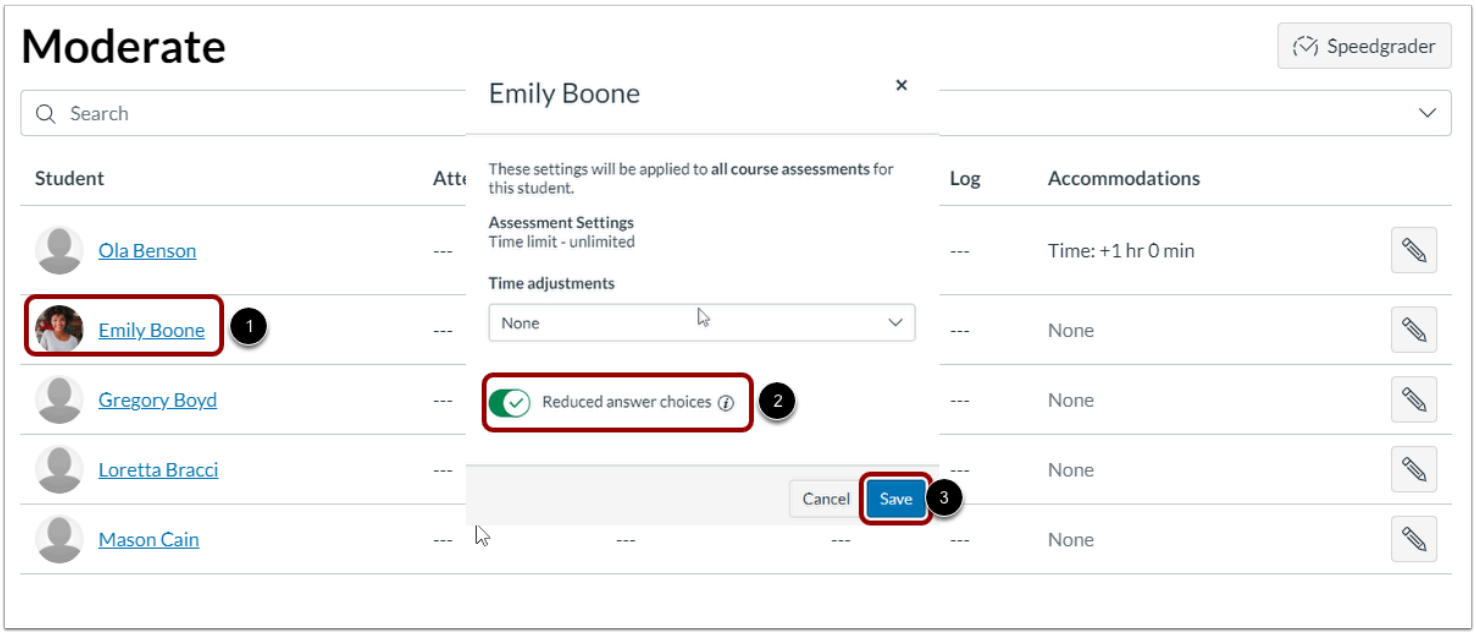
To remove the time limit, select the **Remove time limit (unlimited)** option in the time adjustments menu.

Add Time Limit Multiplier

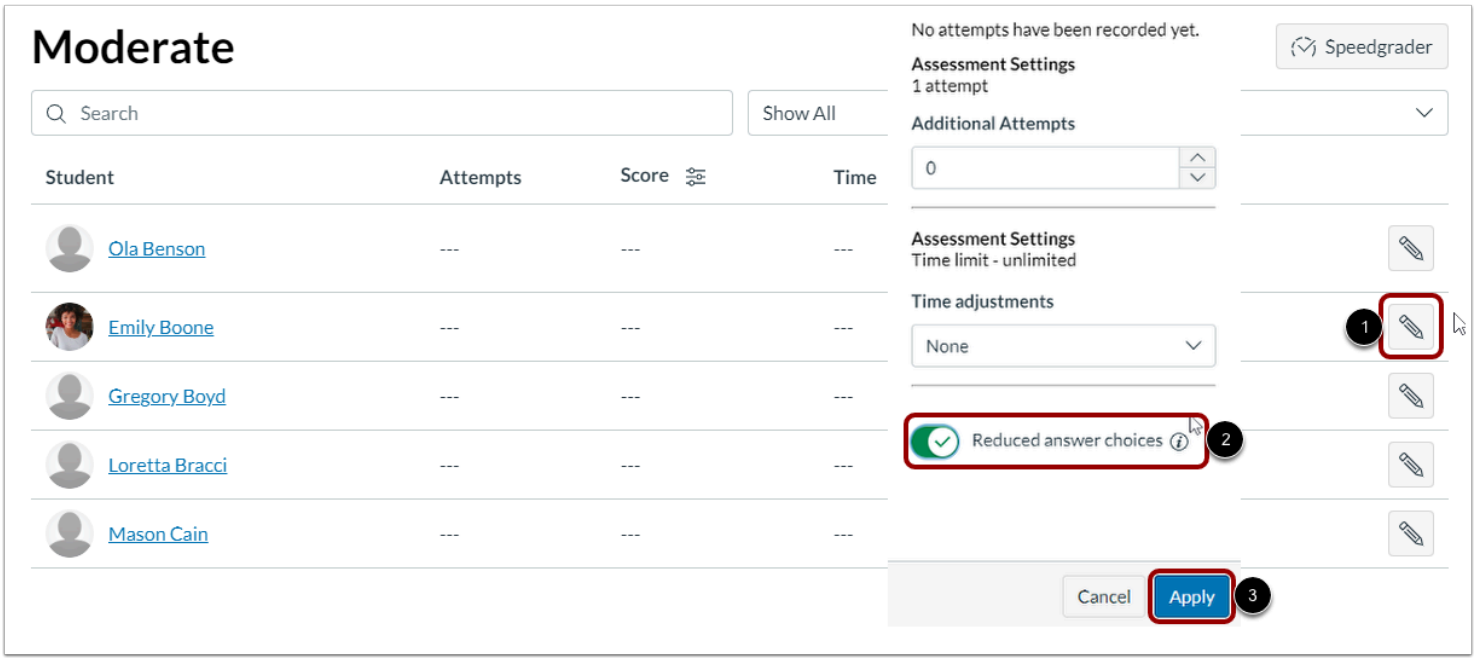


To add a time limit multiplier, select the **Time limit multiplier** option in the time adjustments menu [1]. Then enter the multiplier in the **Time limit multiplier** field [2].

Enable Reduced Answer Choices for a Student

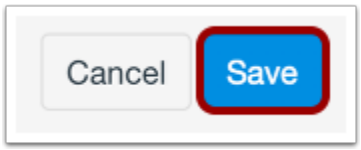


To moderate a student's quiz and reduce answer choices, click on the student's name in the moderation list [1]. Click the **Reduced Answer Choices** on [2]. This removes one incorrect answer from all multiple-choice questions with four or more options. To apply the changes, click the **Save** button [3].



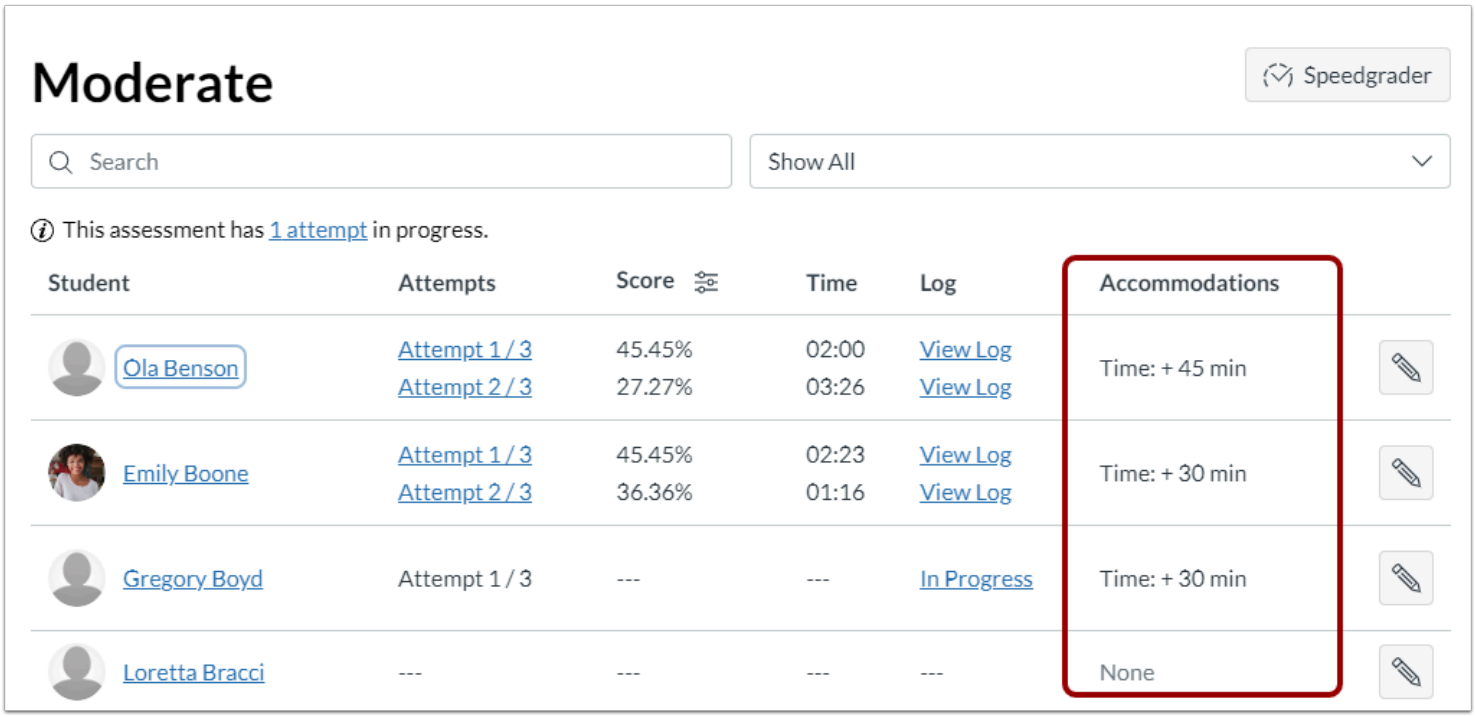
You can also click the **Edit** icon next to the student's name [1] and then click the **Reduced Answer Choices** toggle on [2]. To apply the changes, click the **Apply** button [3].

Save Accommodations



Click the **Save** button.

View Accommodations



View the student's accommodations in the **Accommodations** column. This column displays the cumulative effect of accommodations and moderation timer settings.

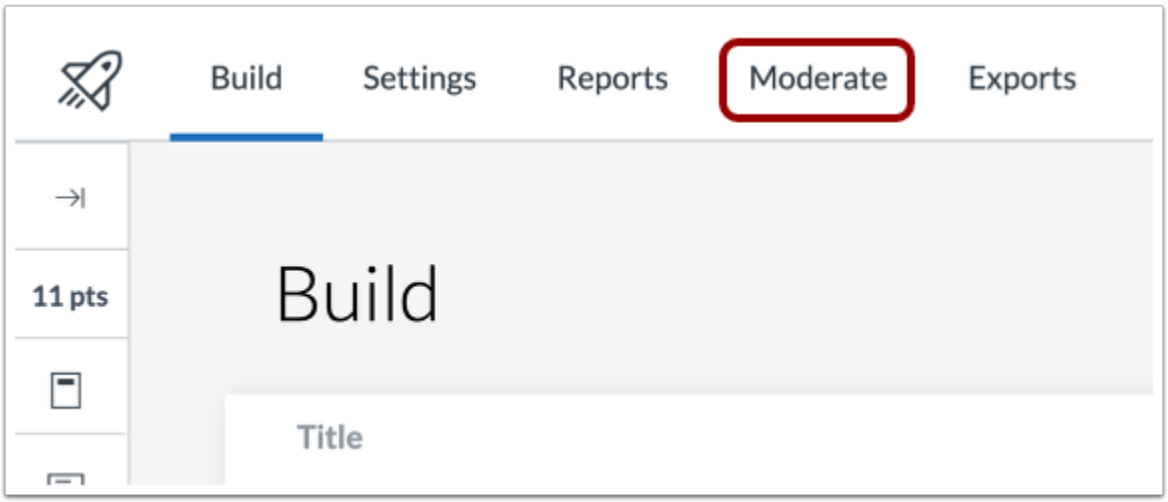
How do I view student quiz results in New Quizzes?

You can view student quiz results within each quiz in your course by viewing the moderate page in New Quizzes. If a student has multiple quiz attempts, you can also view results of all attempts. You can also print the student's results.

Notes:

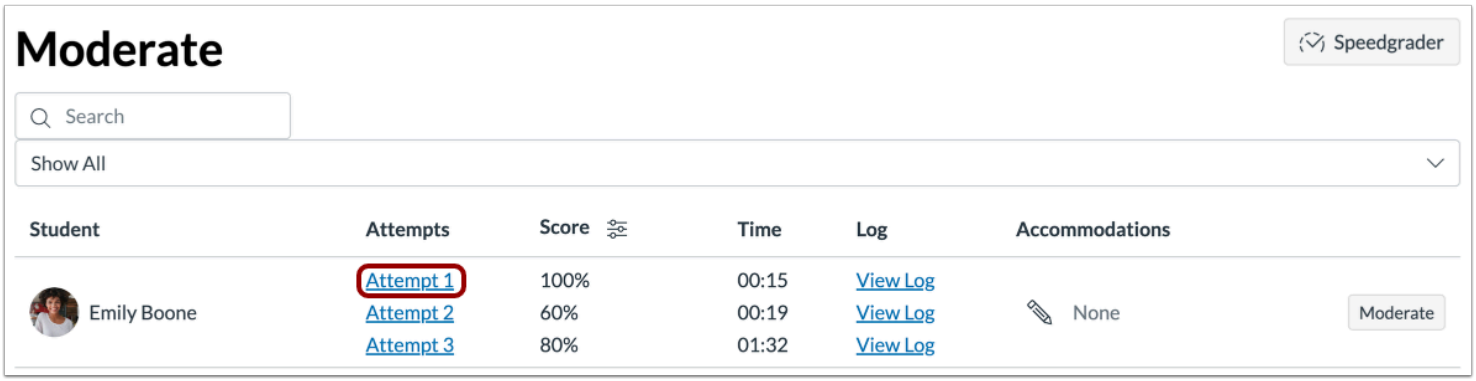
- When Anonymous Grading is enabled, student quiz details and the Manage Current Attempts sections are hidden.
- If you made changes to the quiz after students had already submitted attempts, you will not be able to tell which version they submitted, but you can see which questions they answered in each attempt.

Moderate Quiz



In New Quizzes, click the **Moderate** tab.

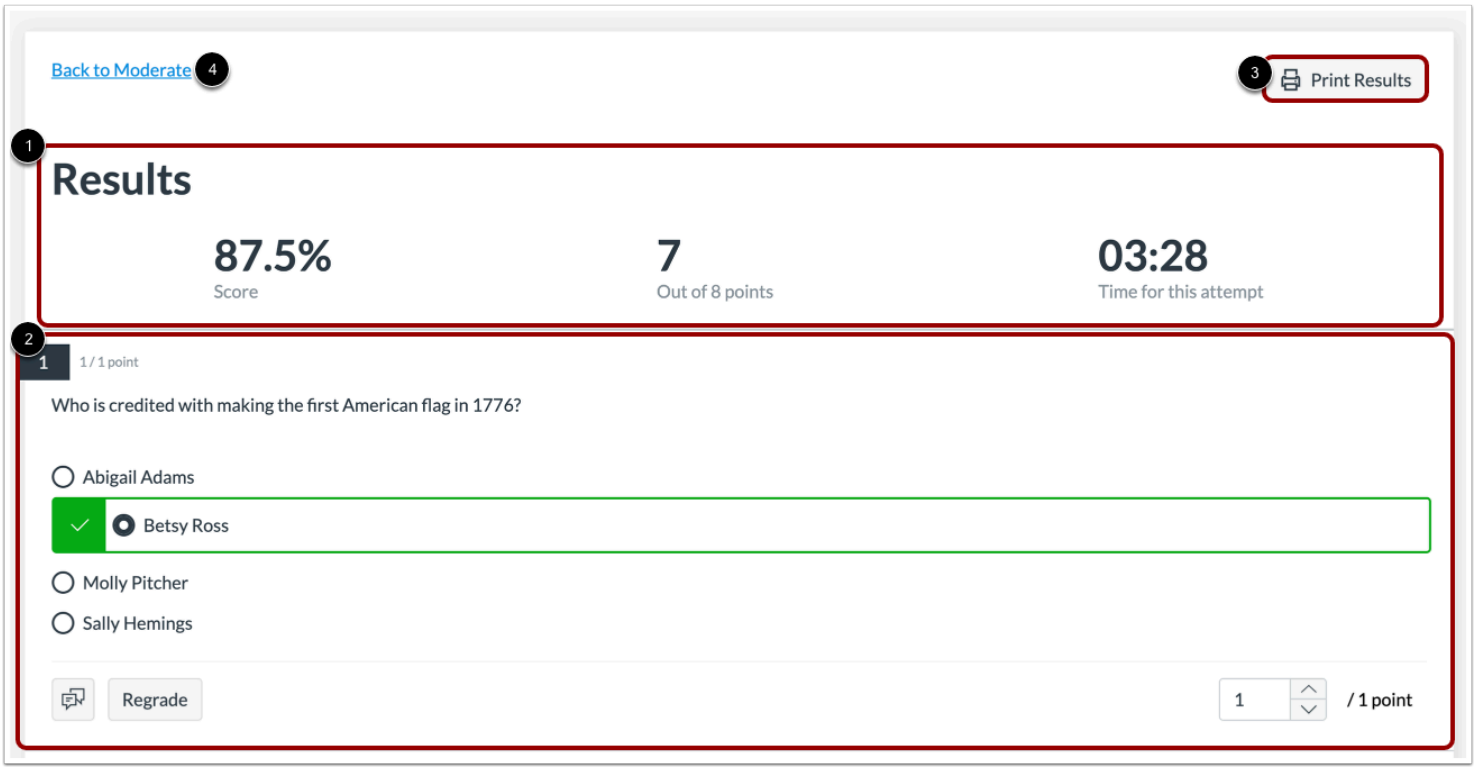
View Moderate Page



To view student quiz results, click the **Attempt** link next to the student's name.

If there is more than one attempt, you can view past results. To view a past attempt, click the attempt you want to view.

View Results Page



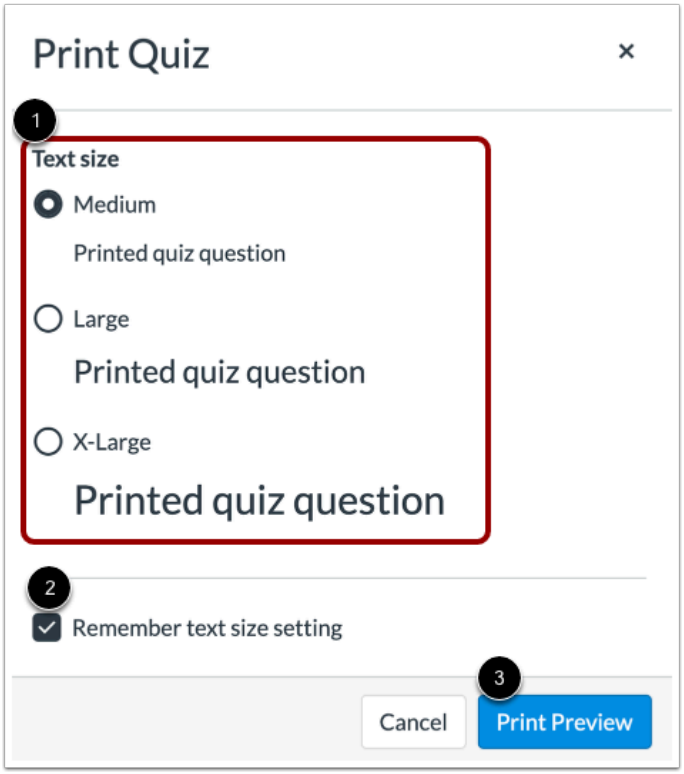
View the quiz results which include the score, points earned, and time spent on the attempt [1].

View the individual quiz questions [2].

To print the student results, click the **Print Results** button [3].

To return to the moderate page, click the **Back to Moderate** link [4].

Select Text Size for Results

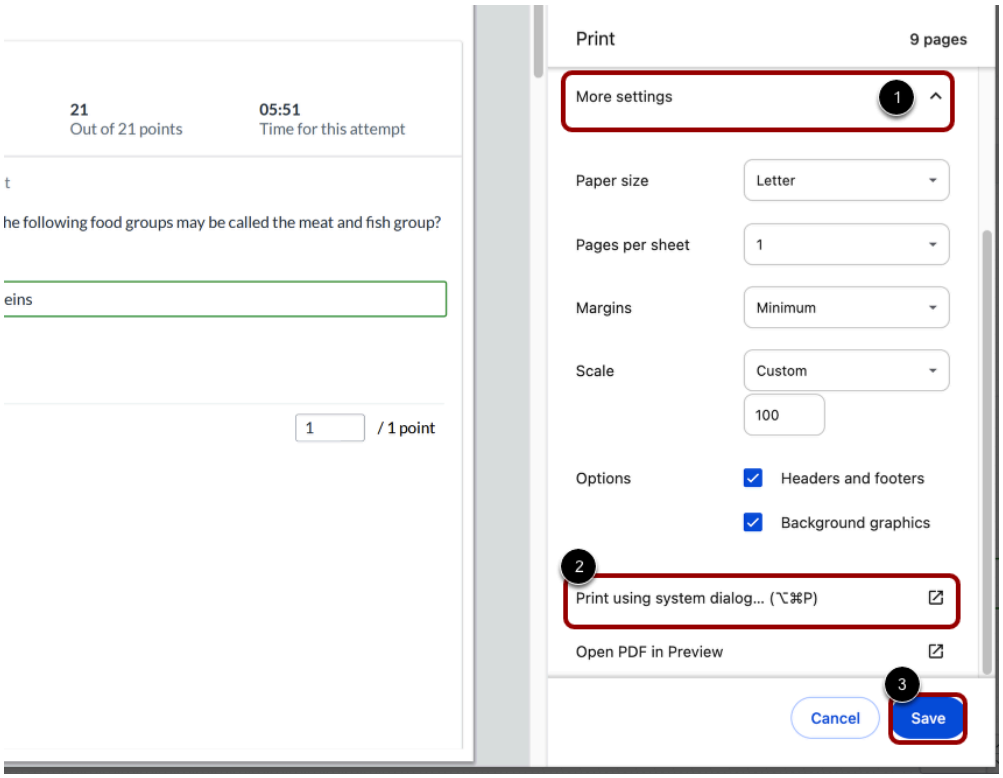


To select a text size for the printed quiz results, select a text size option [1]. You can print the quiz results with medium text, large text, or extra large text. Medium text is the default size.

To remember your text size setting, click the **Remember text size setting** checkbox [2].

To open the print preview, click the **Print Preview** button [3].

Select Print Options



New Quizzes uses your browser's print dialog window to print the quiz. You can select a different printer and choose other printing options, such as layout, pages, and color.

To print your quiz, click **More settings** [1], then click **Print using system dialog** [2].

To save your quiz as a PDF file, click **Save** [3].

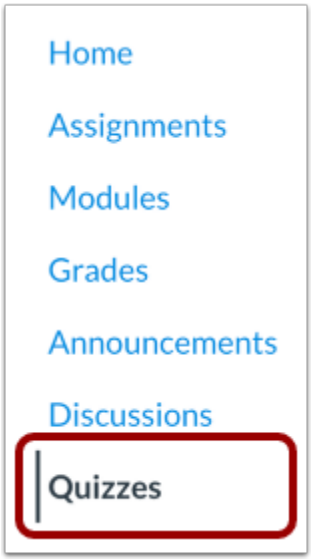
How do I delete a New Quizzes quiz?

You can delete quizzes created with New Quizzes from your course.

Notes:

- Deleting a quiz removes it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you modify the accessibility dates. If the quiz has no student submissions, you can unpublish the quiz.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual quizzes for any student, group, or section in a closed grading period.

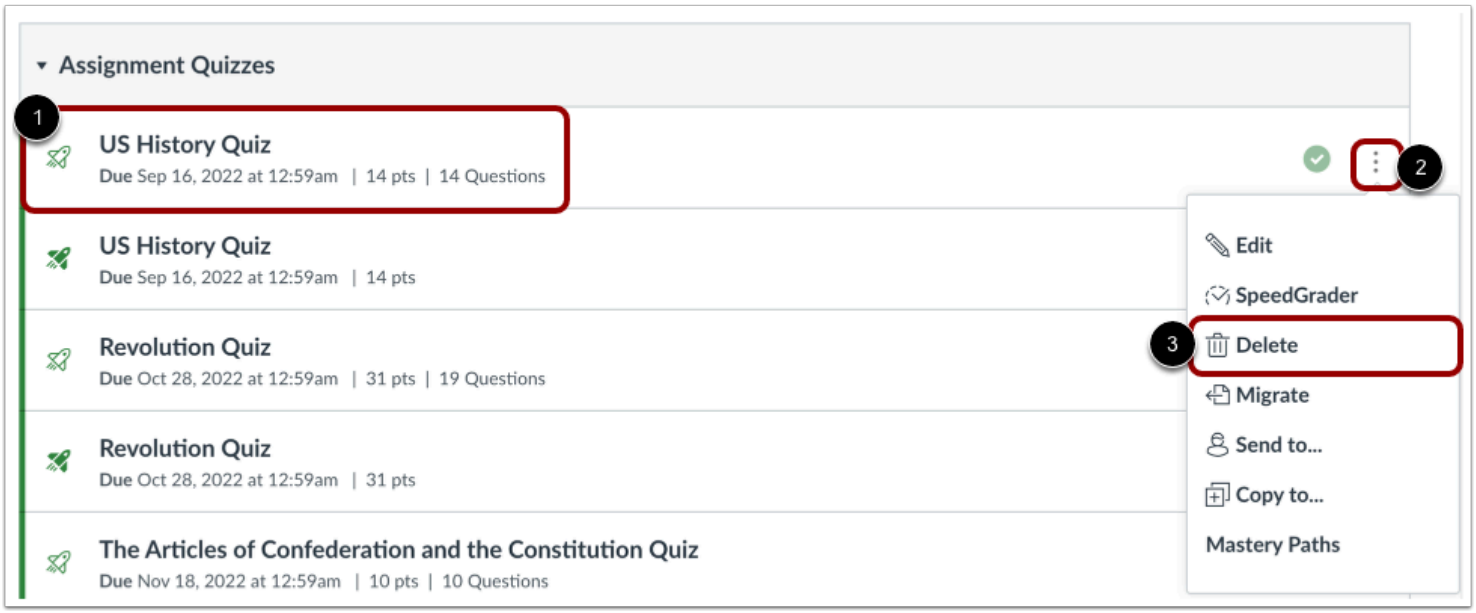
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

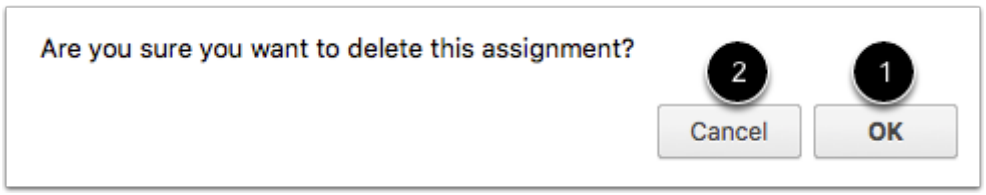
Delete Quiz



Find the quiz you want to delete [1].

To delete the quiz, click the **Options** icon [2] and click the **Delete** option [3].

Confirm Deletion



To delete the quiz, click the **OK** button [1]. To edit your quiz in another manner, click the **Cancel** button [2].

How do I copy a quiz to another course in New Quizzes?

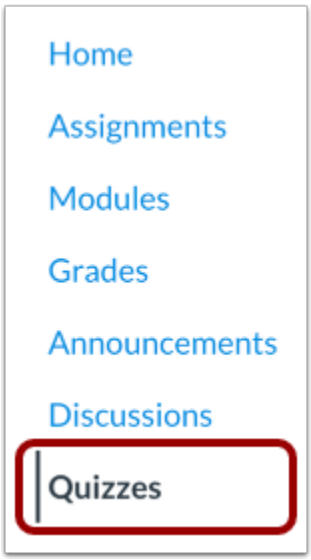
As an instructor, you can copy individual new quizzes in one course directly into any active course in which you are enrolled as an instructor. You can also send new quizzes to other instructors at your institution.

When you copy a new quiz, any assets within that quiz (images, files, etc.) are included in the file copy.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- To import changes to a New Quizzes quiz, you must duplicate the quiz and then import the new quiz into your course.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

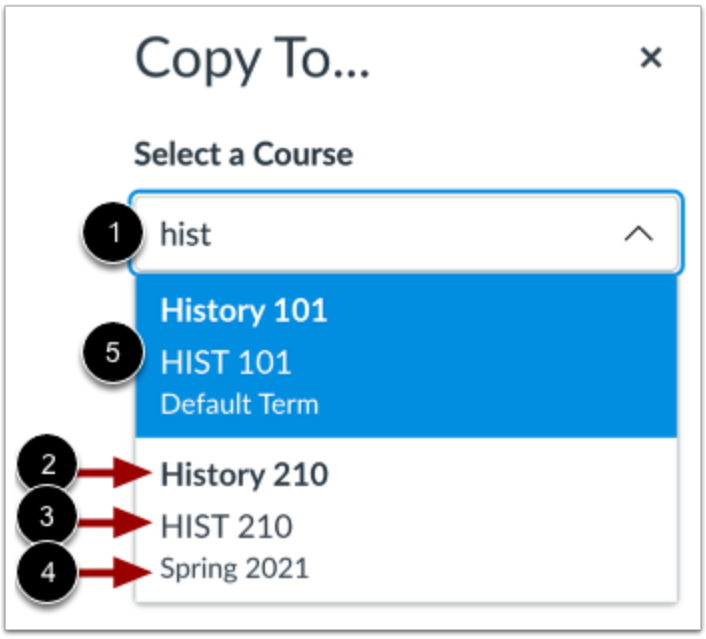
Note: You can also access quizzes from the Assignments page.

Open Quiz Options



Locate the quiz you wish to copy, then click the quiz **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



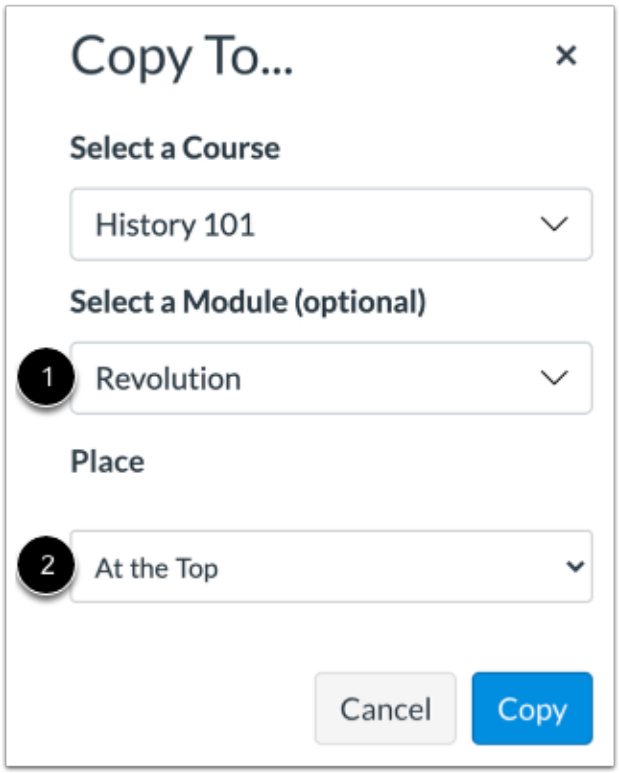
Enter the name of a course, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the quiz [5].

Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. You cannot copy quizzes to a concluded course.

Select Location

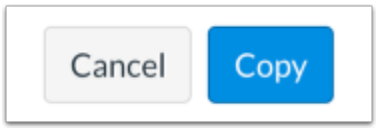


If you wish, you can copy the assignment into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied assignment.

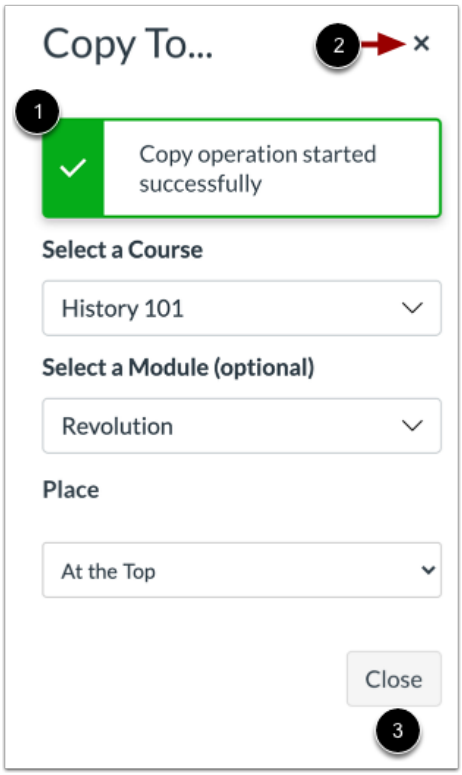
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the assignment to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Assignment



Click the **Copy** button.

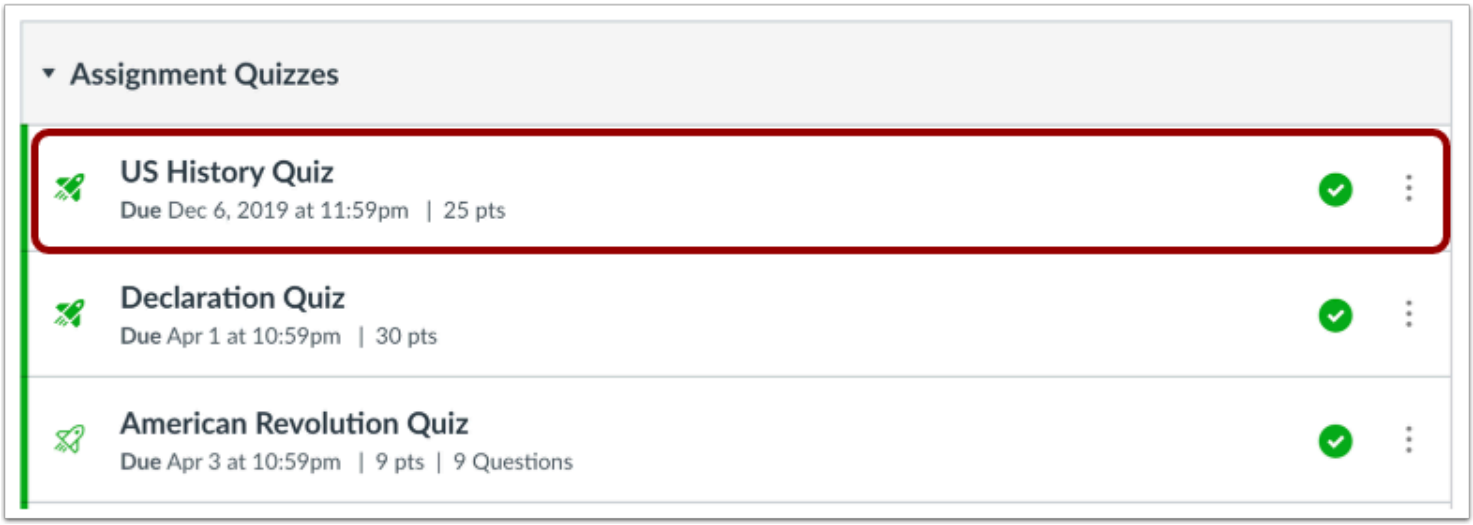
View Copy Notification



Canvas displays a notification when an assignment is copied successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Quiz



Copied quizzes display on the Quizzes Index Page for the course into which it copied.

Note: Embedded files or images in the quiz may require an additional 10-30 seconds to be visible in the copied quiz.

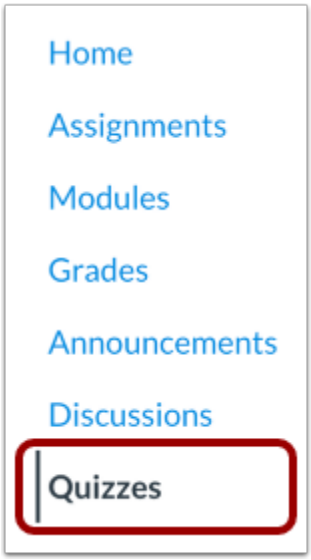
How do I send a quiz to another instructor in New Quizzes?

As an instructor, you can share individual quizzes in your course with other instructors at your institution. You can also copy an individual quiz into another course. When you share a new quiz, any assets within that quiz (images, files, etc.) will be included in the shared file.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open New Quiz Options



Locate the quiz you wish to send, then click the quiz **Options** icon [1]. Select the **Send To...** option [2].

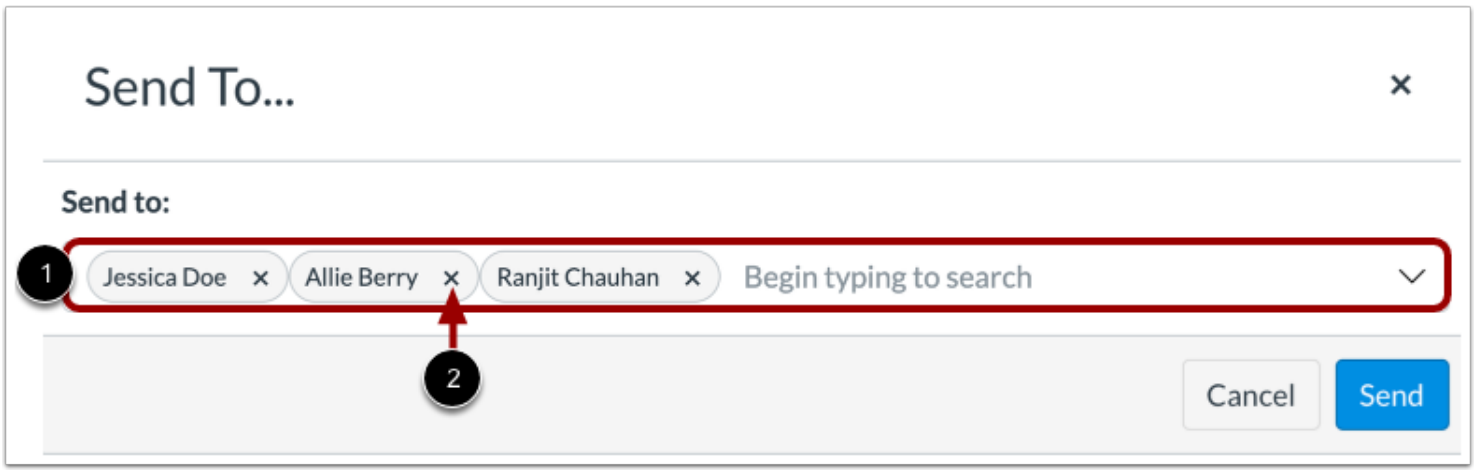
Select Recipient



To send your quiz to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your new quiz [2].

Note: You can send the new quiz to multiple instructors at one time.

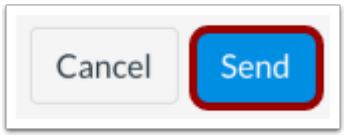
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the quiz to yourself, add your name to the Send to field.

Send Quiz



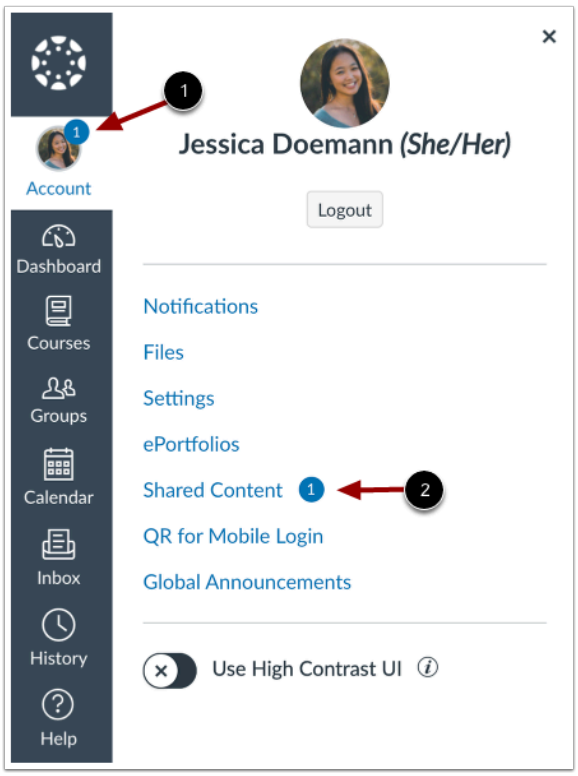
Click the **Send** button.

View Sent Notification



Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

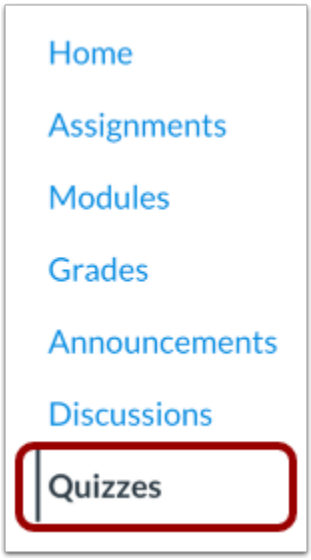
Note: Shared New Quiz content can only be previewed after it is imported into a course.

How do I export a New Quiz from a course?

If you need to export content from New Quizzes, you can export quiz content as a QTI ZIP file.

If your institution has enabled the New Quizzes Migration During Course Import/Copy feature option, you can also convert quizzes in QTI packages to the New Quizzes format when using the Course Import Tool.

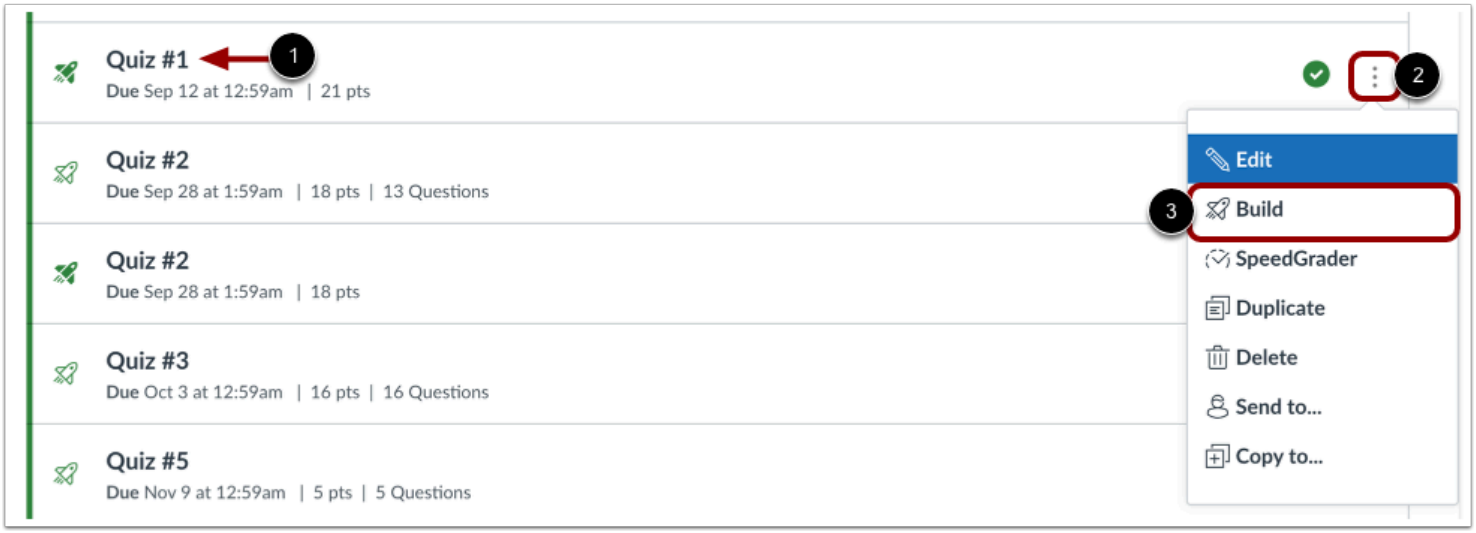
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

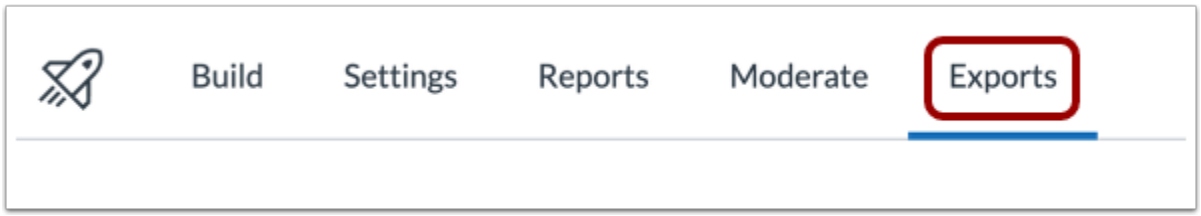
Open Build Page



To export a quiz, find the quiz you want to open [1].

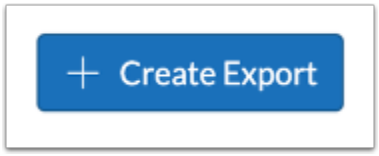
To open the Build page, click the **Options** icon [2] and then click the **Build** link [3].

Open Exports



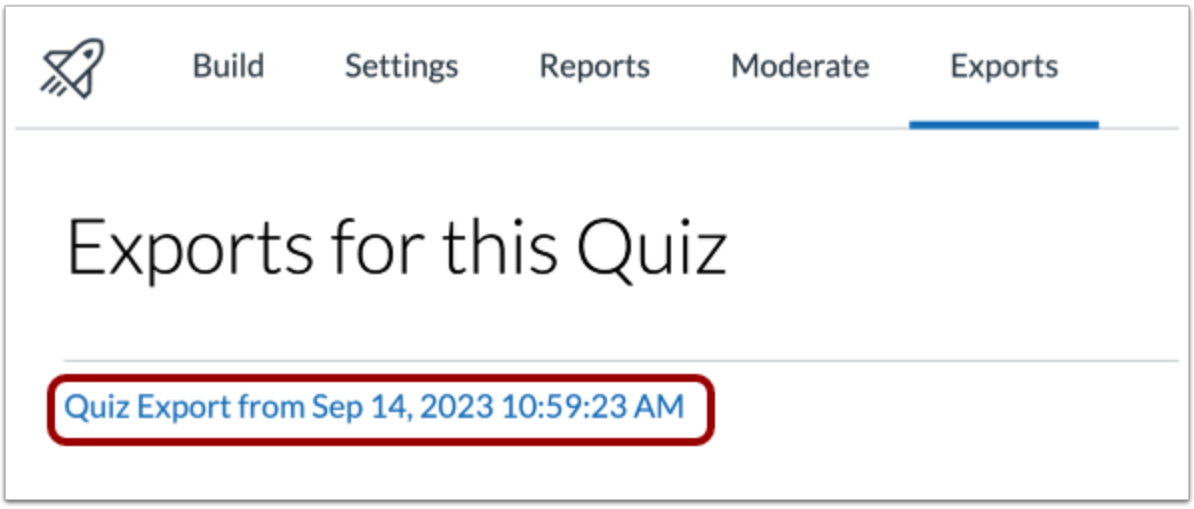
Click the **Exports** tab.

Create Export



Click the **Create Export** button.

View Quiz Export



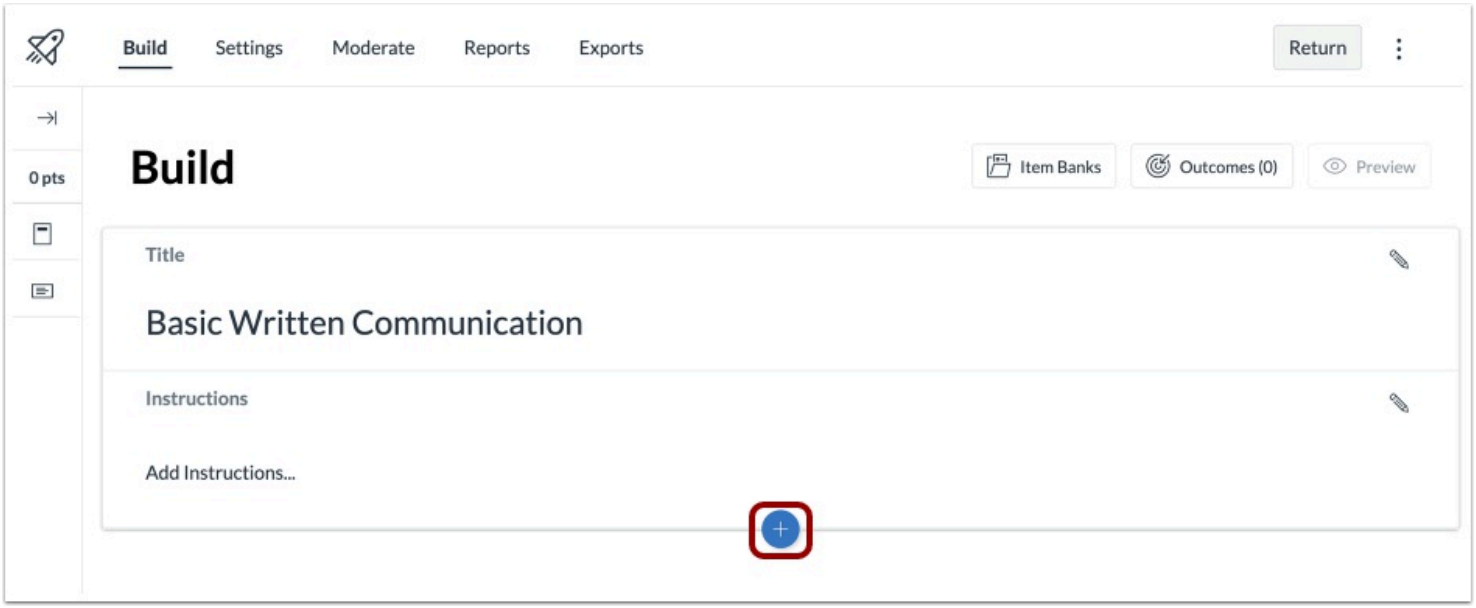
When the export is complete, click the **Quiz Export** link.

How do I use IgniteAI Question Authoring for Quizzes?

In New Quizzes, you can use IgniteAI Question Authoring for Quizzes to create questions based on course content.

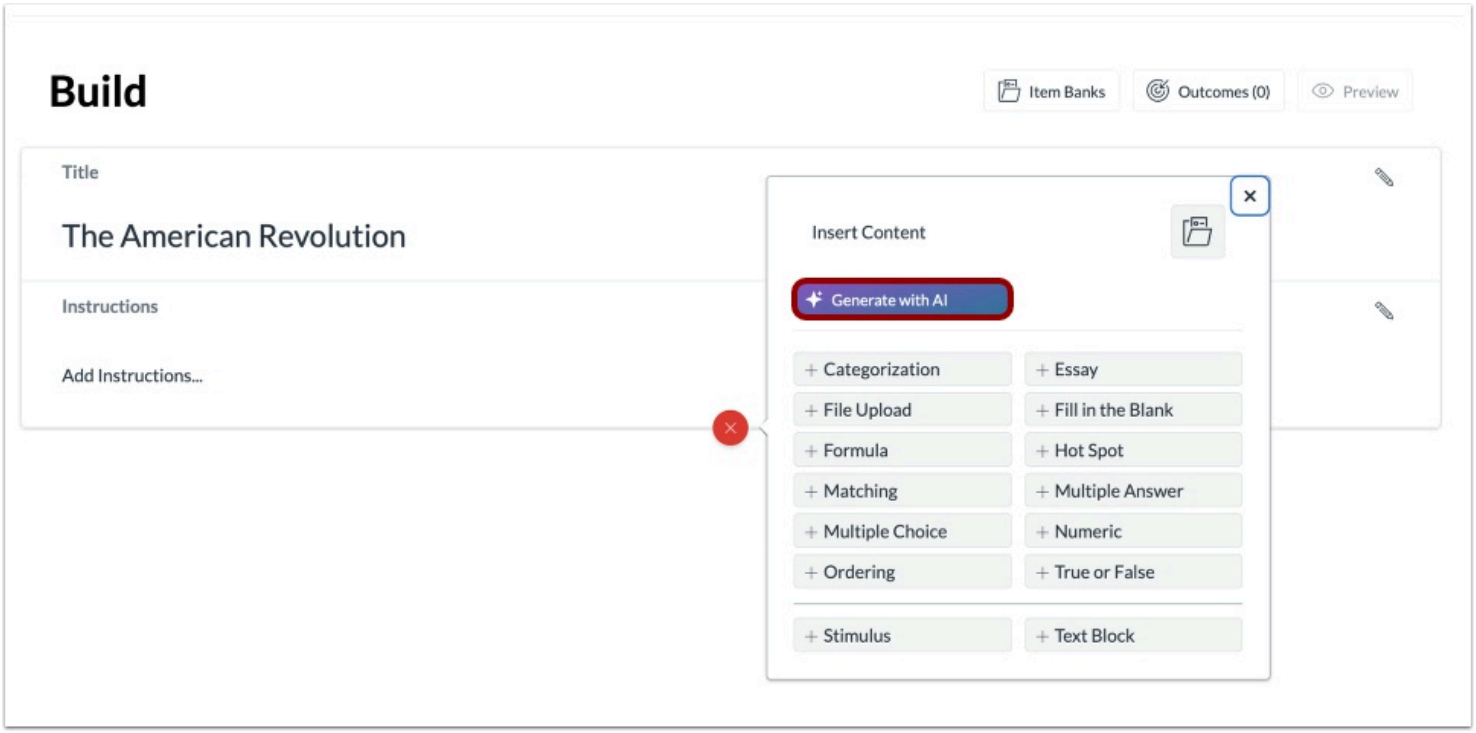
Note: This guide applies to institutions who have opted-in to IgniteAI's Question Authoring feature preview. If your user interface displays differently, the feature has not been enabled at your institution.

Add Question



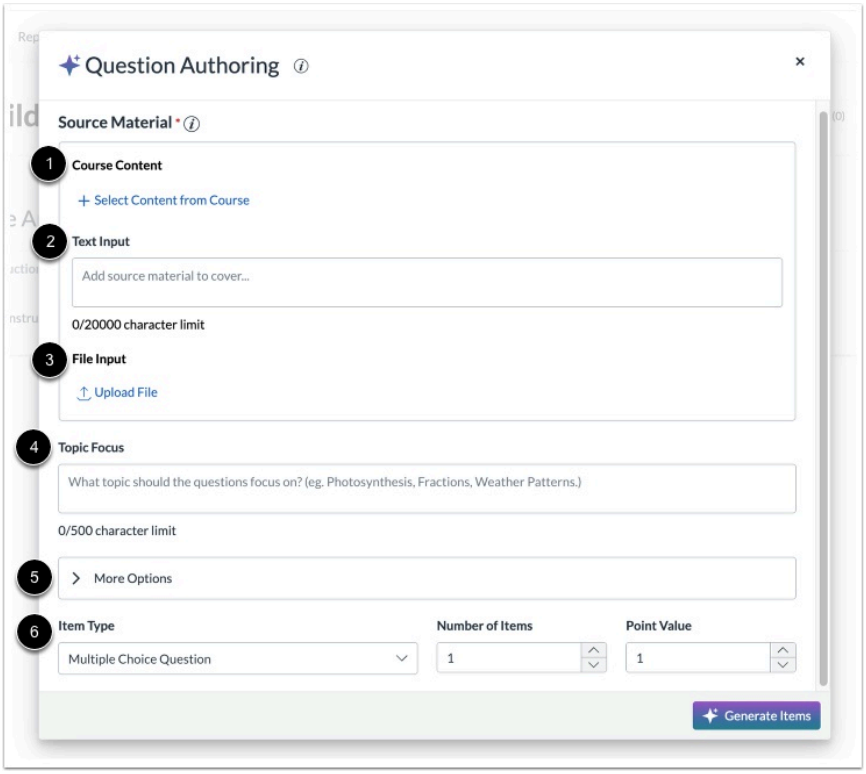
In the Build tab, click the **Add** button.

Open Question Authoring



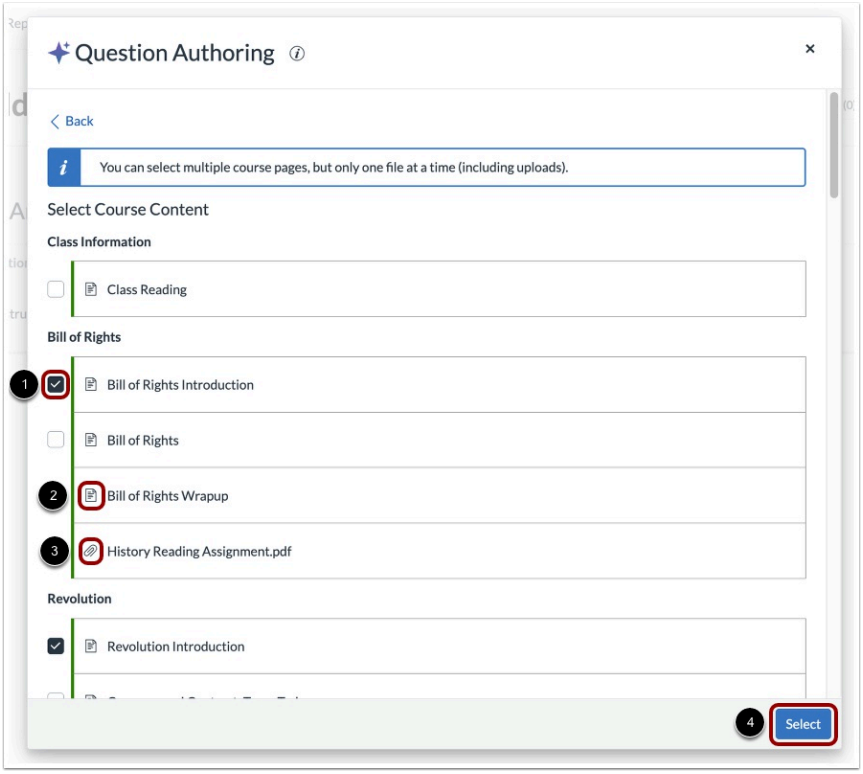
Click the **Generate with AI** button.

View Question Authoring



You can generate questions by choosing existing course content [1], entering text [2], or uploading files [3]. You can also add a topic focus [4] and select relevant learning outcomes, depth of knowledge, or language [5] before choosing the question type [6].

Select Course Content



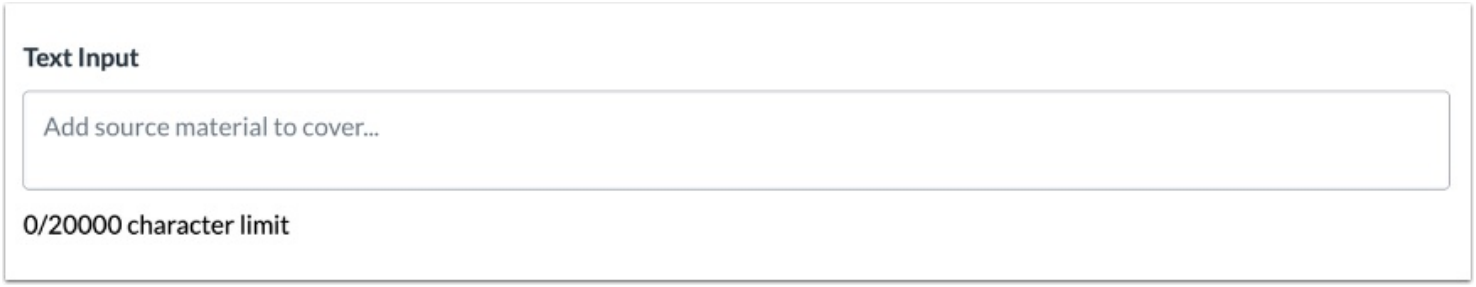
To add a module to your source material, click the checkbox [1]. You can select multiple modules [2], but you can select only one file at a time [3].

To finalize your selection, click the **Select** button [4].



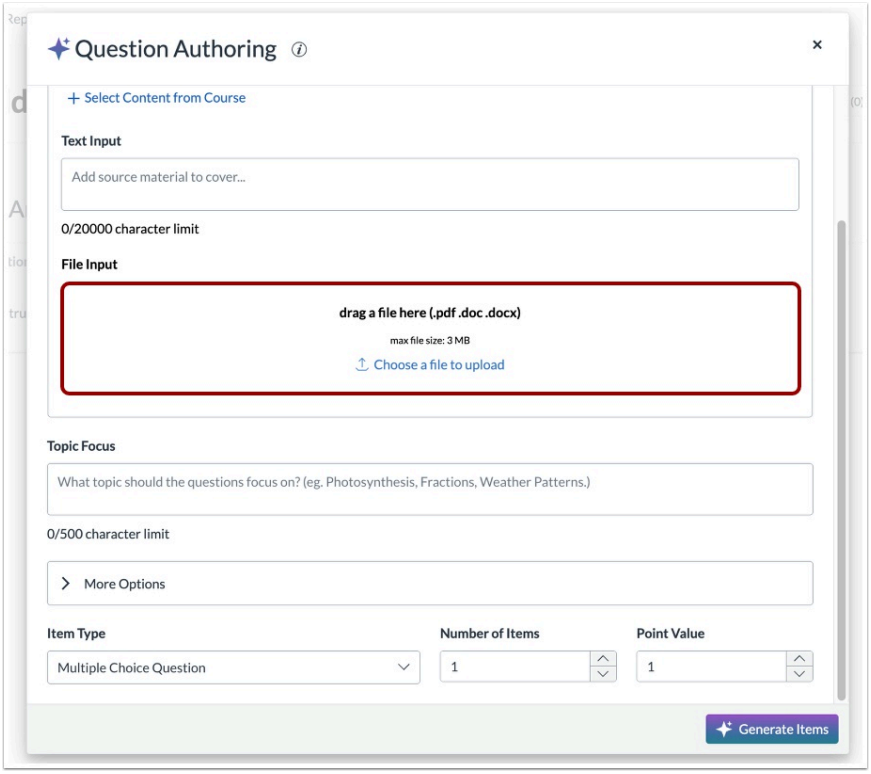
View the file you uploaded [1]. To remove your selected course content(s), click the **Delete** icon [1].

Add Text Input

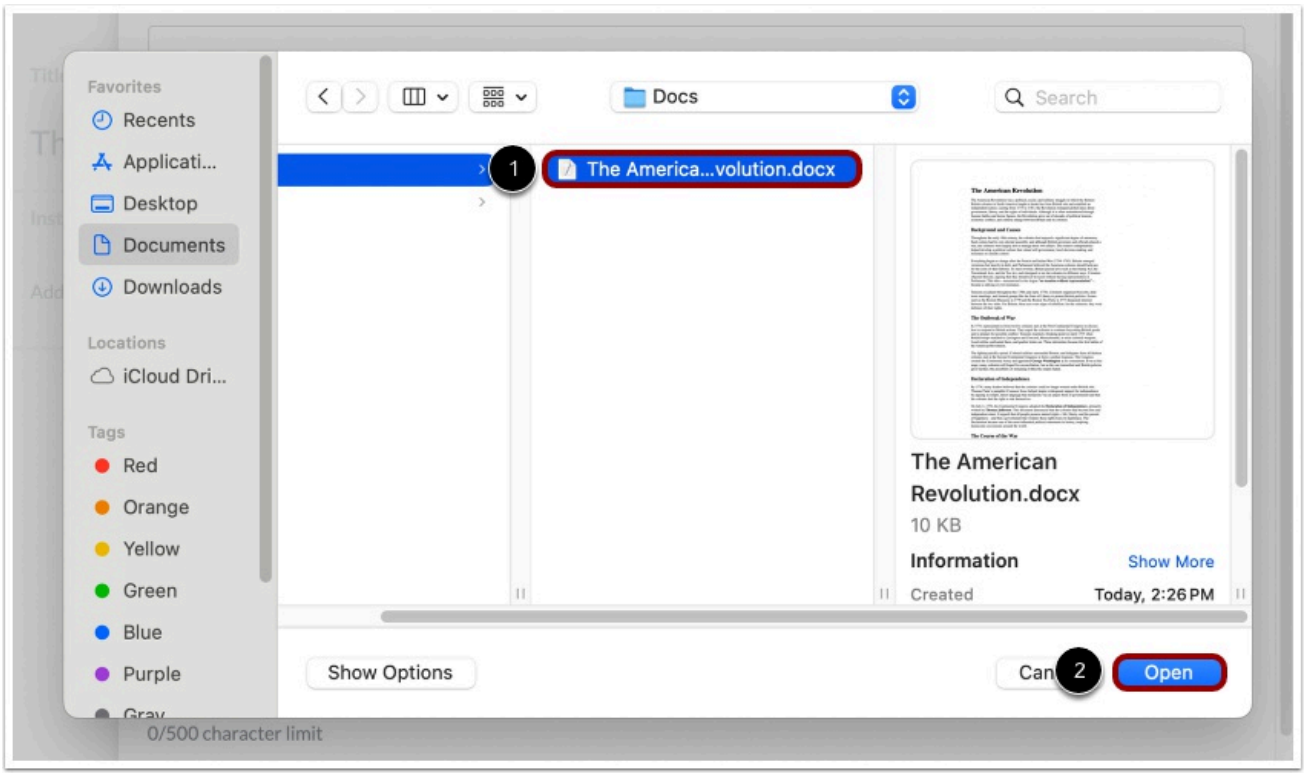


To help refine your results, you can add any relevant text in the **Text Input** field. The character limit is 20,000.

Upload File Input



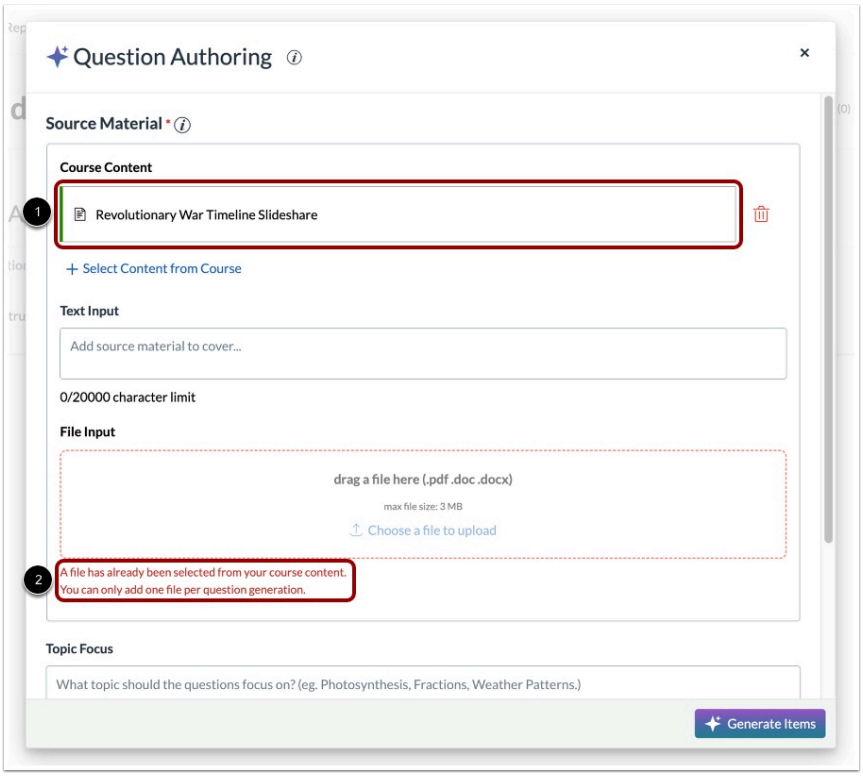
You can add a file by dragging it in or by uploading it from your device.



Select the file you want to upload [1], then click the **Open** button [2].

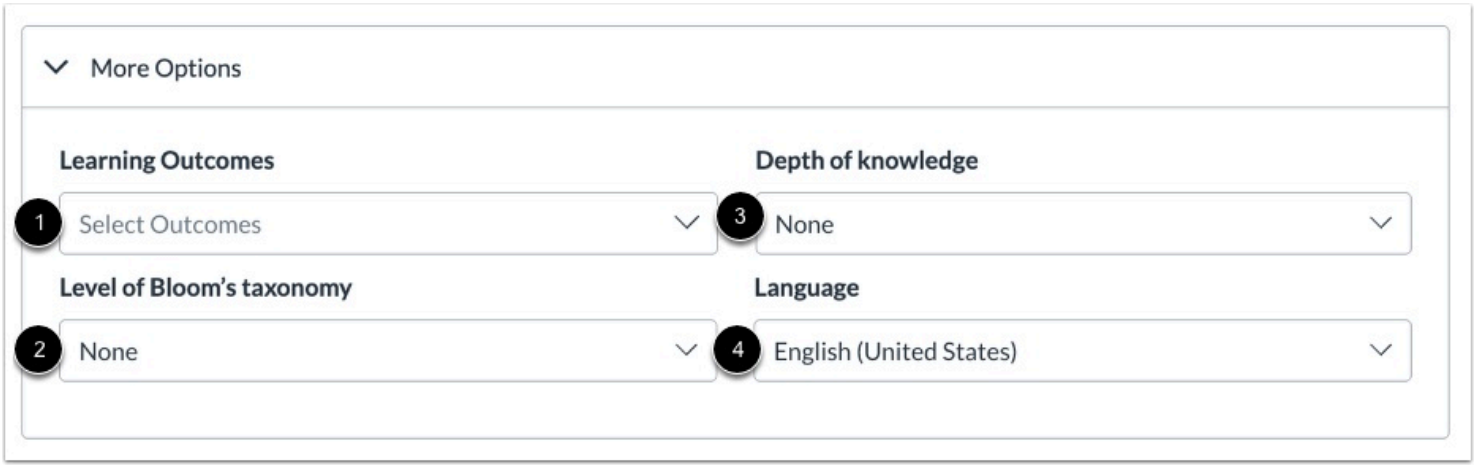


View the file you uploaded [1]. To remove your uploaded file, click the **Delete** icon [2].



If you select a file as your course content [1], you cannot attach or upload anything in the **File Input** tile [2].

Select More Options



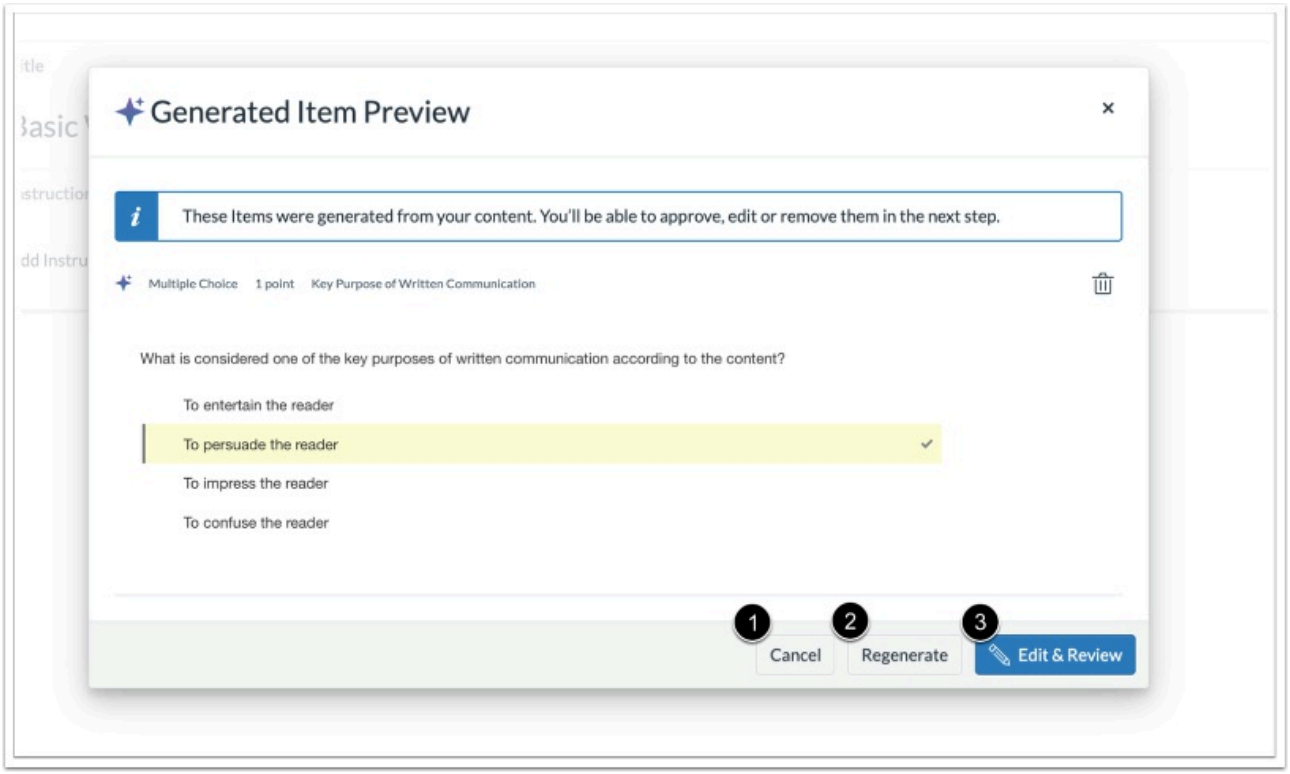
To select from the available outcomes, click the **Learning Outcomes** drop-down menu [1].

To select a level, click the **Level of Bloom's taxonomy** drop-down menu [2].

To select a specific depth, click the **Depth of knowledge** drop-down menu [3].

To select your preferred language, click the **Language** drop-down menu [4].

View Generated Item Preview



A preview displays where you can cancel the creation of the question [1], regenerate a new question [2], or edit and review the question [3].

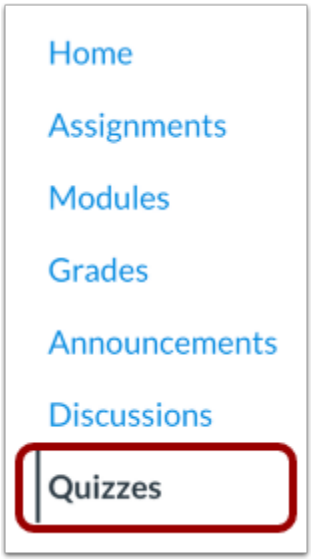
How do I create a survey using New Quizzes?

New Quizzes supports survey-type quizzes, allowing you to collect anonymous or non-anonymous feedback, with graded or ungraded options. You can view survey data in the Reports tab.

Notes:

- Surveys can be added to a module the same way other activities, such as assignments or quizzes, are added.
- This feature gives you a more intuitive way to engage students and promote reflection. It also helps you more easily gather feedback, gauge understanding, and foster open reflection.
- Surveys created in Classic Quizzes can be easily migrated into New Quizzes.
- Questions can be set as required or optional.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

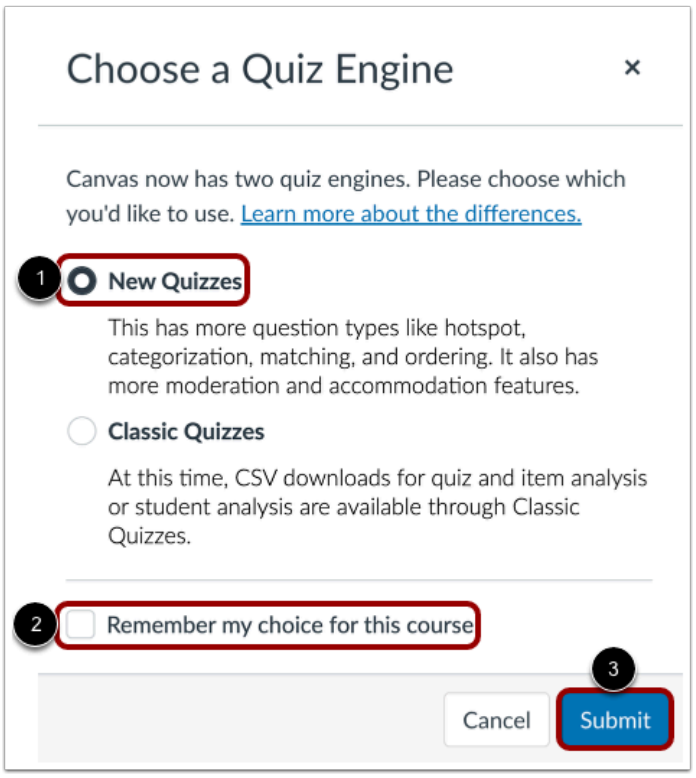
Note: You can also access quizzes from the Assignments page.

Add Quiz



Click the **Add Quiz** button.

Create New Quiz

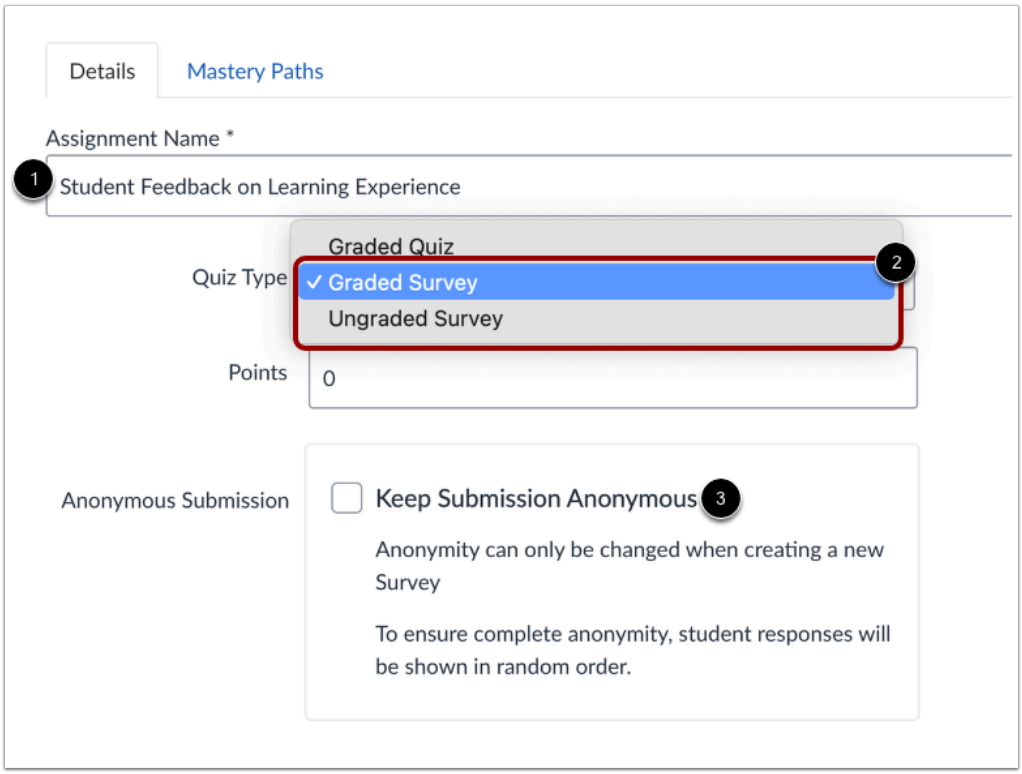


In the Choose a Quiz Engine screen, select the **New Quizzes** option [1]. To save your quiz engine selection for this course, check the **Remember my choice for this course** checkbox [2].

Then, click the **Submit** button [3].

Note: You can reset your quiz engine choice from the Quiz Options menu at any time.

Create Survey

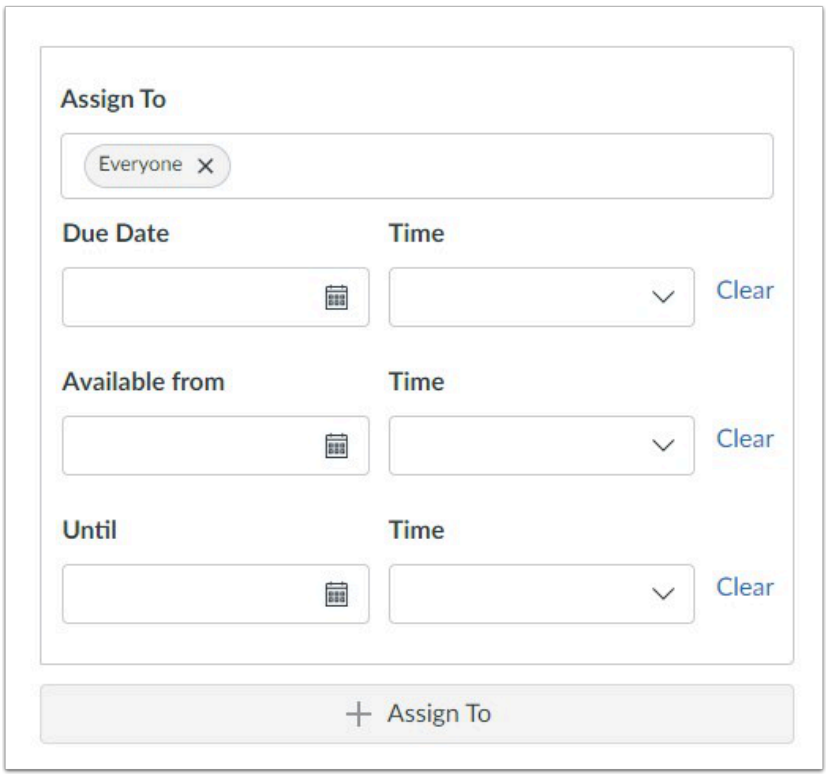


In the **Assignment Name** field [1], enter the name of your survey. To select the survey type, click the **Quiz Type** drop-down menu [2].

To hide student names from graders when they view survey submissions in SpeedGrader, click the **Keep Submission Anonymous** checkbox [3].

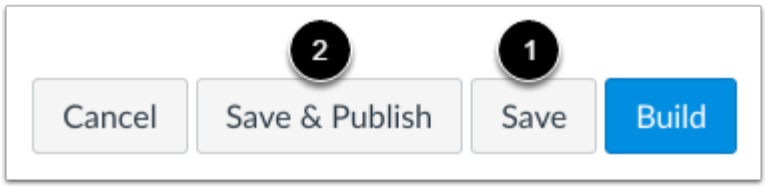
Note: Once anonymous submission is turned on for a survey, it cannot be turned off.

Assign Quiz



In the Assign area, you can assign the survey to students, add due dates, and add availability dates.

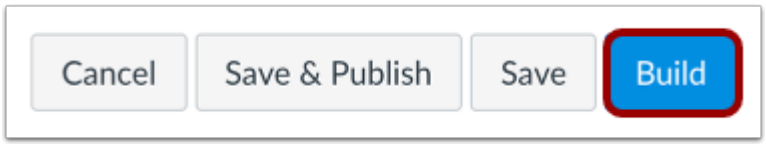
Save Quiz



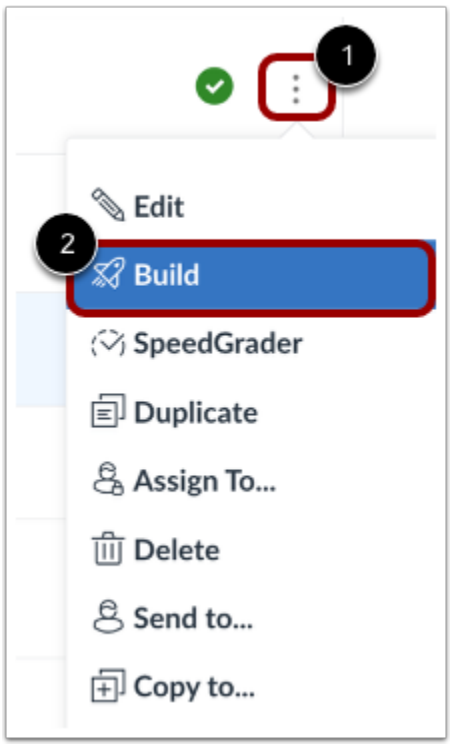
To save your quiz details, click the **Save** button [1]. To save and publish your quiz, click the **Save & Publish** button [2].

Clicking the Save or Save & Publish button returns you to the page where you opened the quiz.

Open Build Page

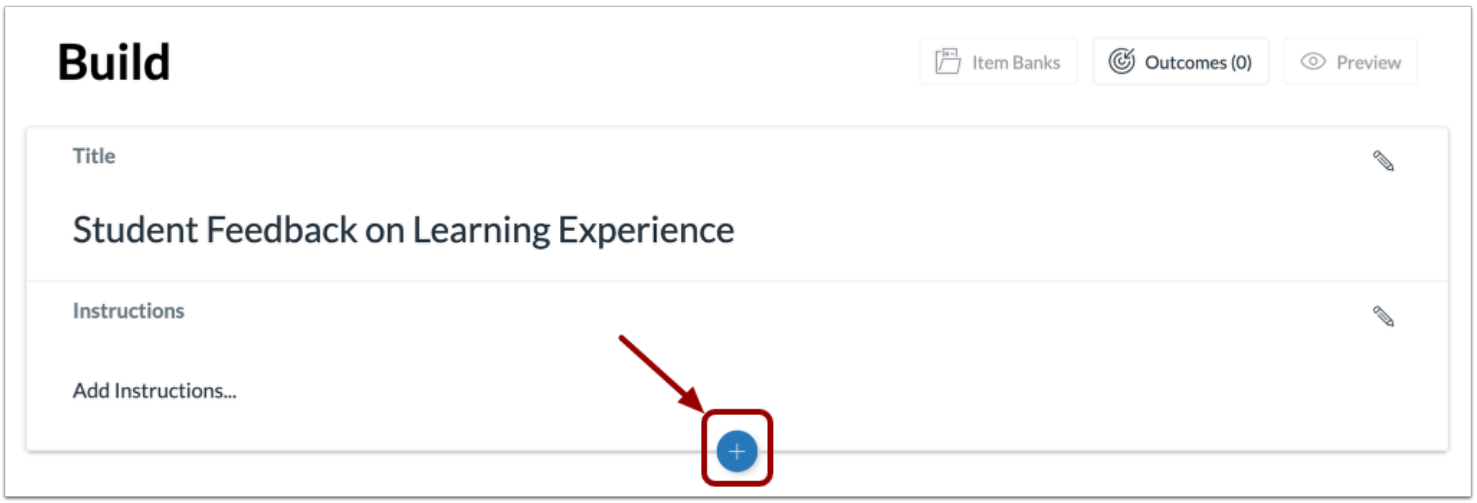


To open the New Quizzes build page and add questions and content to your quiz, click the **Build** button.



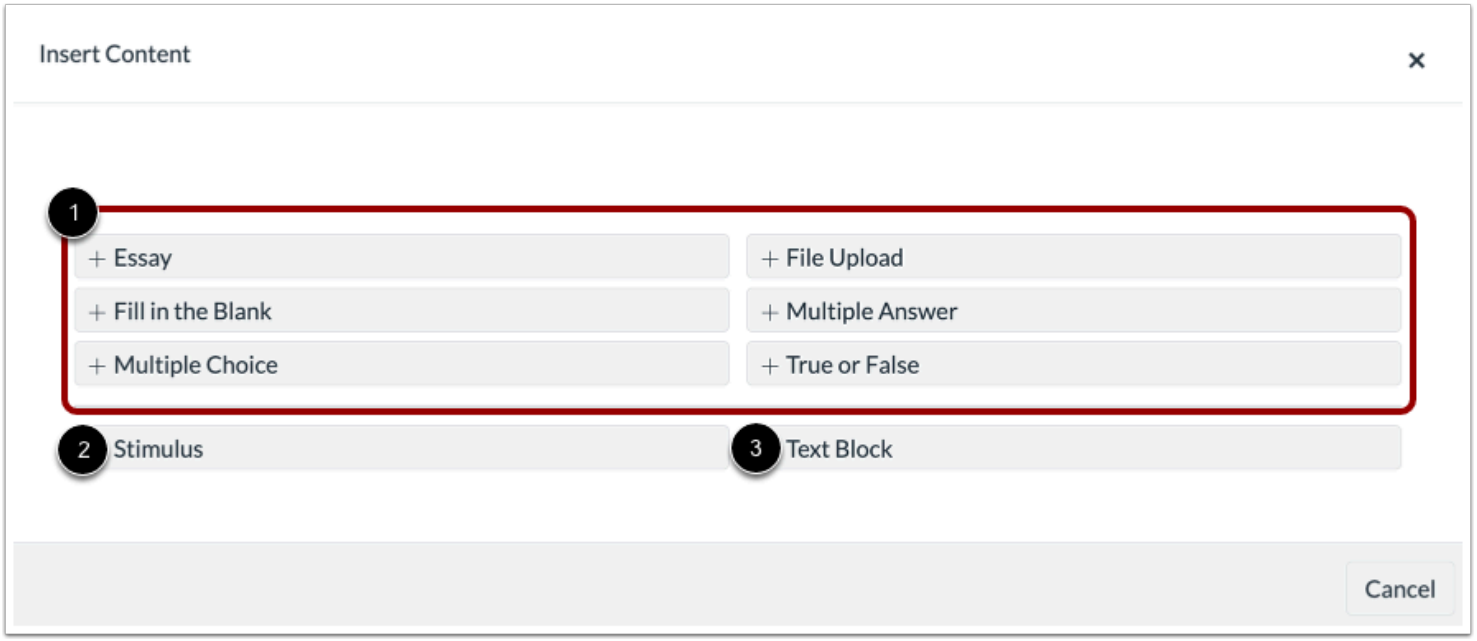
If you clicked the Save or Save & Publish button and returned to the page where you opened the quiz, you can click the **Options** icon [1], then click the **Build** link [2].

Add Content



To add content to your survey, click the **Add** button.

Select Content

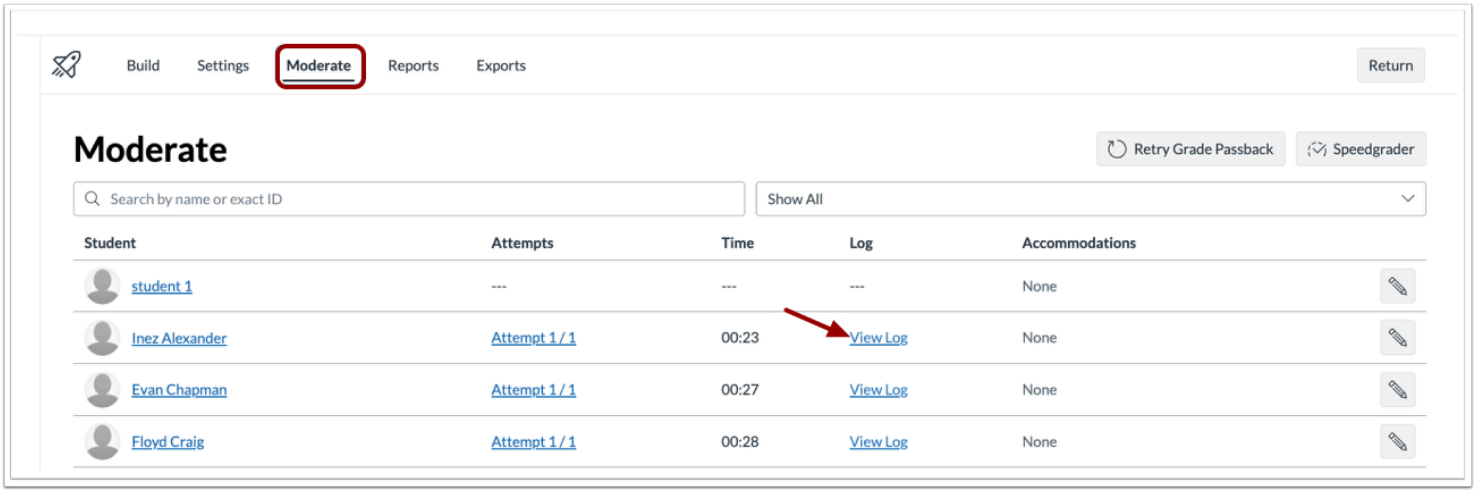


To insert a new content, click the button for the survey question [1], add stimulus content [2] or add text block content [3].

Surveys support the following question types:

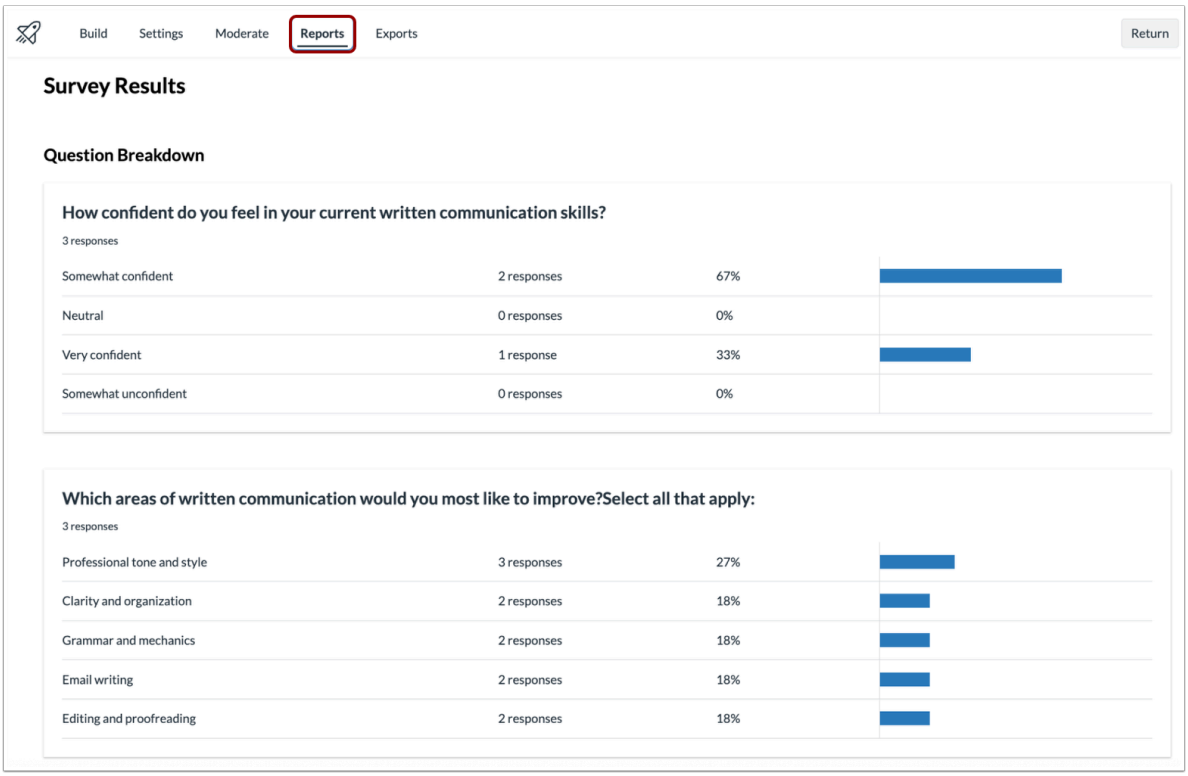
- Multiple Choice
- Multiple Answer
- True/False
- Fill in the Blank
- Essay
- File Upload

View Moderate Page



In the Moderate tab, click the **View Log** link in the activity logs to see individual results.

View Reports Page



In the Reports tab, you can view a breakdown of the results for each question.

Rubrics

How do I manage rubrics in a course?

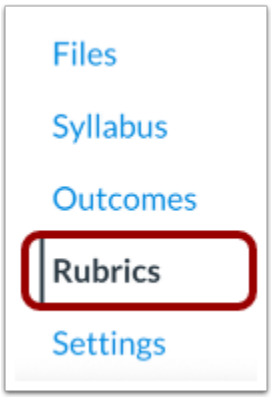
As an instructor, you can create, edit, and delete rubrics in your course. Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions.

Learn more about rubrics.

Notes:

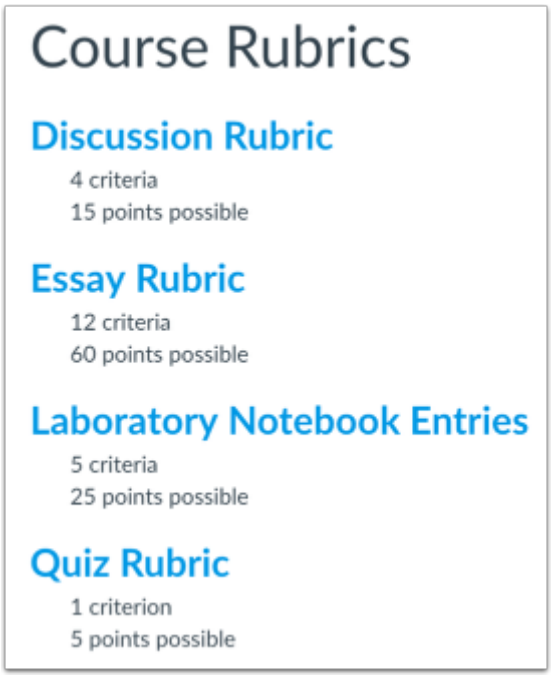
- Rubrics cannot be edited once they have been added to more than one assignment.
- When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.
- If the steps in this lesson do not match what is displayed in your course, learn how to manage rubrics in the Enhanced Rubrics interface.

Open Rubrics



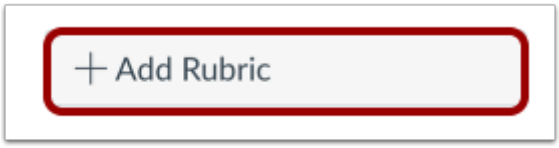
In Course Navigation, click the **Rubrics** link.

View Rubrics



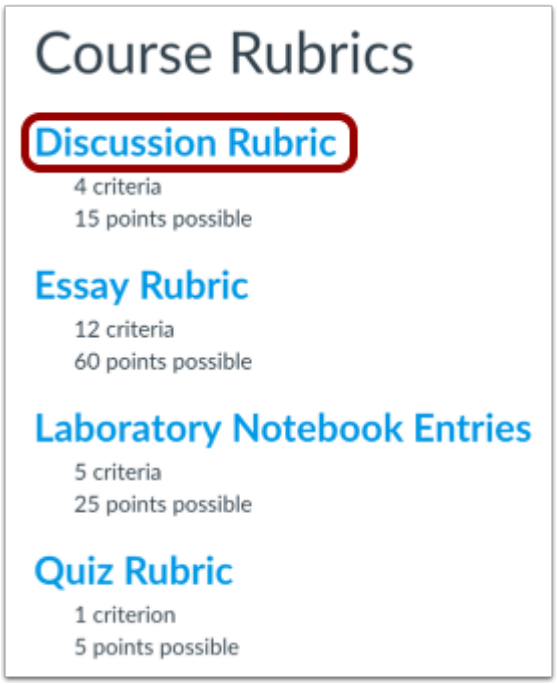
In the Manage Rubrics page, you can view all existing rubrics in your course.

Add Rubric



To add a rubric, click the **Add Rubric** button.

View Rubric



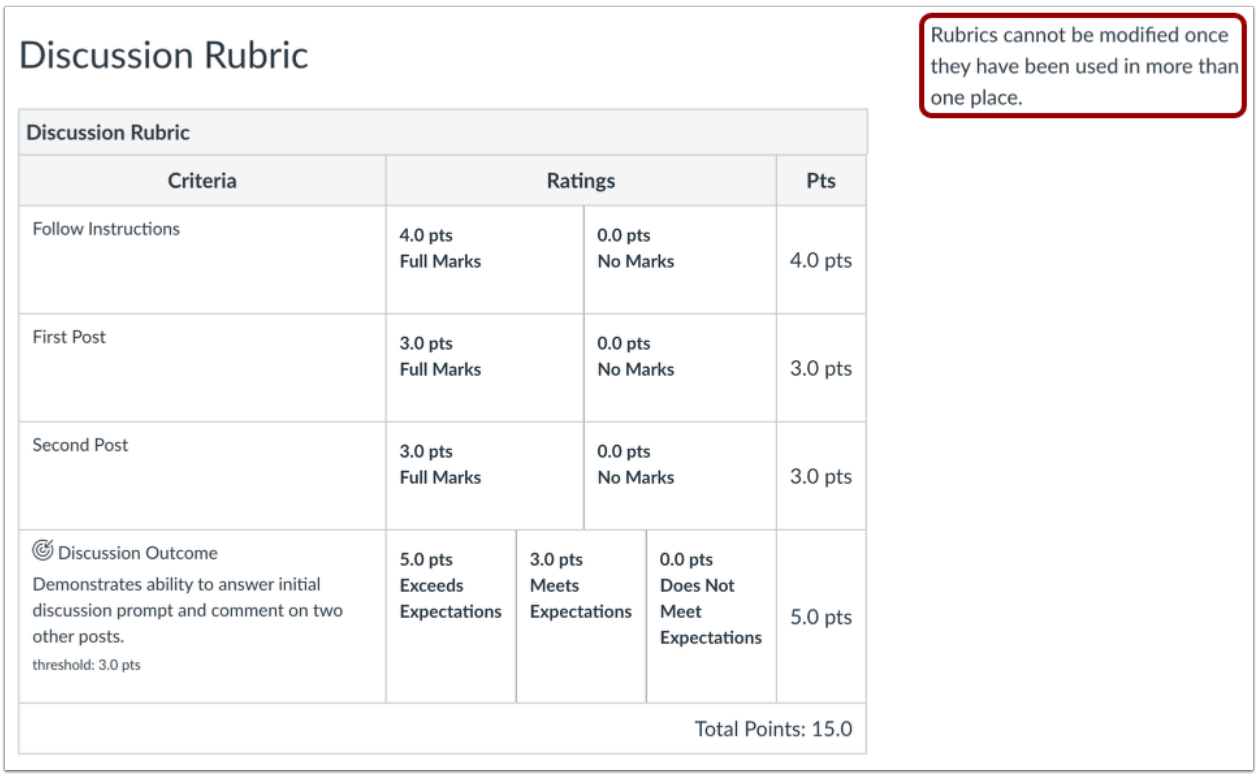
To view an individual rubric, click the name of the rubric.

Edit Rubric



To edit the rubric, click the **Edit Rubric** button.

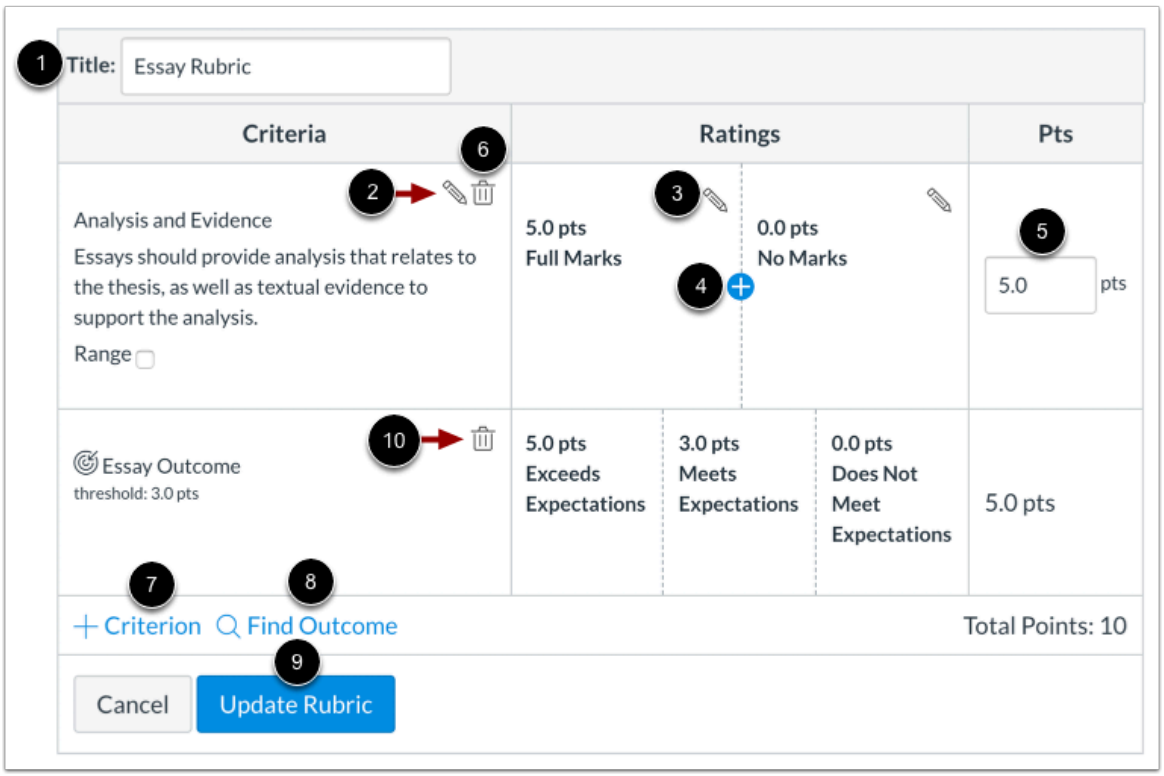
View Uneditable Rubric



If a rubric has been used in more than one assignment, the **Edit Rubric** button is not available.

However, you can create a copy of a rubric and make any changes when adding a rubric to an assignment.

Edit Rubric Details



To rename a rubric, type in the **Title** field [1].

To edit a rubric criterion description or long description, click the criterion **Edit** icon [2]. You can also edit criterion ratings [3], add ratings [4], and edit points [5].

To delete a criterion from the rubric, click the criterion **Delete** icon [6].

You can also add new criterion [7] and outcomes [8].

To save your edits, click the **Update Rubric** button [9]

To remove associated outcome criteria from a rubric, click the **Delete** icon [10]. Outcome criteria can only be edited from the Outcomes page.

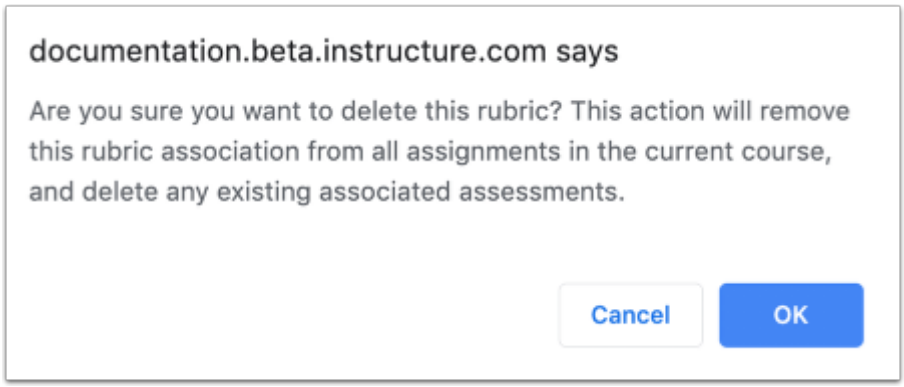
Delete Rubric



If you created a rubric in your course, you can delete the rubric. To delete a rubric, click the **Delete Rubric** button.

Rubrics can be deleted even if they have been used in more than one assignment.

Note: If you cannot delete a rubric, the rubric was created at the account level and aligned with an assignment in your course.



Click the **OK** button.

When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.

How do I add a rubric in a course?

If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can add the rubric to an assignment and use the rubric for grading and adding comments. You can manage created rubrics in the Manage Rubrics page.

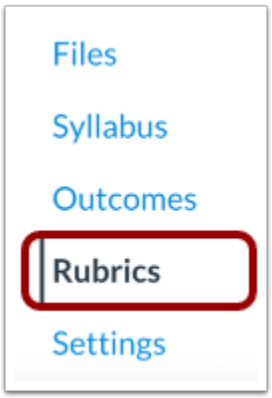
This lesson shows how to create a rubric in the Manage Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Rubric criteria can include a point range or an individual point value.

Notes:

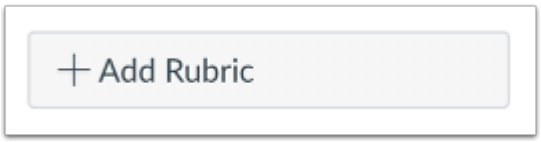
- Criterion cannot be reordered after they are added to a classic rubric.
- If the steps in this lesson do not match what is displayed in your course, learn how to add a rubric in the Enhanced Rubrics interface.

Open Rubrics



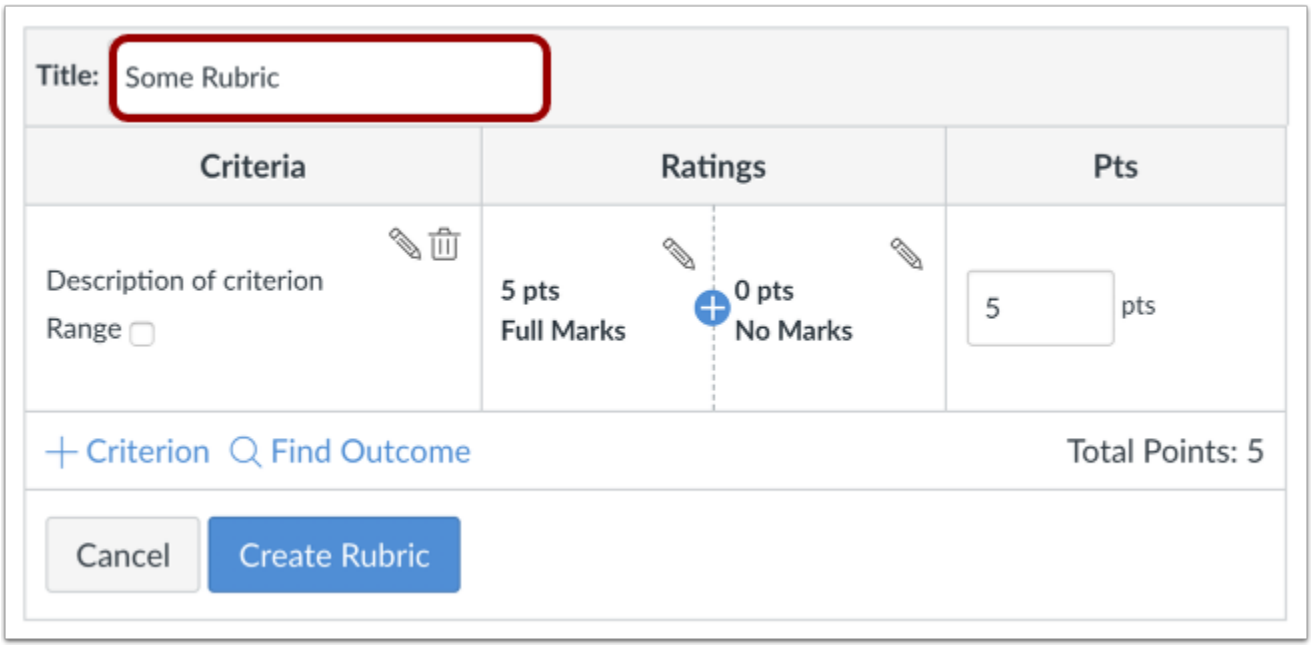
In Course Navigation, click the **Rubrics** link.

Add Rubric



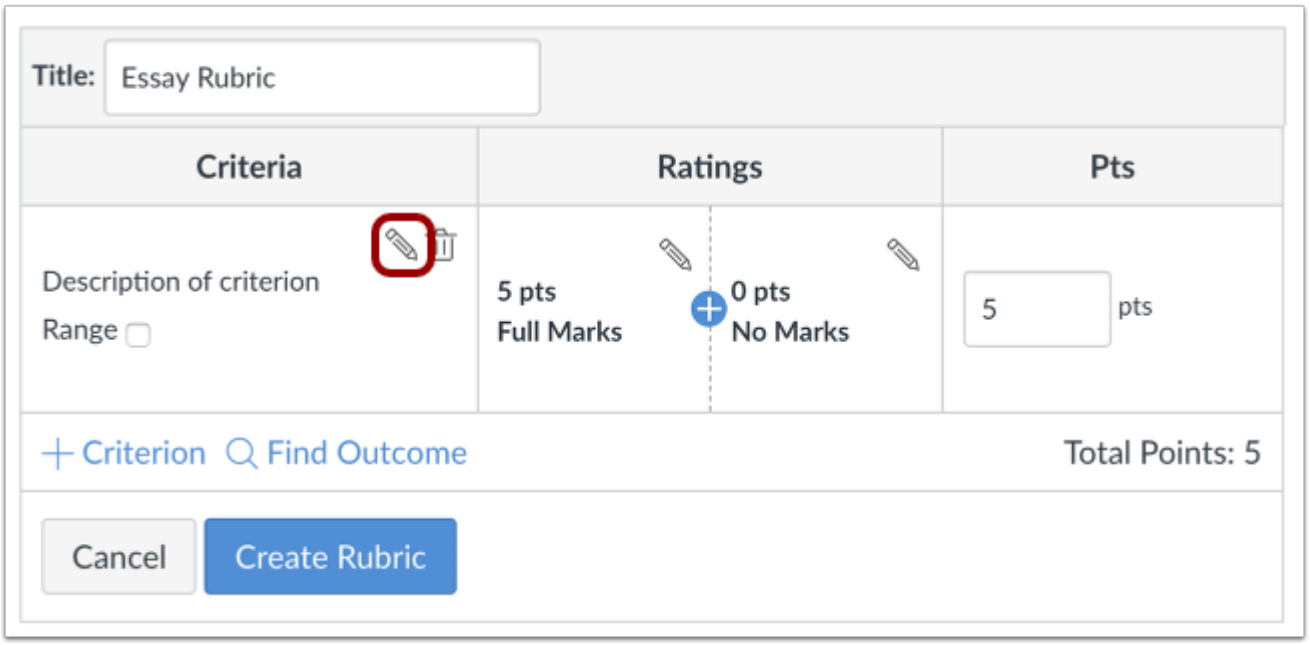
Click the **Add Rubric** button.

Add Title



In the **Title** field, add a title for the rubric. This title identifies the rubric so it can be easily associated with an assignment, graded discussion, or quiz.

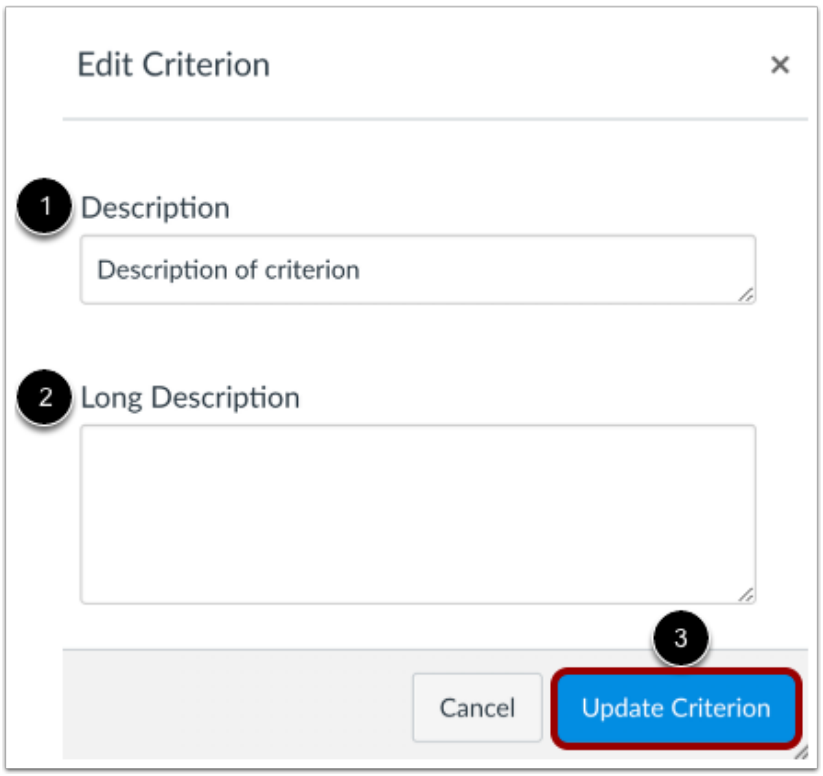
Edit Criterion Description



The rubric includes one default criterion entry. To edit the criterion description, click the **Edit** icon.

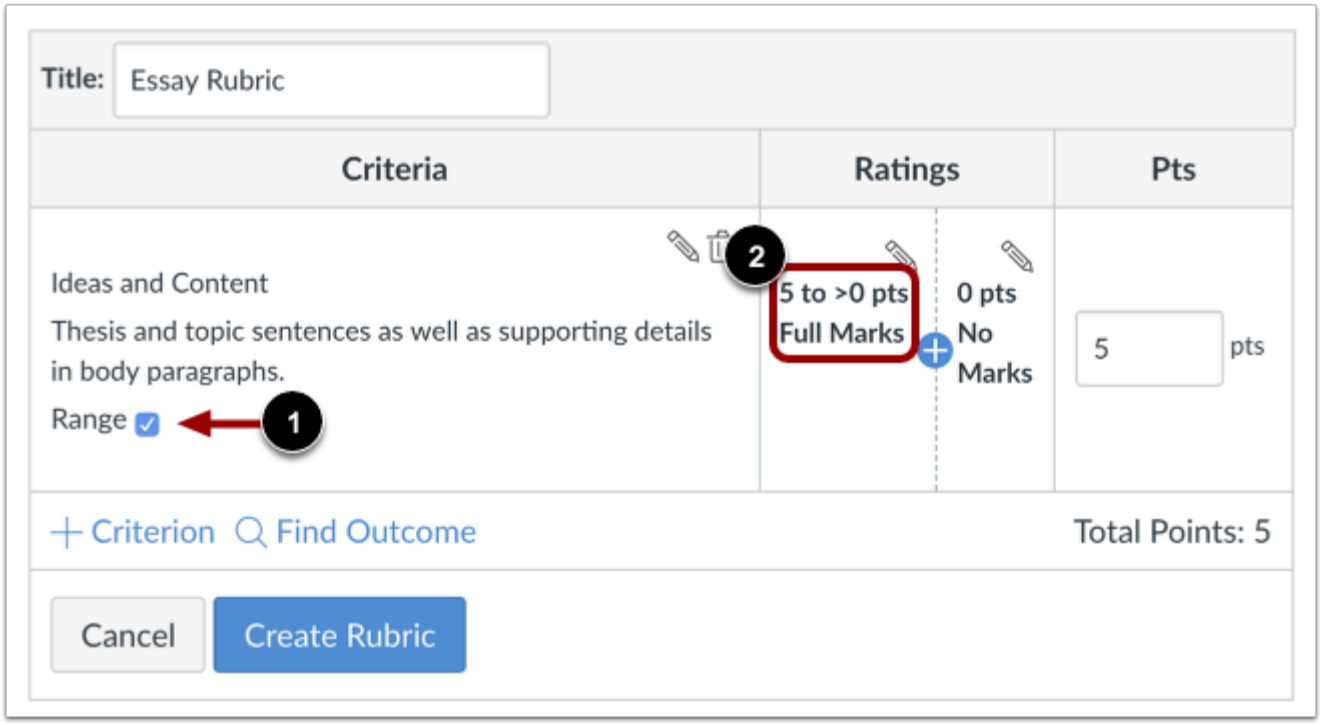
Note: Currently criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.

Enter Descriptions



Enter a short description for the criterion in the **Description** field [1]. To add a longer description to the criterion, enter a longer description [2]. The longer description provides students more information about the criterion. Click the **Update Criterion** button [3].

Select Range

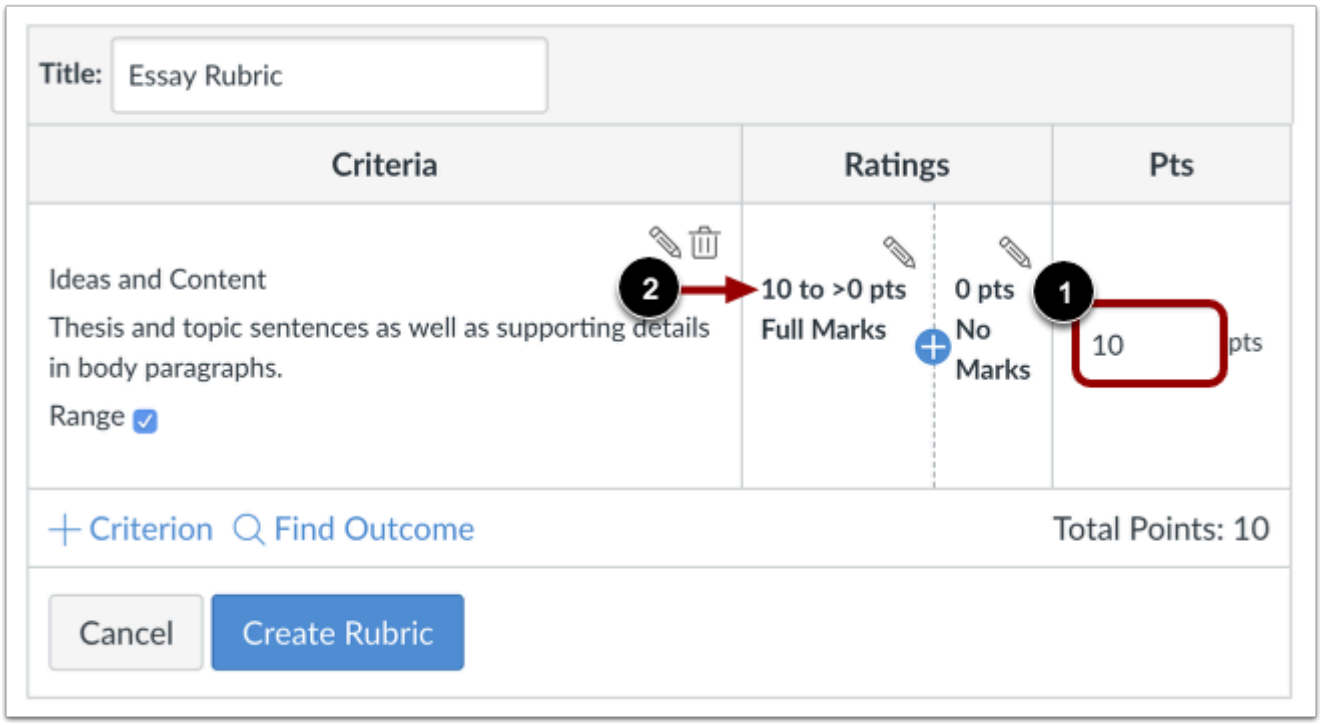


By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the **Range** checkbox [1]. Ranges allow you to assign a rating for a range of point options instead of just one point value.

When enabled, the first rating (full marks) shows the total point value in a range format [2]. Each rating displays a maximum and minimum point value. For each rating, the maximum value is assigned as the point value.

Except for the range value display, criterion ranges function the same way as individual point ratings. For instance, a range that includes a maximum of five points and a minimum of three points is assigned the full point value of five points.

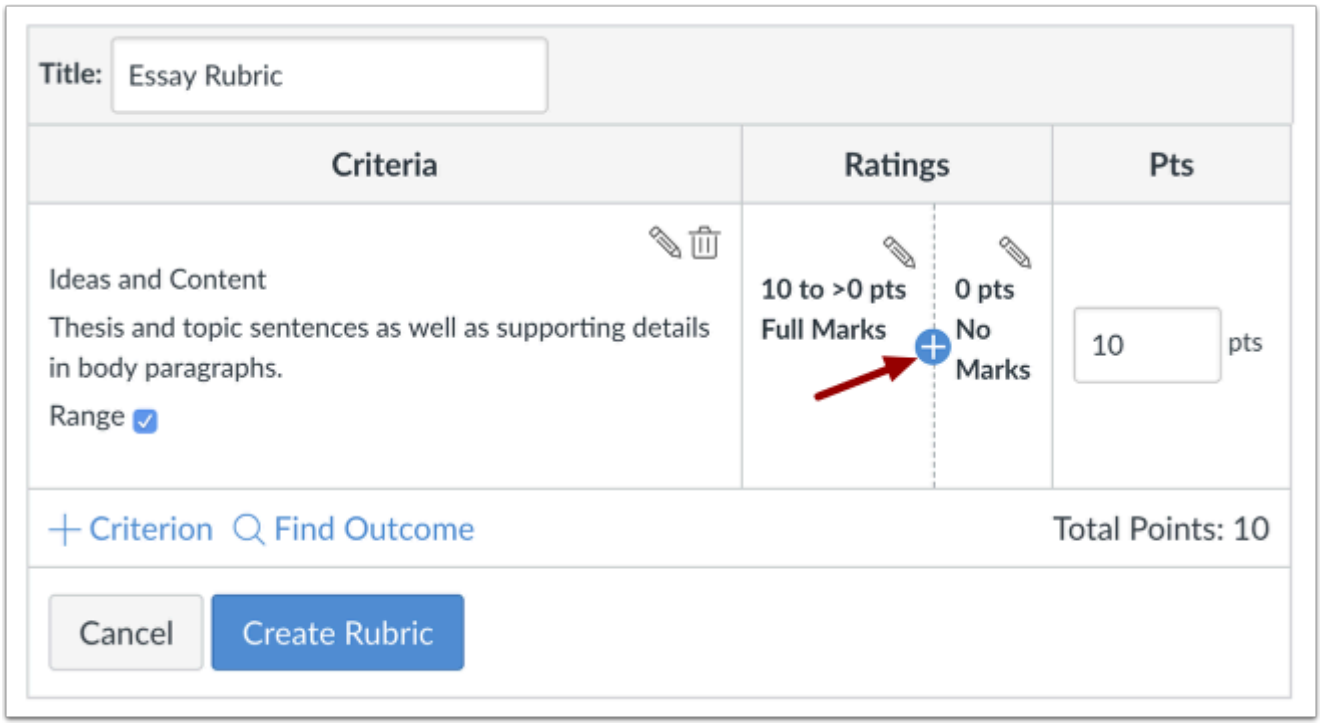
Edit Total Point Value



Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks.

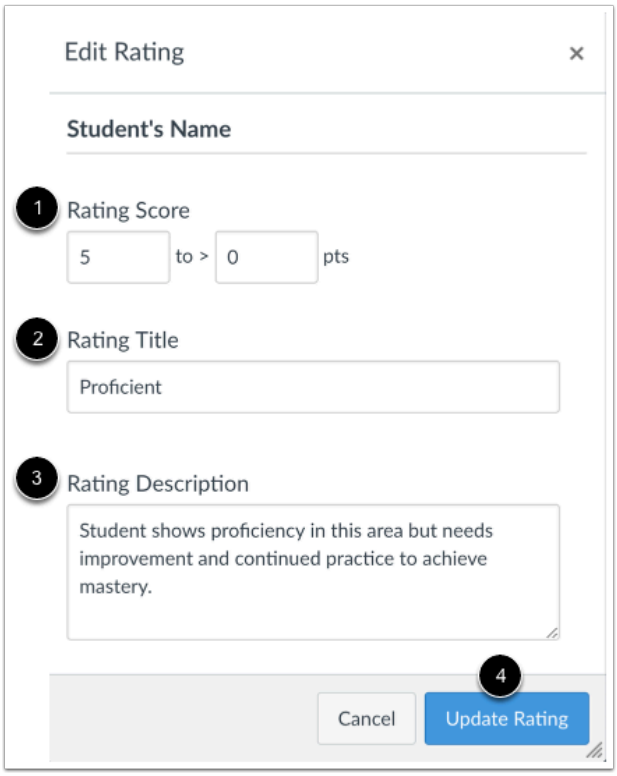
If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1]. The first rating (full marks) updates to the new total point value and any incremental ratings adjust appropriately [2].

Add Ratings



To add a new rating for the criterion, click the **Add** icon.

Update Rating



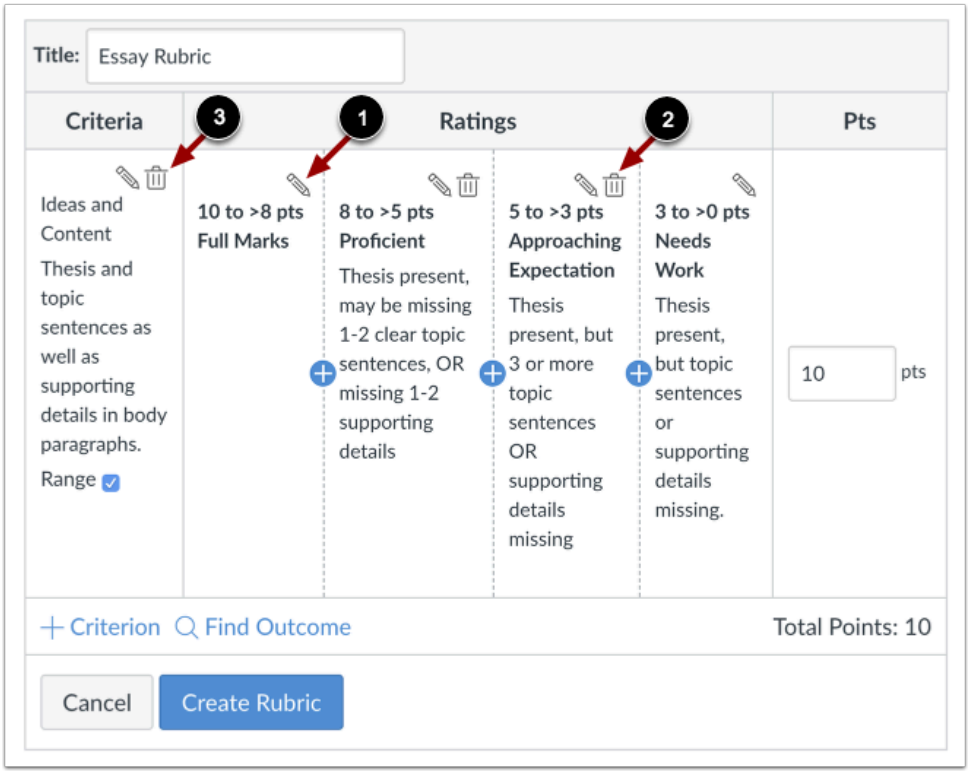
In the Edit Rating window, complete the rating criterion description. By default, the Rating Score field displays the point value between the two existing ranges [1]. To change the point value for the rating score, enter the new point value in the Rating Score field. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. However, if you are using a range, point values should be whole numbers.

In the Rating Title field [2], enter a title for the rating.

In the Rating Description field [3], enter a description for the rating.

Click the **Update Rating** button [4].

Manage Criterion

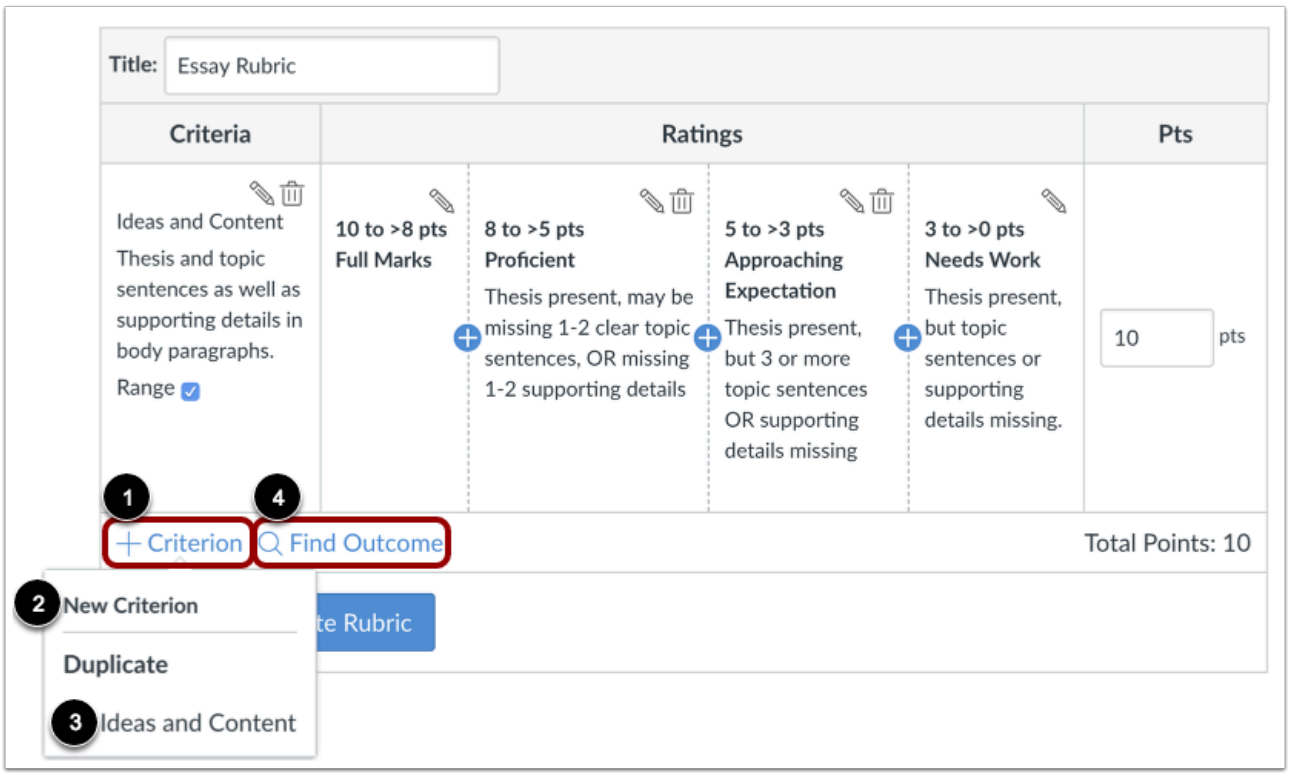


To edit a rating, click the **Edit** icon [1]. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

To delete a rating, click the rating's **Delete** icon [2]. Note that you cannot delete the first and last rating for the criterion.

To delete the entire criterion, click the criterion **Delete** icon [3].

Add Criterion



To add another criterion, click the **Add Criterion** link [1]. To create a new criterion, click the **New Criterion** option [2]. To duplicate an existing criterion, click the name of the criterion you want to duplicate [3].

To find an outcome to align with the rubric, click the **Find Outcome** link [4].

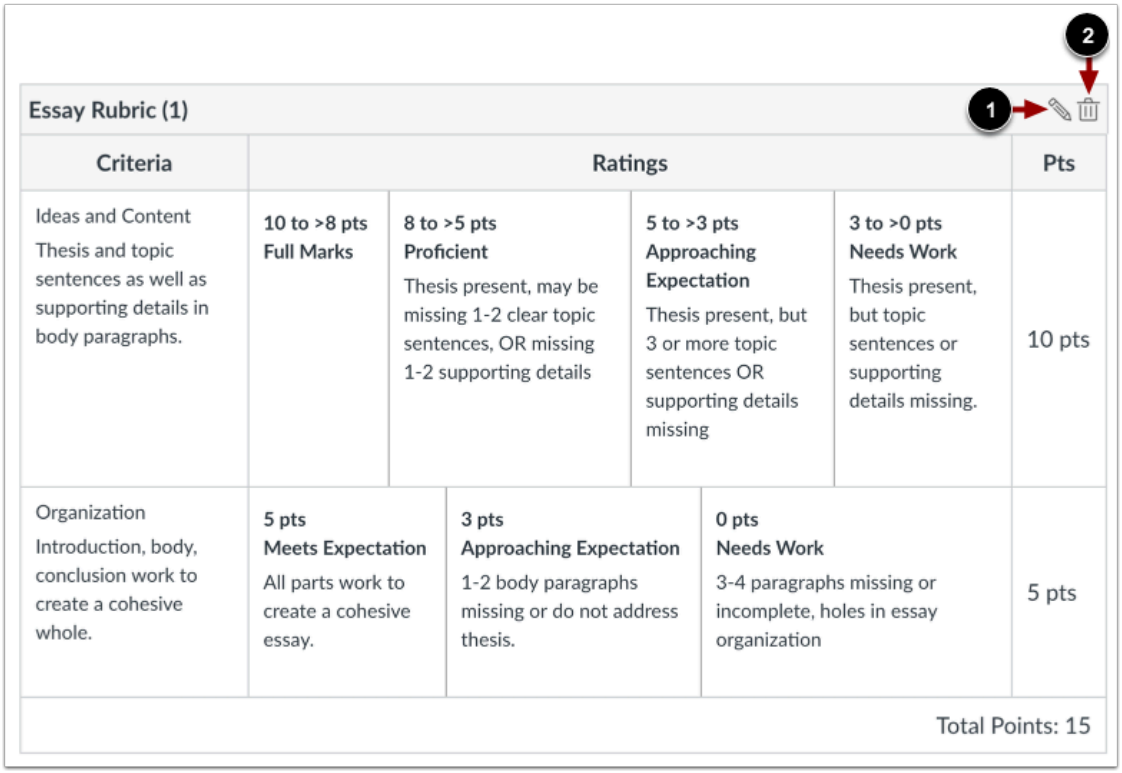
Note: Outcomes cannot be edited directly in a rubric.

Create Rubric



Click the **Create Rubric** button.

View Rubric



View the new rubric.

To edit the rubric, click the **Edit** icon [1]. To delete the rubric, click the **Delete** icon [2].

Note: Deleting a rubric will completely remove the rubric from the available rubrics listed in any of your courses. Deleting a rubric cannot be undone.

How do I align an outcome with a rubric in a course?

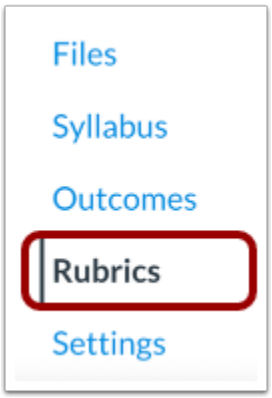
You can align any outcome in your course to a rubric. Rubrics are used to help students understand expectations for an assignment and how their submissions will be graded. Outcomes can be aligned with a rubric for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

Notes:

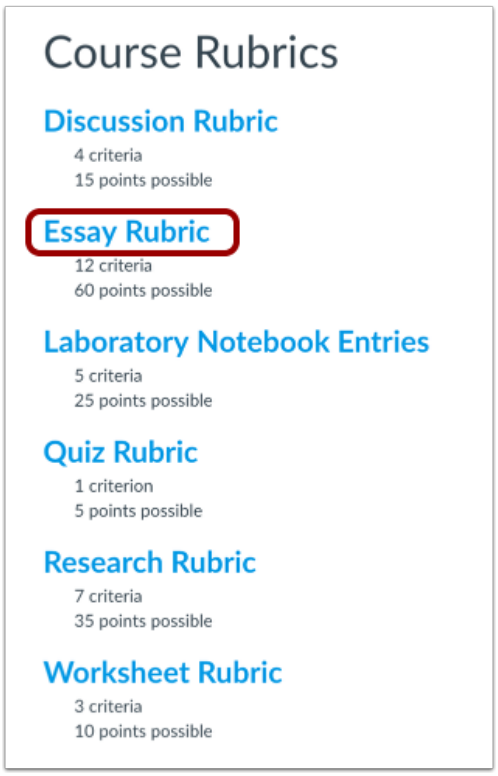
- Outcomes can be added to rubrics, but rubrics cannot be added to outcomes.
- Rubrics cannot be edited once they have been added to more than one assignment in a course.
- If the steps in this lesson do not match what is displayed in your course, learn how to align an outcome in the Enhanced Rubrics interface.

Open Rubrics



In Course Navigation, click the **Rubrics** link.

Open Rubric



Click the name of a rubric.

Create Rubric



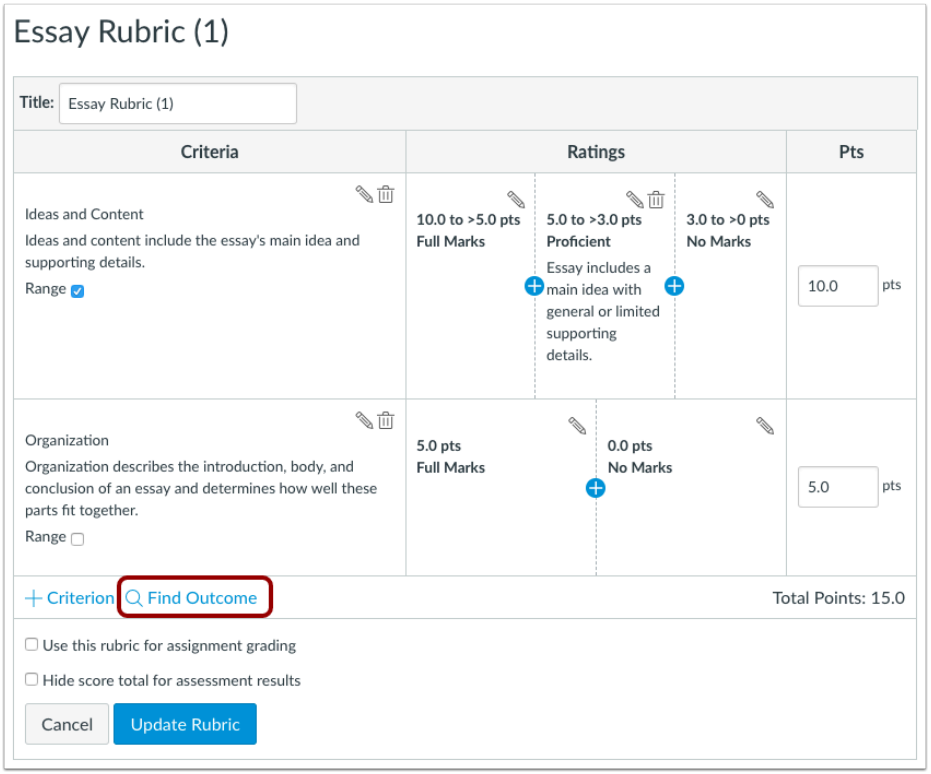
To create a new rubric, click the **Add Rubric** button.

Edit Rubric



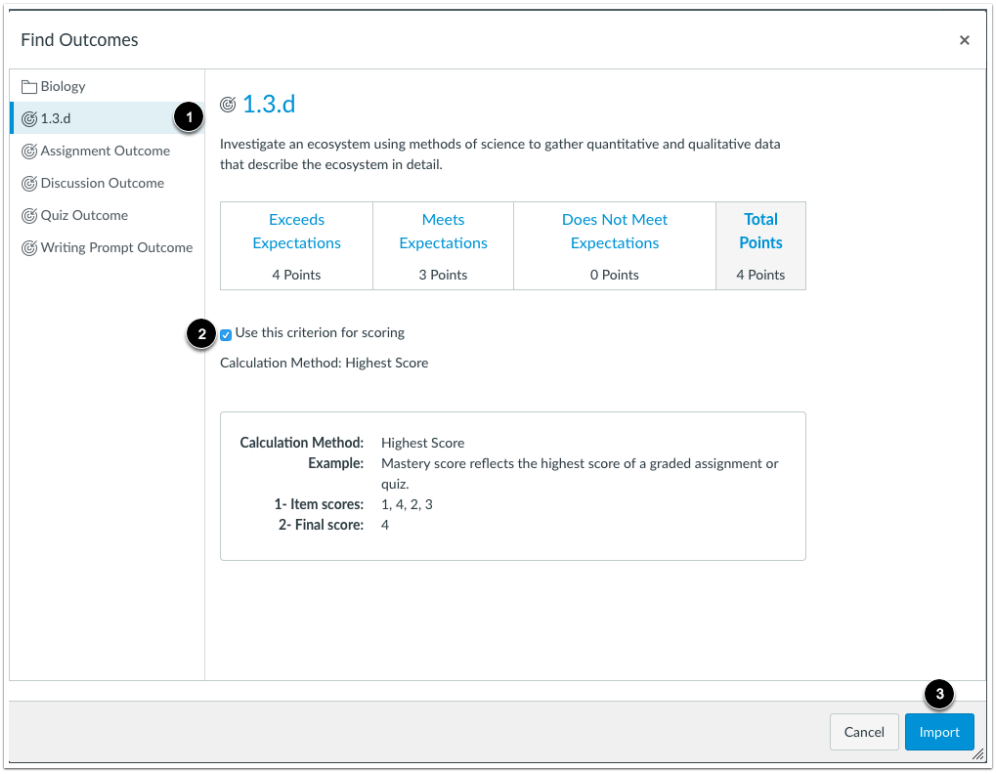
Click the **Edit Rubric** button.

Find Outcome



Click the **Find Outcome** link.

Import Outcome



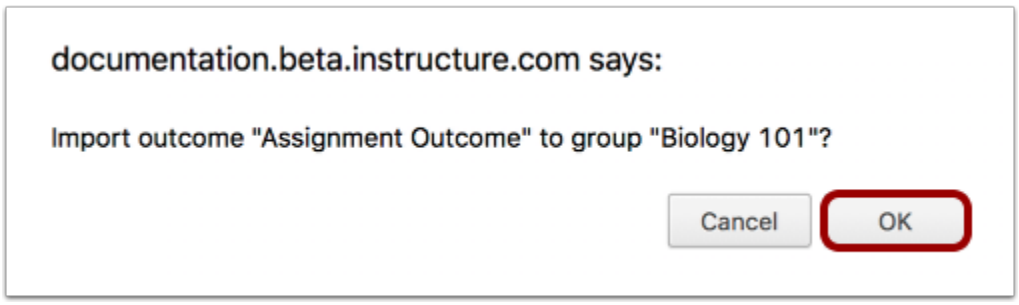
Locate and select the outcome you want to align [1].

If you want to use the criterion for scoring, click the **Use this criterion for scoring** checkbox [2]. Selecting this checkbox displays the point value of the criterion directly in the rubric and contributes to the overall rubric point value. However, if this checkbox is not selected, the point value will not be factored into the rubric. The criterion point value will not be displayed after the rubric is updated.

Click the **Import** button [3].

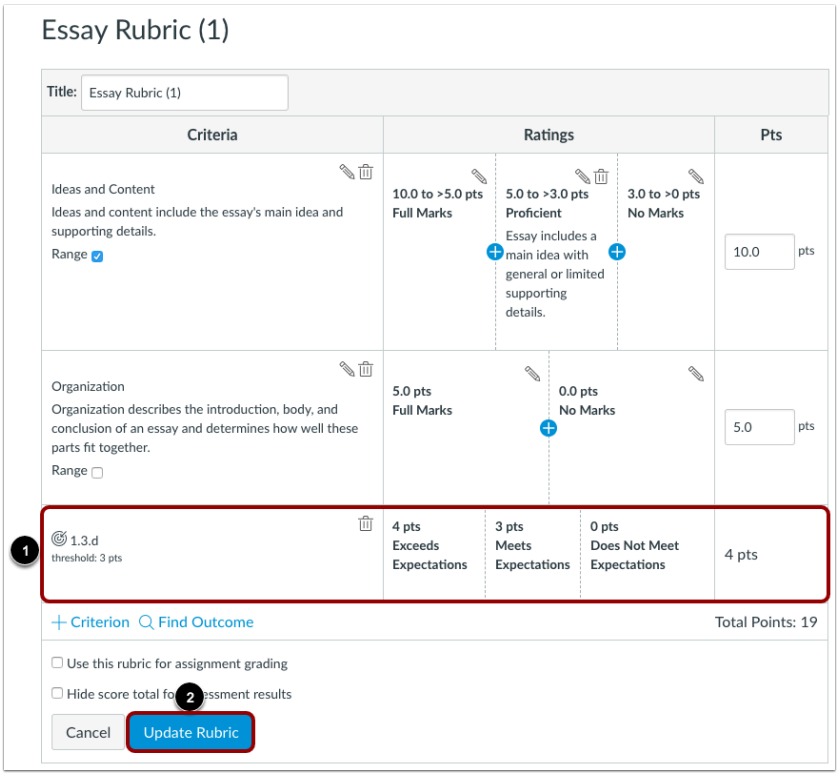
Note: Available outcomes may vary by institution.

Confirm Import



Click the **OK** button.

Update Rubric



View the aligned outcome [1]. Click the **Update Rubric** button [2].

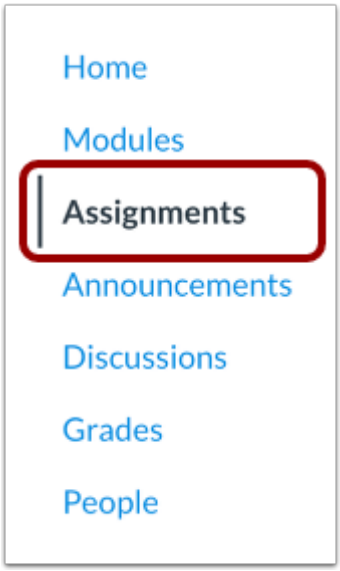
How do I add a rubric to an assignment?

You can add a rubric to an assignment to help students understand expectations for the assignment and how you intend to score their submissions. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to assignments, rubrics can also be added to graded discussions and quizzes.

Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Note: When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.

Open Assignments



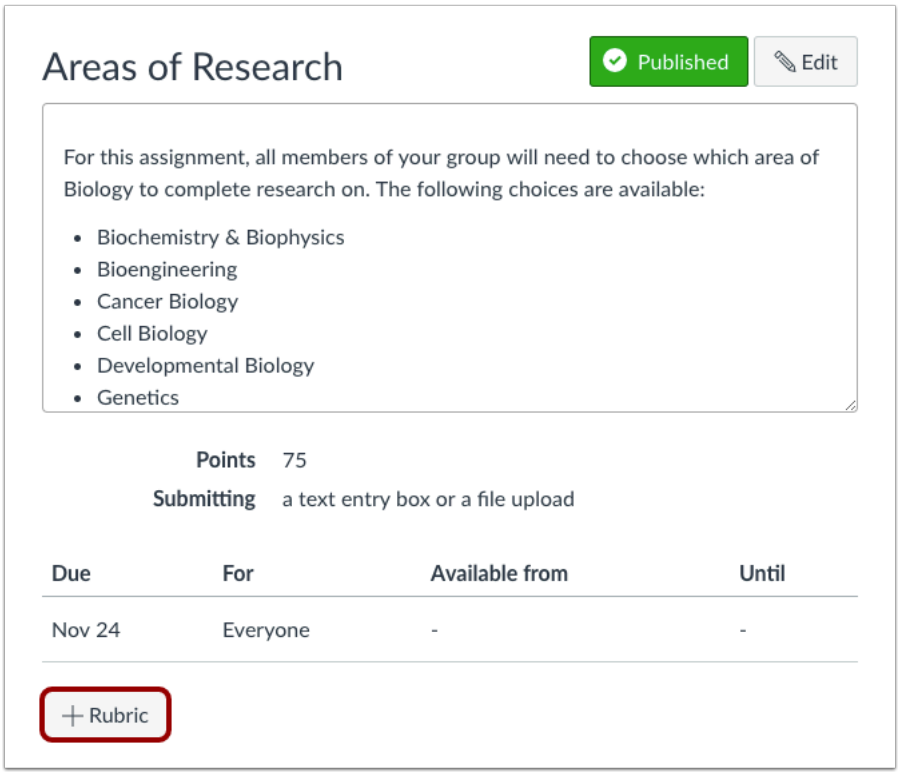
In Course Navigation, click the **Assignments** link.

Open Assignment



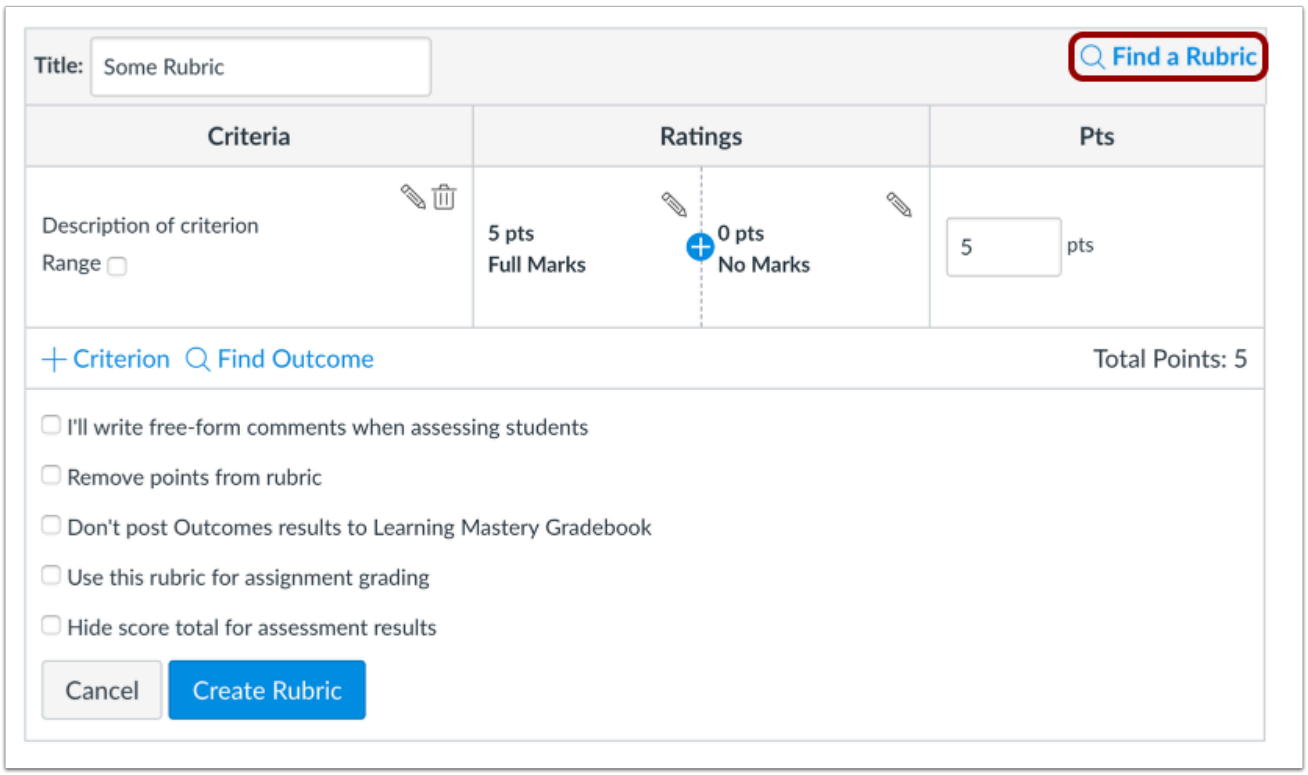
Click the name of the assignment.

Add Rubric



Click the **Add Rubric** button.

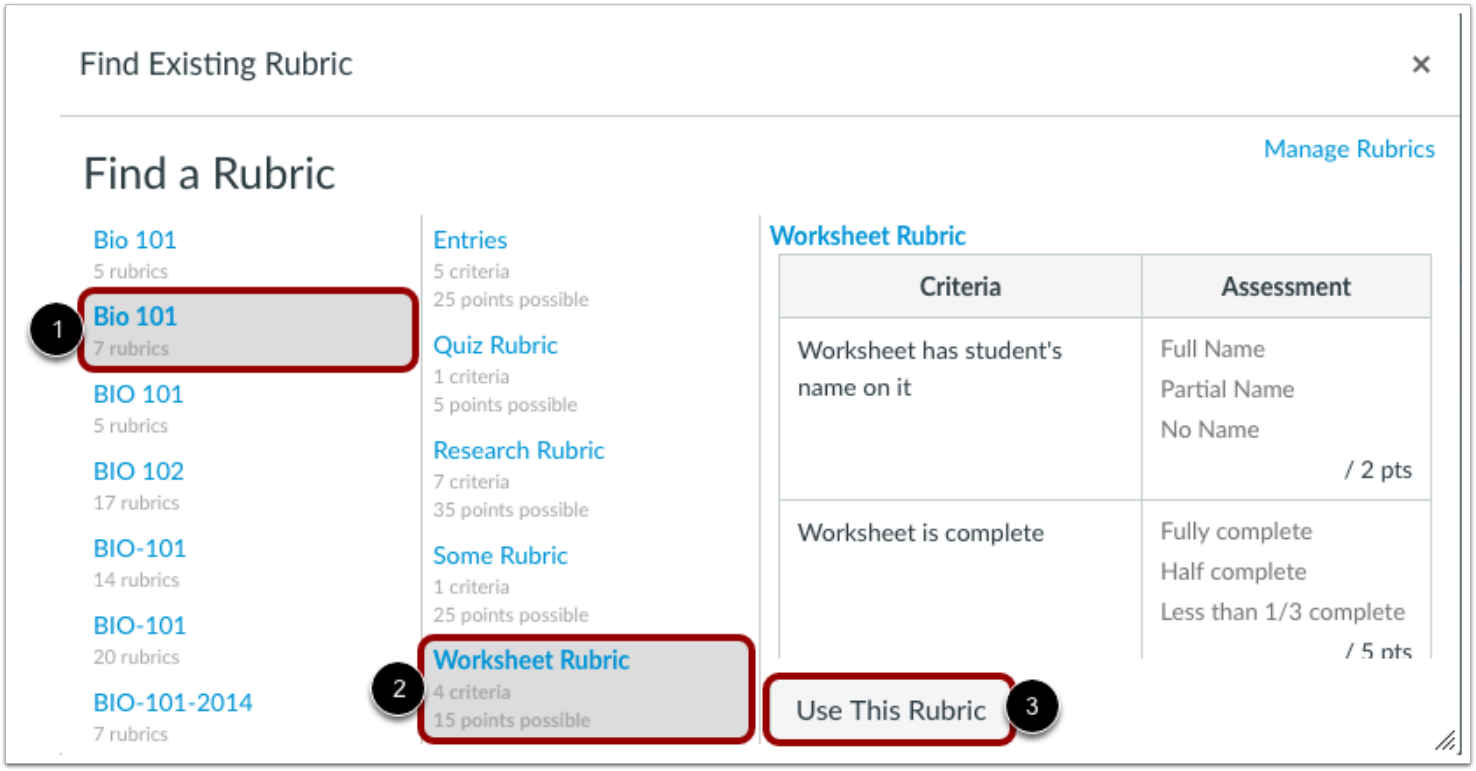
Find a Rubric



To find an existing rubric, click the **Find a Rubric** link.

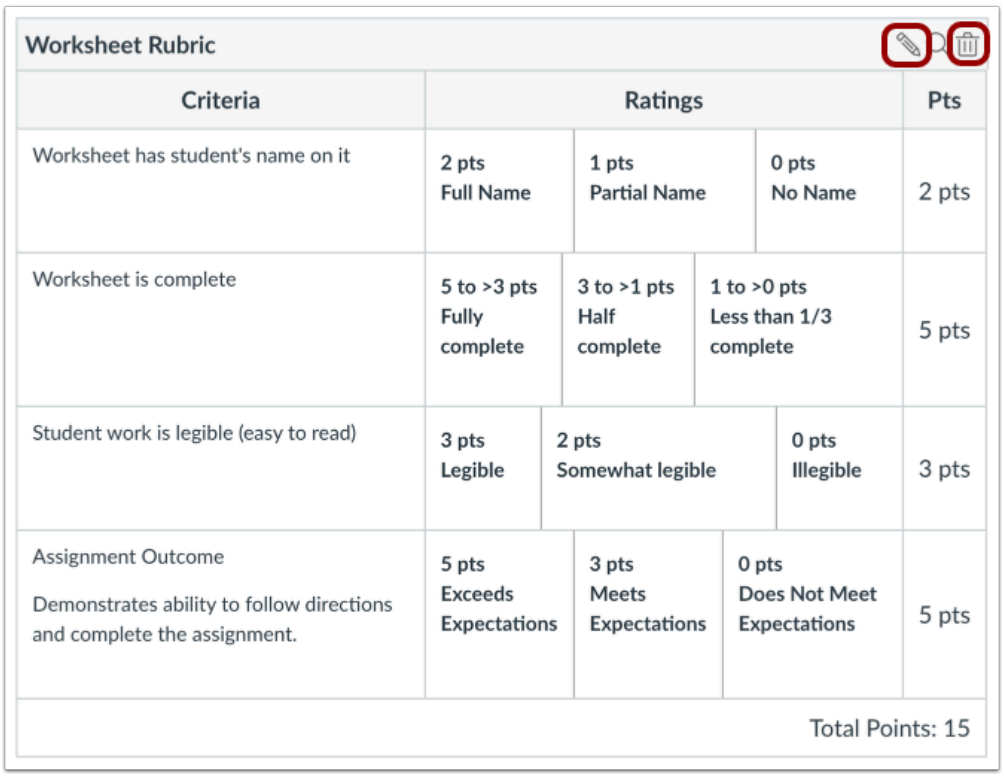
You can find rubrics that were created in previous assignments as well as rubrics created in other courses where you have an instructor role.

Select Rubric



In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the assignment, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

Edit Rubric



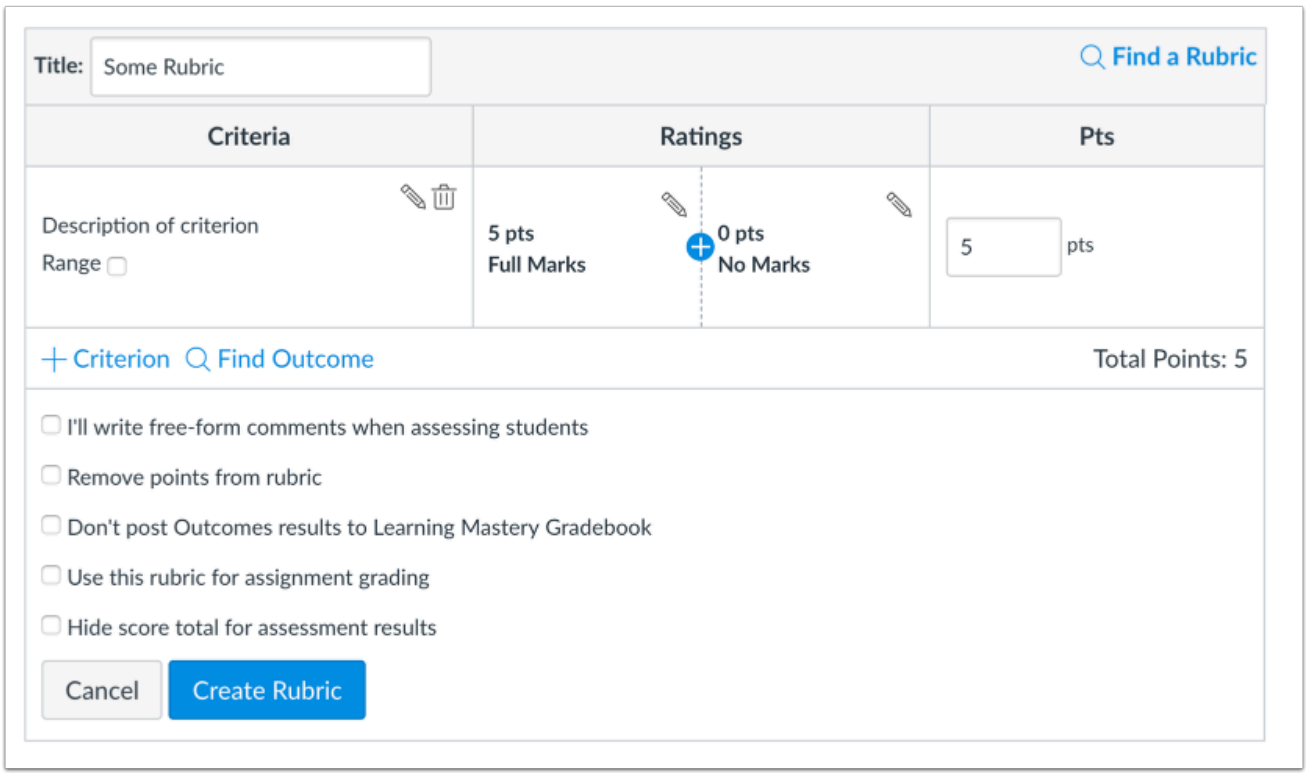
Worksheet Rubric

Criteria	Ratings			Pts
Worksheet has student's name on it	2 pts Full Name	1 pts Partial Name	0 pts No Name	2 pts
Worksheet is complete	5 to >3 pts Fully complete	3 to >1 pts Half complete	1 to >0 pts Less than 1/3 complete	5 pts
Student work is legible (easy to read)	3 pts Legible	2 pts Somewhat legible	0 pts Illegible	3 pts
Assignment Outcome Demonstrates ability to follow directions and complete the assignment.	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 pts
				Total Points: 15

To edit an unused rubric or to select rubric settings, click the **Edit** icon.

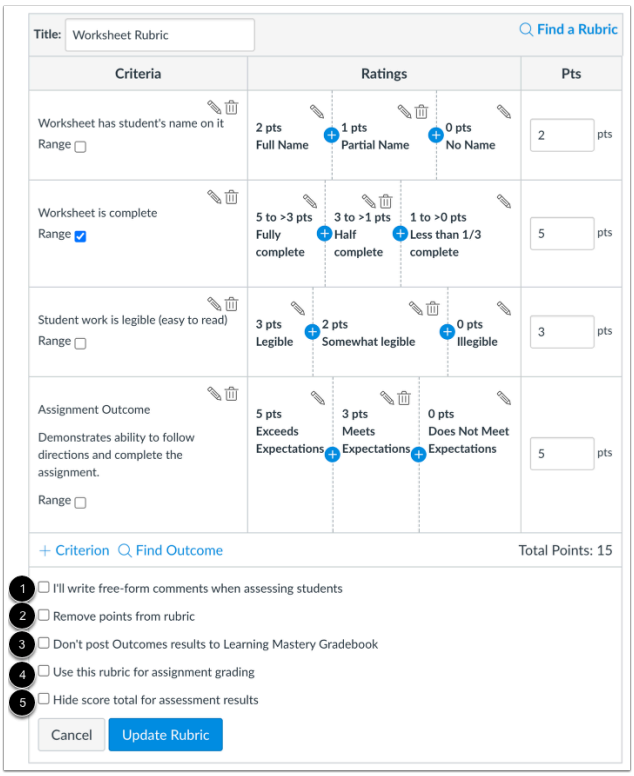
Note: When editing a rubric, you can remove associated outcome criteria. However, outcome criteria can only be edited from the Outcomes page.

Create New Rubric



If you can't find an existing rubric to use for the assignment, you can create a new rubric for your assignment. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results to be posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you want to use the rubric for grading in SpeedGrader, select the **Use this rubric for assignment grading** checkbox [4].

If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [5]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading.

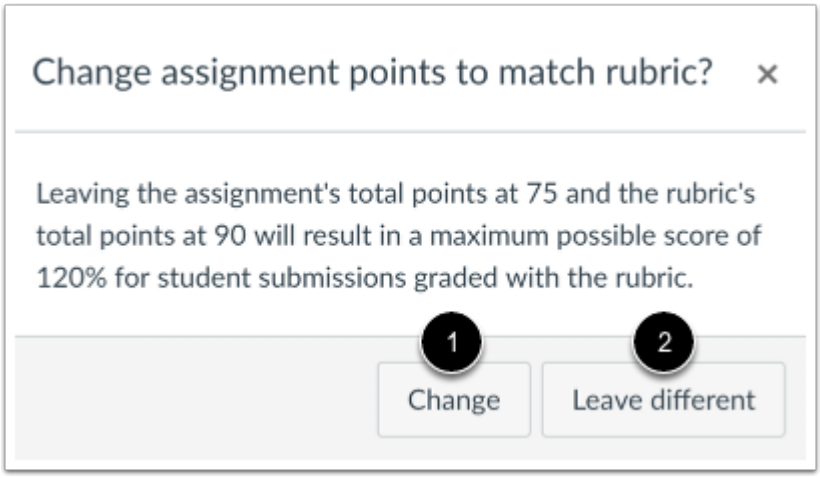
Save Rubric



Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

Adjust Scoring Points

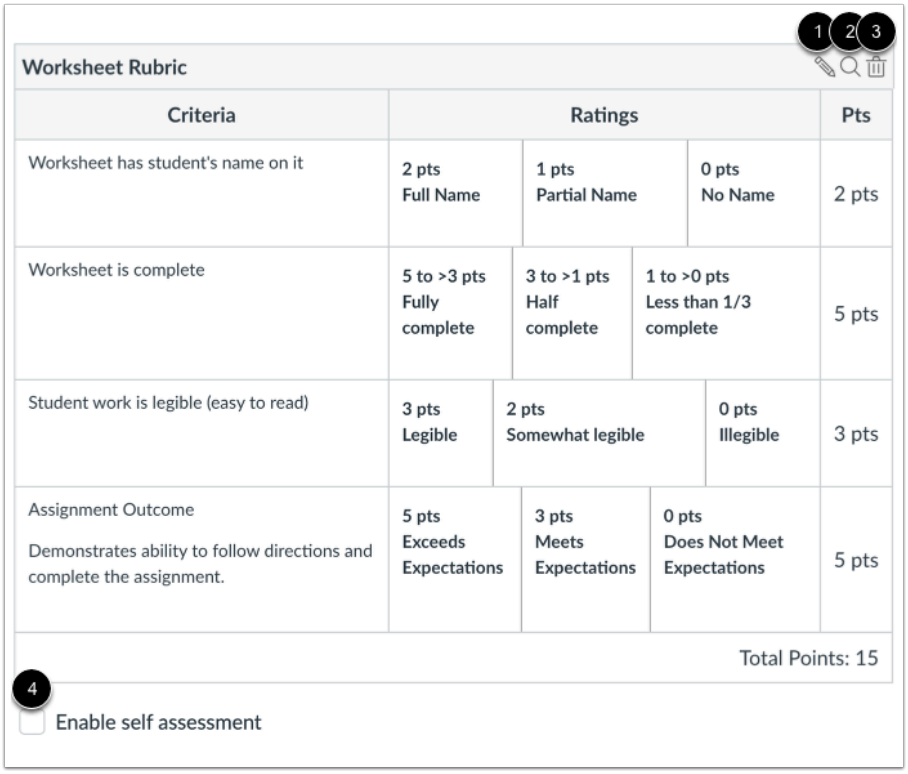


If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button[2].

View Rubric



View the rubric for the assignment.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2].

To delete the rubric from the assignment, click the **Delete** icon [3]. If the rubric was created from the assignment and is not linked to other course content, the rubric will be removed from the course when deleted.

To allow students to self assess their assignment, click the **Enable self assessment** checkbox [4]. This checkbox is disabled by default.

Note: The Enable self-assessment checkbox cannot be selected if the due date has passed or the assignment has already been graded.

Copy Rubric



If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the assignment. If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student submissions that may have already been graded with the original rubric.

The copied rubric will also be saved in the course rubrics list for future use.

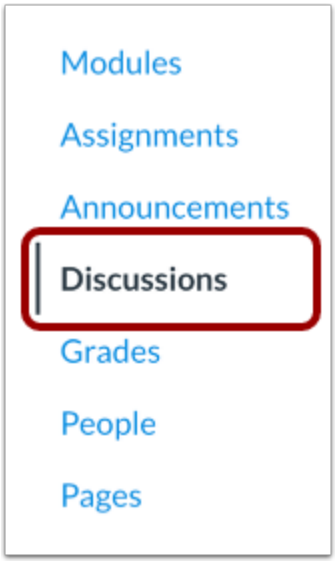
Note: A rubric linked to multiple assignments will not be copied if the only change made is to use the rubric for assignment grading.

How do I add a rubric to a graded discussion?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to discussions when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to graded discussions, rubrics can also be added to assignments and quizzes.

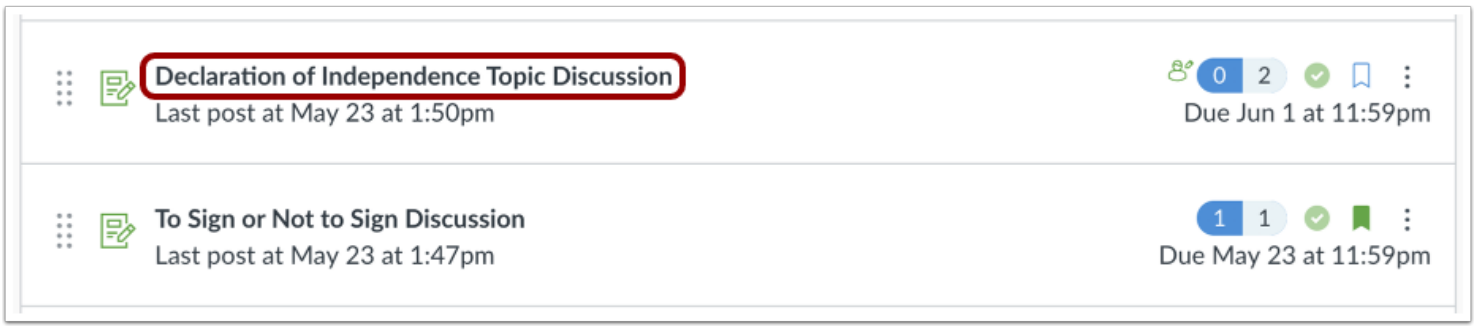
Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Open Discussions



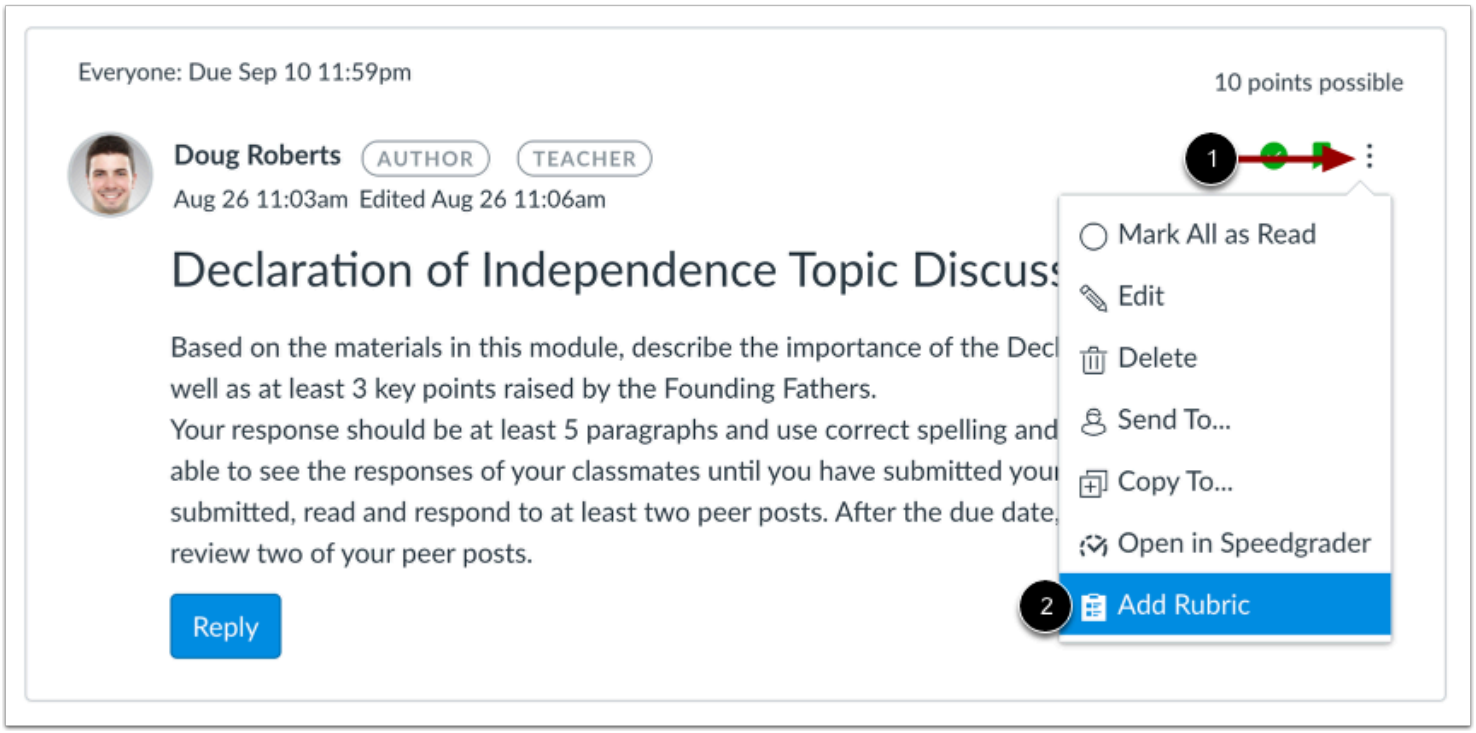
In Course Navigation, click the **Discussions** link.

Open Discussion



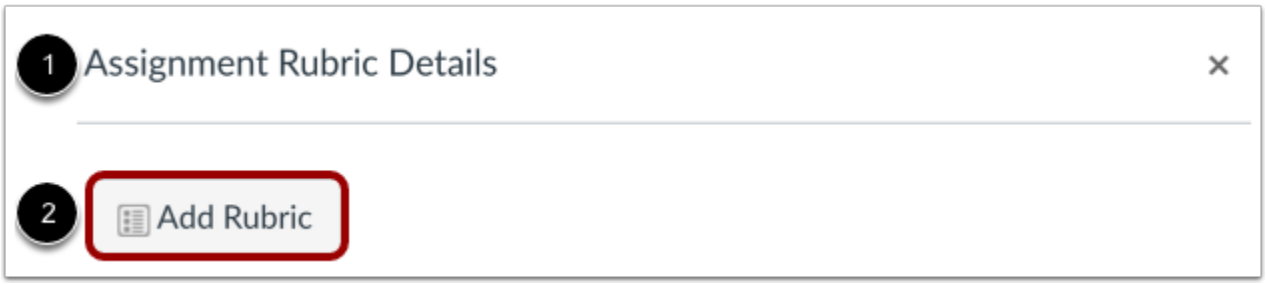
Click the name of the graded discussion.

Add Rubric



To add a rubric, click the **Options** icon [1] and click the **Add Rubric** link [2].

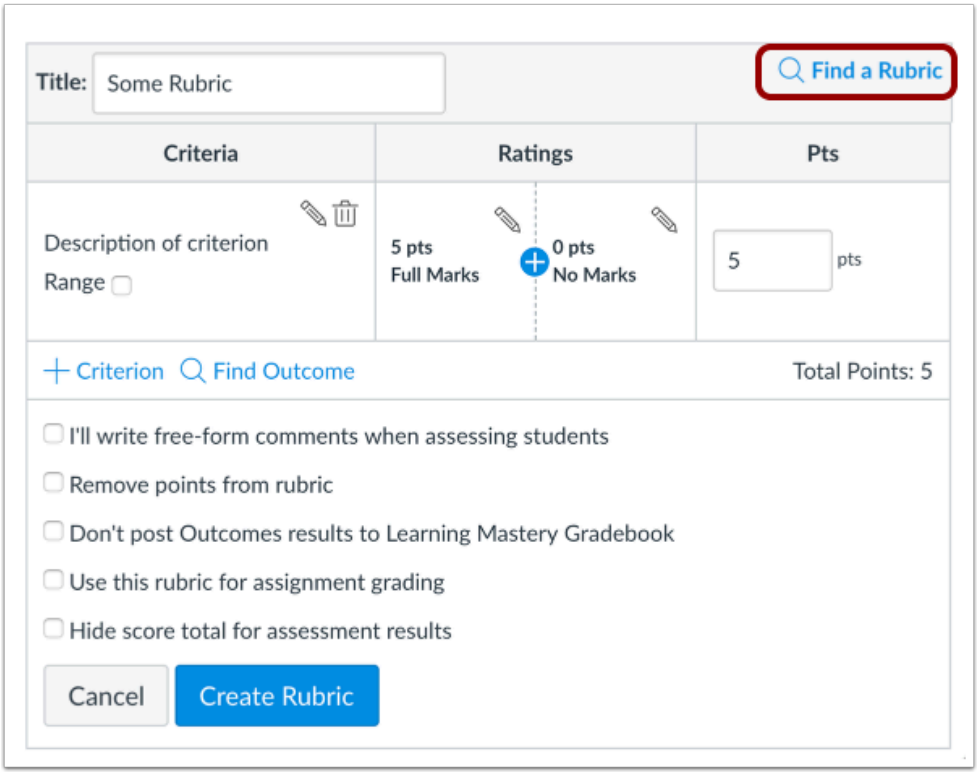
View Assignment Rubric Details



The **Assignment Rubric Details** window displays [1].

To add a rubric, click the **Add Rubric** button [2].

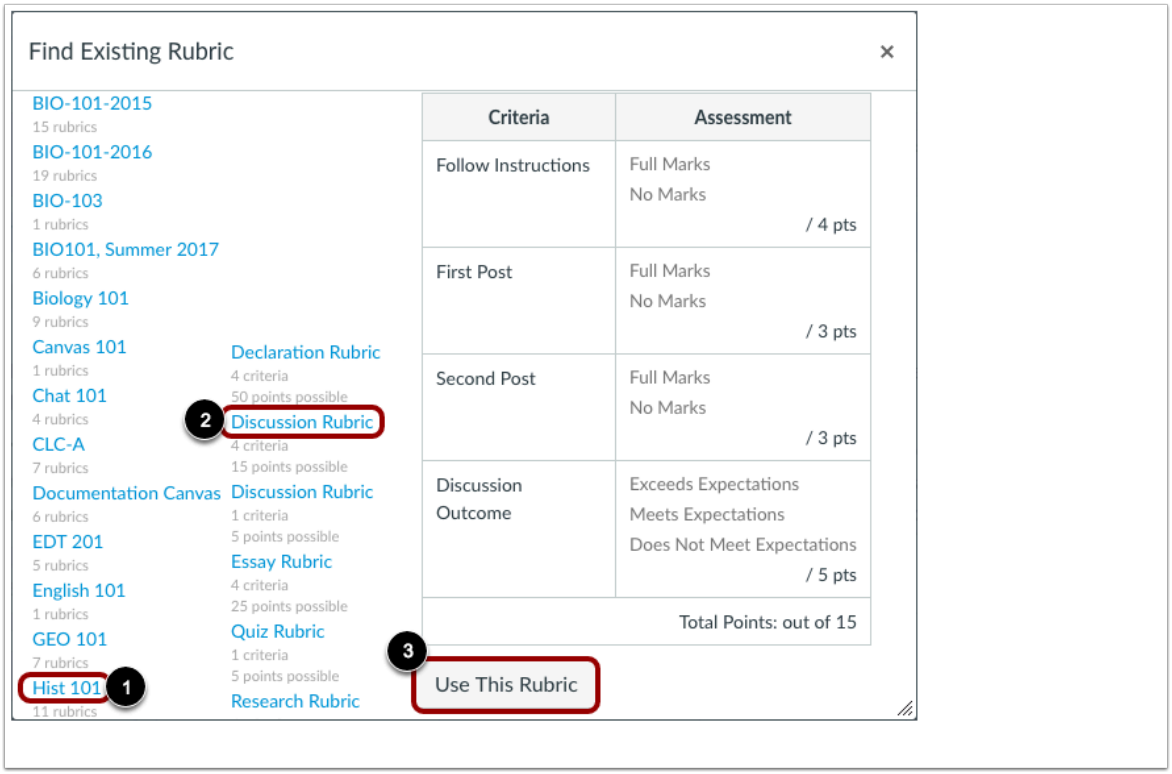
Find a Rubric



To find an existing rubric, click the **Find a Rubric** link.

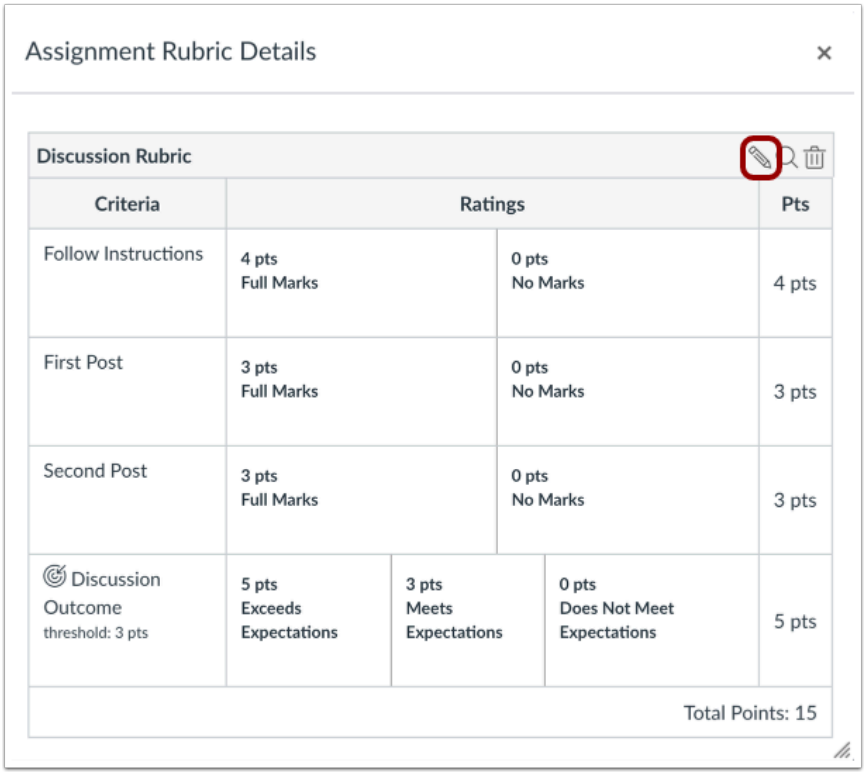
You can find rubrics that were created in previous graded discussions as well as rubrics created in other courses where you have an instructor role.

Select Rubric



In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the graded discussion, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

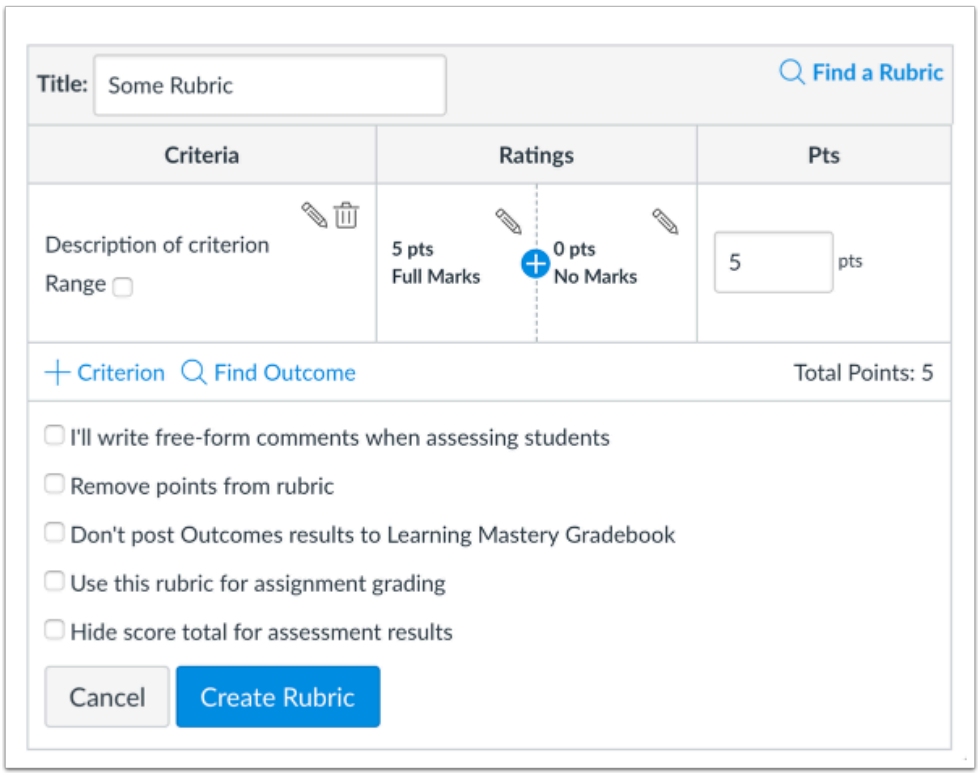
Edit Rubric



To edit an unused rubric or to select rubric settings, click the **Edit** icon.

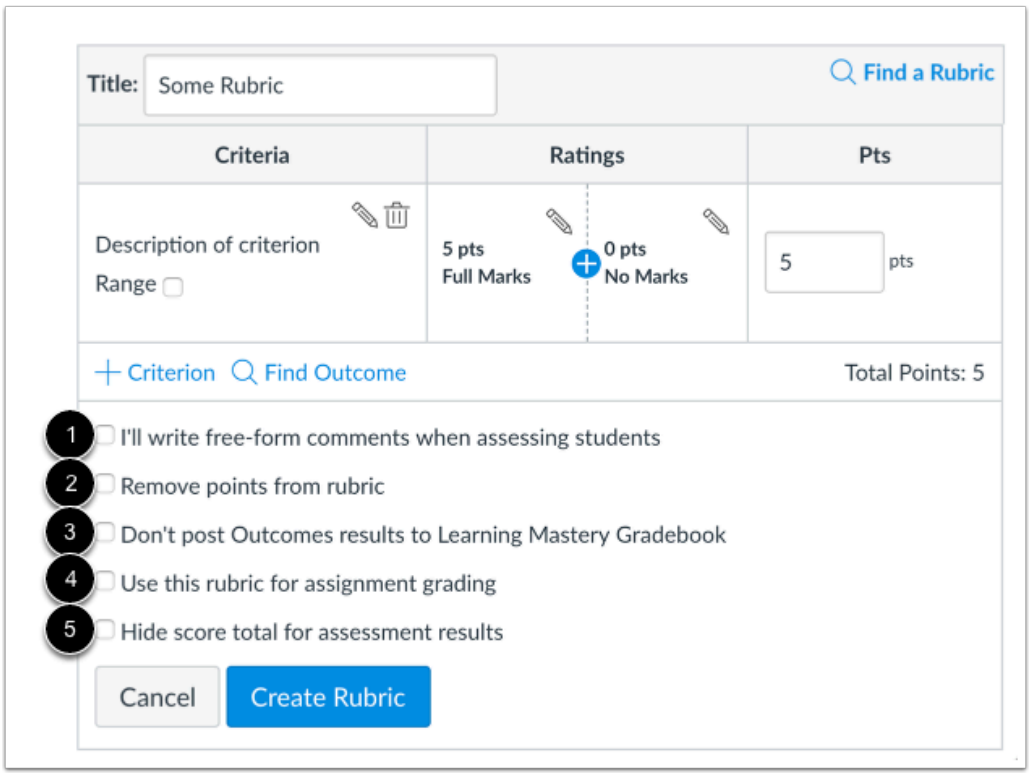
Note: When editing a rubric, you can remove associated outcome criteria. However, outcome criteria can only be edited from the Outcomes page.

Create New Rubric



If you can't find an existing rubric to use for the graded discussion, you can create a new rubric for your graded discussion. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

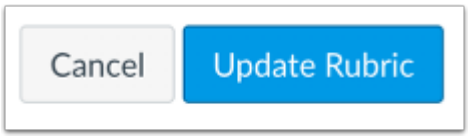
If you have the Learning Mastery Gradebook enabled but you don't want outcome results to be posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you want to use the rubric for grading in SpeedGrader, select the **Use this rubric for assignment grading** checkbox [4].

If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [5]. Students can still see the point values for each criterion, but the total score will not be

shown at the bottom of the rubric. This option is only available if the rubric is not used for grading and only applies to students when they view rubrics from the Grades page.

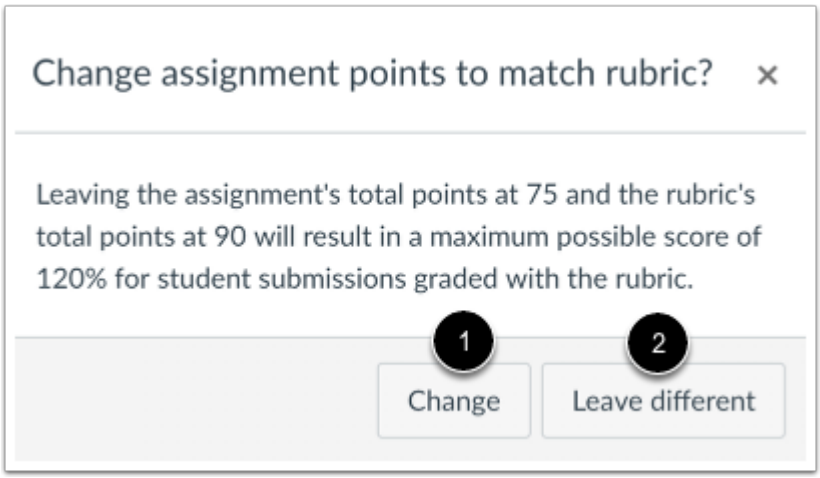
Save Rubric



Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

Adjust Scoring Points

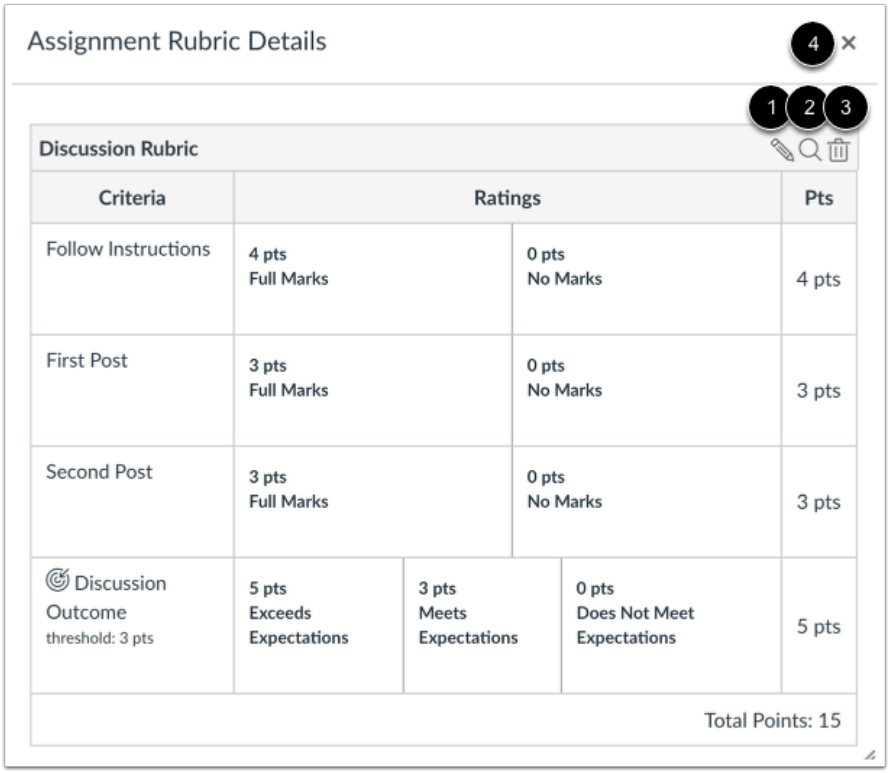


If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button [2].

View Rubric



View the rubric for the graded discussion.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the graded discussion, click the **Delete** icon [3].

To close the rubric and return to the graded discussion, click the **Close** icon [4].

Copy Rubric



If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the graded discussion. If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student discussion replies that may have already been graded with the original rubric.

The copied rubric will also be saved in the course rubrics list for future use.

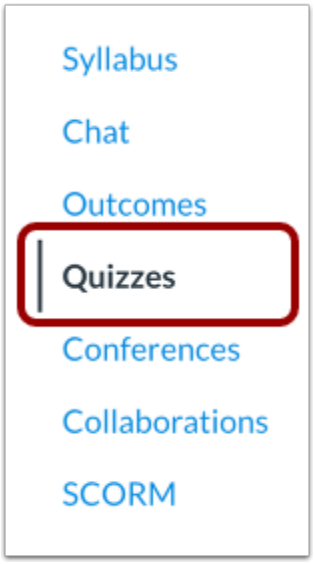
How do I add a rubric to a quiz?

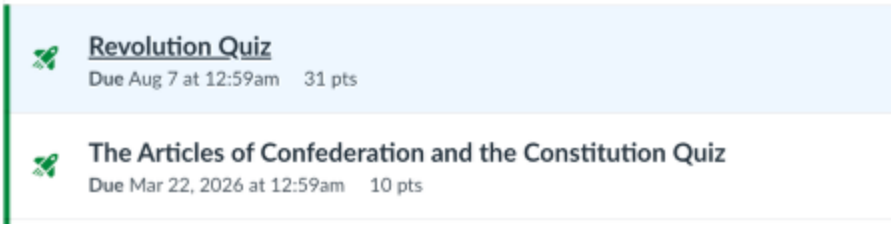
You can add a rubric to a Classic Quiz or New Quiz to help students understand expectations for the quiz and how you intend to score their replies. Occasionally, rubrics are added to quizzes when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to quizzes, rubrics can also be added to graded discussions and assignments.

Notes:

- You cannot add a rubric to a practice quiz or ungraded survey.
- This information applies to both Classic Quizzes and New Quizzes.

Open Quizzes





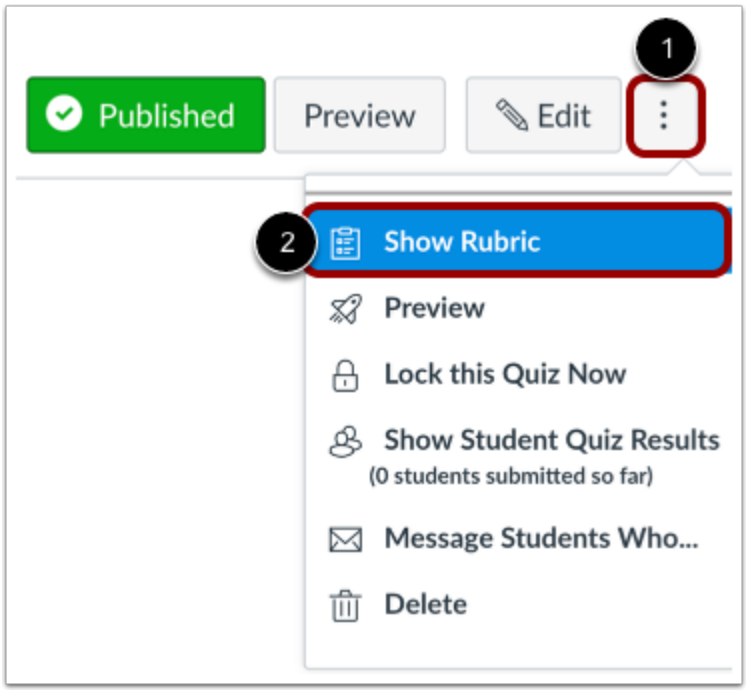
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the name of the quiz.

Show Rubric



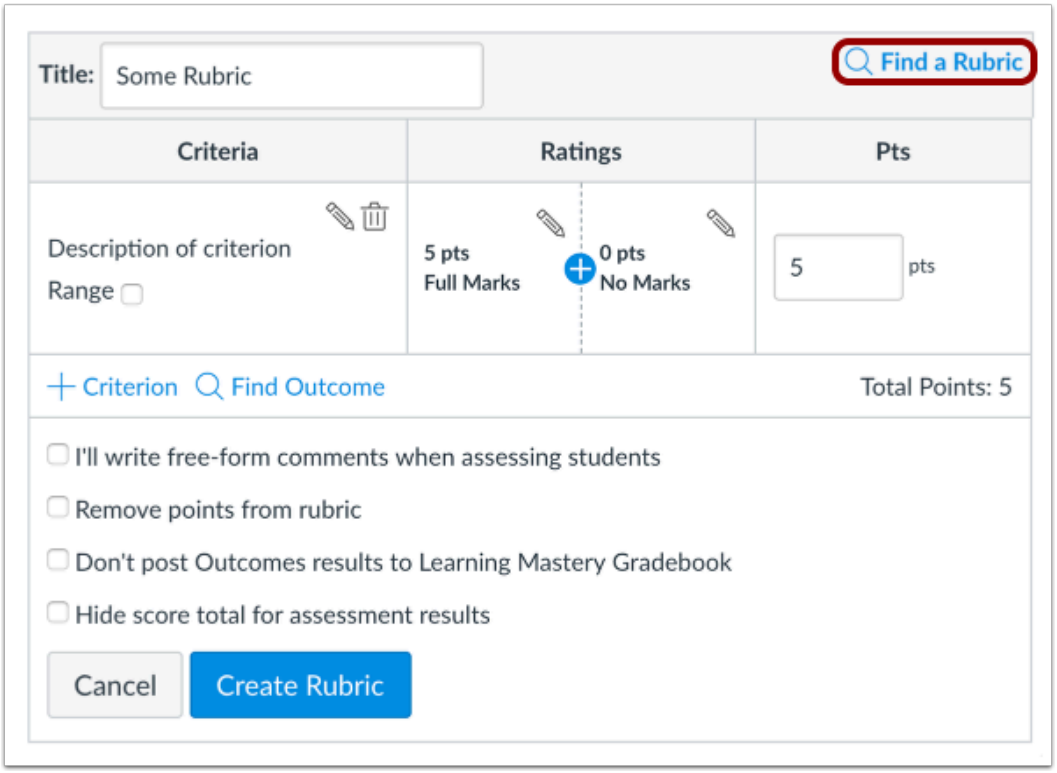
Click the **Options** icon [1] and select the **Show Rubric** link [2].

Add Rubric



Click the **Add Rubric** button.

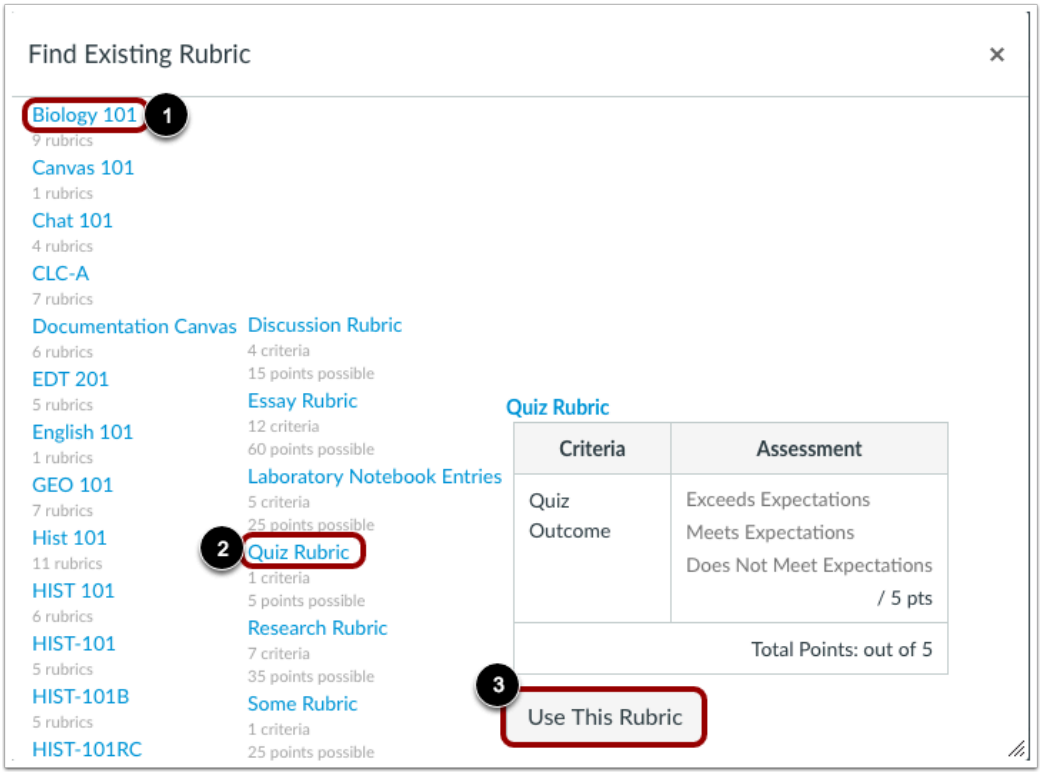
Find a Rubric



To find an existing rubric, click the **Find a Rubric** link.

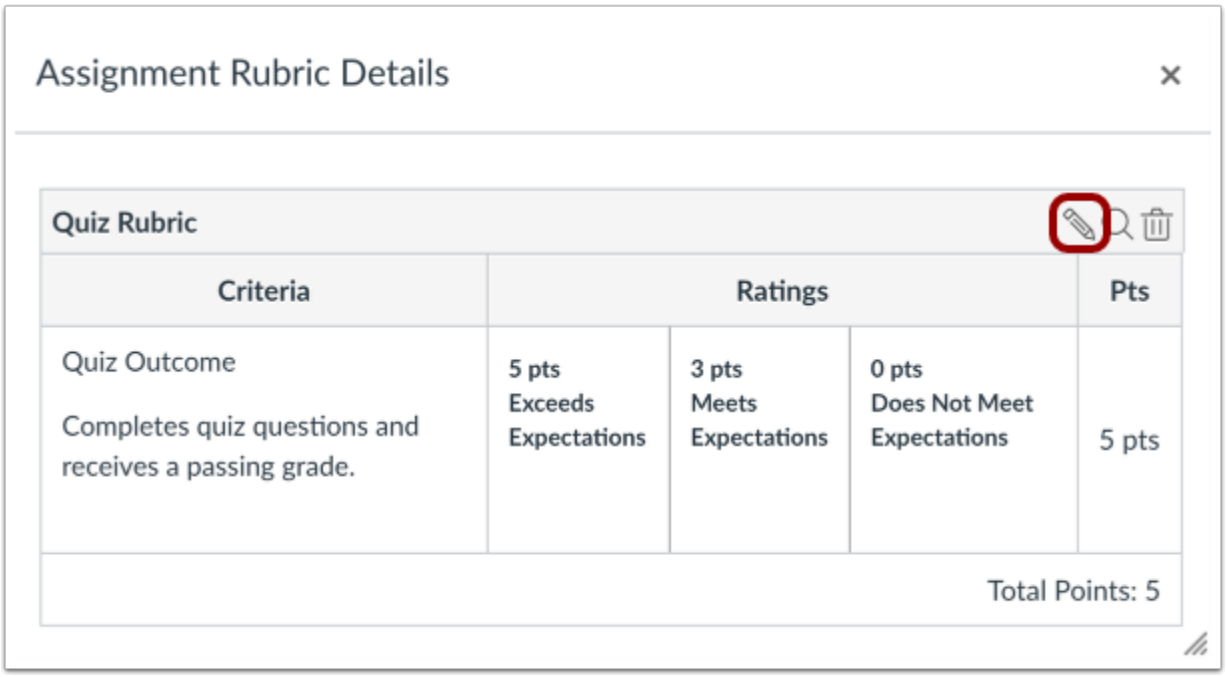
You can find rubrics that were created in previous quizzes as well as rubrics created in other courses where you have an instructor role.

Select Rubric



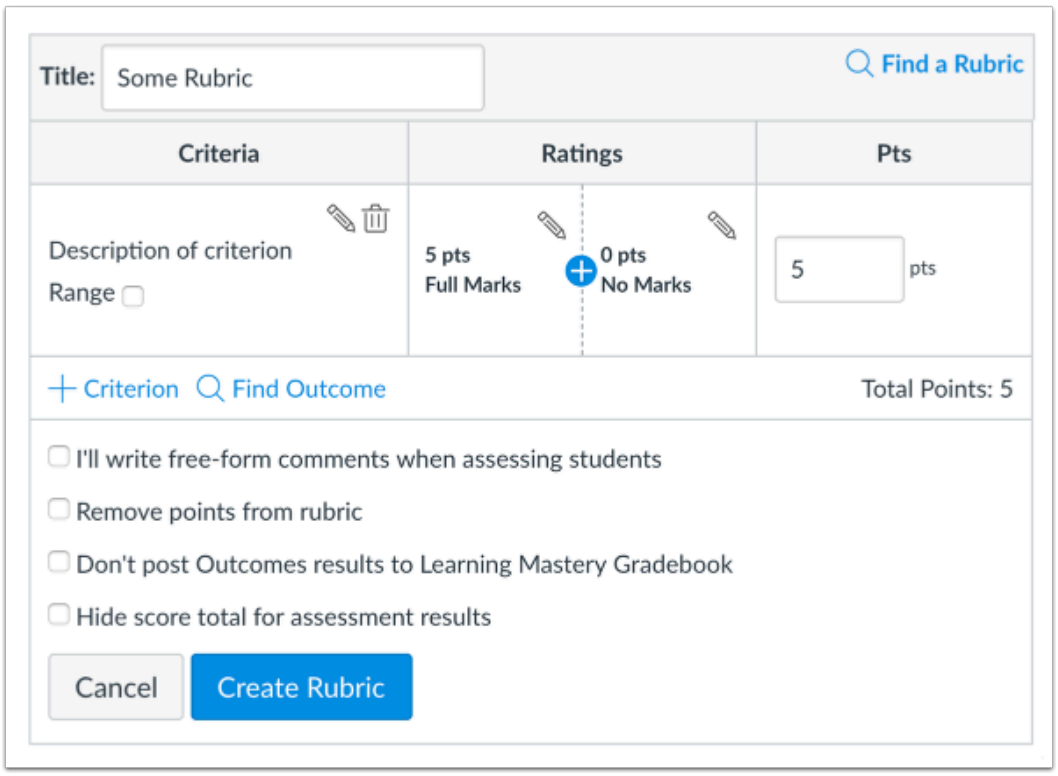
In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the quiz, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

Edit Rubric



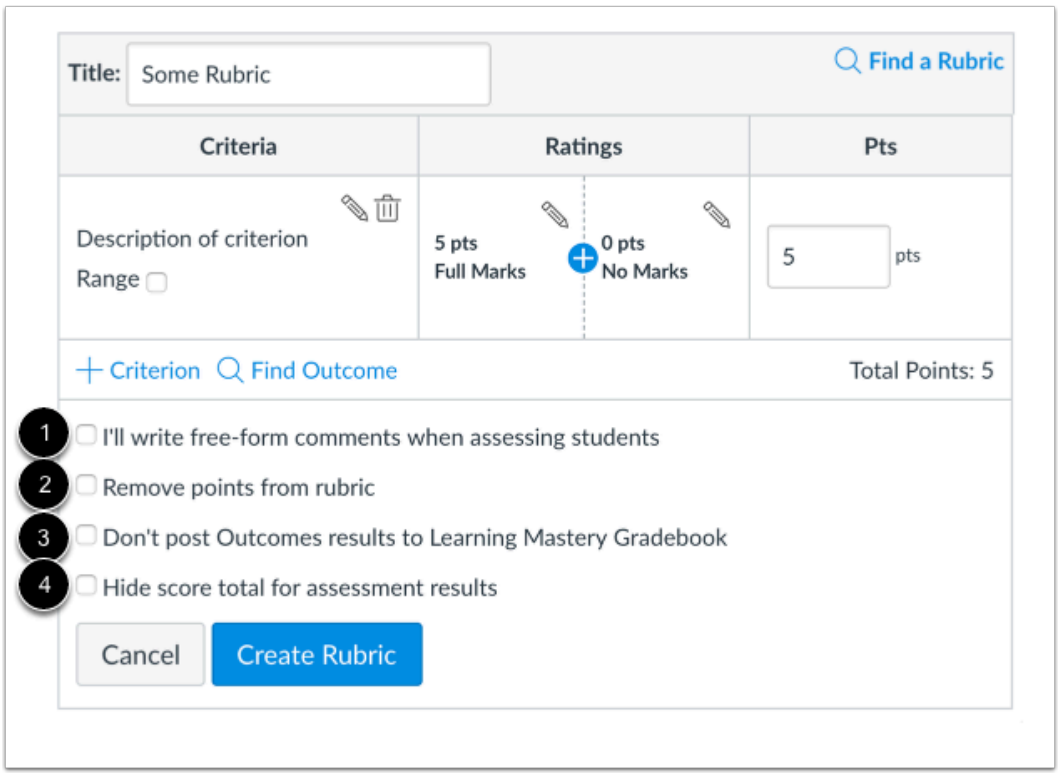
To reopen the rubric and select rubric settings, click the **Edit** icon.

Create New Rubric



If you can't find an existing rubric to use for the quiz, you can create a new rubric for your quiz. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [4]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option applies to students when they view rubrics from the Grades page.

Save Rubric



Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

View Rubric



View the rubric for the assignment.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the assignment, click the **Delete** icon [3].

To close the rubric and return to the quiz, click the **Close** icon [4].

Copy Rubric

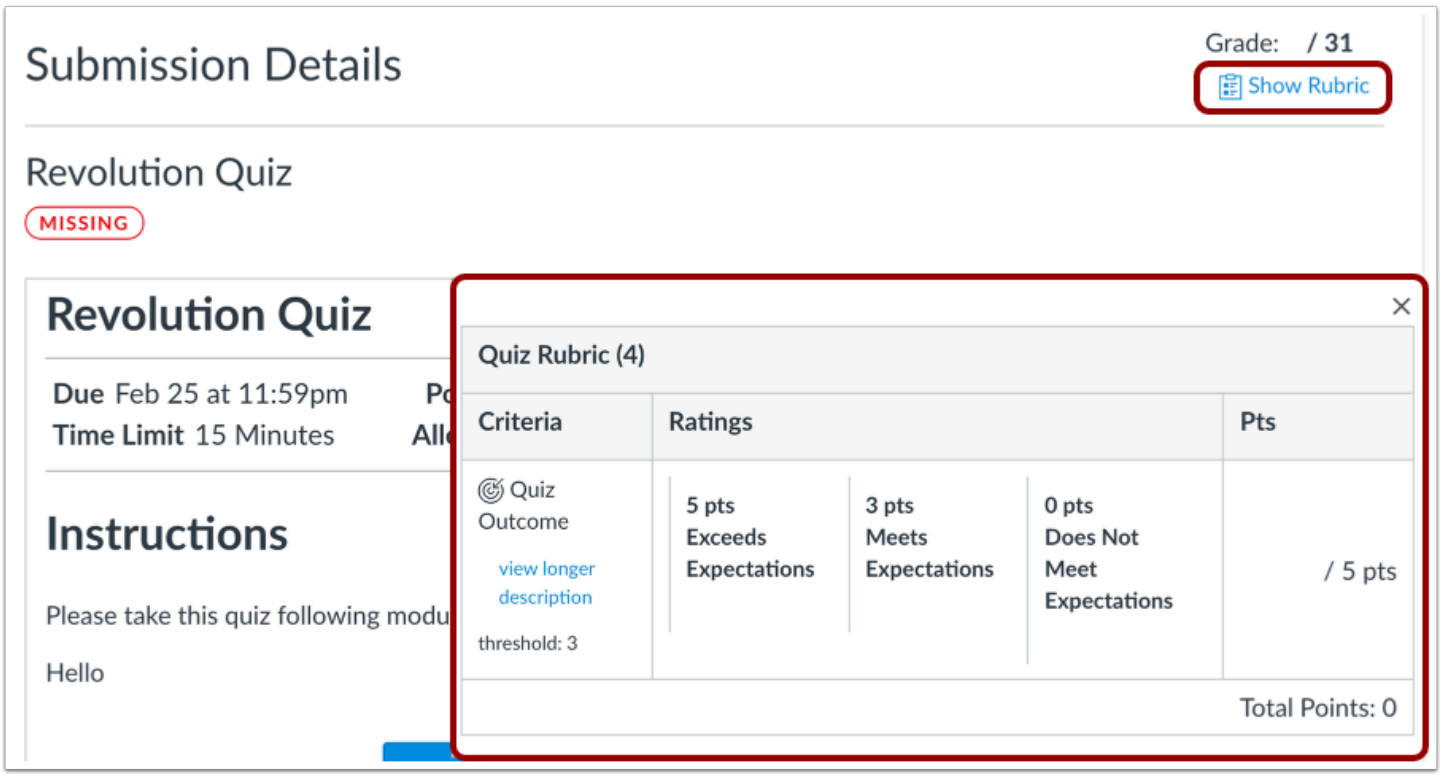


If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the quiz.

The copied rubric will also be saved in the course rubrics list for future use.

Student View



Students can view the rubric for the quiz on the Submission Details page, which is accessible from the Grades page.

How do I use IgniteAI Generator for Rubrics in an assignment?

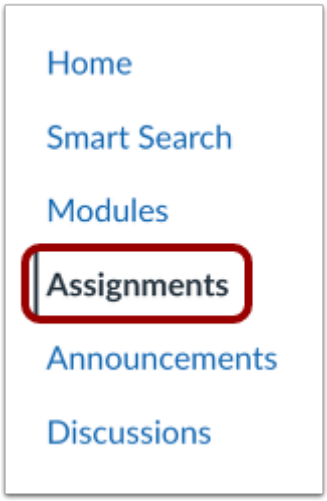
An IgniteAI Generator for Rubrics is available, generating editable rubrics with suggested criteria, point values, and performance levels based on the assignment name and description. The IgniteAI Generator for Rubrics works best with the following types of assignments:

- Essays or written responses
- Presentations
- Projects or group work
- Open-ended assignments

Notes:

- Currently, IgniteAI Generator for Rubrics is designed for open-ended assignments that require subjective grading and is not available to use with quizzes or auto graded assignments.
- The AI rubric generator is currently only available in English.
- This feature allows you to quickly generate editable rubrics with AI-suggested criteria, point values, and performance levels, saving time and improving consistency.
- This guide applies to institutions who have opted-in to the IgniteAI Generator for Rubrics feature preview. If your user interface displays differently, the feature has not been enabled at your institution. To learn more about the feature preview, ask questions, or comment on functionality, navigate to the IgniteAI Generator for Rubrics.

Open Assignments



In Course Navigation, click the **Assignments** link.

Open Assignment



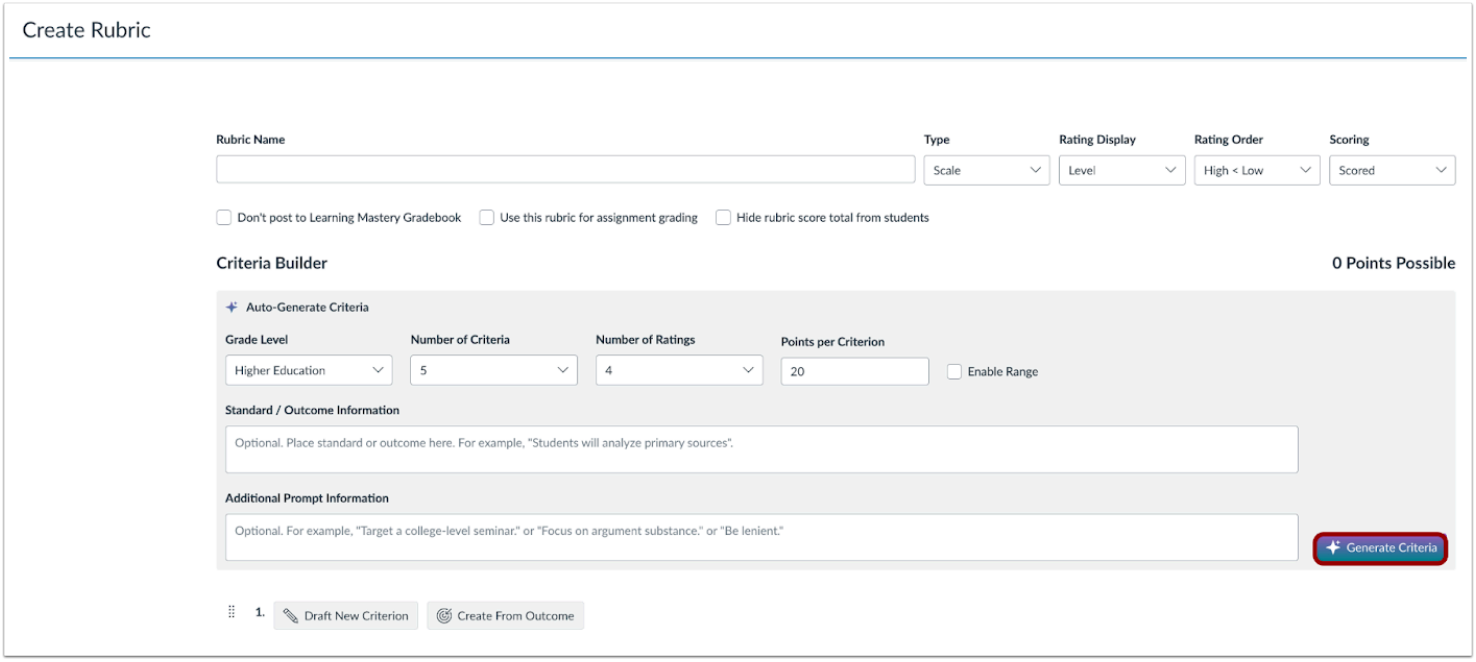
Click the name of the assignment.

Create Rubric



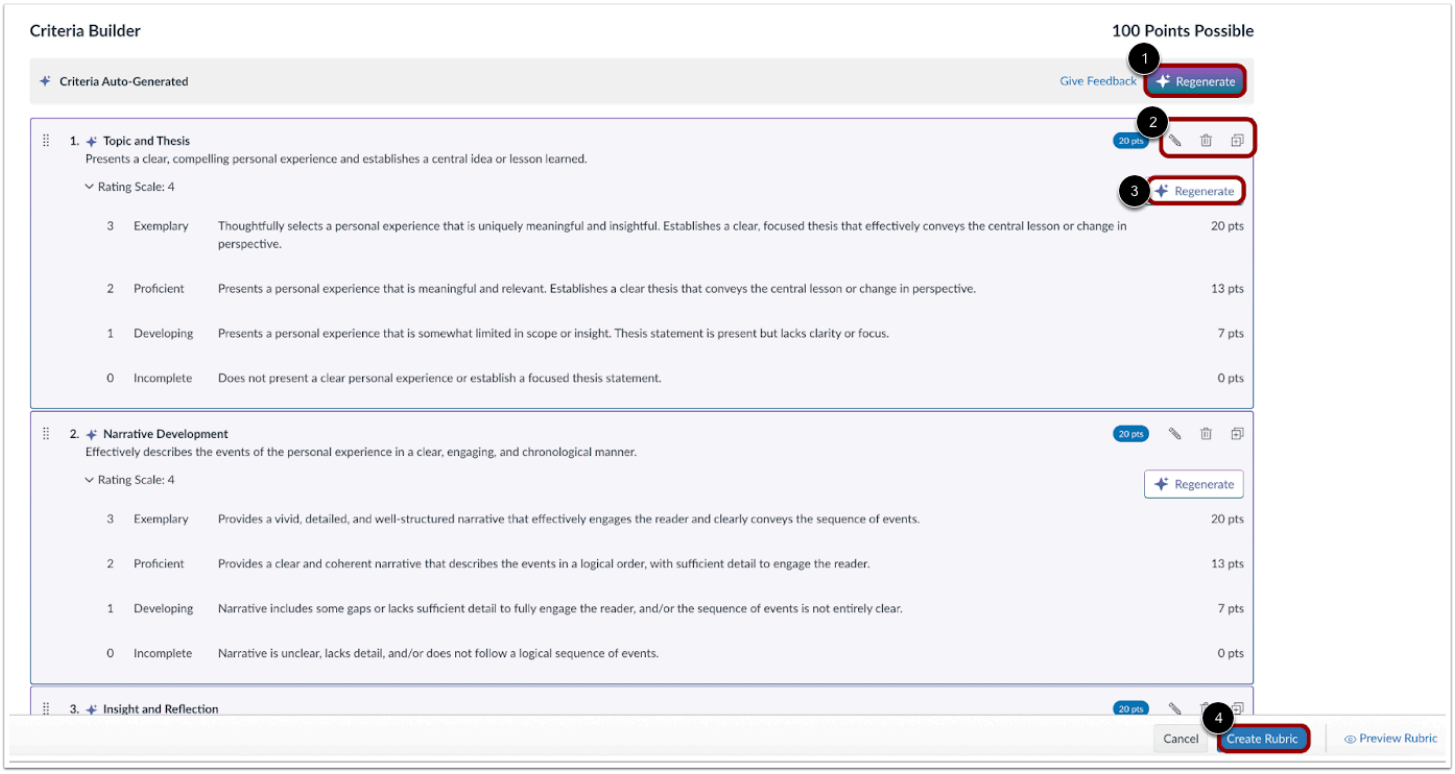
In the Assignment details page, click the **Create Rubric** button.

View Rubric



You have the option to add or adjust certain information and then click the **Generate Criteria** button.

View Criteria Builder Options



After the criteria are generated, you can click the **Regenerate** button [1] to regenerate the entire rubric, edit, delete, or duplicate individual criteria [2], or regenerate a specific criterion [3]. Once satisfied, click **Create Rubric** button [4] to finalize.

Enhanced Rubrics

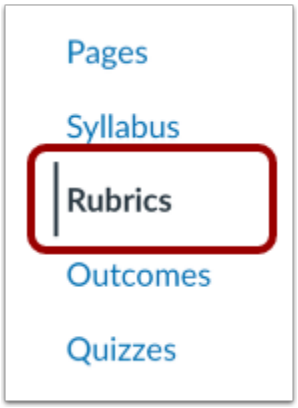
How do I manage rubrics in a course using Enhanced Rubrics?

As an instructor, you can create, edit, and delete rubrics in your course. Rubrics serve as grading criteria for students and you can add them to assignments, quizzes, and graded discussions.

Notes:

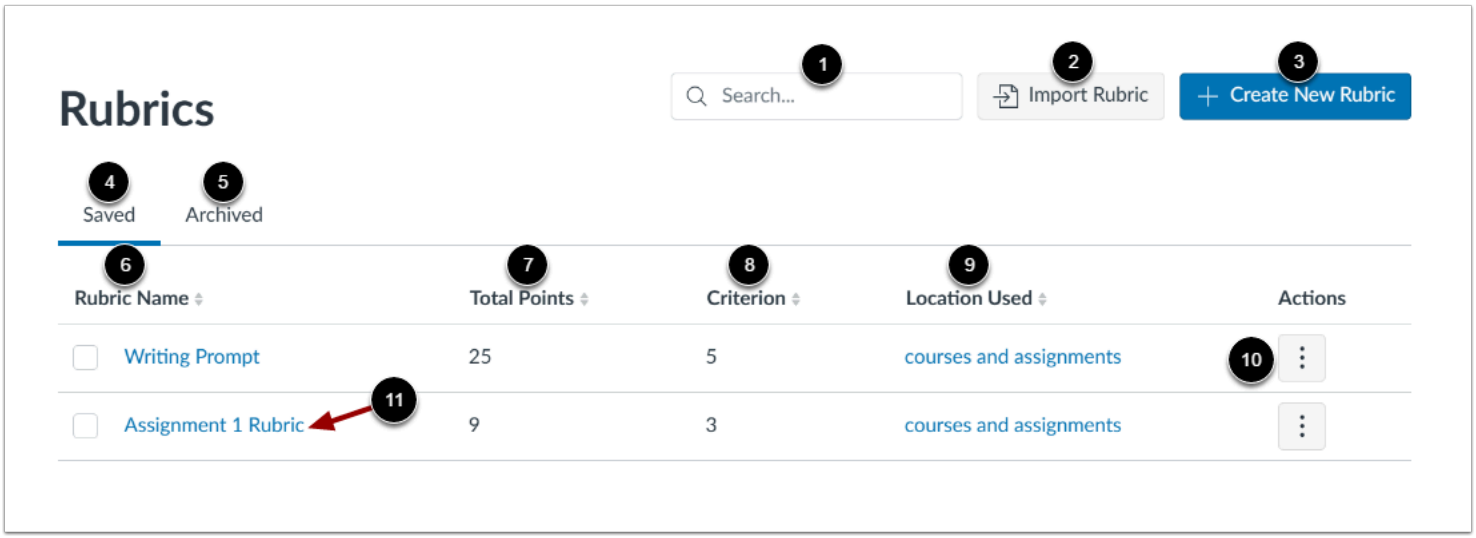
- You cannot edit a rubric added to more than one assignment.
- In the Rubrics, both the horizontal and traditional views support a maximum of 5 criteria per criterion.
- When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.
- In the Gradebook, you can bulk download rubric assessments and import updated rubric assessments.
- This lesson describes rubrics with the Enhanced Rubrics feature option enabled. If the steps in this lesson differ from what you see in your account, refer to our guide on managing rubrics in the Classic Rubrics interface.

Open Rubrics



In Course Navigation, click the **Rubrics** link.

View Rubrics



In the Rubrics page, you can view all existing rubrics in your course.

To search for a rubric, enter the rubric name in the **Search** field [1].

To import a rubric, click the **Import Rubric** button [2.]

To create a new rubric, click the **Create New Rubric** button [3].

To view saved rubrics, click the **Saved** tab [4].

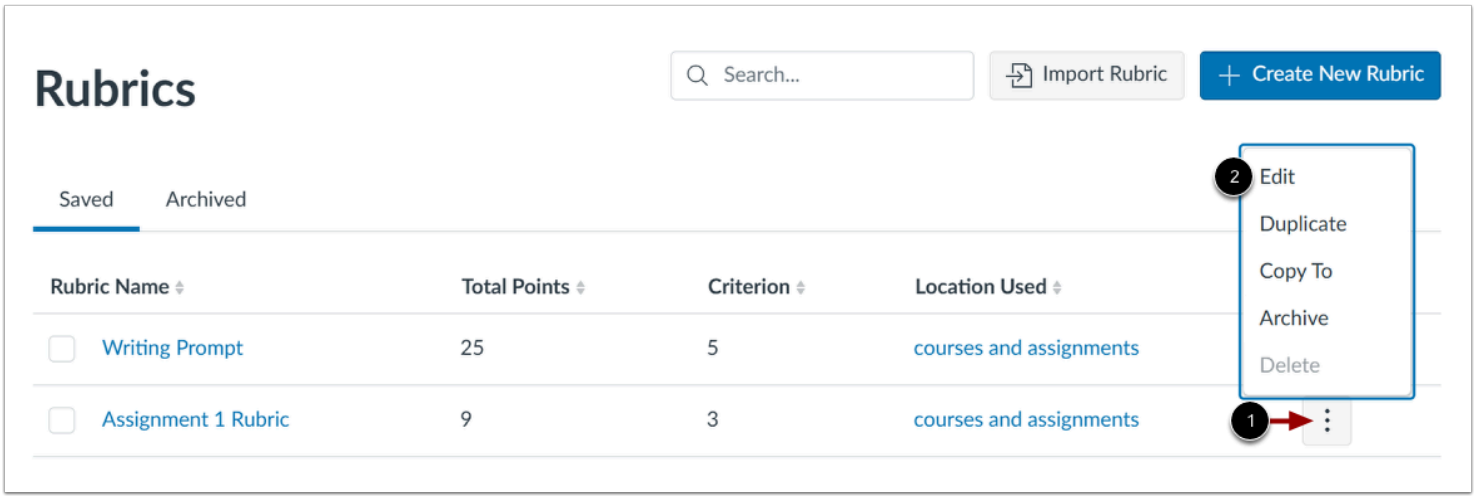
To view archived rubrics, click the **Archived** tab [5].

You can sort rubrics in ascending and descending order by **Rubric Name** [6], **Total Points** [7], **Criterion** [8], and **Location Used** [9].

You can manage a rubric by clicking the **Options** icon [10].

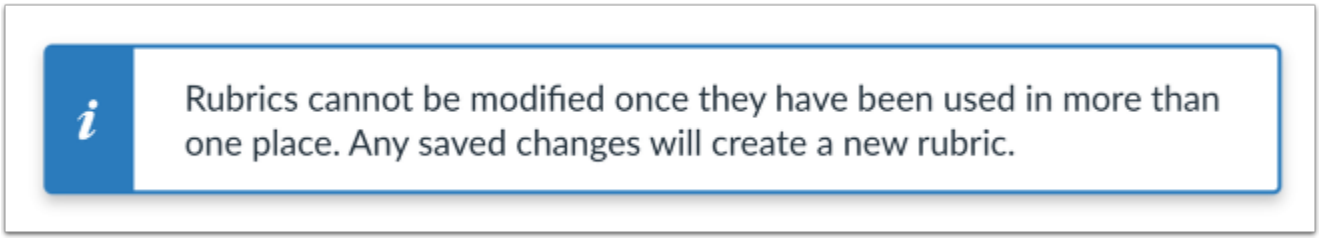
To open an existing rubric, click the rubric's name [11].

Edit Rubric



To edit the rubric, click the **Options** icon [1] and then click the **Edit** link [2].

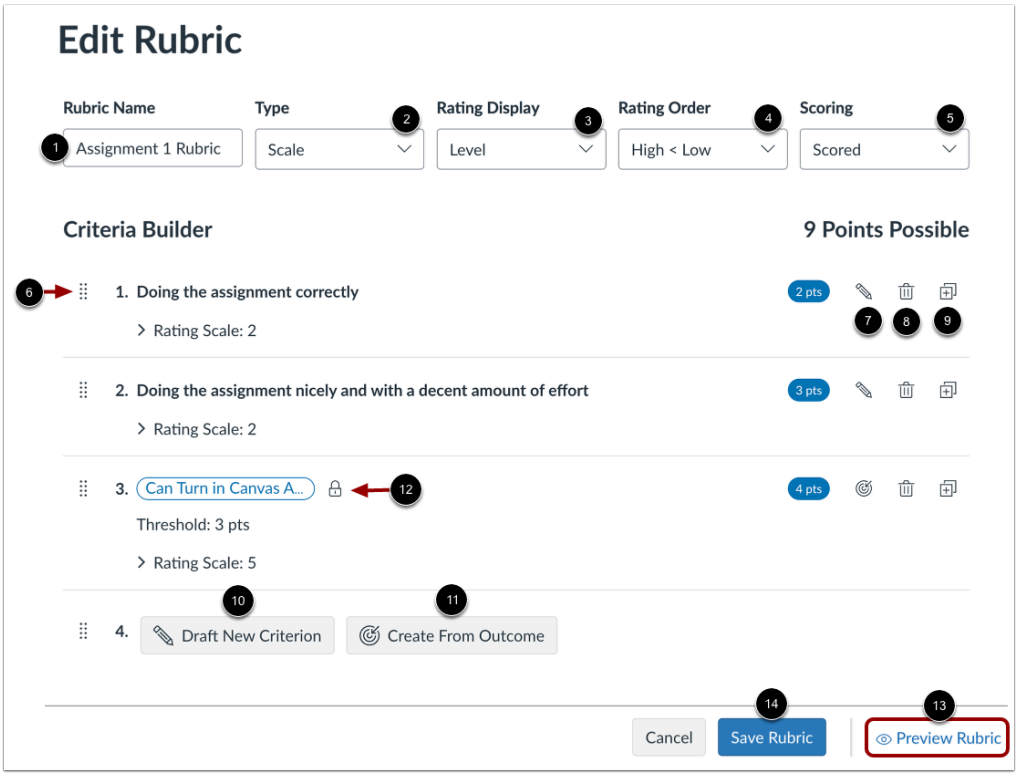
View Uneditable Rubric



If a rubric has been used in more than one assignment, you cannot edit it.

However, you can create a copy of a rubric and make any changes when adding a rubric to an assignment.

Edit Rubric Details



In the Edit Rubric page, you can do the following:

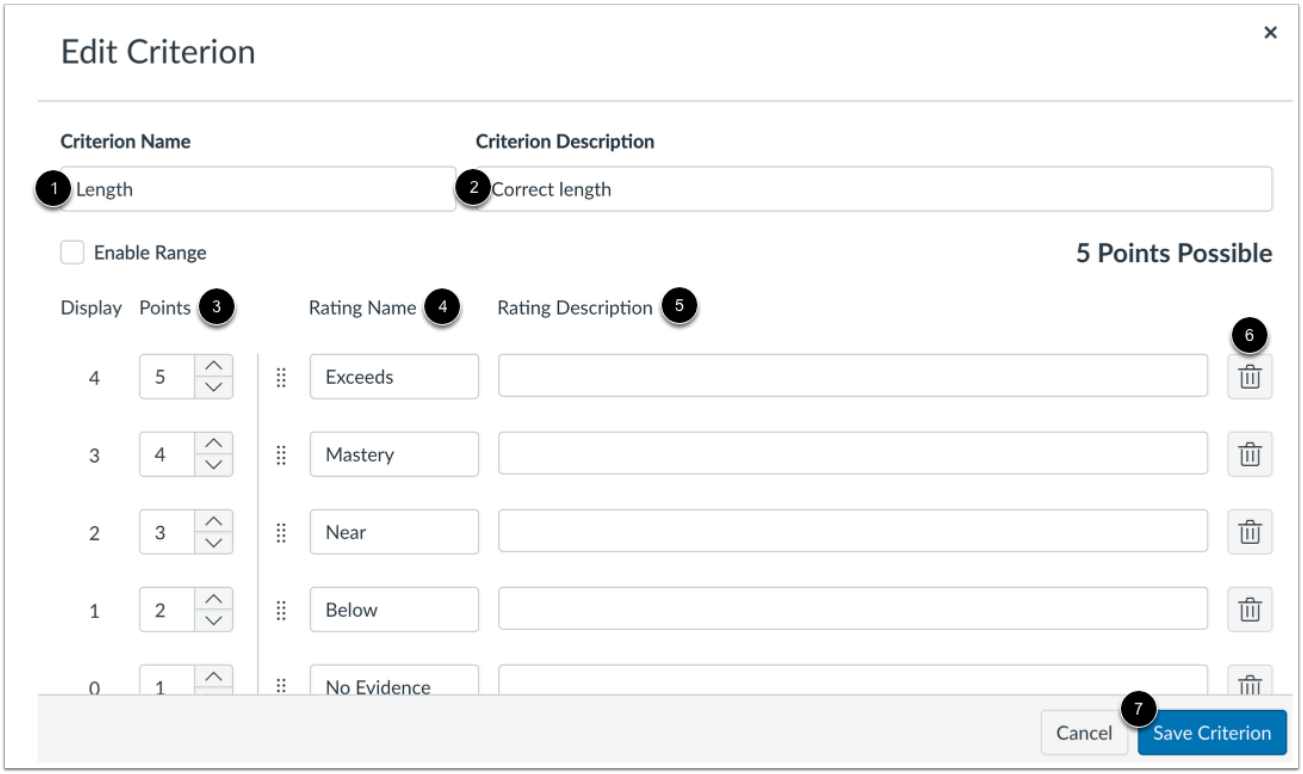
- Rename the rubric [1]
- Change the rubric type to Scale or Written Feedback [2]
- Change the rating display to Level or Points [3]
- Change the rating order [4]
- Set the rubric as Scored or Unscored [5]
- Rearrange criterion ratings [6]
- Edit a rubric criterion description or long description [7]
- Delete a criterion or aligned outcome from the rubric [8]
- Duplicate a criterion from the rubric [9]
- Add a new criterion [10]
- Align an outcome [11]

If an outcome cannot be edited, a **Lock** icon displays [12].

To preview your edits, click the **Preview Rubric** link [13]

To apply the changes, click the **Save Rubric** button [14].

Edit Criterion Details



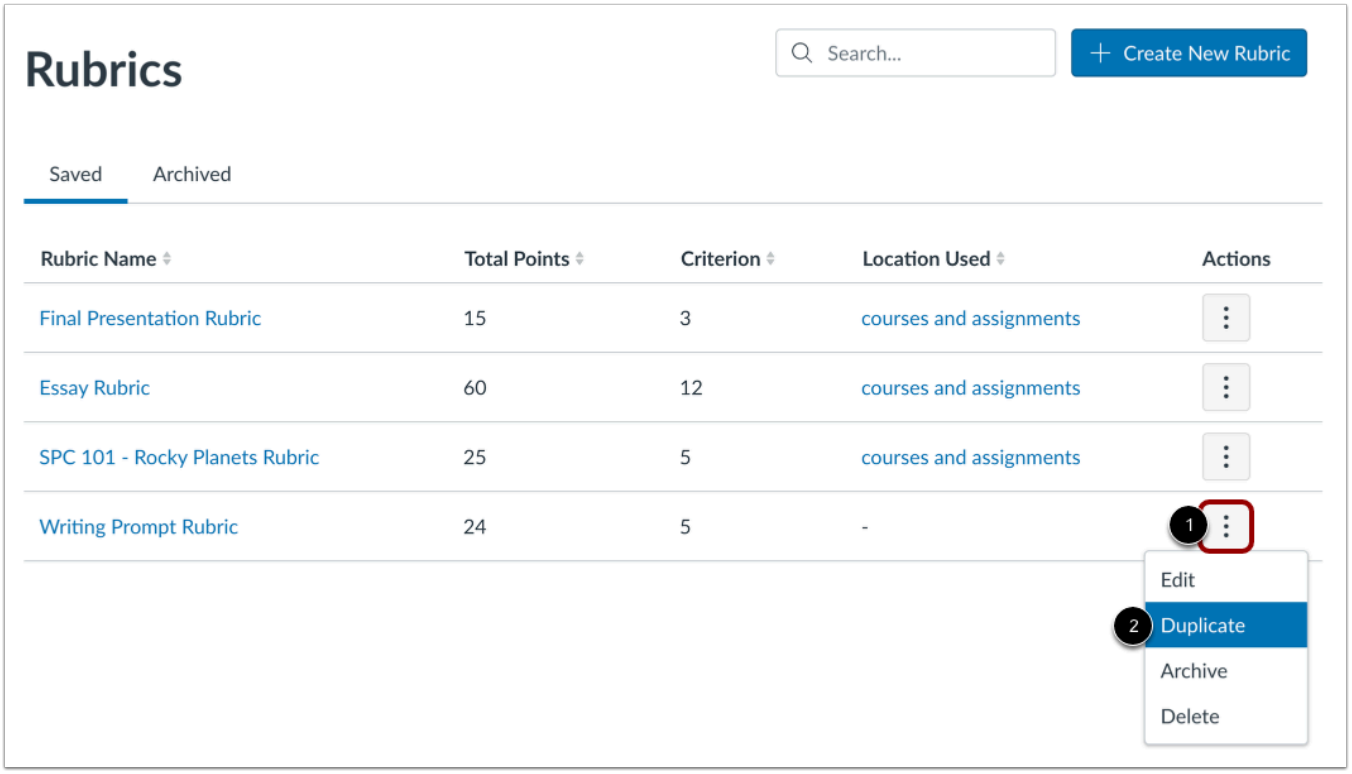
To rename a criterion, enter a new name in the **Criterion Name** field [1].

To edit a rubric criterion description or long description, enter updated details in the **Criterion Description** field [2]. You can also edit points [3], rating name [4], and rating description [5].

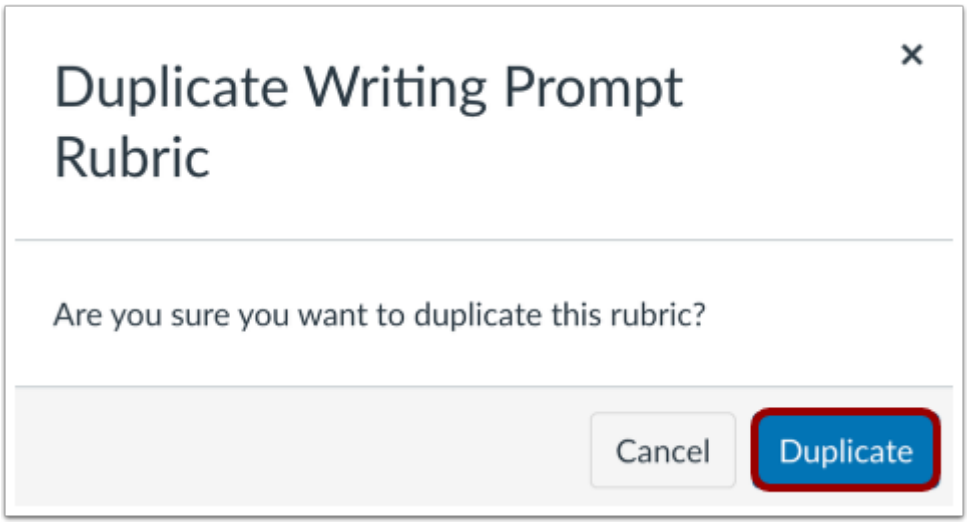
To delete a criterion from the rubric, click the criterion **Delete** icon [6].

To save your edits, click the **Save Criterion** button [7].

Duplicate Rubric

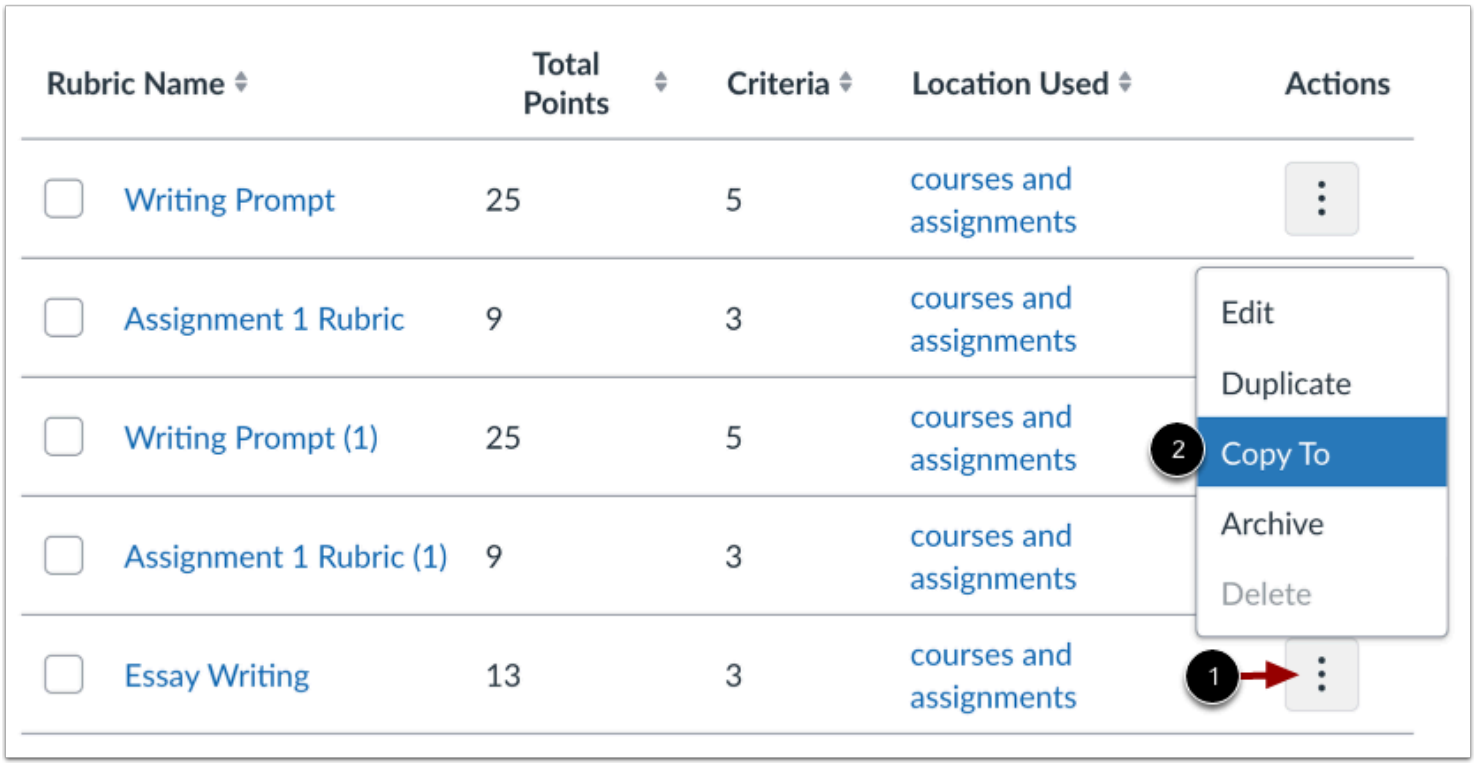


To duplicate a rubric, click **Options** icon [1] and then click the **Duplicate** link [2].

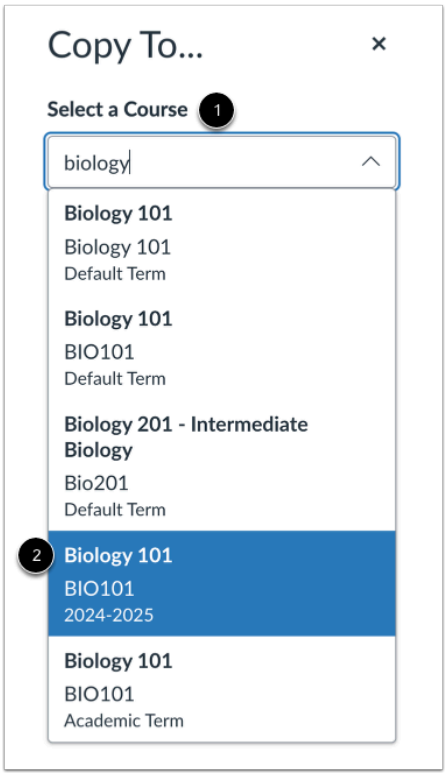


Click the **Duplicate** button.

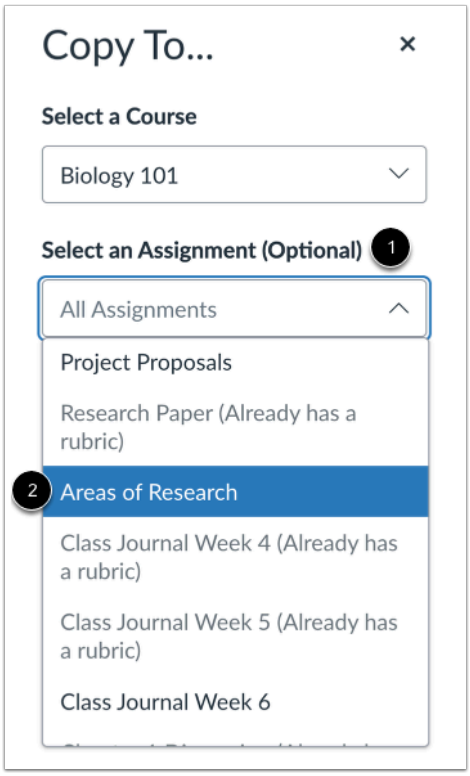
Copy Rubric



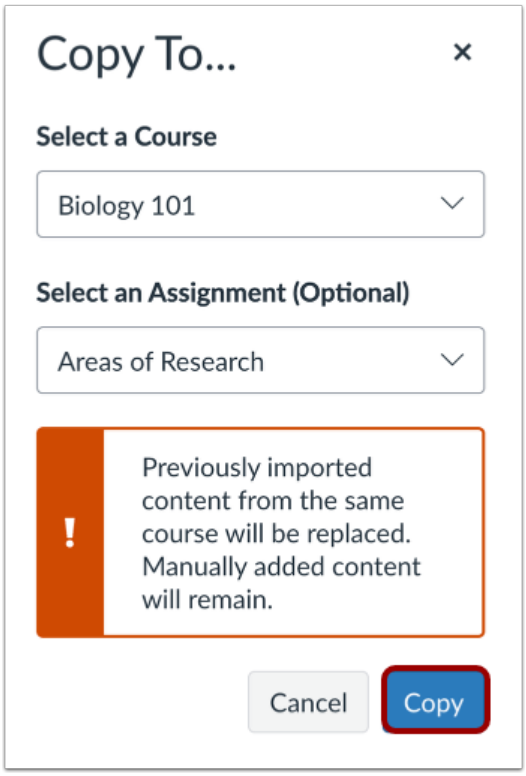
To copy a rubric to another course, click the **Options** icon [1] then select the **Copy To** link [2].



To pick the course you want to copy the rubric to, use the **Select a Course** drop-down menu [1] then click the course name [2].

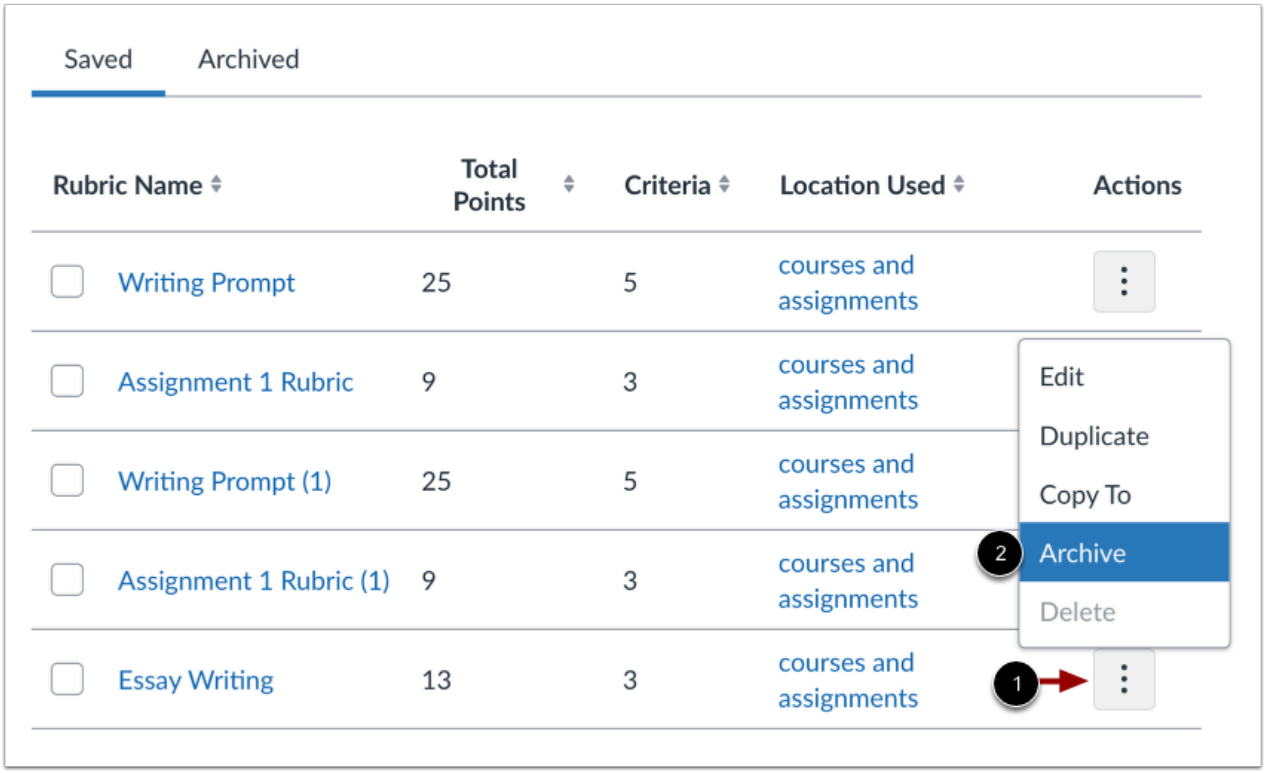


To copy a rubric to a specific assignment, use the **Select an Assignment** drop-down menu [1] then click the name of the chosen assignment [2].



To copy the rubric to another course, click **Copy**.

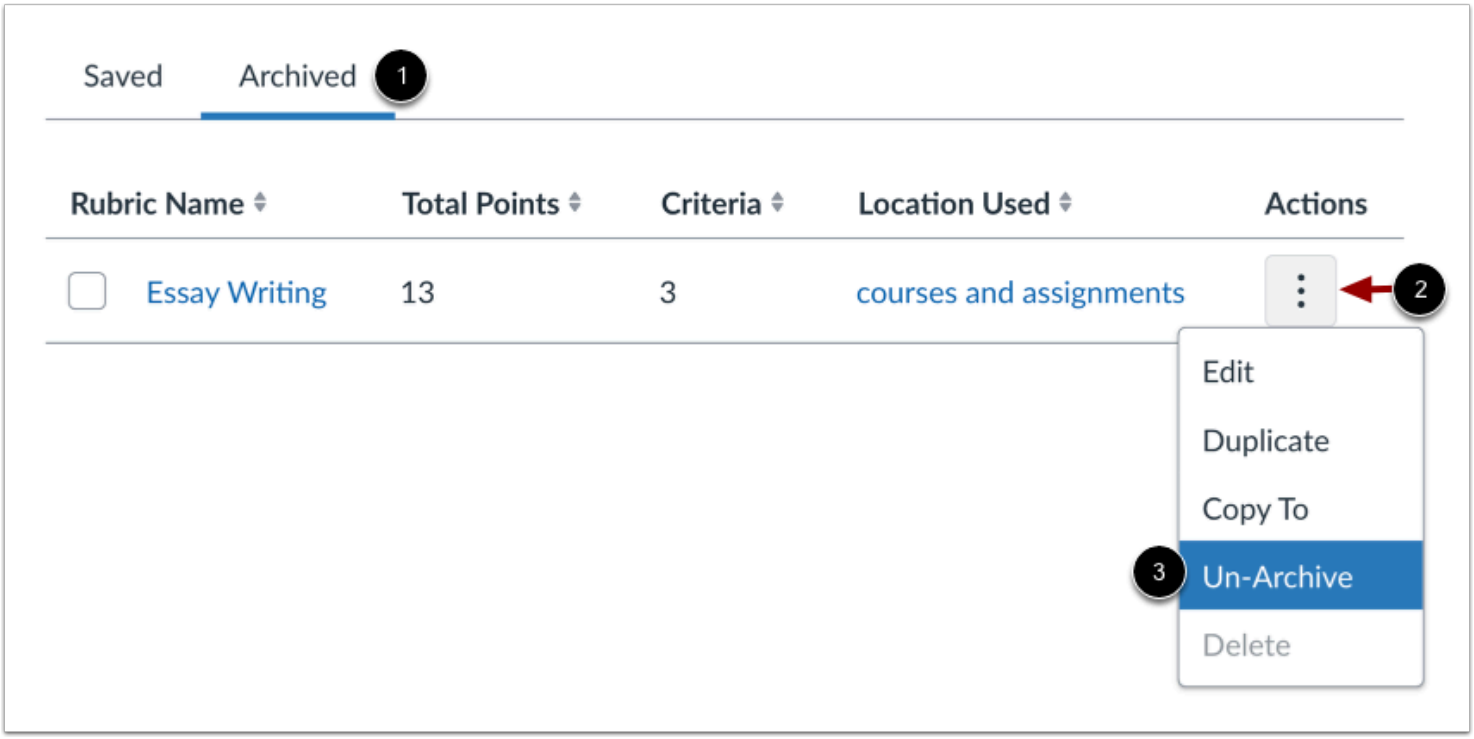
Archive Rubric



To archive a rubric, click **Options** icon [1] and then click the **Archive** link [2].

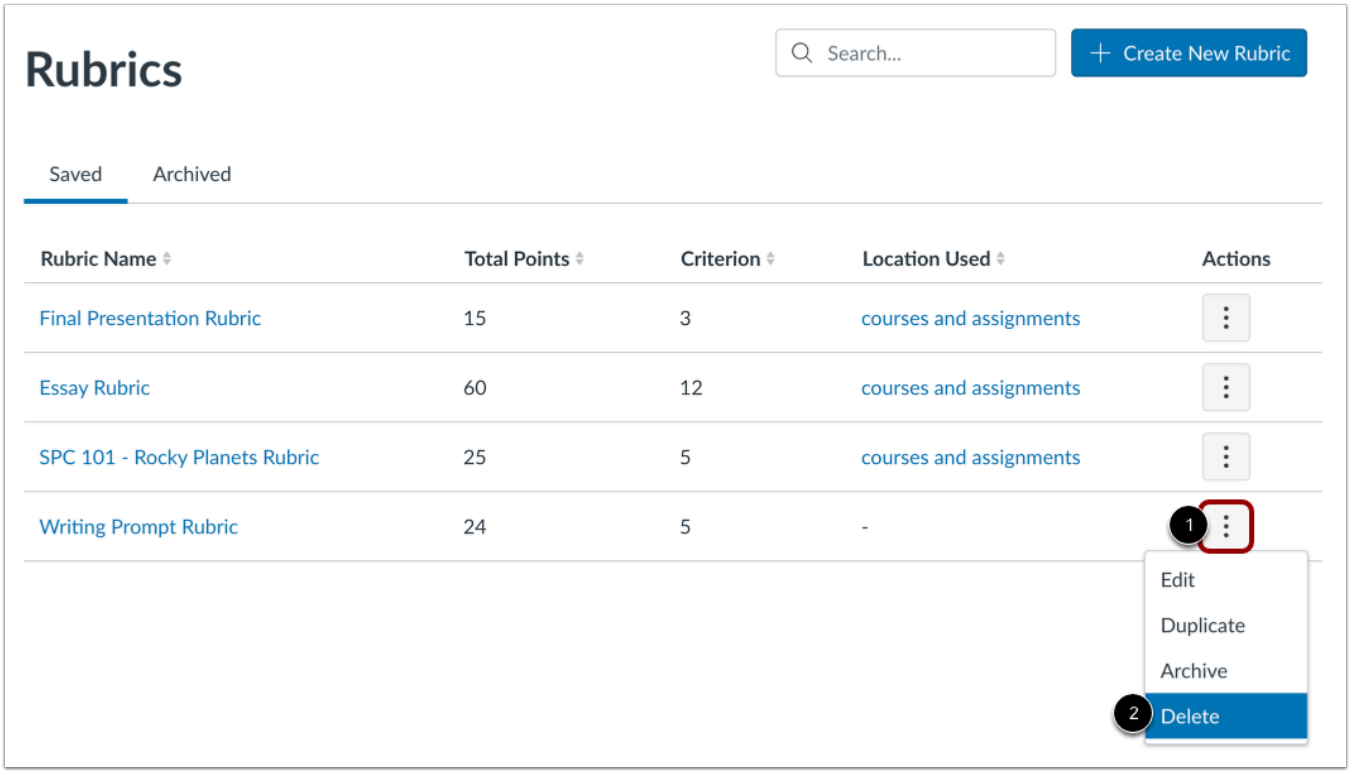
Archiving a rubric allows you to store old rubric content. Archived rubrics cannot be added to assignments, but if archived rubrics are in use, they remain in use. To allow an archived rubric to be added to an assignment, you must first un-archive it.

Unarchive Rubric



In the Rubrics page, click the **Archived** tab [1]. To unarchive a rubric, click the **Options** icon [2] and then click the **Un-Archive** link [3].

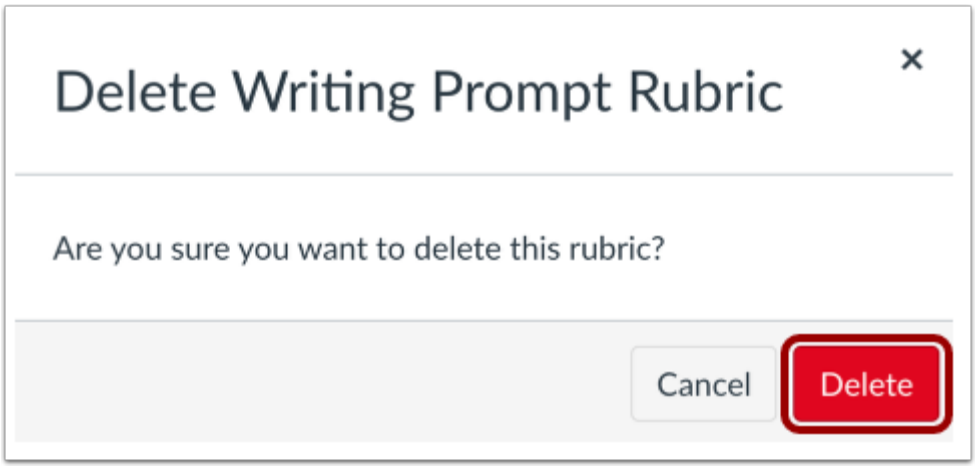
Delete Rubric



If you created a rubric in your course, you can delete the rubric. To delete a rubric, click **Options** icon [1] and then click the **Delete** link [2].

Rubrics can be deleted even if they have been used in more than one assignment.

Note: If you cannot delete a rubric, the rubric was created at the account level and aligned with an assignment in your course.



To confirm deletion, the **Delete** button.

When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.

How do I add a rubric in a course using Enhanced Rubrics?

If you cannot find a rubric you want to use in your course, you can create a new one. Once created, the rubric is saved in your course for future use. You can add the rubric to an assignment and use it for grading and providing comments. You can manage rubrics from the Rubrics page.

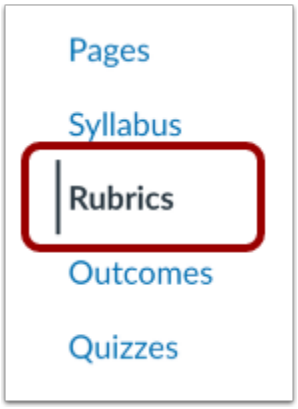
This lesson shows how to create a rubric from the Rubrics page. You can also create a rubric directly when adding it to an assignment—the process is the same.

Rubric criteria can use a point range or an individual point value.

Notes:

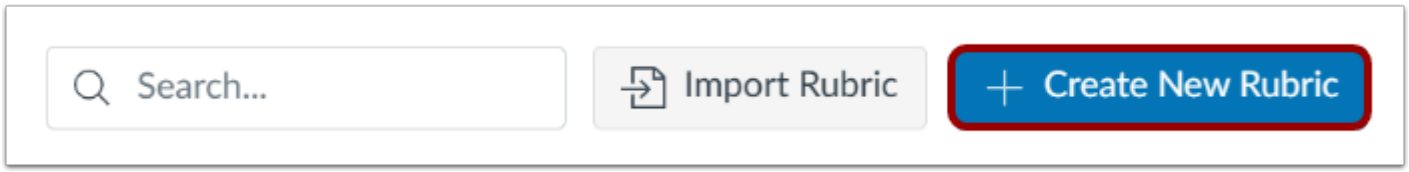
- This lesson describes rubrics with the Enhanced Rubrics feature option enabled. If the steps in this lesson differ from what you see in your account, refer to our guide on adding a rubric in the Classic Rubric interface.
- When a rubric is created, you can bulk download rubric assessments and import updated rubric assessments.

Open Rubrics



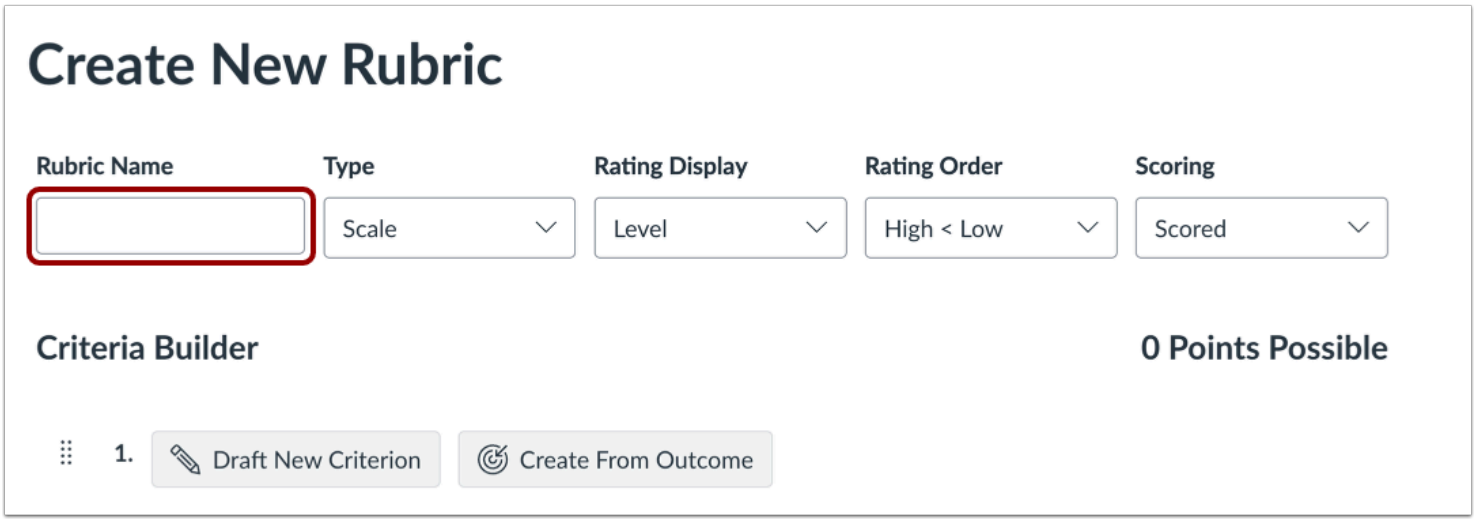
In Course Navigation, click the **Rubrics** link.

Create New Rubric



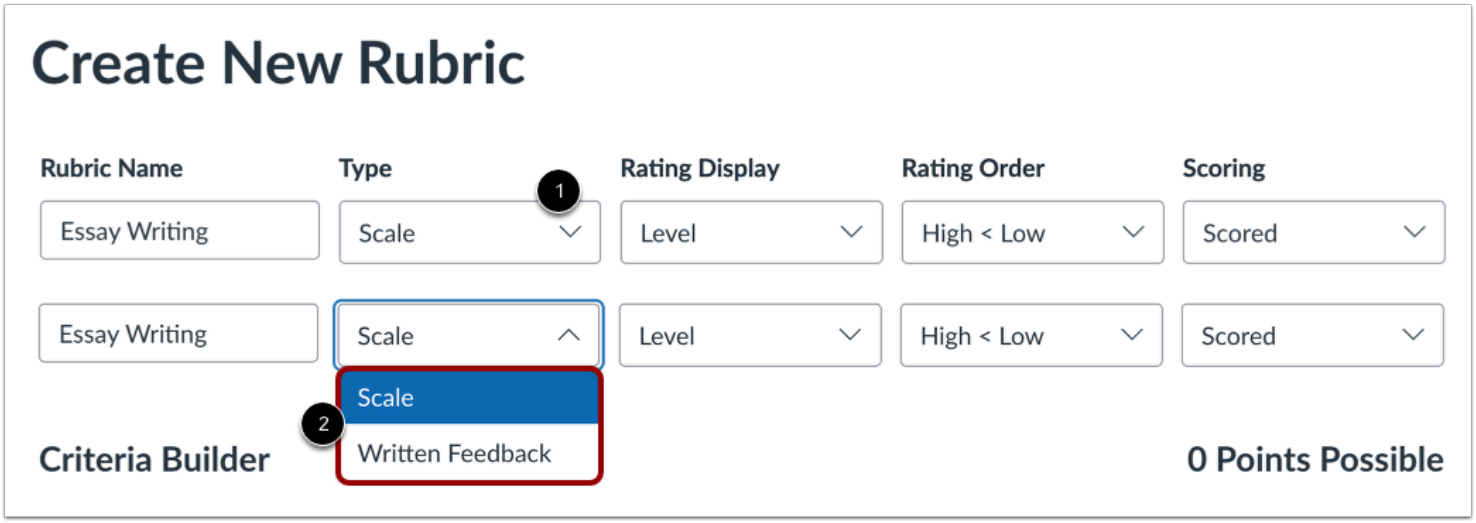
Click the **Create New Rubric** button.

Add Title



Enter a name in the **Rubric Name** field. This name identifies the rubric so it can be easily associated with an assignment, graded discussion, or quiz.

Select Type



To select the rubric type, click the **Type** drop-down menu [1]. Then, select **Scale** or **Written Feedback** [2].

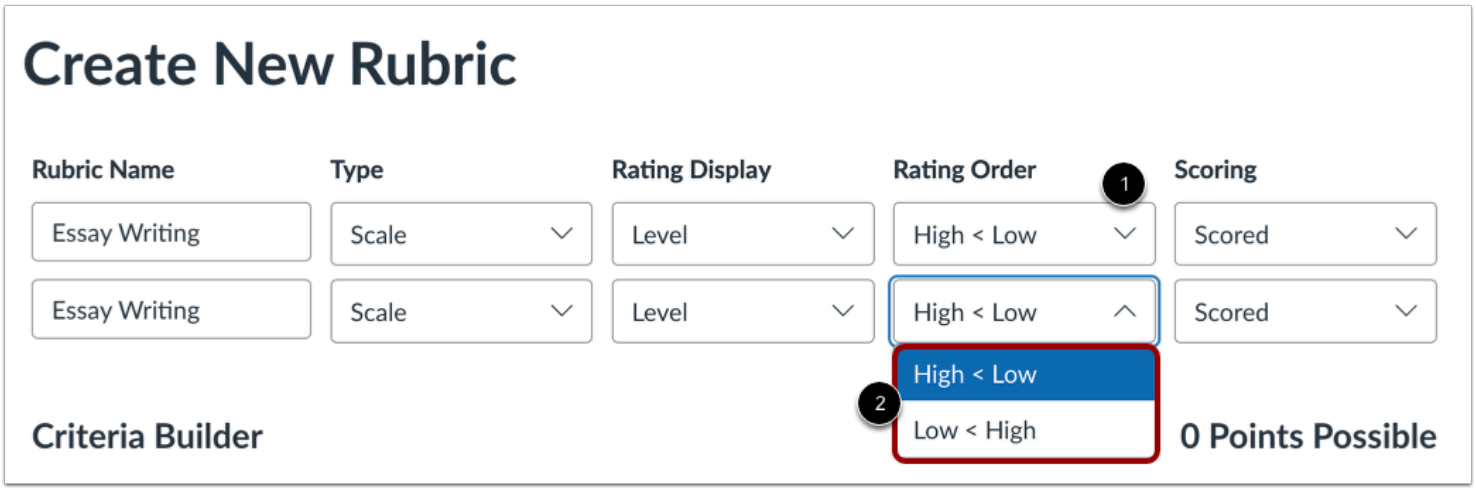
Note: If you select Written Feedback, you cannot edit the default points or enable a point range.

Select Rating Display



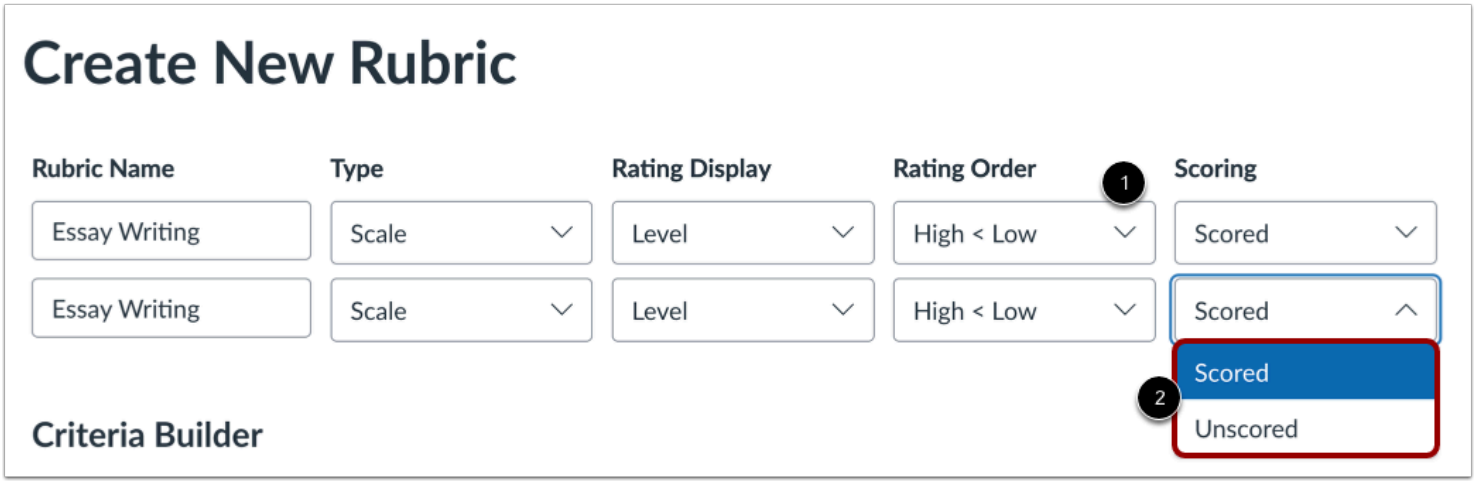
You can choose to display the actual point value for each rating instead of, or alongside, the default numeric labels. In the **Rating Display** drop-down menu [1], select either the **Level** or **Points** option [2].

Select Rating Order



In the **Rating Order** drop-down menu [1], you can set the order to **High to Low** or **Low to High** [2].

Select Scoring



In the **Scoring** drop-down menu [1], you can set the rubric as **Scored** or **Unscored** [2].

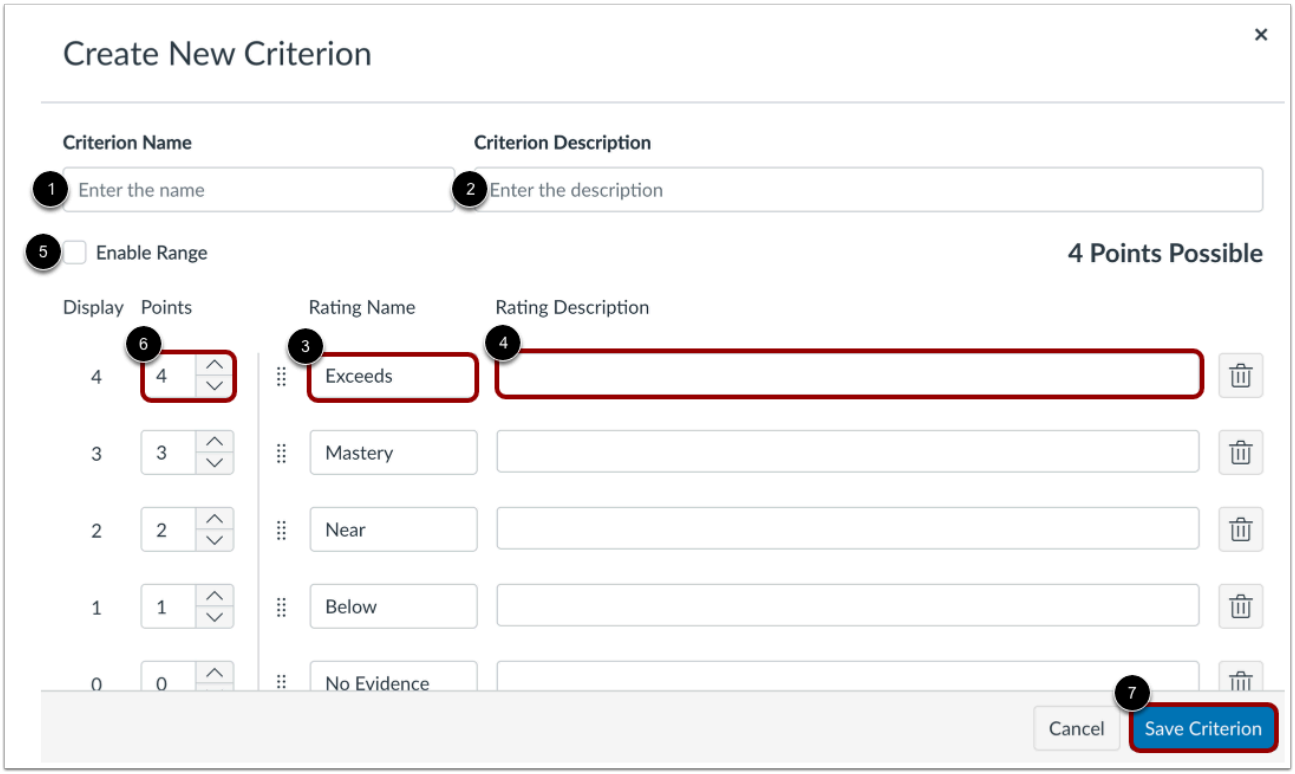
Draft New Criterion



The rubric includes one default criterion entry. To draft a new criterion, click the **Draft New Criterion** button [1].

You can also create the criterion from an outcome [2].

Enter Descriptions



Enter a name for the criterion in the **Criterion Name** field [1].

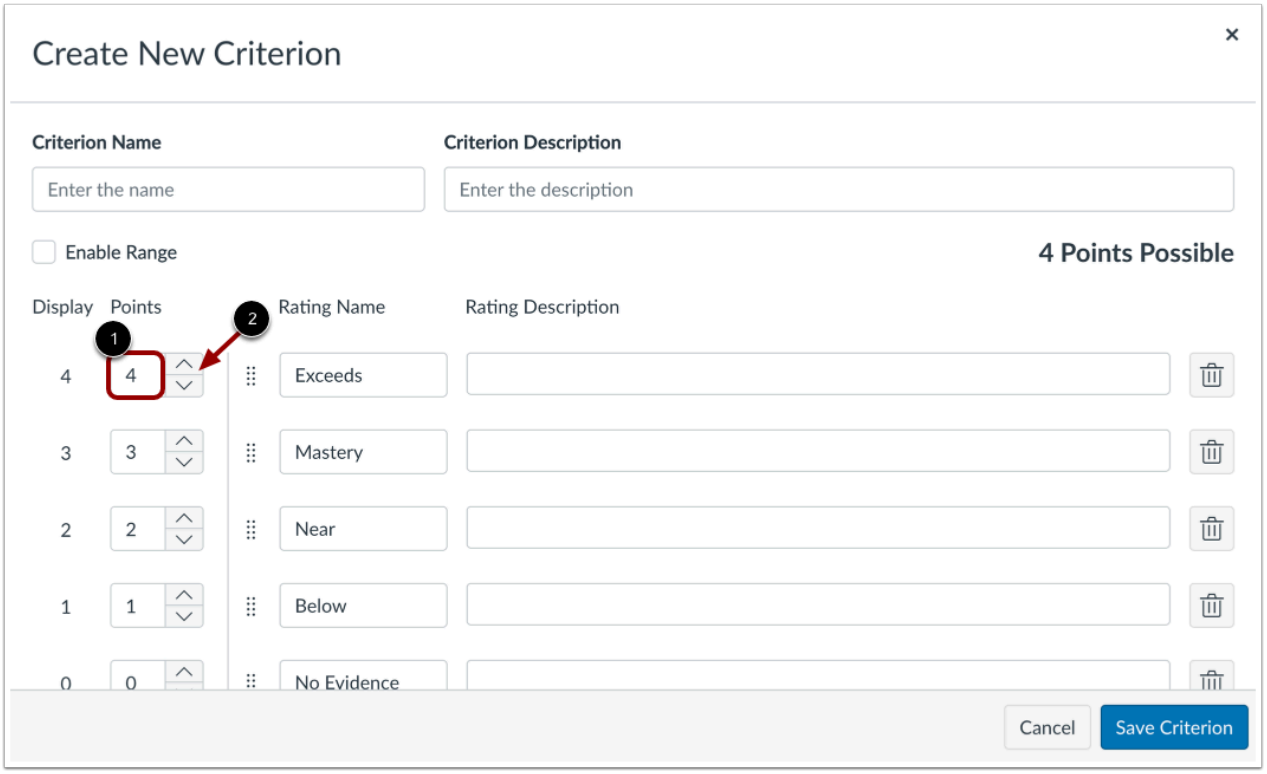
You can add a longer description in the **Criterion Description** field [2]. The longer description provides students with more information about the criterion.

You can also update the **Rating Name** [3] or add a **Rating Description** [4].

If you selected the Scale rubric type, you can enable a point range [5] or change the default points [6].

Click the **Save Criterion** button [7].

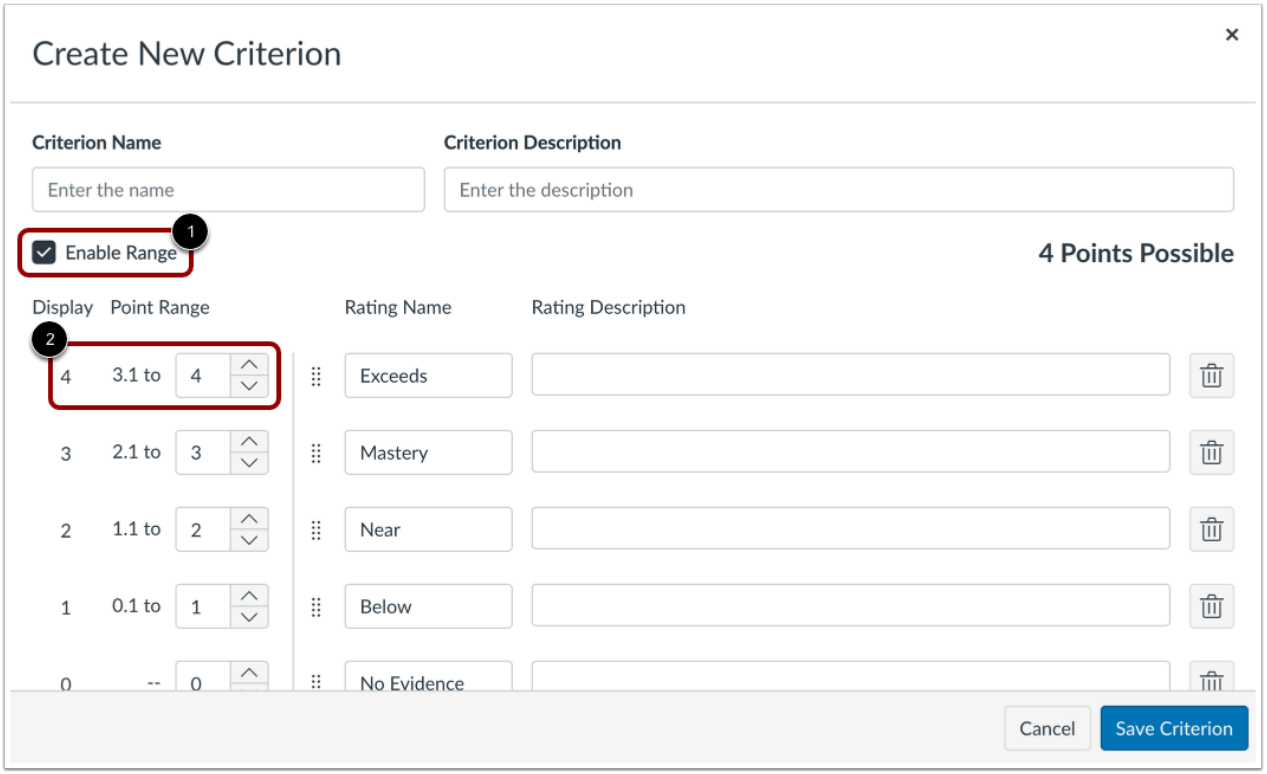
Edit Total Point Value



Rubric ratings default to 4 points, awarding 4 points for full rubric marks and 0 points for no rubric marks.

If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1] or use the up or down arrows to change the total point value [2].

Select Range

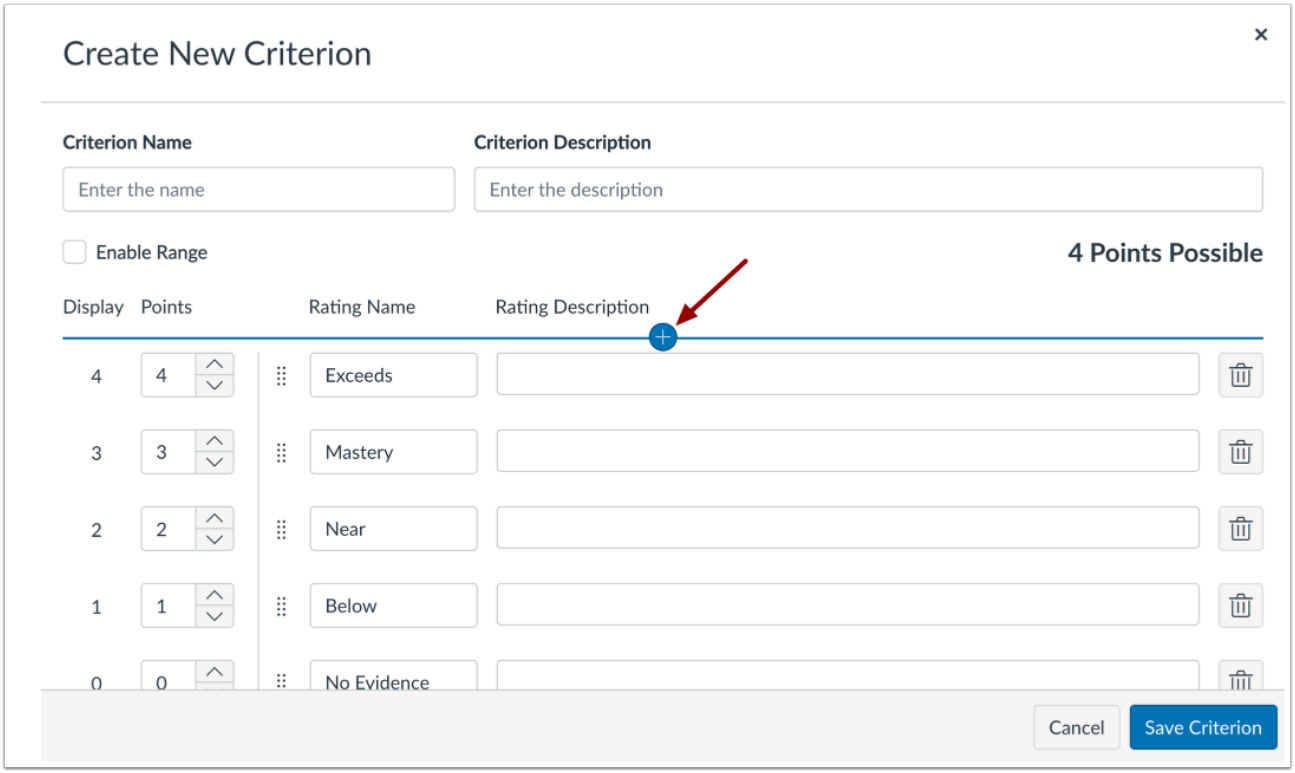


By default, rubric ratings use individual point values. To use point ranges instead, select the **Enable Range** checkbox [1]. Ranges let you assign a rating across multiple point values instead of a single value.

When enabled, the first rating (full marks) displays the total point value as a range [2]. Each rating shows both a maximum and minimum point value. The maximum value in each range is used as the rating's point value.

Aside from displaying a range, criteria using point ranges function the same as those with individual point values. For example, a rating with a range of 3 to 5 points assigns the full value of 5 points.

Add Ratings



To add a new rating for the criterion, hover your mouse between the current ratings and click the **Add Rating** icon.

Update Rating

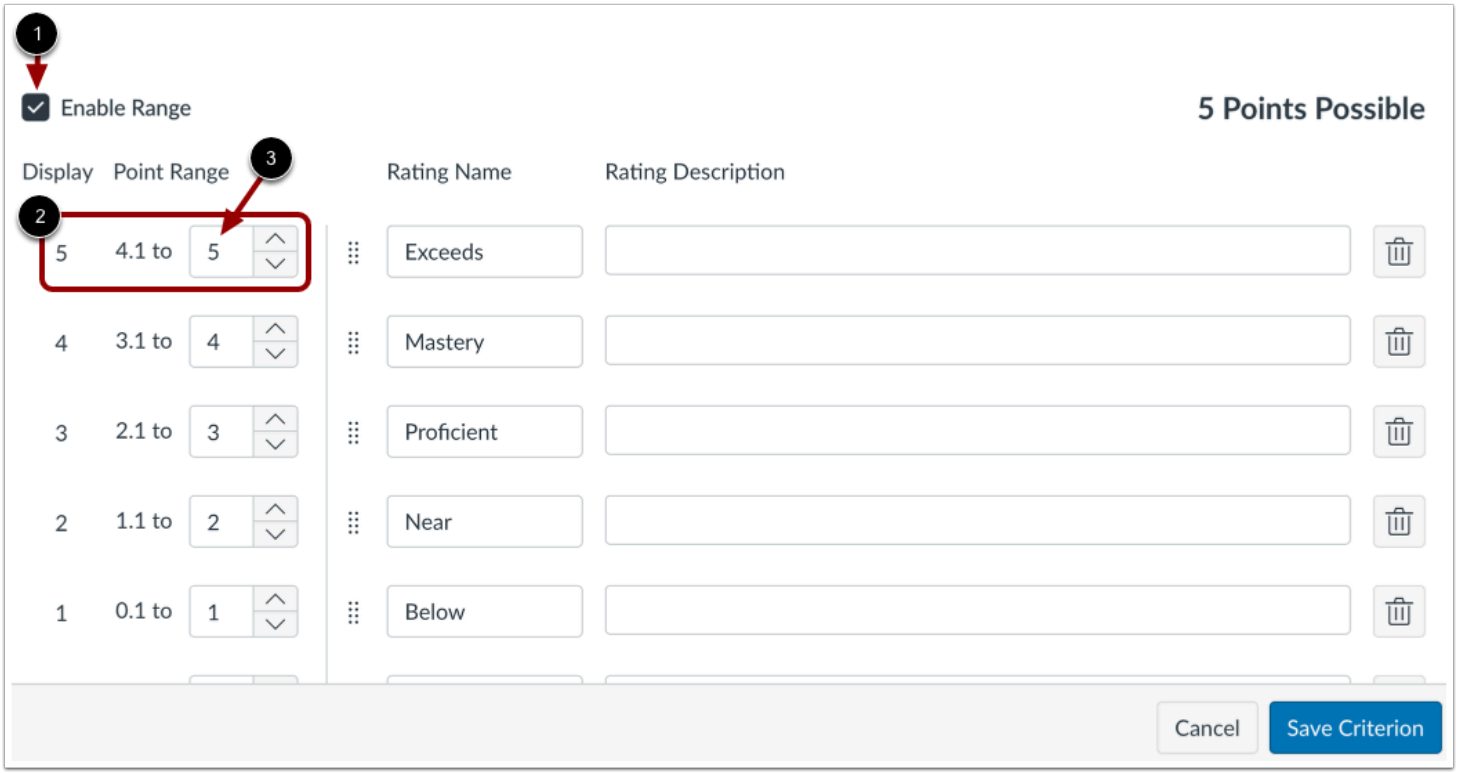


By default, the new rating points field displays the point value between the two existing ranges [1]. To change the point value for the rating score, enter the new point value in the **Points** field [2]. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers.

Enter a name for the rating in the **Rating Nam**e field [3].

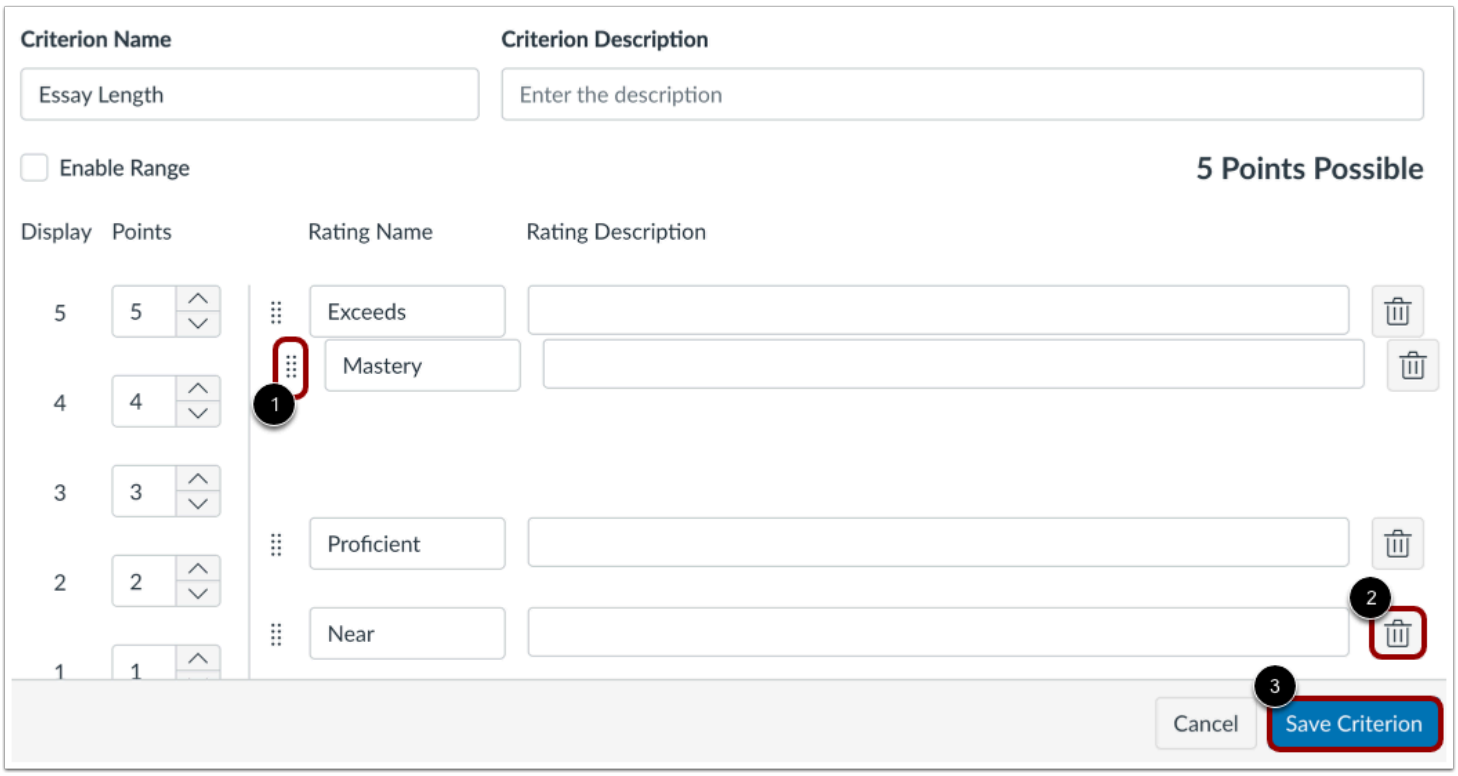
Enter a description for the rating in the **Rating Description** field [4].

Update Range Rating



When ranges are enabled [1], the Point Range field displays the point value between the two existing ranges [2]. To change the point value for the rating score, enter the new point value in the **Point Range** field [3].

Reorder Ratings

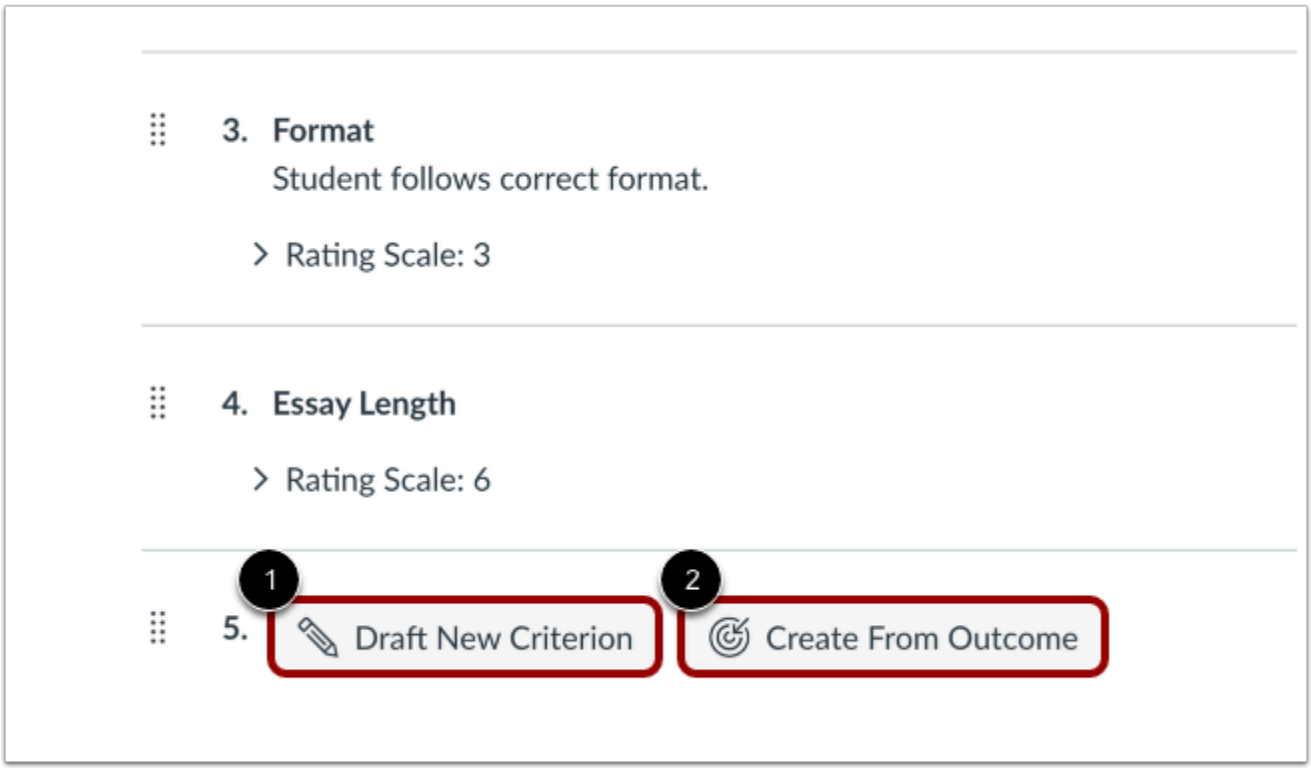


You can use the drag and drop option to reorder rubric ratings. Click the **Move** icon [1] and then drag and drop the rubric rating into the desired location.

To delete a criterion, click the **Delete** icon [2].

Click the **Save Criterion** button [3].

Add Criterion



To add another criterion, click the **Draft New Criterion** button [1].

To create a rubric from an outcome, click the **Create From Outcome** button [2].

Note: Outcomes cannot be edited directly in a rubric.

Save Rubric

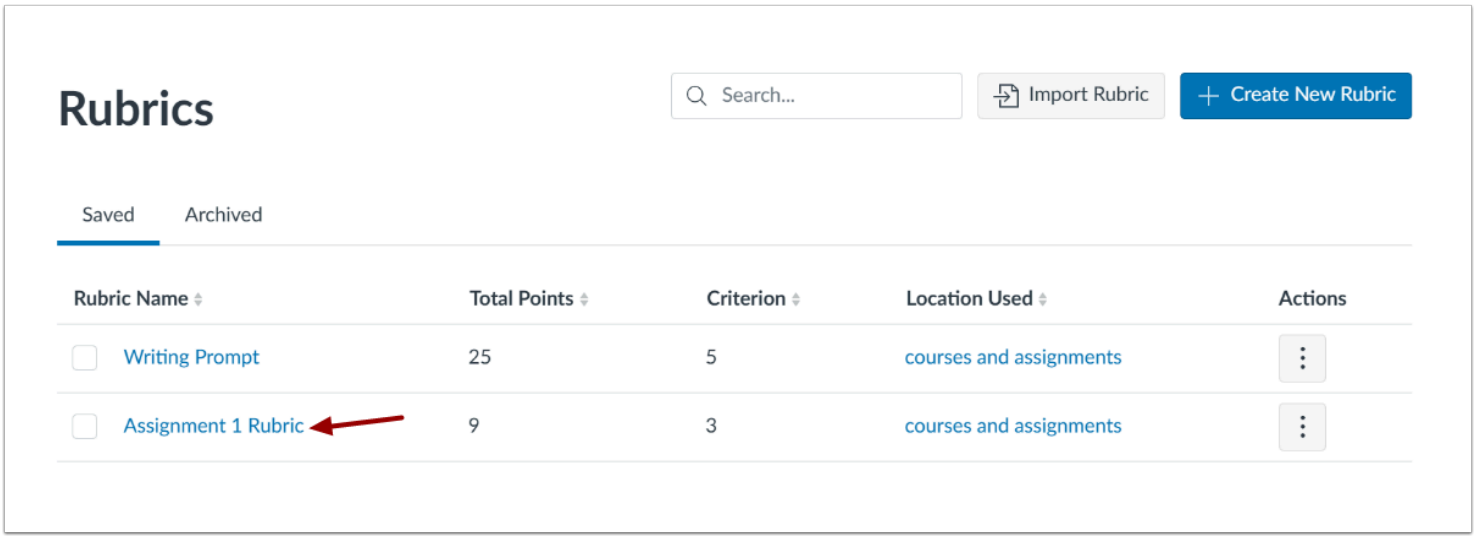


To preview the rubric, click the **Preview Rubric** link [1].

To save the rubric as a draft for later editing and publishing, click the **Save as Draft** button [2].

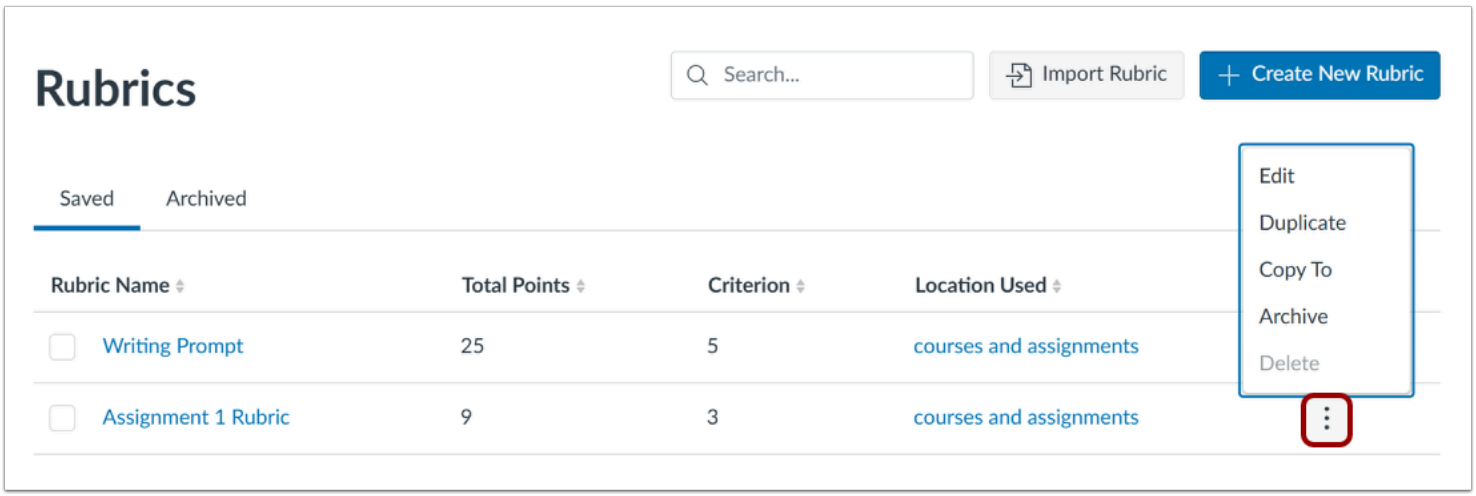
To save and publish the rubric, click the **Create Rubric** button [3].

View Rubric



View the rubric on the Rubrics page.

Manage Rubric



To edit, duplicate, copy, archive, or delete a rubric, click the **Options** link.

How do I align an outcome with a rubric in a course using Enhanced Rubrics?

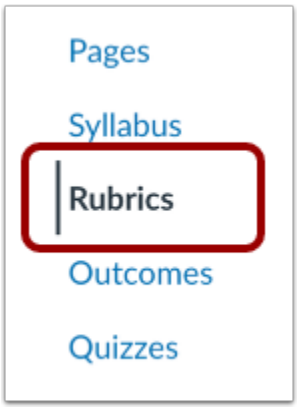
You can align any outcome in your course with a rubric. Rubrics help students understand assignment expectations and how their submissions will be graded. Aligning outcomes with rubrics allows for additional assessment and measurable performance tracking.

To align an outcome, it must already exist in your course. You can align outcomes created at the account level, or create course-level outcomes first.

Notes:

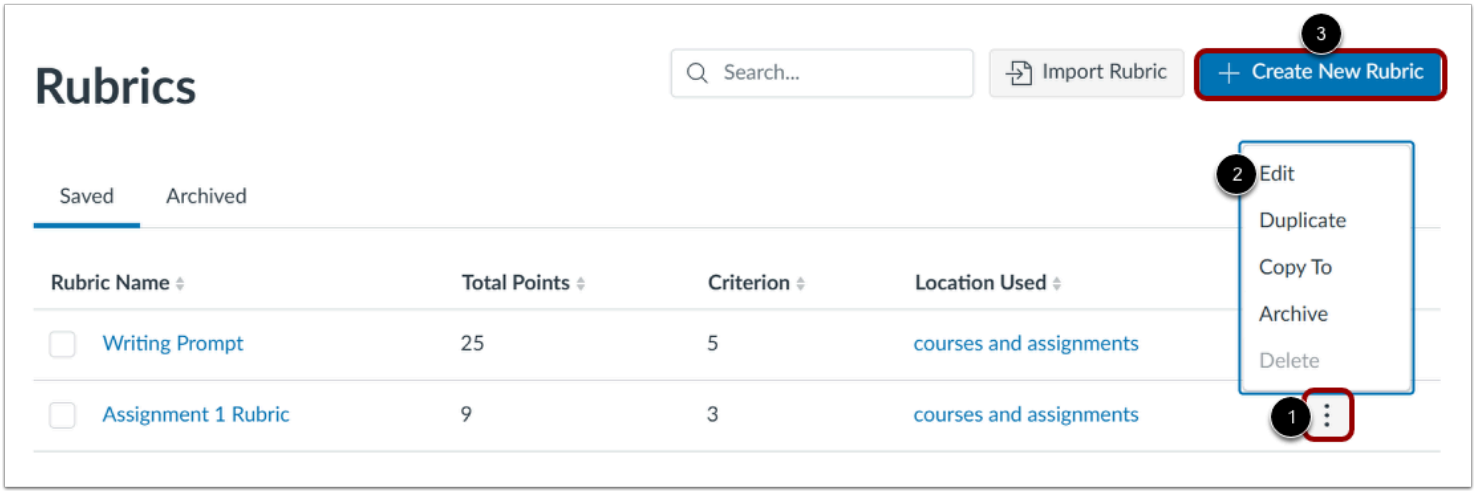
- You can add outcomes to rubrics, but you cannot add rubrics to outcomes.
- You cannot edit a rubric after it has been added to more than one assignment in a course.
- This lesson describes rubrics using the Enhanced Rubrics feature. If the steps shown differ from what you see, refer to the guide on aligning outcomes with a rubric in the Classic Rubric interface.

Open Rubrics



In Course Navigation, click the **Rubrics** link.

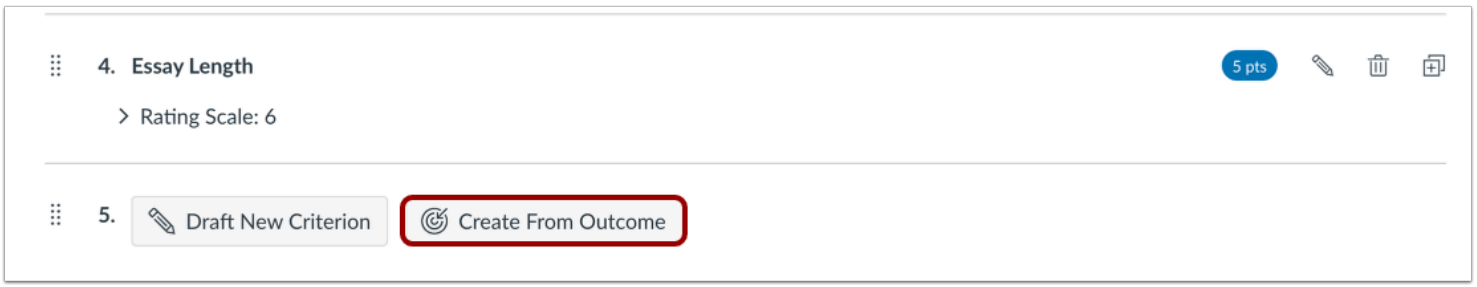
Open Rubric



To align an outcome with an existing rubric, click the **Options** icon [1] and then click the **Edit** link [2].

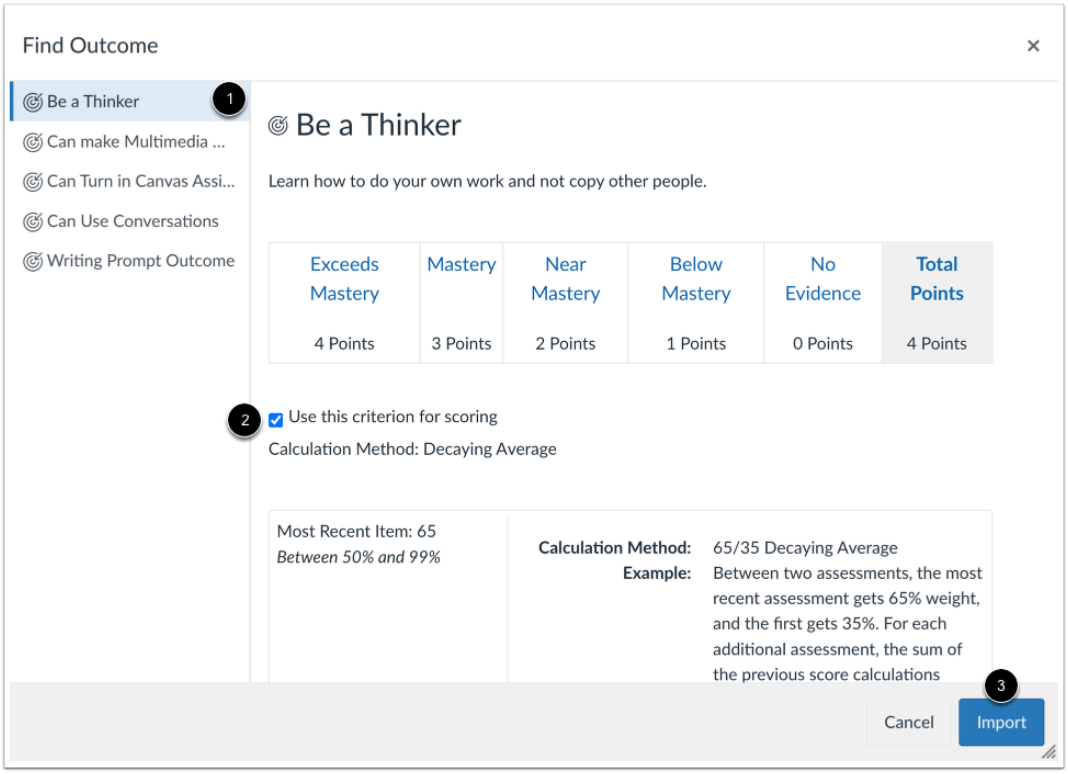
To create a new rubric to align an outcome with, click the **Create New Rubric** button [3].

Create Criterion From Outcome



Click the **Create From Outcome** button.

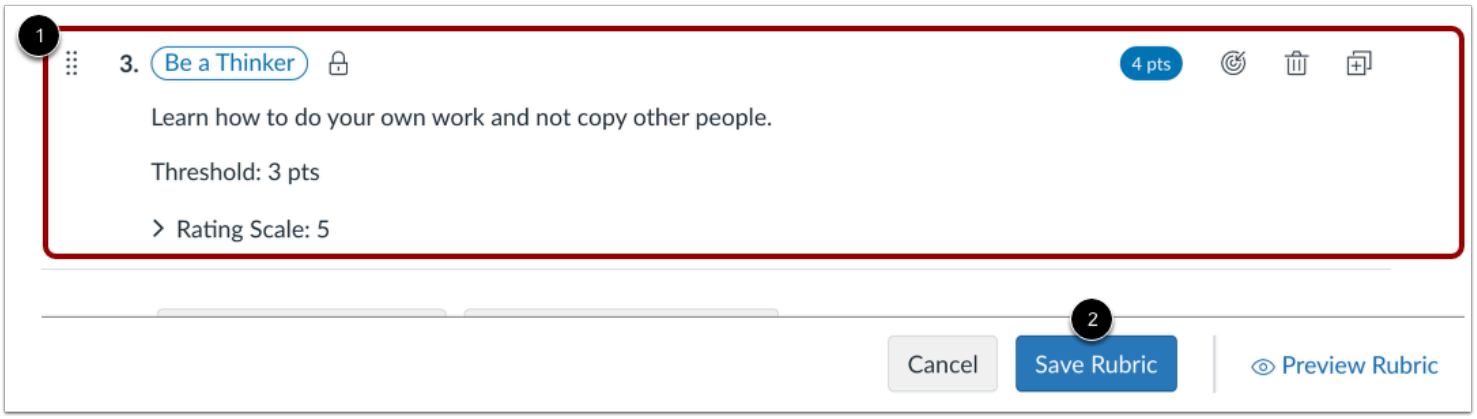
Import Outcome



Locate and select the outcome you want to align [1]. To use the criterion for scoring, click the **Use this criterion for scoring** checkbox [2]. Click the **Import** button [3].

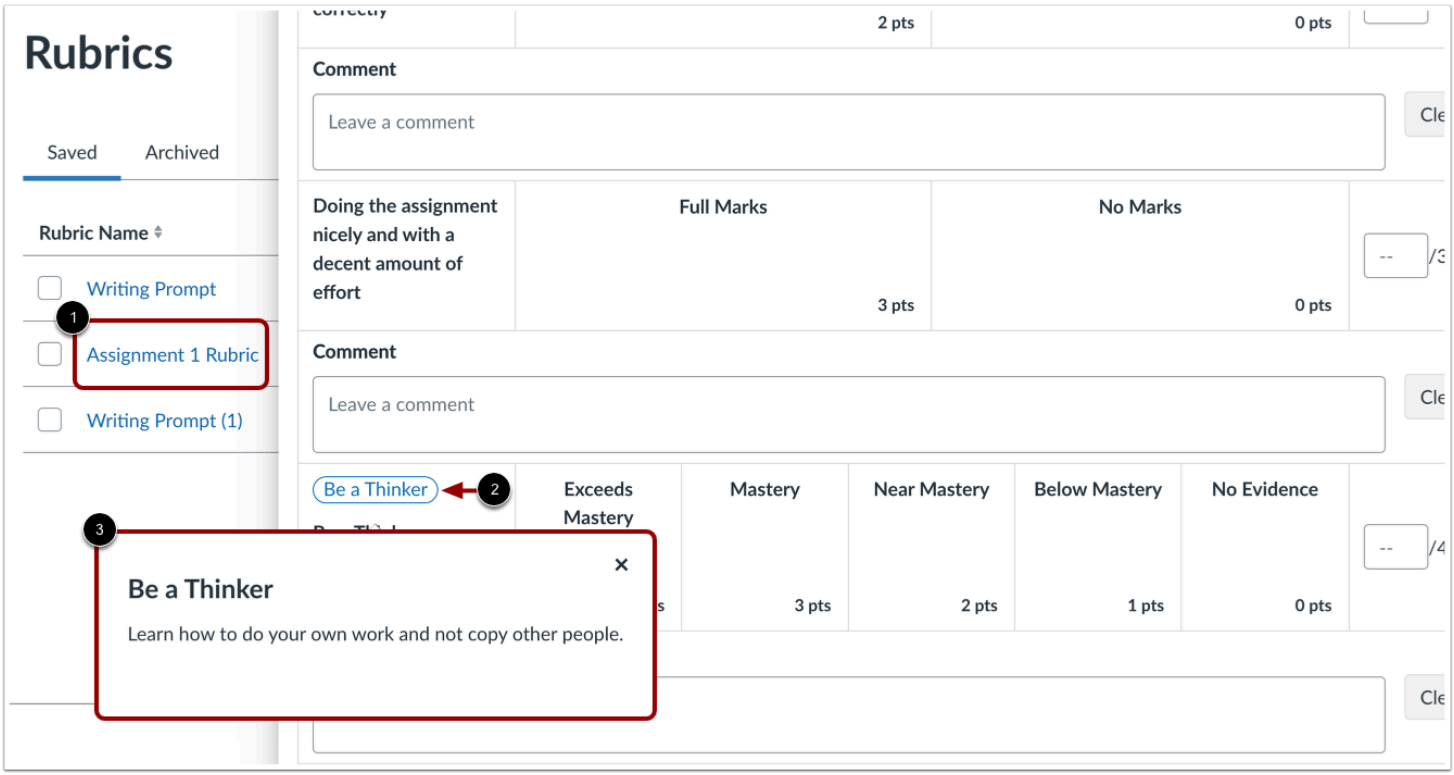
Note: Available outcomes may vary by institution.

Save Rubric



View the aligned outcome [1]. Click the **Save Rubric** button [2].

View Rubric



To view the rubric, click the rubric name [1]. In the Rubric tray, you can view the details of an outcome by clicking the outcome link [2]. A pop-up displays [3].

How do I add a rubric to an assignment using Rubric Enhancements?

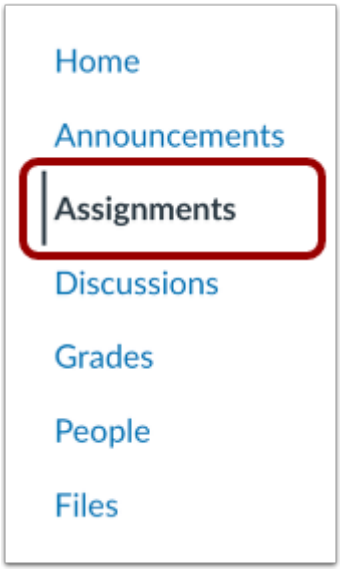
You can add a rubric to an assignment to help students understand expectations for the assignment and how you intend to grade their submissions. In some cases, you might add a rubric to an assignment specifically to align outcomes included in the rubric. In addition to assignments, you can also add rubrics to graded discussions and quizzes.

You can either select an existing rubric from one of your courses or create a new one.

Notes:

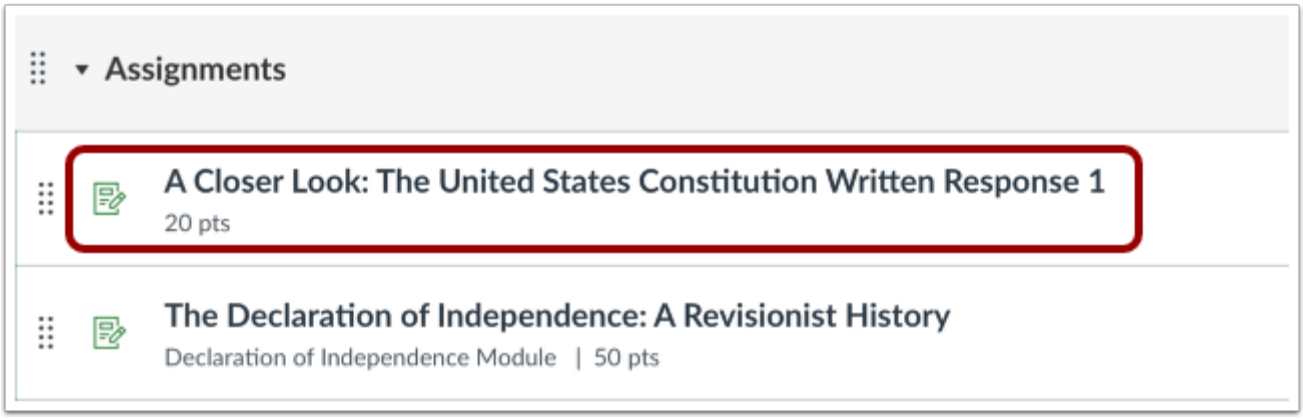
- When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.
- You cannot edit a rubric after it's been added to more than one assignment in a course.
- The Assignment Enhancements feature option must be enabled for students to view the updated rubric interface.
- This lesson describes rubrics with Rubric Enhancements feature option enabled. If the steps in this lesson do not match what is displayed in your account, learn how to add a rubric to an assignment in the Classic Rubric interface.
- This lesson describes rubrics using the Enhanced Rubrics feature. If the steps shown differ from what you see in your account, refer to the guide on adding a rubric to an assignment in the Classic Rubric interface.

Open Assignments



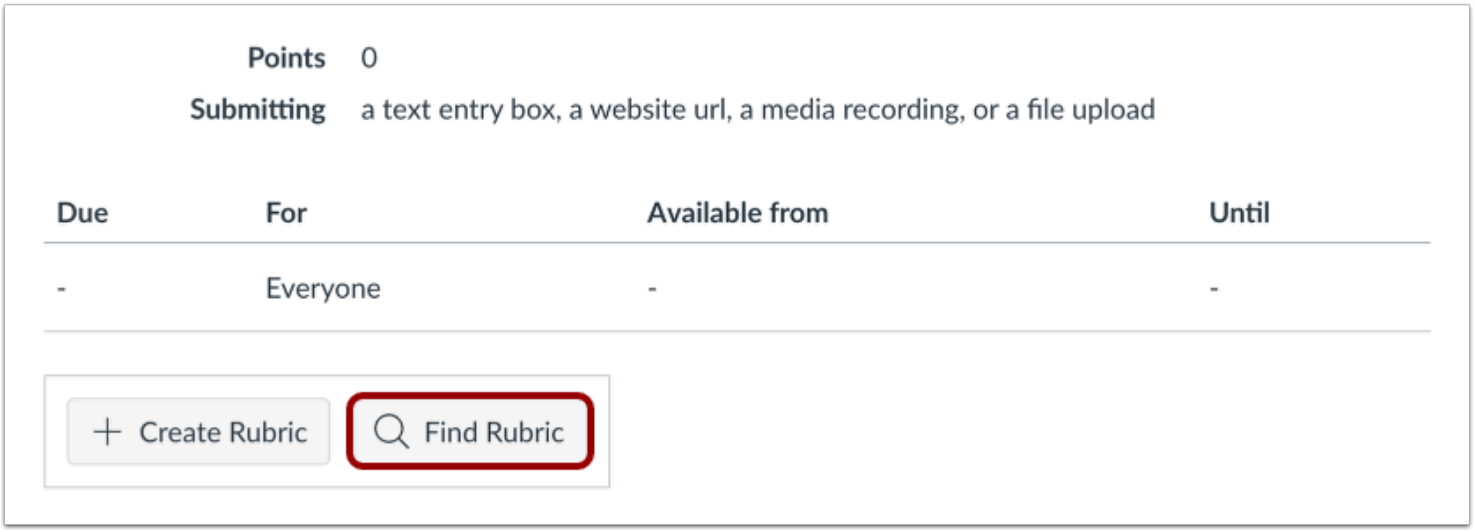
In Course Navigation, click the **Assignments** link.

Open Assignment



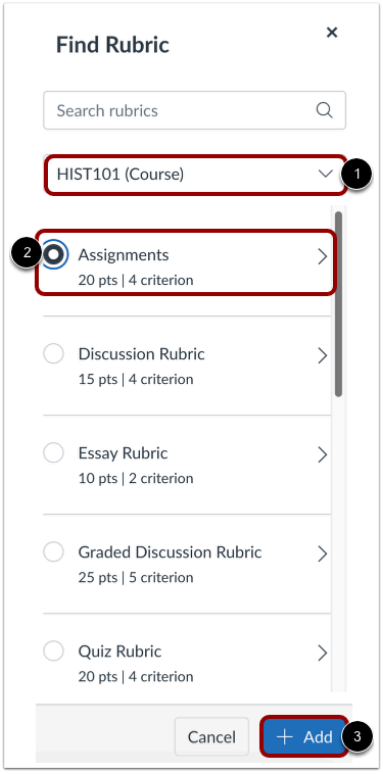
Click the name of the assignment.

Find Rubric



To find an existing rubric, click the **Find Rubric** button.

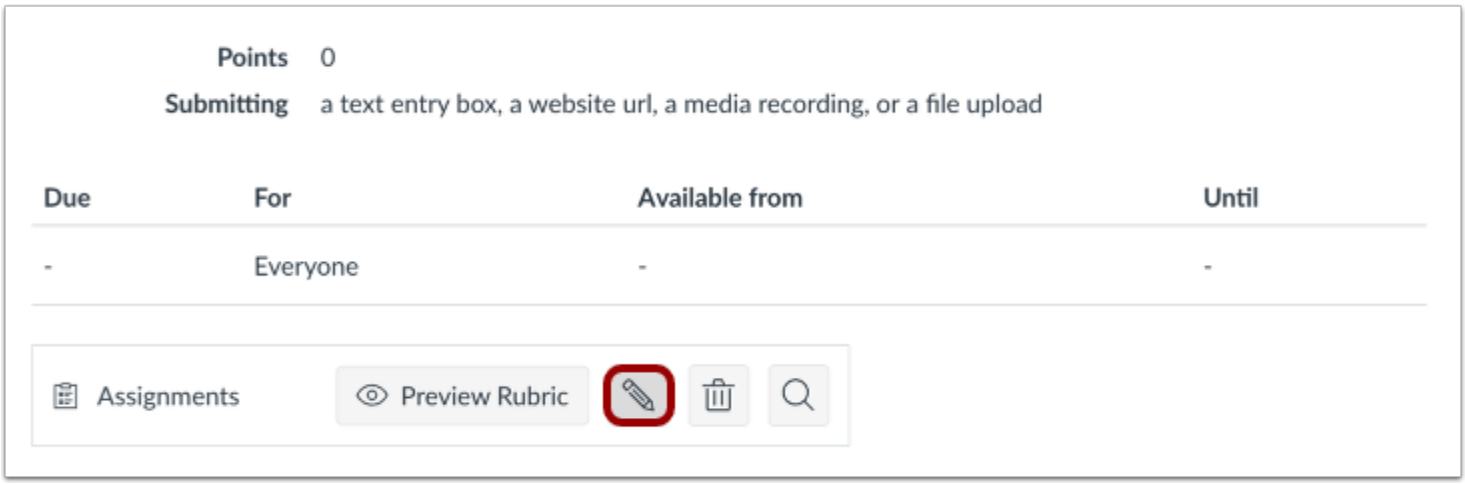
Select Rubric



You can access rubrics from previous assignments and from other courses where you have an instructor role.

Select a course or account from the drop-down menu [1]. Locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the assignment, click the **Add** button [3].

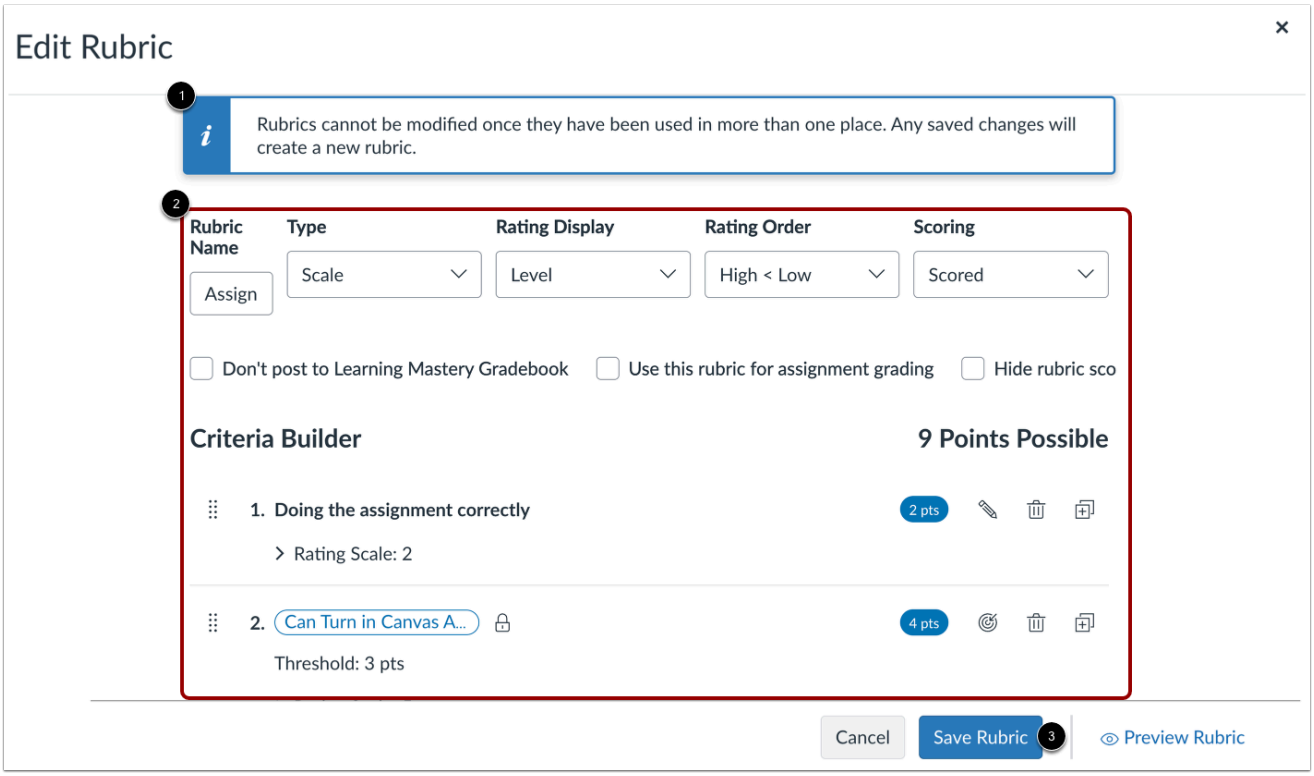
Edit Rubric



To edit an unused rubric or to select rubric settings, click the **Edit** icon.

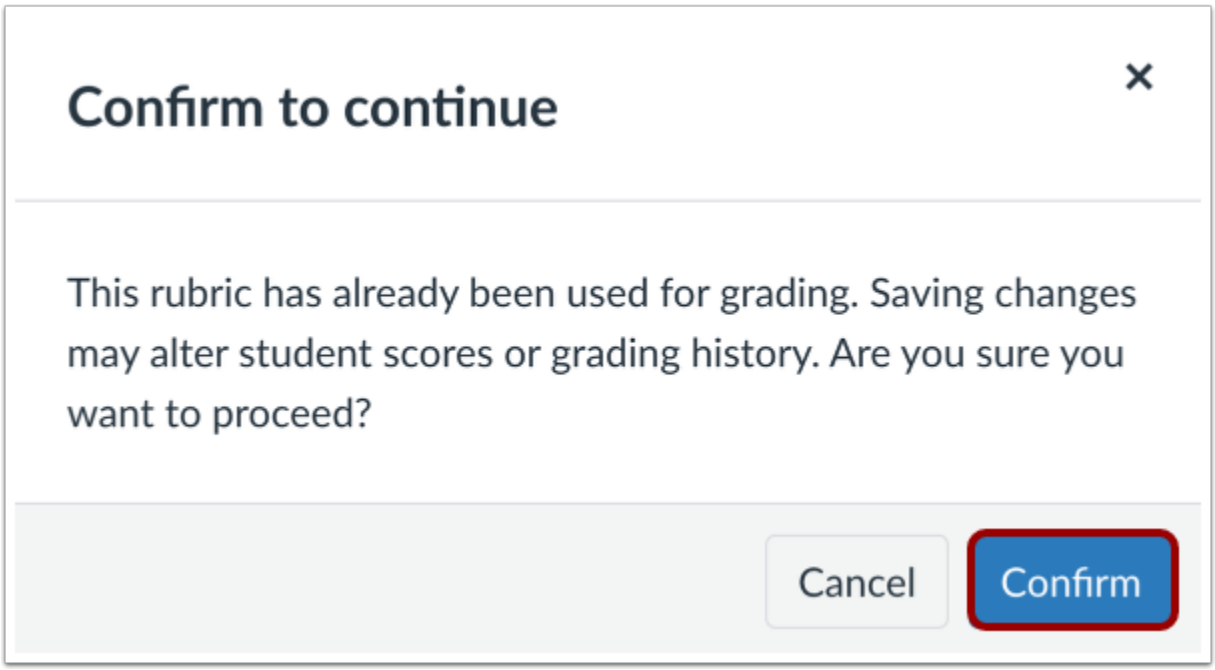
Note: When editing a rubric, you can remove associated outcome criteria. However, you can only edit outcome criteria from the Outcomes page.

Copy Rubric

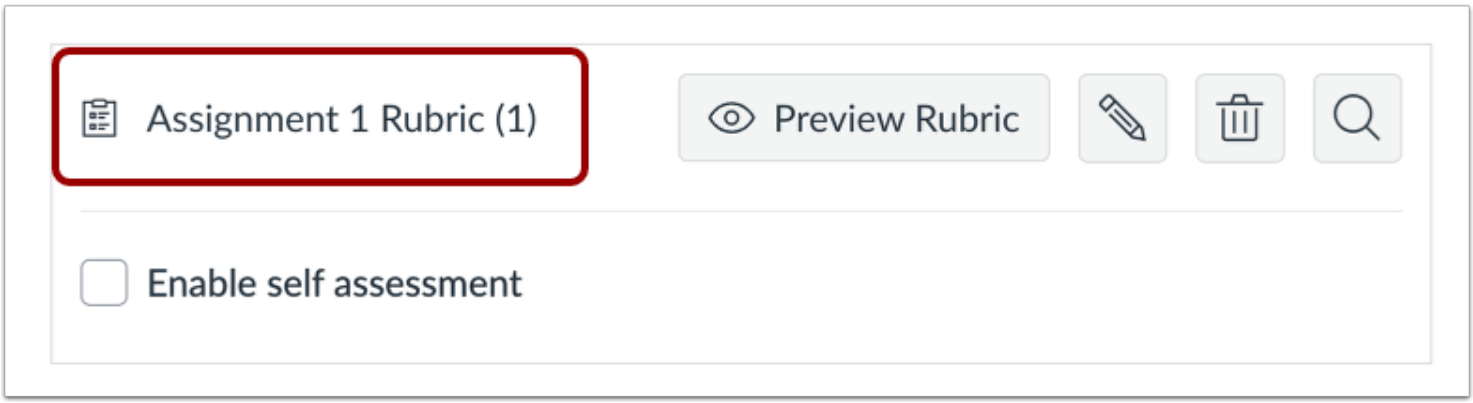


When editing a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), a warning message displays [1]. This message means that you cannot edit the rubric directly, but you can create a copy.

Edit the rubric details [2], then click the **Save Rubric** button [3].



In the Confirm to continue window, click the **Confirm** button.

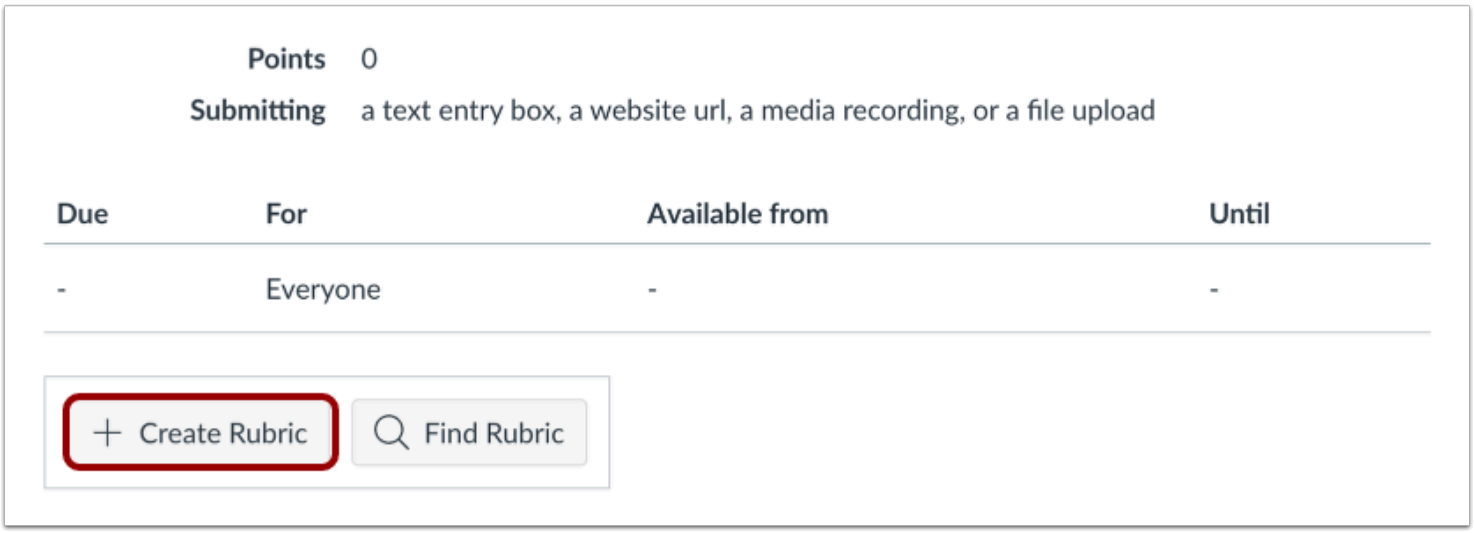


The edited version will automatically replace the previous rubric in the assignment.

Notes:

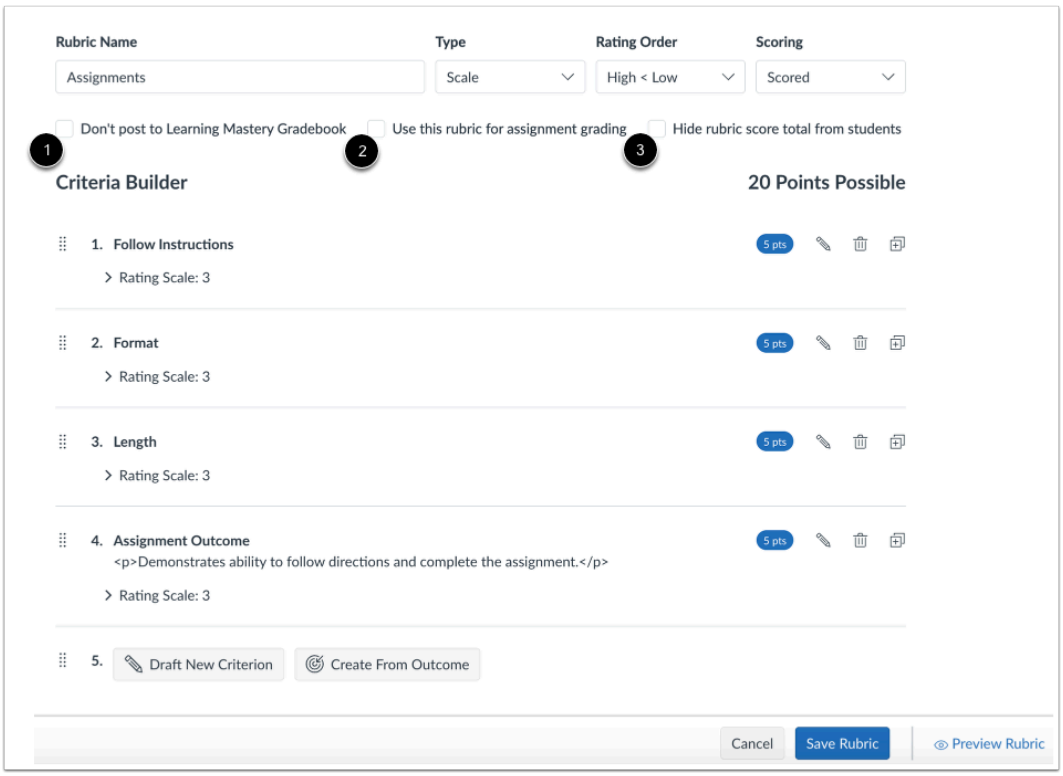
- A rubric linked to multiple assignments will not be copied if the only change made is to use the rubric for assignment grading.
- If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student submissions that may have already been graded with the original rubric.
- The copied rubric will also be saved in the course rubrics list for future use.

Create New Rubric



If you cannot find an existing rubric to use for the assignment, you can create a new rubric. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If the Learning Mastery Gradebook is enabled but you do not want outcome results to be posted to the Learning Mastery Gradebook, select the **Don't post to Learning Mastery Gradebook** checkbox [1]. When this option is selected, students can still view rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

To use the rubric for grading in SpeedGrader, click the **Use this rubric for assignment grading** checkbox [2].

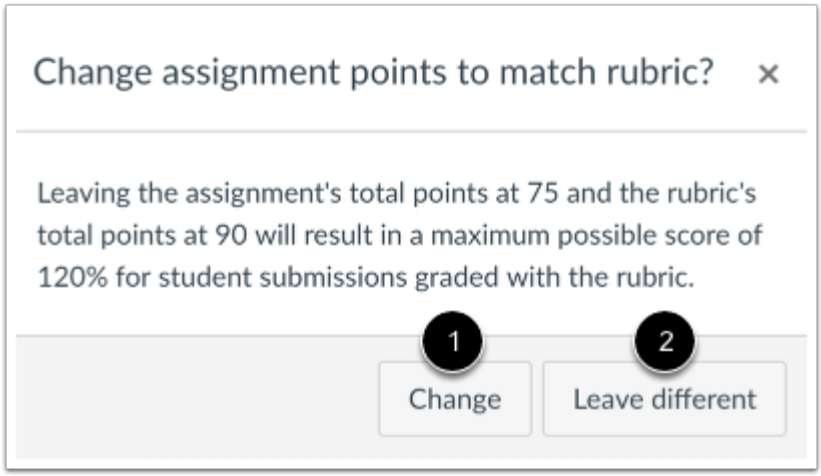
To hide the total rubric score from students, click the **Hide rubric score total from students** checkbox [3]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading.

Save Rubric



Click the **Save Rubric** button.

Adjust Scoring Points

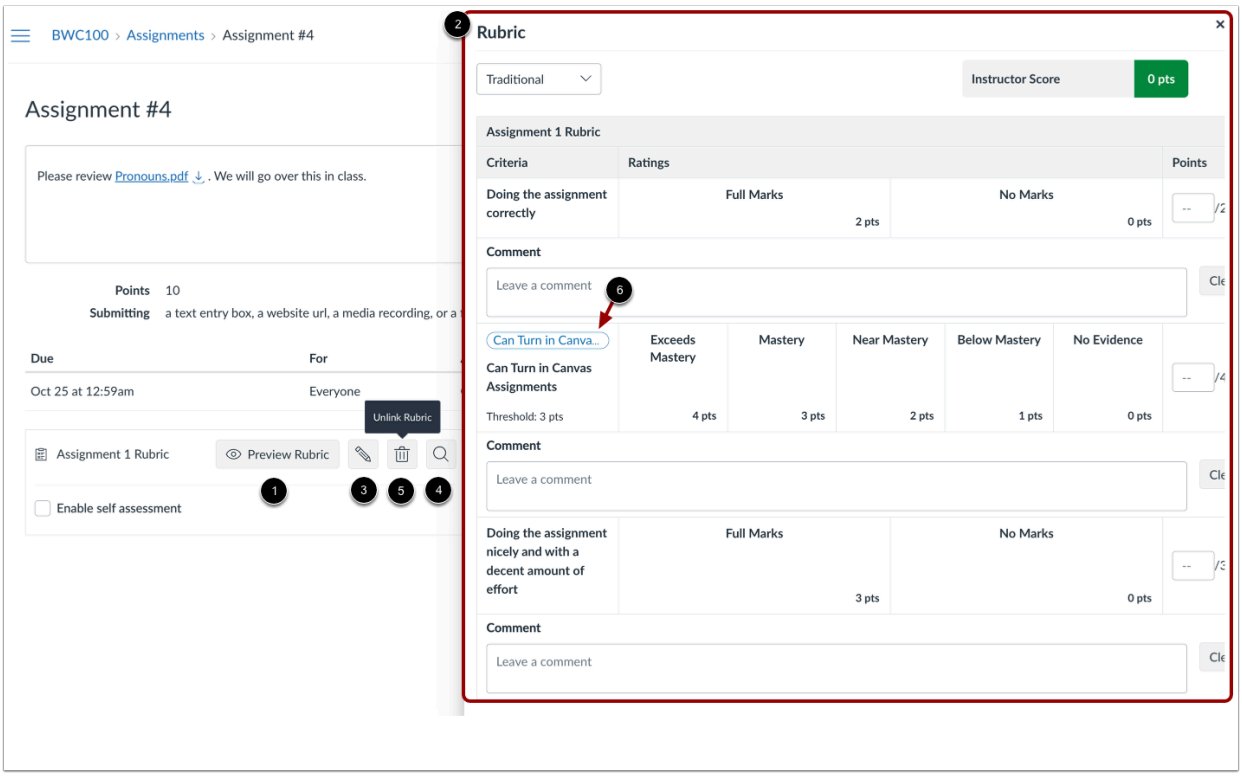


If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button[2].

View Rubric



To view the rubric for the assignment, click the **Preview Rubric** button [1]. The Rubric tray displays [2].

To edit the rubric, click the **Edit** icon [3]. To replace the rubric with an existing rubric, click the **Search** icon [4].

To delete the rubric from the assignment, click the **Trash** icon [5]. If the rubric was created from the assignment and is not linked to other course content, the rubric will be removed from the course when deleted. When a rubric is associated with multiple assignments, the popover text displays Unlink Rubric. When it is only associated with the current assignment, the text displays Delete Rubric.

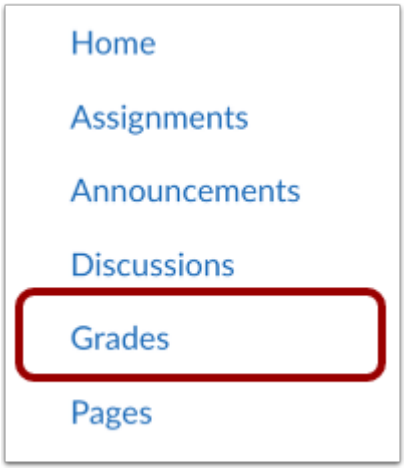
If the rubric includes an outcome, you can view its details in a pop-up by clicking the outcome link [6].

How do I download rubric assessments using Enhanced Rubrics?

In the Gradebook, you can bulk download rubric assessments for all students, completed rubric assessments, or incomplete rubric assessments.

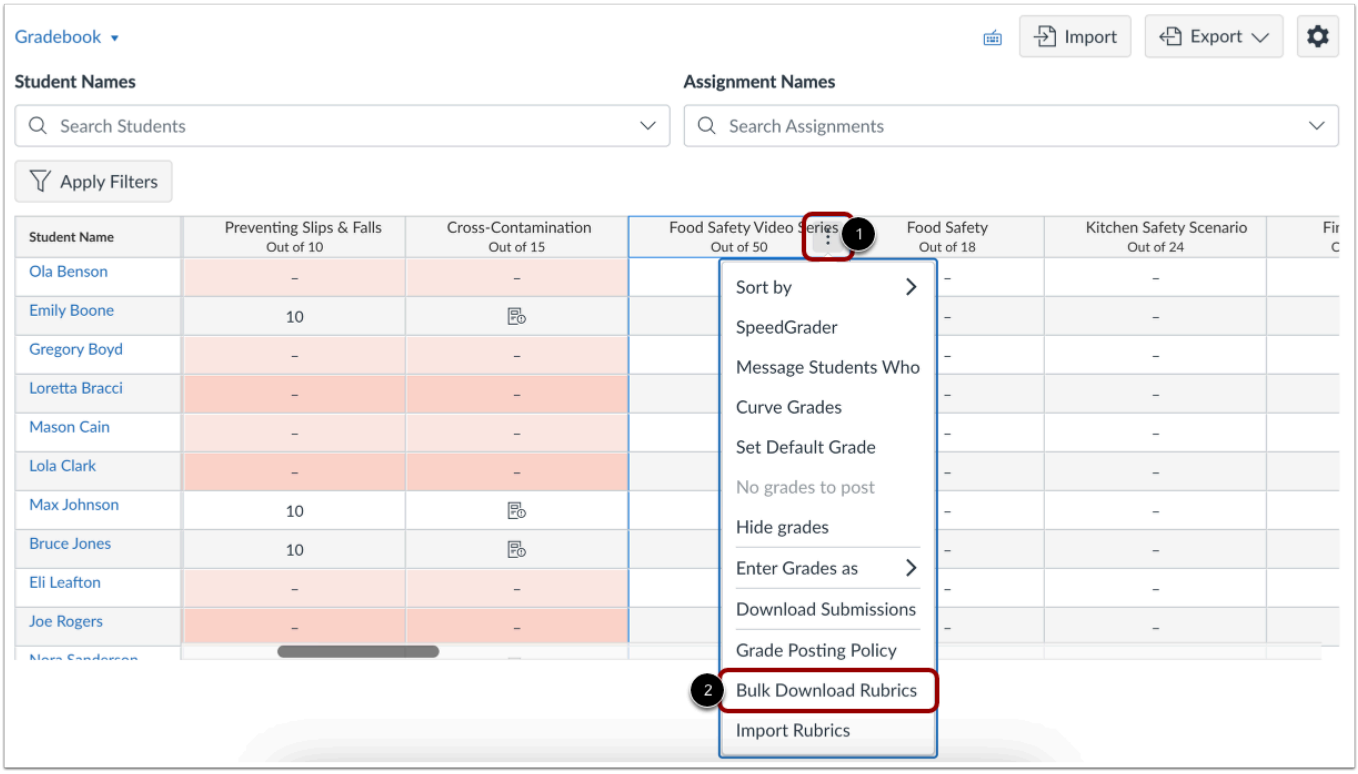
Note: This lesson describes rubrics with Enhanced Rubrics feature option enabled. If the steps in this lesson do not match what is displayed in your account, learn how to manage rubrics in the Classic Rubric interface.

Open Grades

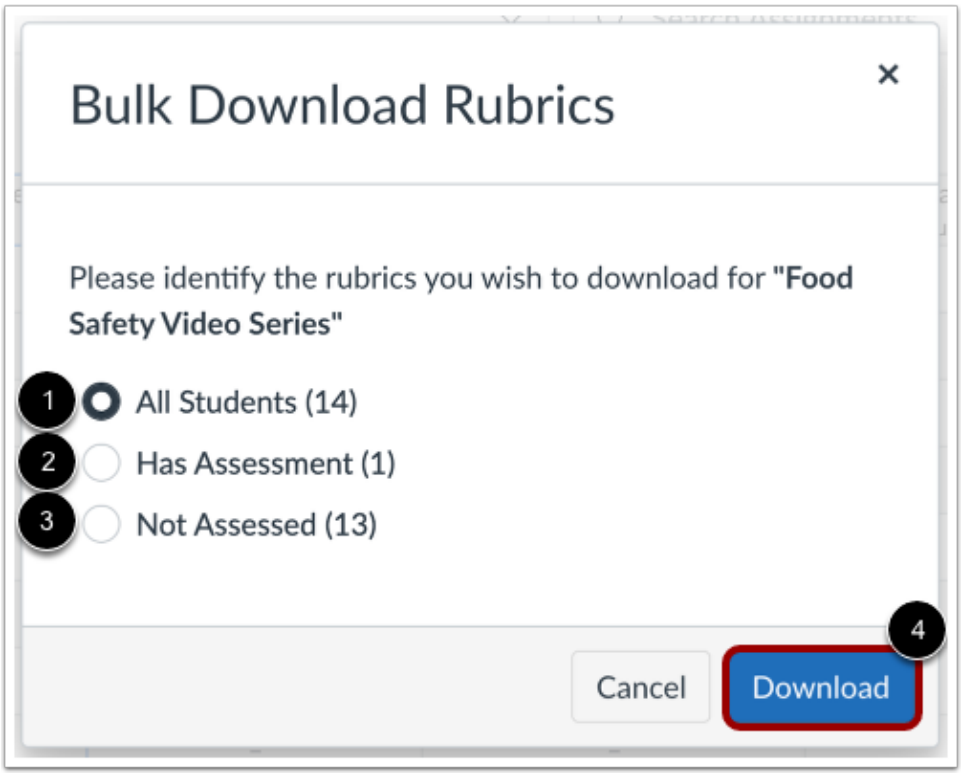


In Course Navigation, click the **Grades** link.

Bulk Download Rubric Assessments



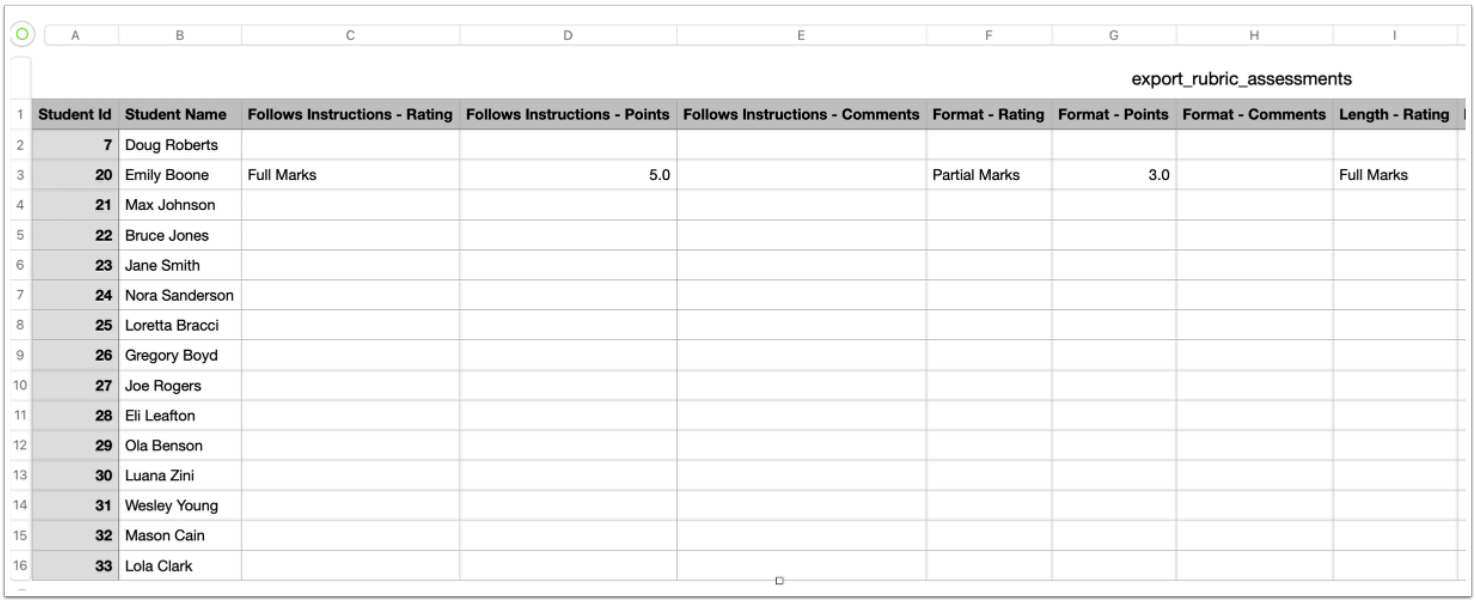
Click the **Options** icon next to the assignment name [1]. Then, click the **Bulk Download Rubrics** option [2].



You can choose to download rubric assessments for all students [1], completed rubric assessments [2], or incomplete rubric assessments [3].

Then, click the **Download** button [4].

View Downloaded Rubric Assessments



export_rubric_assessments

Student Id	Student Name	Follows Instructions - Rating	Follows Instructions - Points	Follows Instructions - Comments	Format - Rating	Format - Points	Format - Comments	Length - Rating
7	Doug Roberts							
20	Emily Boone	Full Marks	5.0		Partial Marks	3.0		Full Marks
21	Max Johnson							
22	Bruce Jones							
23	Jane Smith							
24	Nora Sanderson							
25	Loretta Bracci							
26	Gregory Boyd							
27	Joe Rogers							
28	Eli Leafton							
29	Ola Benson							
30	Luana Zini							
31	Wesley Young							
32	Mason Cain							
33	Lola Clark							

View the downloaded rubric assessments.

In the CSV file, you can make updates and import your rubric assessments into your course.

Note: To avoid import errors, make sure the format aligns with the rubric (i.e., criterion name, rating name, and corresponding points).

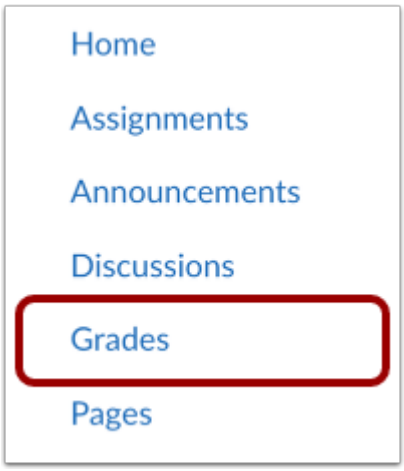
How do I import rubric assessments using Enhanced Rubrics?

In the Gradebook, you can download rubric assessments for an assignment. When you have finished adding or editing rubric assessment details, you can import your CSV file for the assignment.

To avoid import errors, make sure the format aligns with the rubric (i.e., criterion name, rating name, and corresponding points).

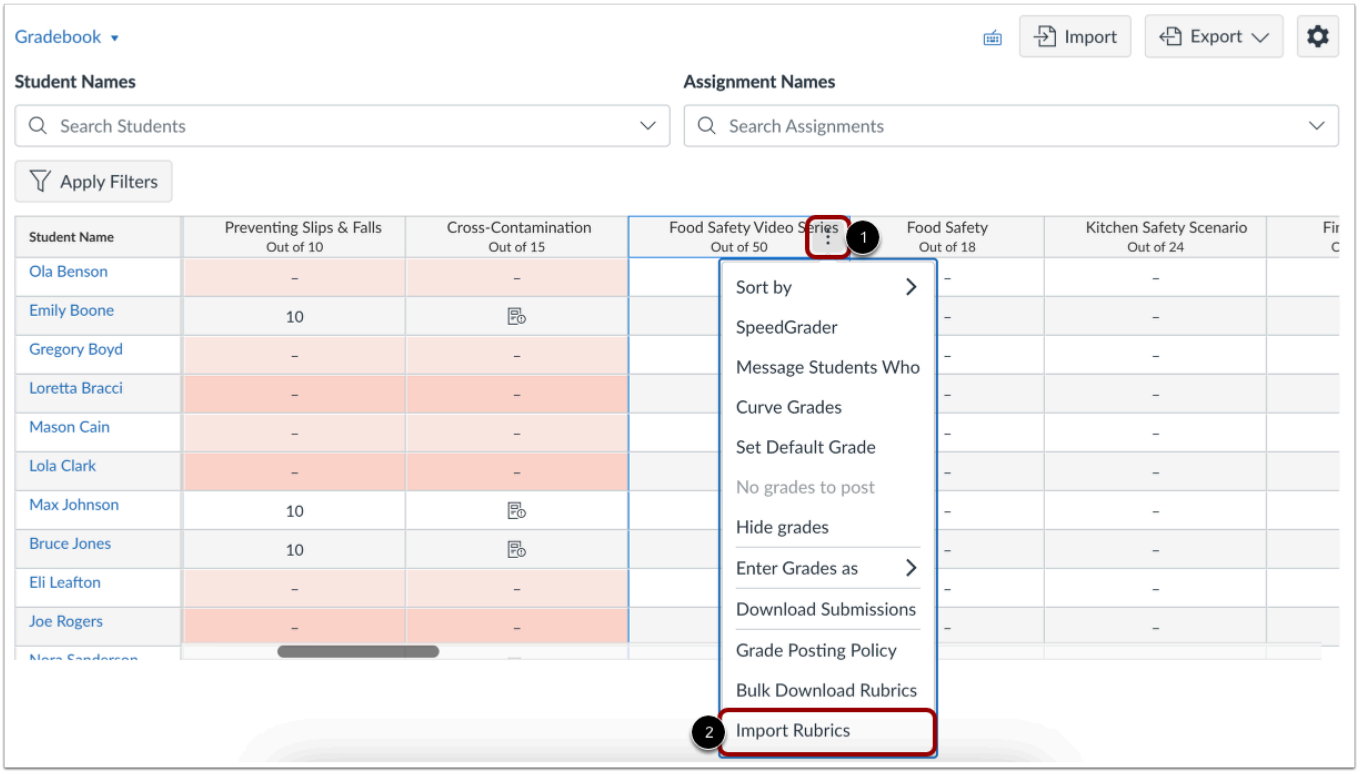
Note: This lesson describes rubrics with Enhanced Rubrics feature option enabled. If the steps in this lesson do not match what is displayed in your account, learn how to manage rubrics in the Classic Rubrics interface.

Open Grades

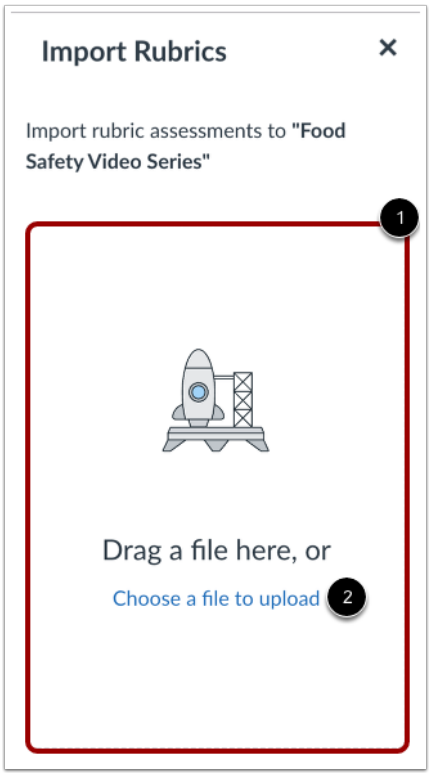


In Course Navigation, click the **Grades** link.

Import Rubric Assessments

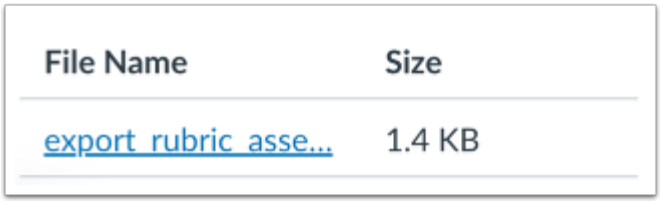


Click the **Options** icon next to the assignment name [1]. Then, click the **Import Rubrics** option [2].



To upload your rubric assessments, drag and drop your CSV file [1] or click the **Choose a file to upload** link [2].

View Imported Rubric Assessments



Once the import is successful, the file name and size display. Rubric assessment details are visible in SpeedGrader.

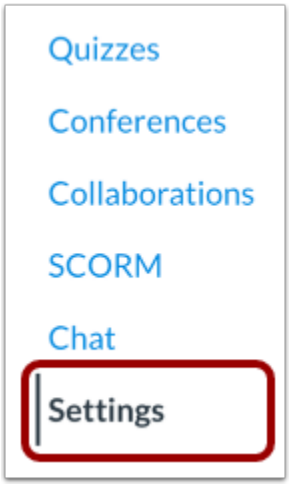
Settings

How do I use course settings?

Course Settings is where you can easily update and view course details, sections, navigation link options, external app configurations, feature options, and integrations.

Depending on your permissions, you can edit differing levels of the course settings.

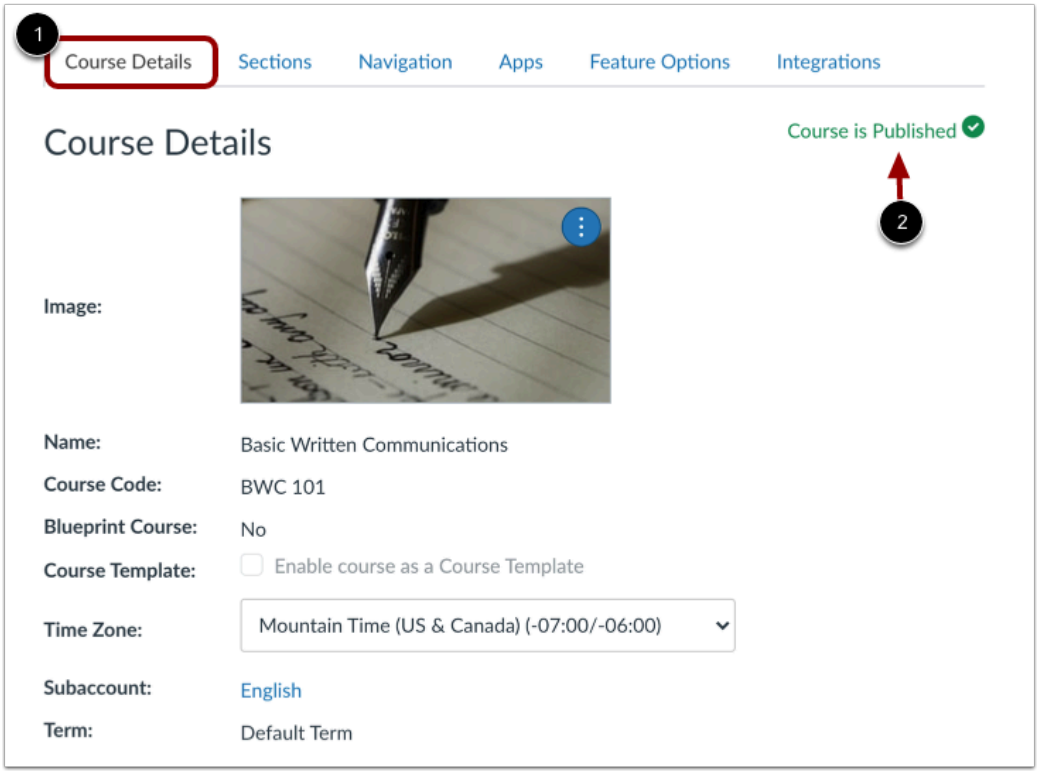
Open Settings



The settings portion of your course is only available to instructors.

In Course Navigation, click the **Settings** link.

View Course Details

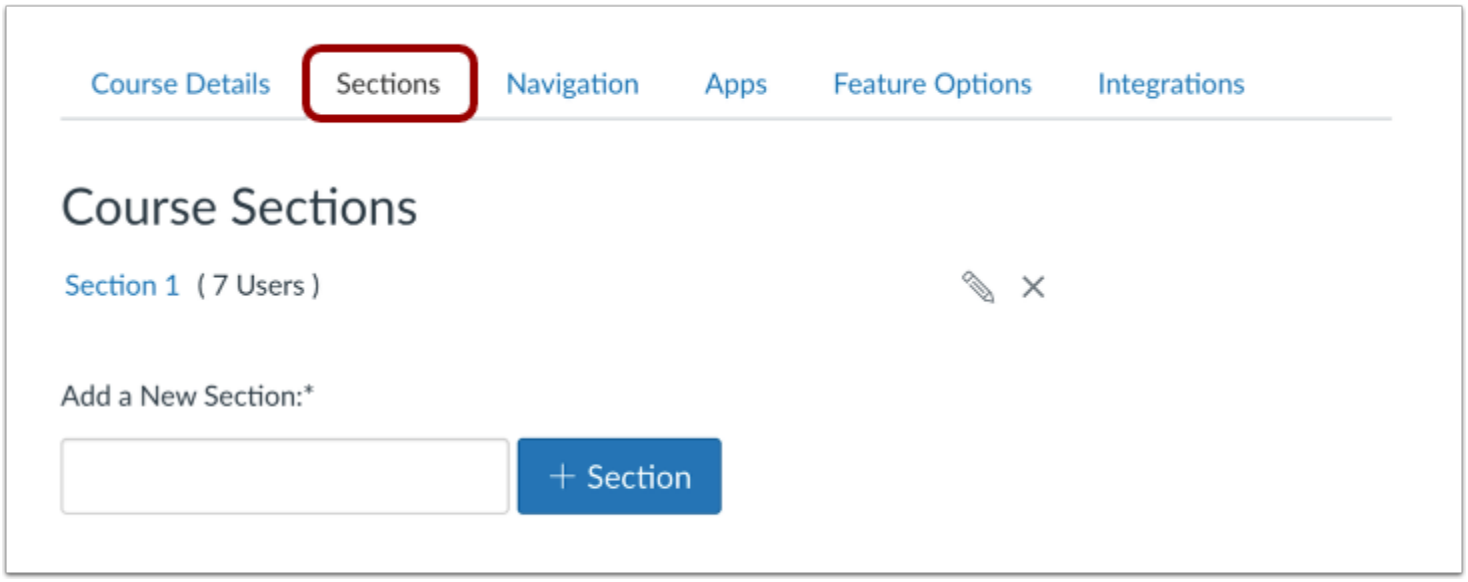


In the Course Details tab [1], you can view the details of your course including its name, course code, file storage availability, and other course options.

You can also view the course status [2].

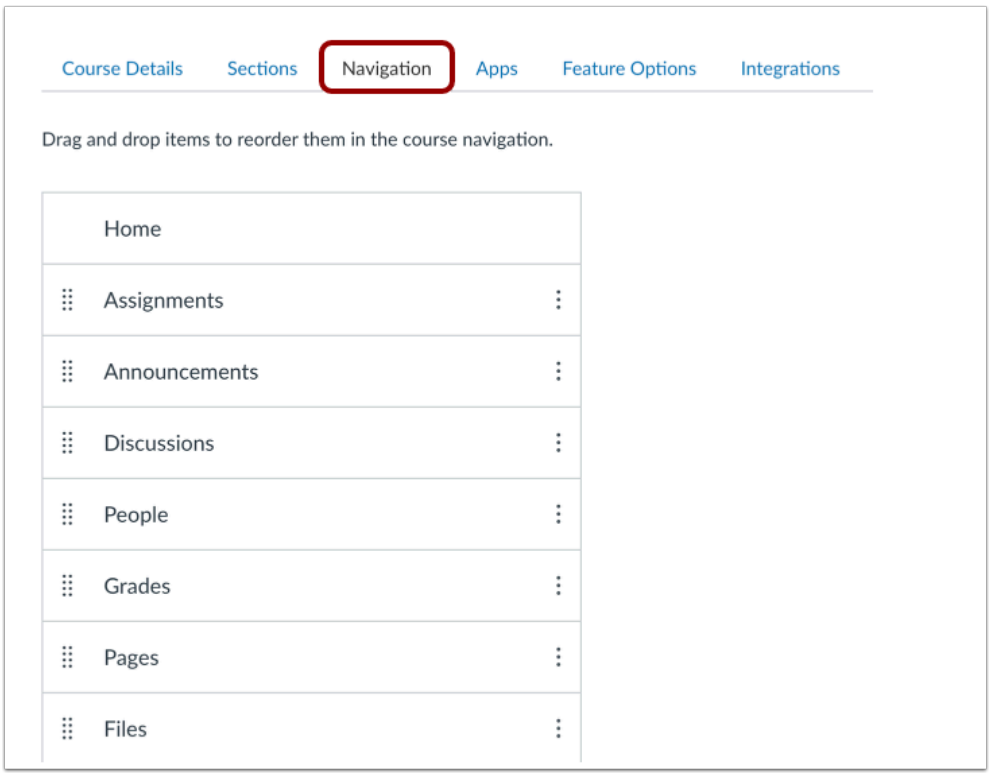
Note: To know whether a published course can be unpublished, hover the cursor over the course status. If the course cannot be unpublished, the hover text notifies you accordingly.

View Sections



In the Sections tab, you can add a section to your course and manage student section enrollments.

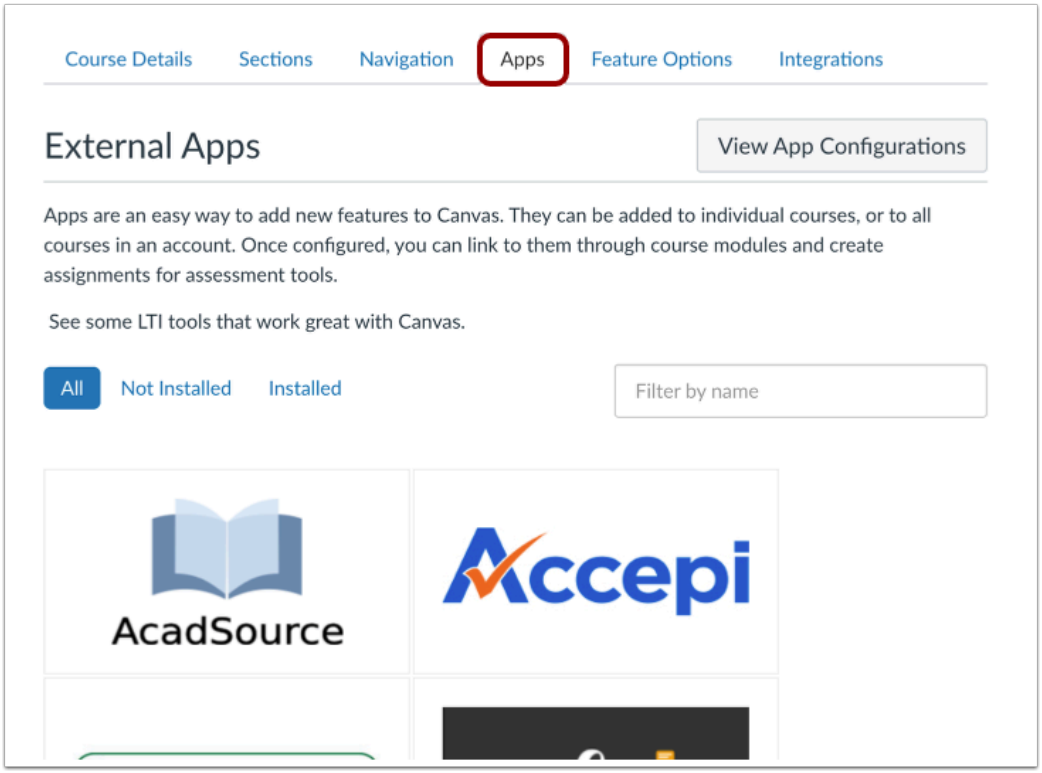
View Navigation



In the Navigation tab, you can modify the Content Navigation links listed in your course. You can drag and drop to reorder and hide course navigation links.

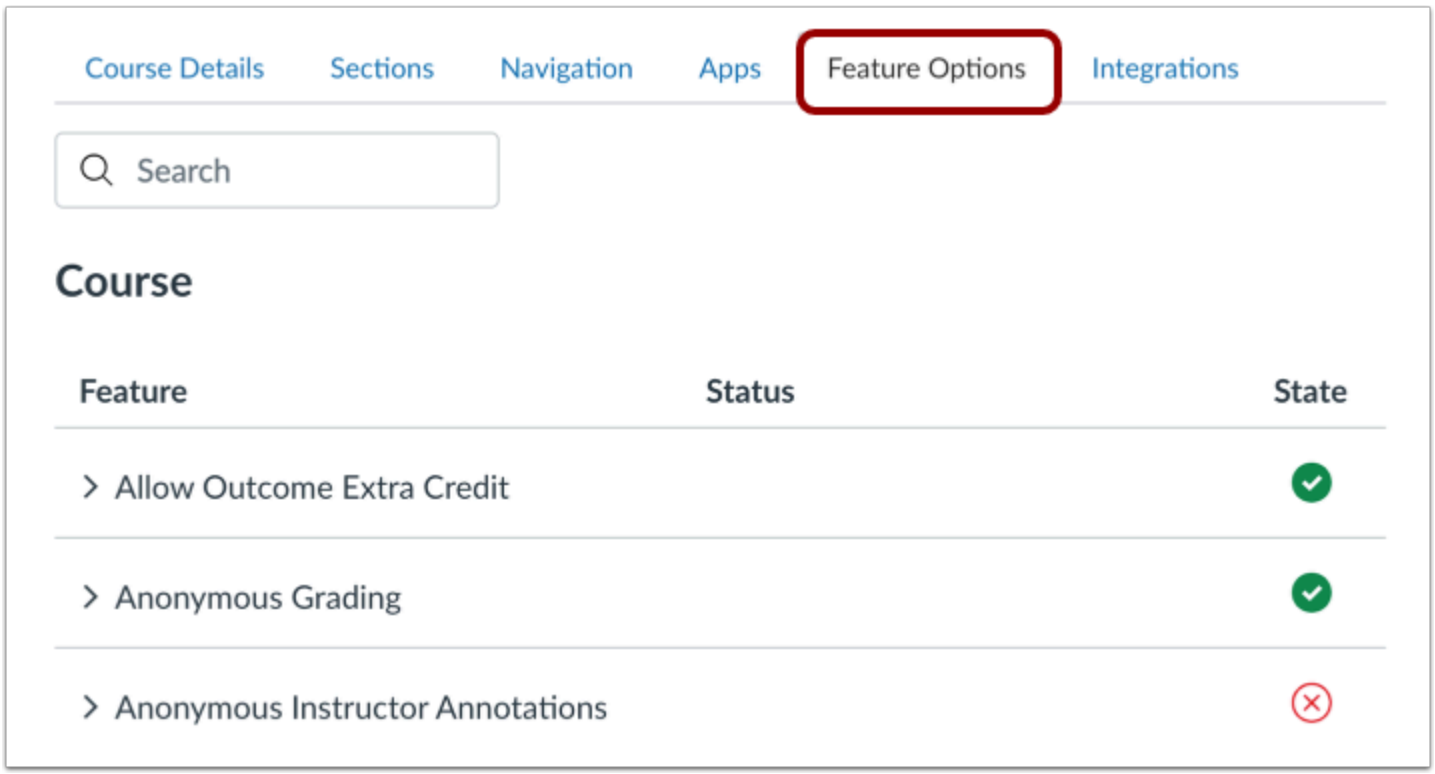
Any configured course navigation External Apps (LTI Tools) that appear in Course Navigation appear here as well.

View Apps



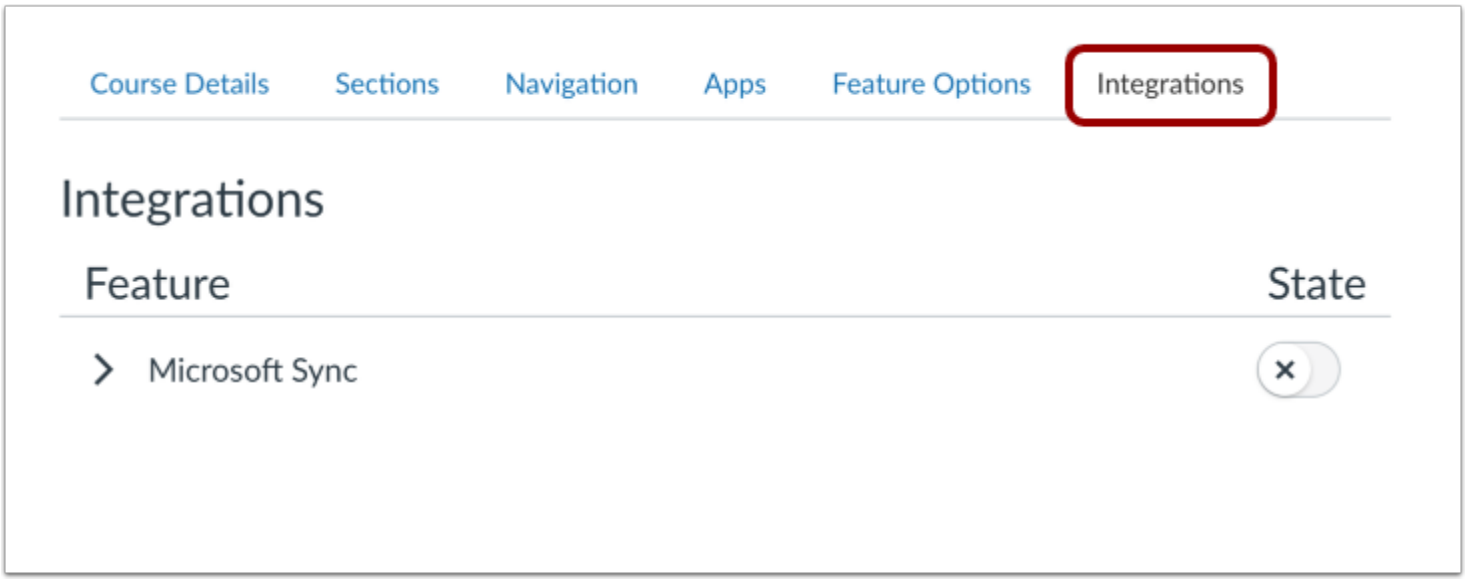
If your institution has enabled the Canvas App Center, in the Apps tab you can view all available external learning tools in Canvas. However, you can also configure apps manually.

View Feature Options



In the Feature Options tab, you can enable and disable Canvas features within your course as made available by your account admin.

View Integrations



If enabled by your institution, you may also view the Integrations tab. From the Integrations tab, you can sync enrollment data to Microsoft Teams.

How do I set details for a course?

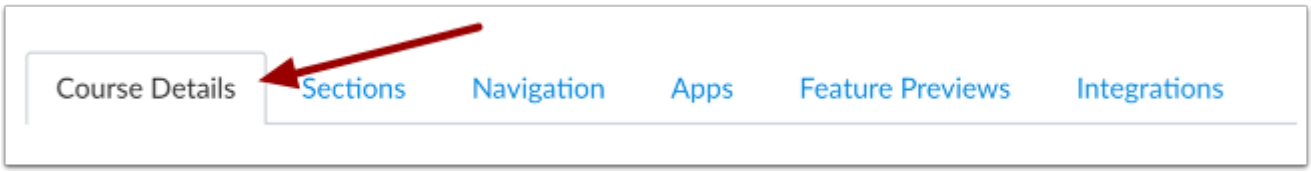
As an instructor, you can manage the details in a Canvas course. The Course Settings page may allow you to manage the course identification details, course Dashboard image, Blueprint information (if any), file storage data, course grading scheme, course license, course visibility, course format, and other options available for the course.

Open Settings



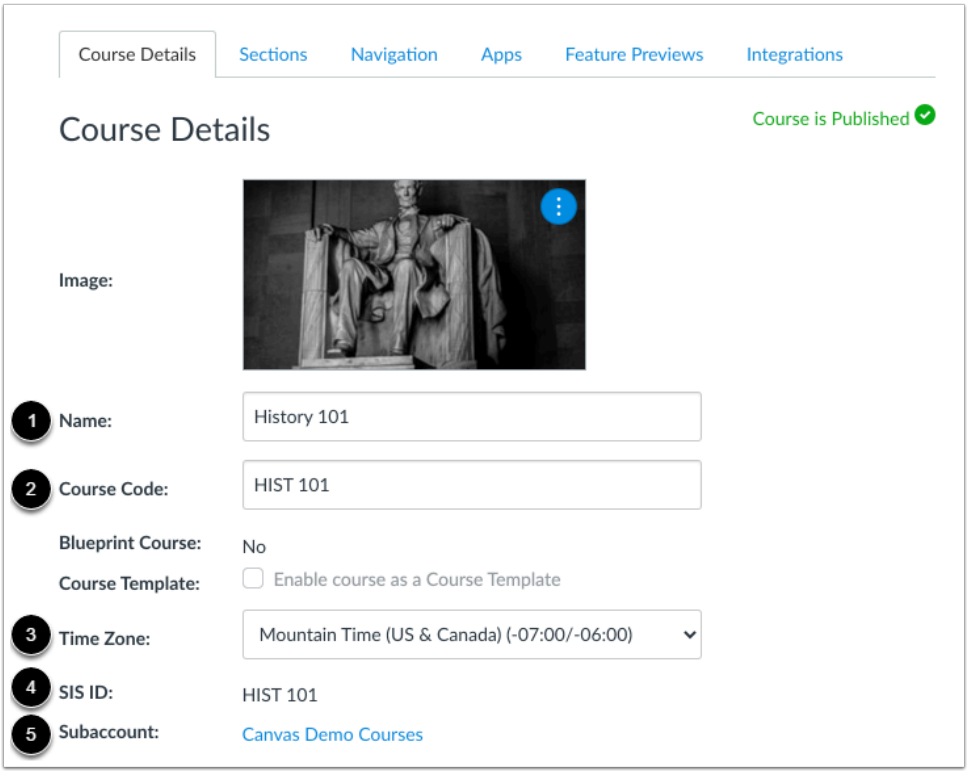
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

View Course Identification

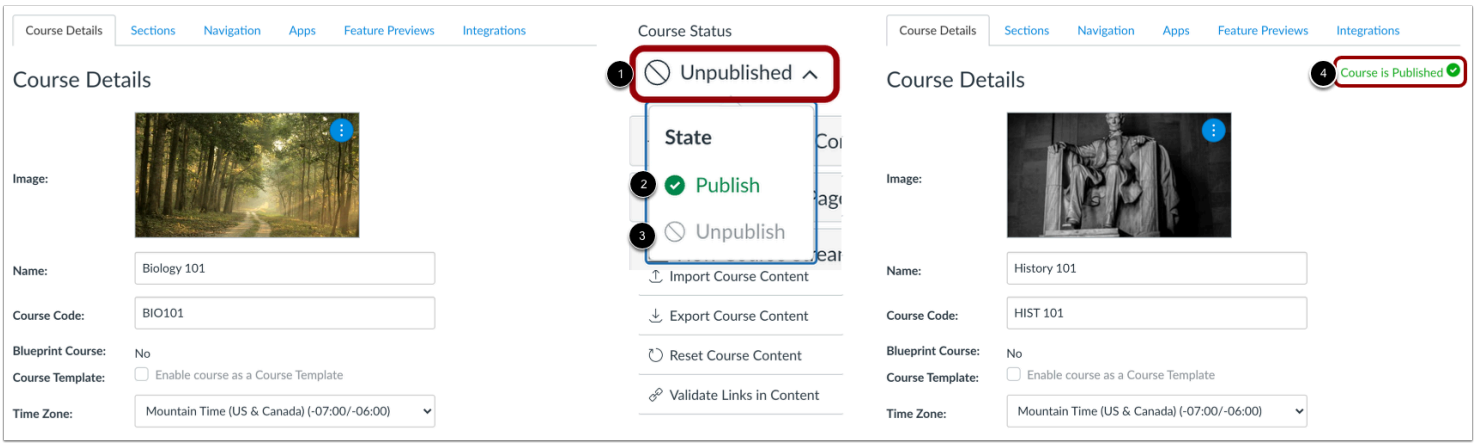


The first section of Course Details shows you an overview of your course, including the course name [1] and course code [2]. Depending on your institution, you may not be able to change your course name and code.

To change your course time zone, use the Time Zone drop-down menu [3].

If you can view SIS IDs, you can view the SIS ID for the course [4]. You can also view the assigned subaccount for the course [5].

View Course Status



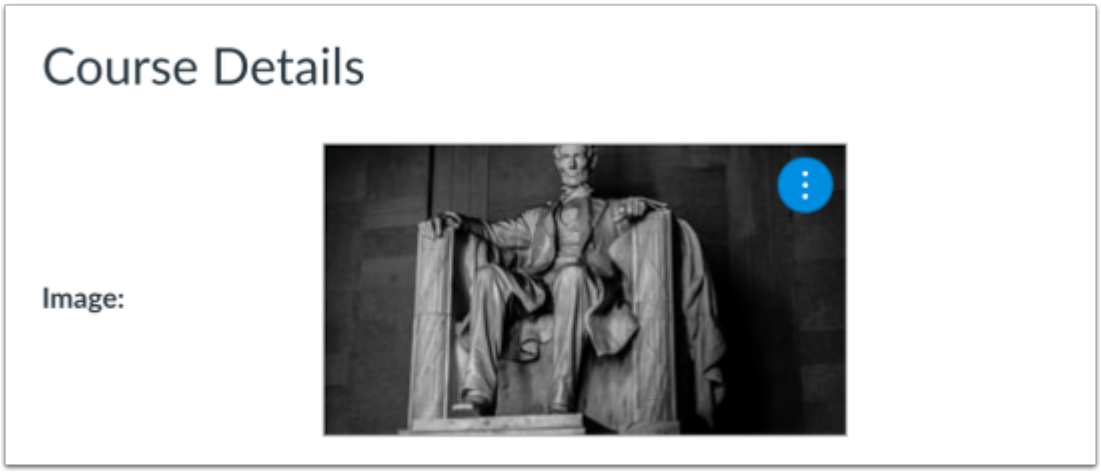
If you have permission to publish or unpublish courses, you can manage your course status in the sidebar. To publish or unpublish the course, click the Course Status dropdown menu [1]. To publish the course, click the **Publish** button [2]. To unpublish your course, click the **Unpublish** button [3].

If you do not have permission to modify your course status or if your course has been published and includes grades, you cannot modify the course's published status [4].

Notes:

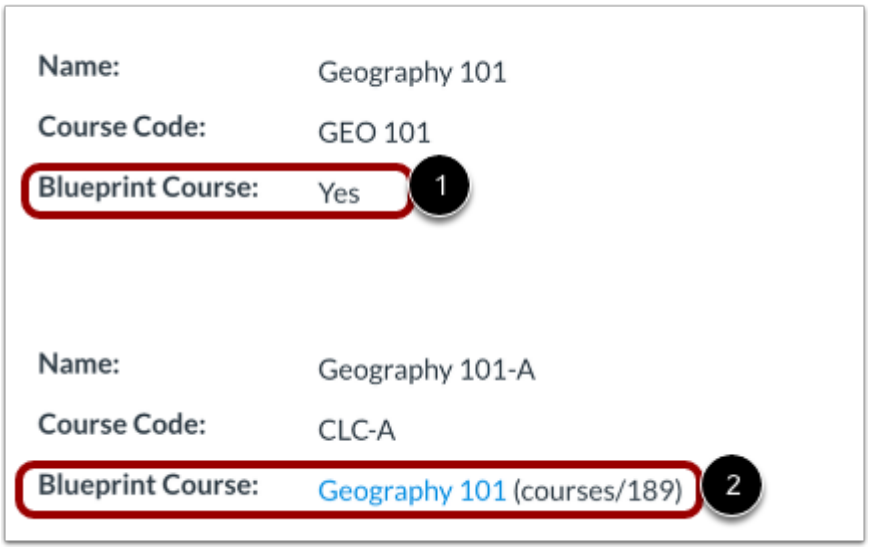
- You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content.
- Publishing a course is a course permission. If you cannot publish your course, your institution has restricted this feature.
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.

View Course Image



If your institution allows you to add an image to a course card in the Dashboard, you can add or replace the course image.

View Blueprint Course



Your Course Details tab indicates whether the course has been enabled as a blueprint course and displays Yes or No [1].

If your course is associated with a blueprint course, your Course Details tab indicates the name of the blueprint course [2]. The course name also includes the course ID as a reference (e.g. courses/XXX). If you have been enrolled in the blueprint course as an instructor or TA, the name of the blueprint course will contain a link to access the blueprint course.

Most commonly, your course will be associated with a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Course Dates

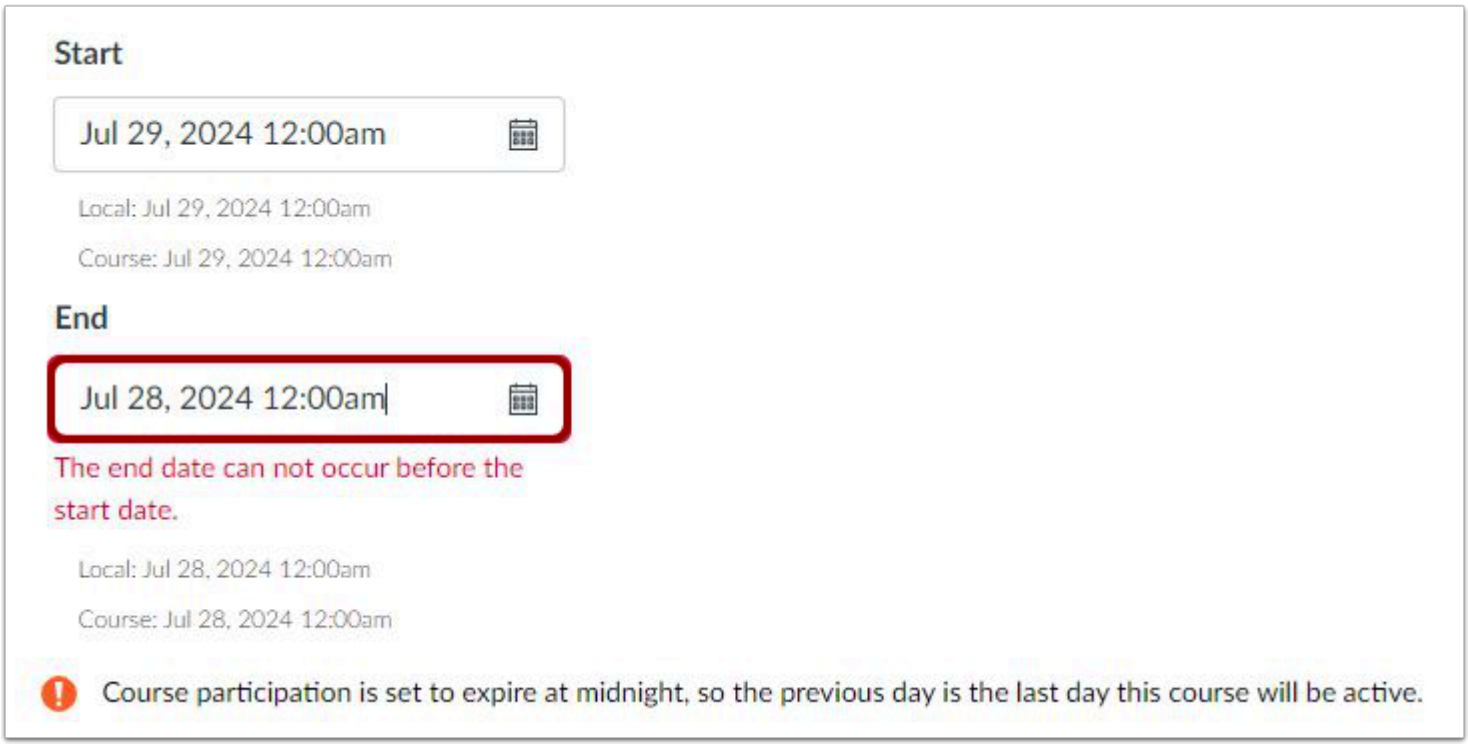


Courses may be assigned to the Default Term or a specific term [1]. By default, your students will be able to participate in the course within the term dates [2].

If needed, you can allow students to participate within course dates [3] and set specific course start and end dates [4]. However, changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before adding course participation dates.

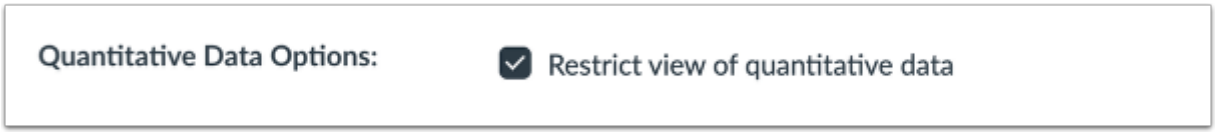
You may also be able tochange student access settings [5] to allow or restrict students from viewing your course before the start or end date.

If a course participation end date is set to midnight, a warning message displays [6].



If the selected date for the End date occurs before the Start date, a warning message displays.

View Quantitative Data Options



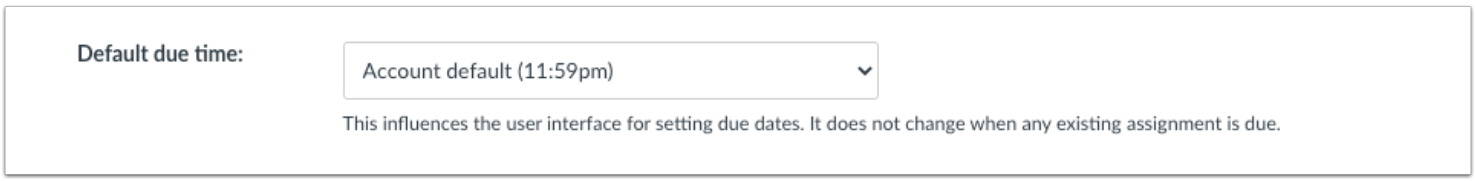
If allowed by your admin, you can restrict the view of quantitative data. When selected, this setting limits the view of course quantitative (numeric) grading data. Students and observers only see qualitative data, which includes letter grades and comments.

Points are converted to a letter grade and points possible are hidden. All other grading information is visible.

Notes:

- If the course does not have a custom grading scheme, the Default Canvas Grading Scheme is used.
- When the setting is enabled, Admins, Instructors, and TAs can still see quantitative data.
- The setting is visible only if your admin enables the quantitative data restriction setting in the account.

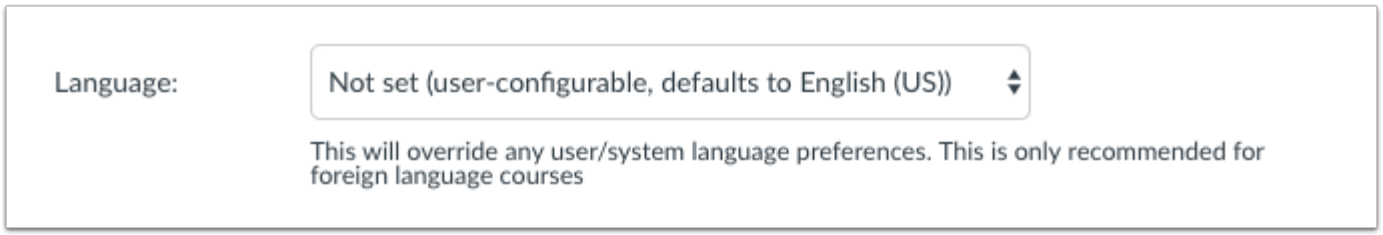
Default Due Time



You can set a default due time for all assignments in your course.

Updating the default due time does not change existing assignments with set due times.

View Course Language



You can set a specific language for your course. By default the language is set to Not set, English (US). Selecting a language for your course will override user language preferences and is only recommended for courses conducted in the selected language.

View File Storage



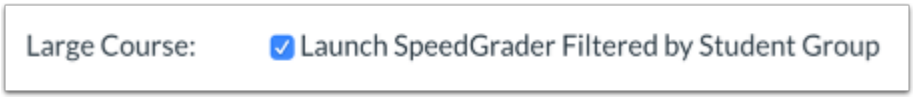
You can view the storage file size allowed in your course. File storage consists of all files in course files and assignment submissions. Administrators at your institution set the file storage quota for each course.

Notes:

- Canvas course imports count against course quotas. If a course import fails, verify the size of the file against your course file storage quota. If necessary, contact your Canvas admin to request a larger course quota.

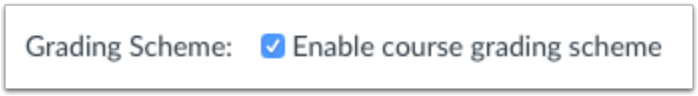
- Copied Canvas courses and course items do not count against course file storage quotas. You can copy existing Canvas courses and course items from the original course into your new course without impacting your course file storage quota.

View Large Course Setting



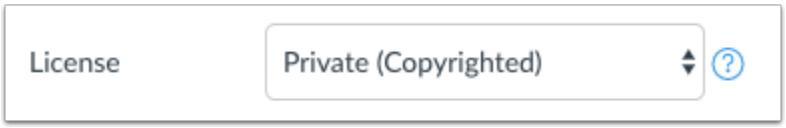
You can enable the option to launch SpeedGrader filtered by student group in your course. When this setting is enabled, you must choose a student group when opening SpeedGrader. This setting is disabled by default.

View Grading Scheme



You can enable a grading scheme for your course. A grading scheme is a set of criteria that measures varying levels of achievement in a course. You can also view the current existing grading scheme, if any. This setting is disabled by default.

View License



You can view the license for your course. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to set a license for your course.

View File Usage Rights



You can view the file copyright setting for your course. If this option is enabled, usage right information must be selected for all course files before they can be published. This setting is disabled by default.

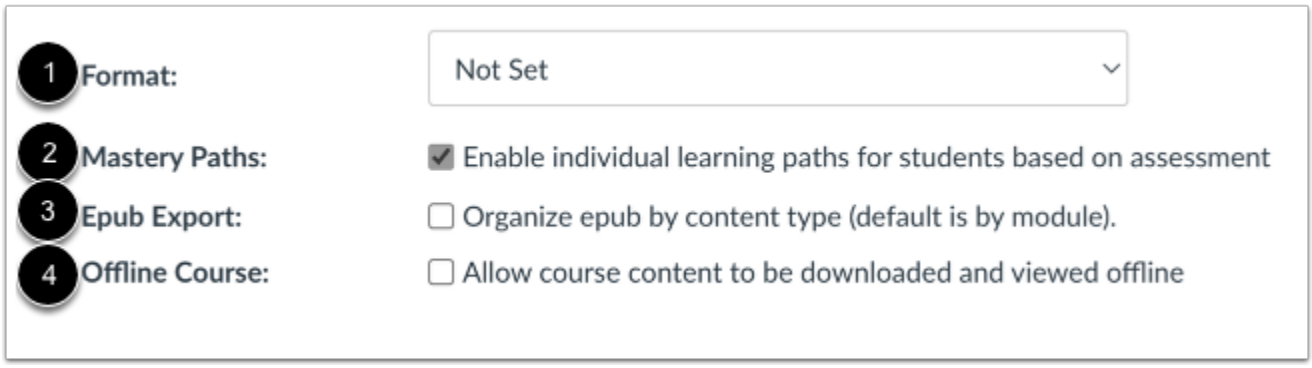
Note: If the option to manage file usage rights cannot be changed, your institution has locked this setting.

View Visibility



You can view any visibility settings for your course. Each visibility option is independent of the others. You cancustomize course visibility,customize content visibility,and include the course in thepublic course index.

View Formats



You can set the format for your course in the Format menu [1]. This setting specifies the intended format of the course. To change the course format, click the format drop-down menu.

If Mastery Paths has been enabled by your institution, you can enable Mastery Paths for your course [2]. Mastery Paths allows you to customize learning experiences for students based on performance.

You can also allow users to download your course for offline viewing using one of two options.

- If ePub Exporting is enabled in your course, you can view the **ePub Export** check box [3] and change the ePub format.
- If your course displays an Offline Course check box [4], your institution has enabled course content to be viewed offline as an HTML file. By default, this check box will be selected. However, you can manage offline course access by deselecting the check box at any time.

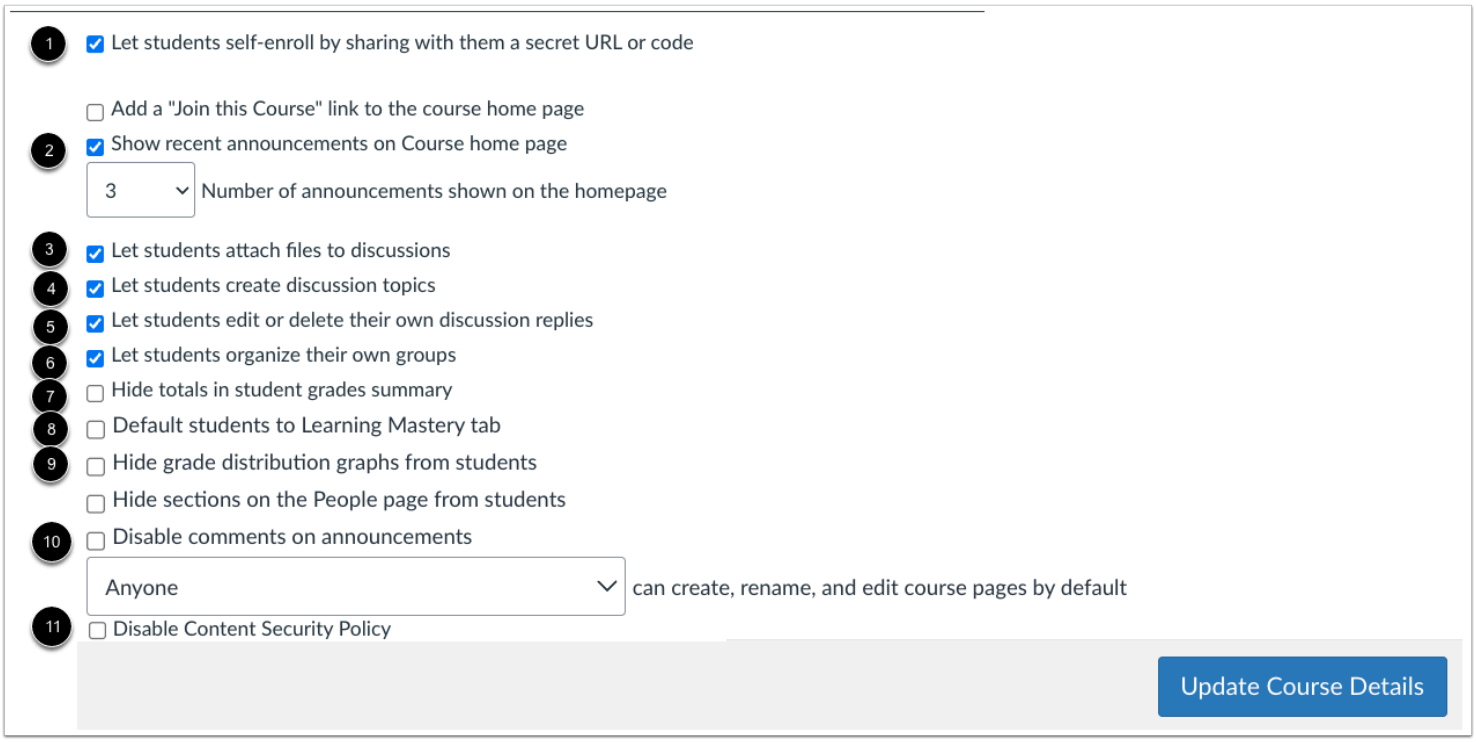
Note: If Mastery Paths is locked at the account level, the setting cannot be managed at the course level.

View Description



If your course is part of the public course index, you can include a description for your course in the description field.

View Additional Settings



You can grant additional course privileges for students by selecting the appropriate checkbox:

- Allow students to self-enroll by clicking the **Let students self-enroll by sharing with them a secret URL or code** checkbox [1]. Disabled by default.
- Show recent announcements on the course home page by clicking the **Show recent announcements on course home page** checkbox [2]. Disabled by default.
- Allow students to attach files to discussion replies by clicking the **Let students attach files to Discussions** checkbox [3]. Enabled by default.*
- Allow students to create new discussion topics by clicking the **Let students create Discussion Topics** checkbox [4]. Enabled by default.*
- Allow students to edit or delete their own discussion replies by clicking the **Let students edit or delete their own discussion replies** checkbox [5]. Enabled by default.*
- Allow students to create their own student groups by clicking the **Let students organize their own groups** checkbox [6]. Enabled by default.
- Hide student grade totals in the grades page by clicking the **Hide totals in student grades summary** checkbox. Disabled by default [7].
- Set the Learning Mastery tab as the default view on the student Grades page by clicking the **Default students to Mastery tab** checkbox. Disabled by default [8].

- Hide the grade distribution graphs in the grades page by clicking the **Hide grade distribution graphs from students** checkbox. Disabled by default [9].
- Disable comments on announcements by clicking the **Disable comments on announcements** checkbox [10].* (Depending on your institution's preference, this option may already be selected for you.)
- Allow students to edit course pages by default by selecting the **Edit course pages** drop-down menu.*
- If the Content Security Policy is enabled in an account, admins can disable the Content Security Policy for a course by clicking the **Disable Content Security Policy** checkbox [11]. If the box is checked, the policy is disabled for this course.

*These options can also be selected from the feature's index page.

Update Course Details



Click the **Update Course Details** button to save changes.

How do I change a course name and course code?

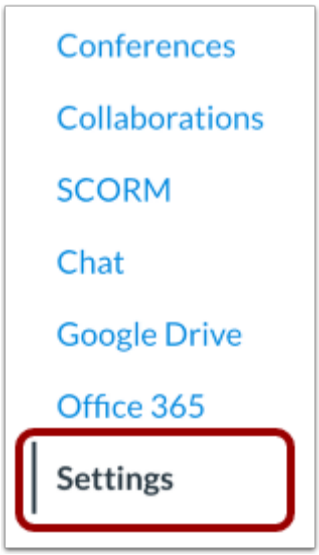
If you have permission from your admin, you can change your course name and course code in your course Settings in Canvas.

The course code is a short name for the course and is displayed at the top of the Course Navigation menu and in course cards in the dashboard.

Notes:

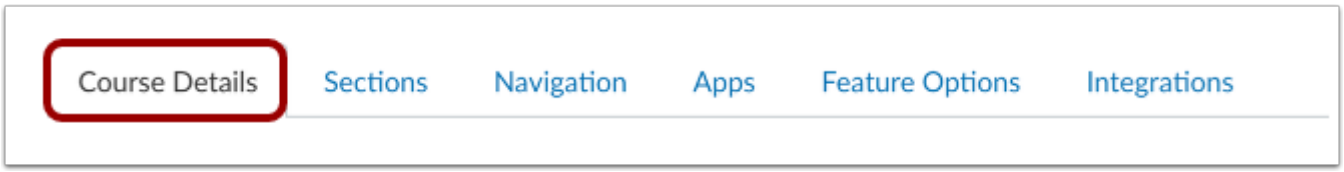
- Course names and codes may be generated by your institution's student information system (SIS). If these fields are not editable, you cannot change the course name or code.
- The course code is also known as the reference code or short name.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



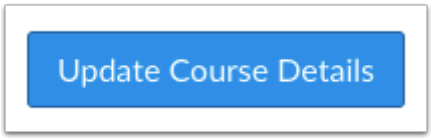
Click the **Course Details** tab.

Edit Course Name and Code



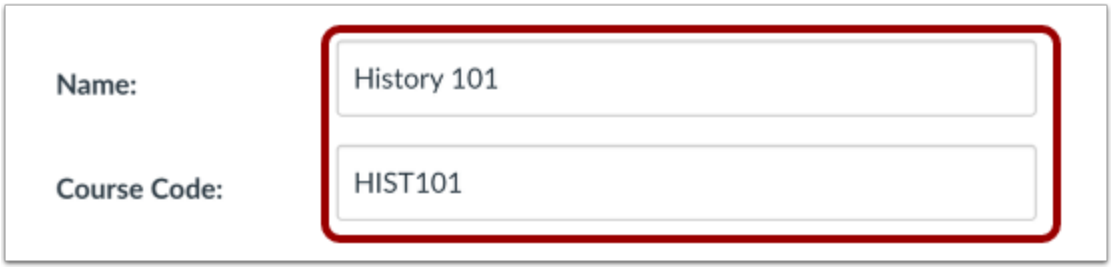
Edit the course name and code by typing in the name [1] and course code [2] fields. Both fields have a 255 character limit.

Update Course Details



Click the **Update Course Details** button.

View Changes



Your changes will be reflected in the course details.

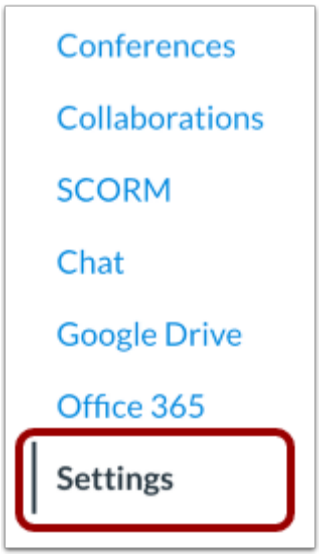
How do I add an image to a course card in the Dashboard?

If your institution allows, you can upload an image to display behind the course card in the Canvas Dashboard. Accepted images include JPG, JPEG, GIF, and PNG files.

When added to a course, images display behind a color overlay in the course card. The overlay color is a user setting defined individually by each user in the Dashboard. Although users can remove the color overlay, choosing an image that works behind various colors is best.

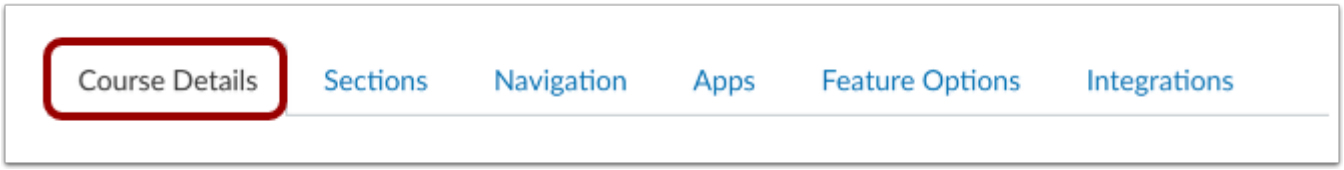
Note: Course card images are categorized as decorative images for screen readers and are set at a size of 262 pixels by 146 pixels.

Open Course Settings



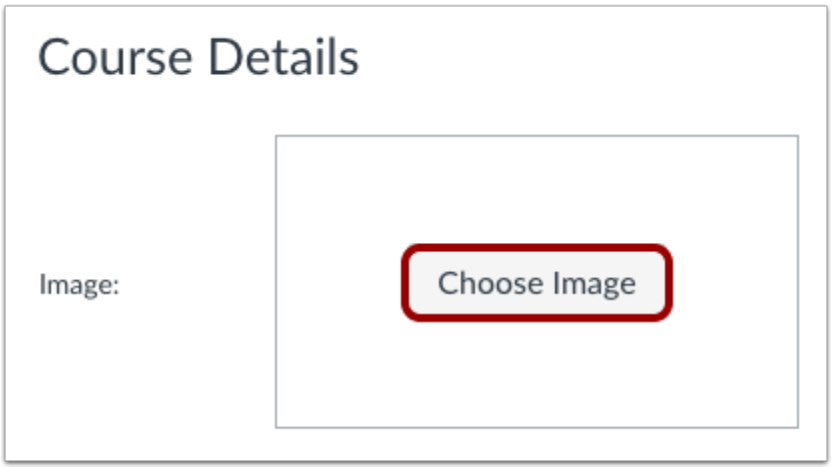
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Choose Image



Click the **Choose Image** button.

Upload File

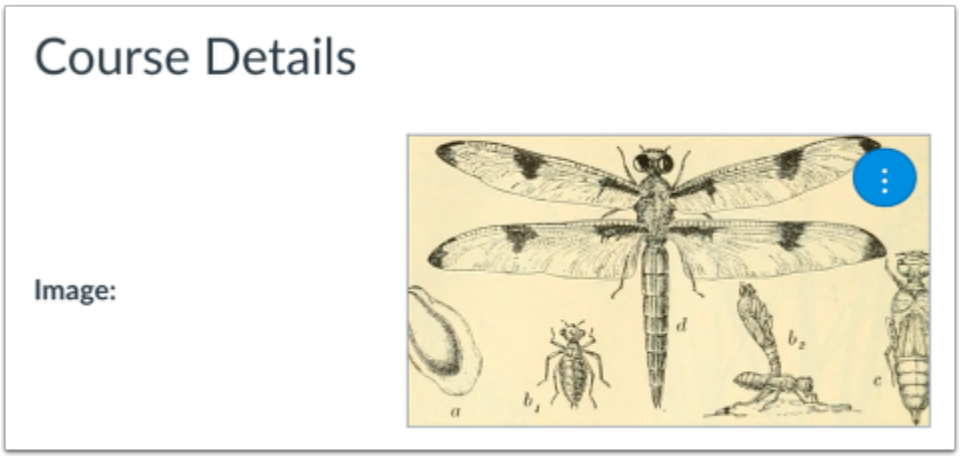


To upload your own image, drag and drop your image into the **Upload Image** section. Or, to browse your computer and locate an image, click the **Upload Image** section.

Images will automatically upload, but larger images may take a few seconds to process. The image will be centered and resized to fit the course card, which is set at a width of 262 pixels and a height of 146 pixels.

Note: Images larger than 10MB will not display correctly.

View Image



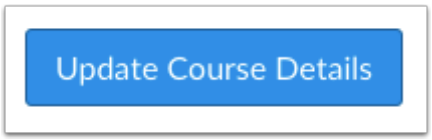
View the image as it will be shown in the Dashboard course card.

Manage Image



To manage the image, click the **Options** icon [1]. To change the image and select a new one, click the **Choose image** option [2]. To remove the image completely, click the **Remove image** option [3].

Update Course Details



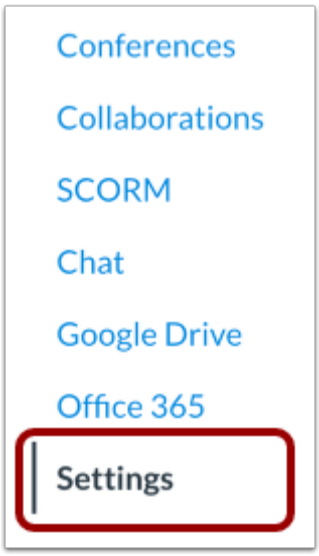
Click the **Update Course Details** button.

How do I set a time zone for a course?

All dates and times throughout a course are displayed according to the course time zone. Courses automatically default to the account time zone. However, as an instructor, you may be able to change the time zone for your course.

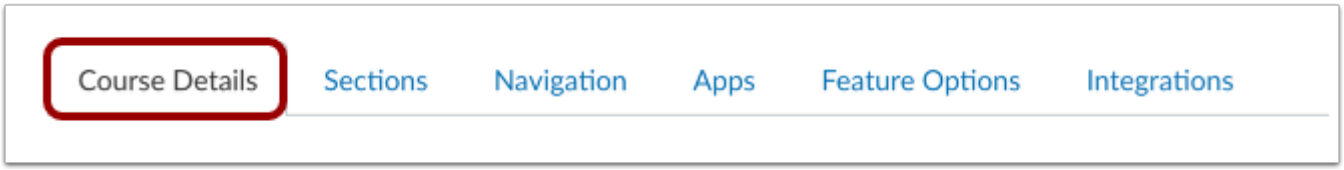
Note: Users can specify a time zone in their User Settings, which does not have any effect on the course time zone. If users have set a specific time zone in their User Settings, all course dates and times will display in their local time, but if they hover over the date and time, they can also see the course date and time.

Open Course Settings



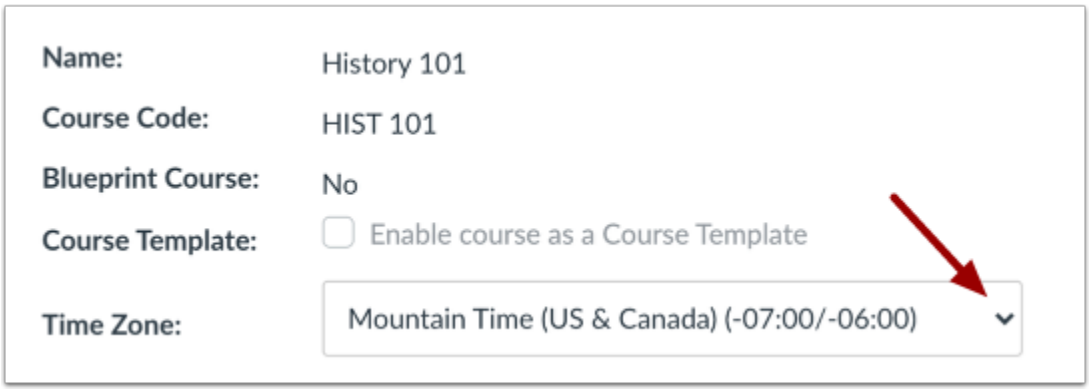
In Course Navigation, click the **Settings** link.

Open Course Details



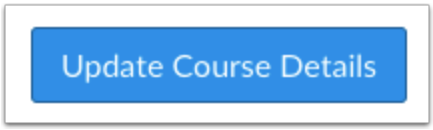
Click the **Course Details** tab.

Set Course Time Zone



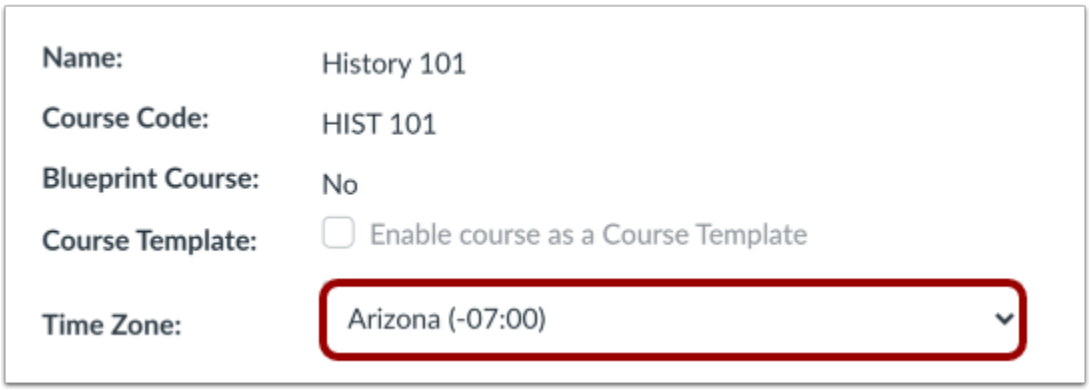
In the **Time Zone** drop-down menu, select a new time zone for your course.

Update Course Details



Click the **Update Course Details** button.

View Course Time Zone



View the time zone for your course.

How do I change the start and end dates for a course?

By default, students can participate in courses within the term start and end dates set for your entire institution. However, as an instructor, you may need to change the participation start and end dates for your course. Dates can be shorter than or overlap the term dates. For more information, view the interactive Student Course Visibility and Participation flowchart.

Limit User Participation Dates

You can limit user participation to certain dates by setting course participation dates. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task within a course. If you set course participation dates, students can accept the course invitation, access the course, and look at content, but they cannot fully participate until the first day of the course. When the course is concluded, the course is placed in a read-only state.

Dashboard Considerations

The Student participation dates may also affect courses that have been marked as a favorite and display in the Dashboard. If a course includes course participation dates, students cannot participate in the course after the end date, and the course will be removed from the Dashboard.

Moreover, if term dates are being used as course participation dates, the course will not be removed from the Dashboard until the course is concluded via term dates.

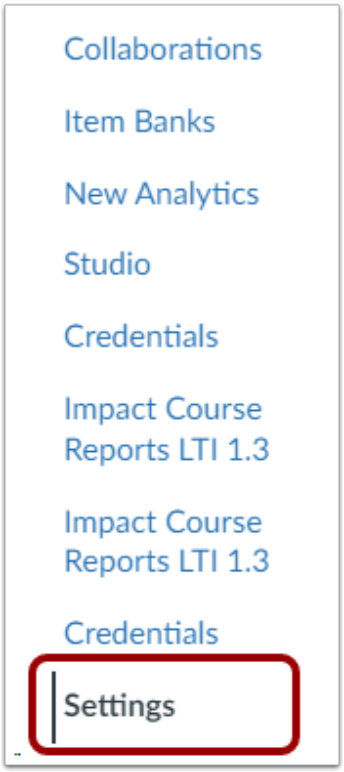
Restrict Course Access

If you do not want students to view any content in the course until the course start date, Course Settings also allows you to restrict students from being able to access content. You can also choose to restrict all course access after the course has concluded.

Notes:

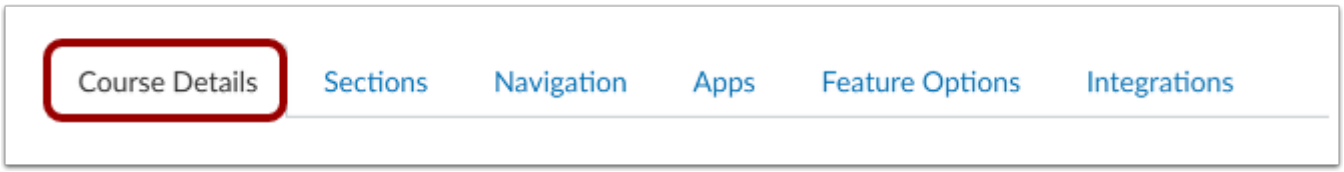
- If you cannot change what is displayed in the Participation drop-down menu, your institution has restricted instructors from modifying course availability dates.
- You can only change the course end date when your enrollment is active. Course dates cannot be changed once your enrollment has concluded for the course.

Open Settings



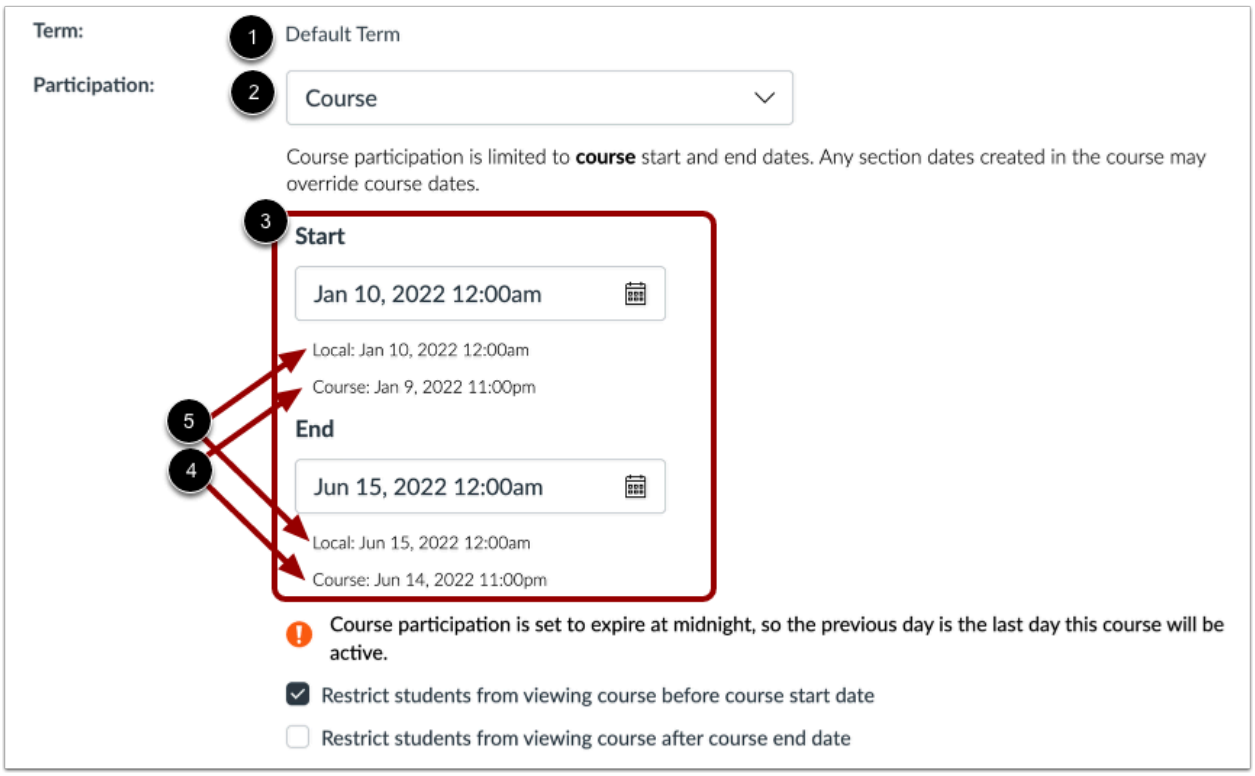
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

View Term Participation Dates



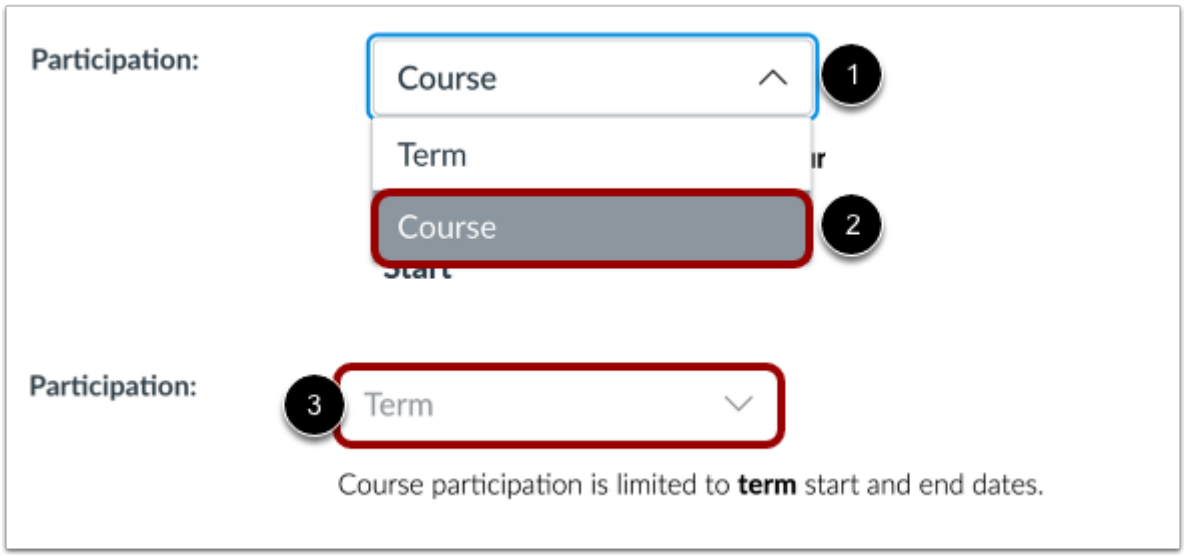
Courses may be assigned to the Default Term or a specific term [1]. By default, courses are set to follow the term start and end dates set for your entire institution [2].

If the Term option is selected in the Participation drop-down menu, you can view the term start and end dates [3]. Term dates can only be modified by a Canvas admin. If no dates have been created for the term (such as when the Default Term is used), the Start and End fields will display as empty.

Notes:

- If the course is assigned to the Default Term and participation dates are set to follow term dates, students can participate in the course indefinitely.
- When setting a start and end date for a course, instructors can view local and course time zones set for the course [4] and the local time for the user [5].

Set Course Participation Dates

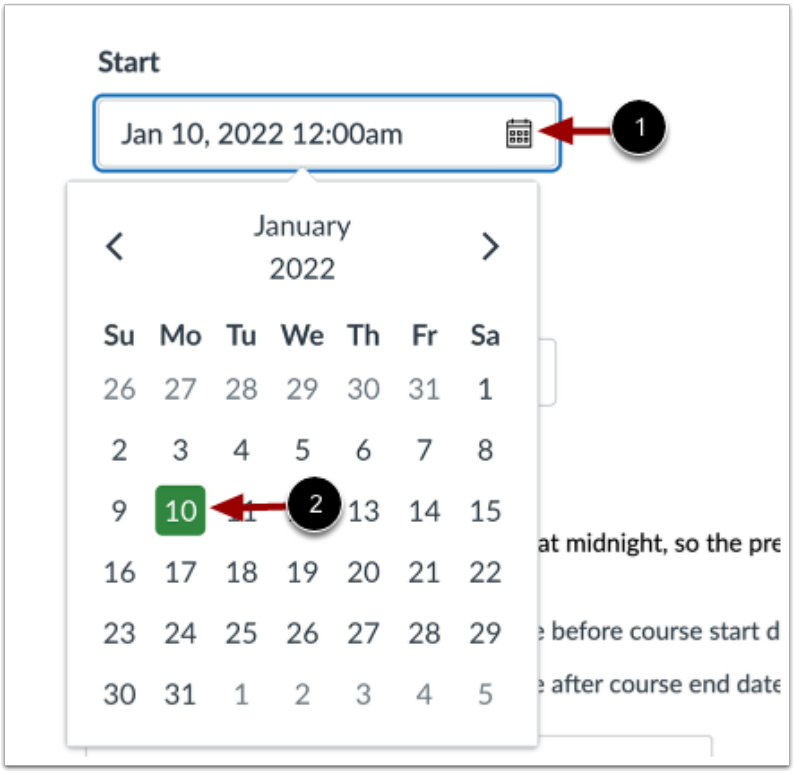


To set different participation start and end dates for your course, click the **Participation** drop-down menu [1] and select the **Course** option [2].

If you cannot change what is displayed in the Participation drop-down menu, your institution has restricted instructors from modifying course availability dates [3].

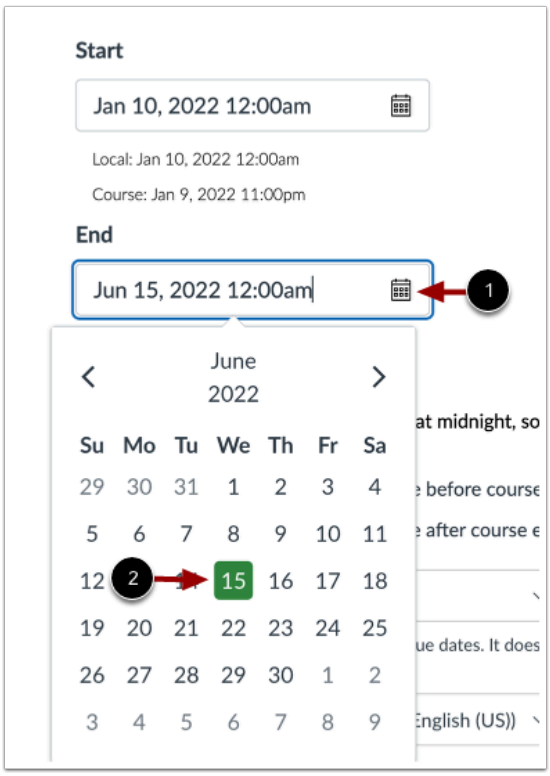
Note: Course dates are cleared when participation dates are set to Term dates.

Set Start Date

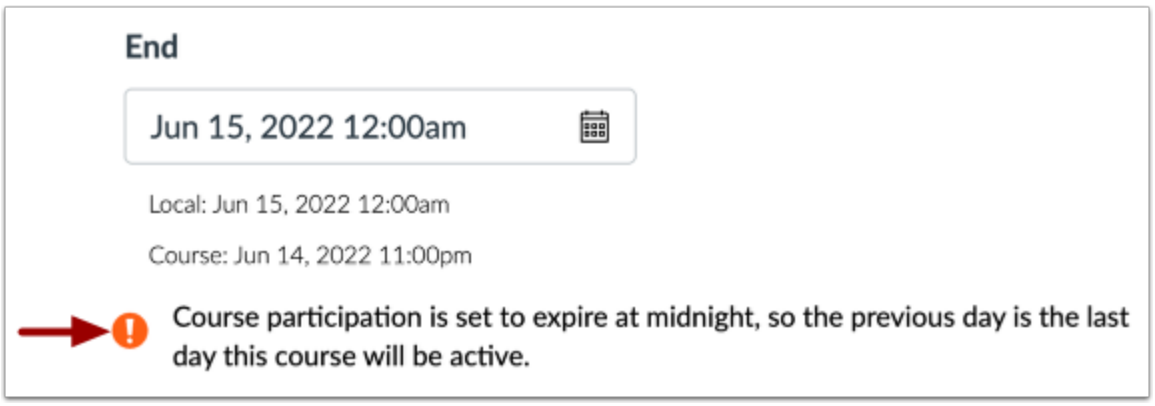


To select the start date, click the **Start** calendar icon [1]. Then select a new start date for the course [2].

Set End Date



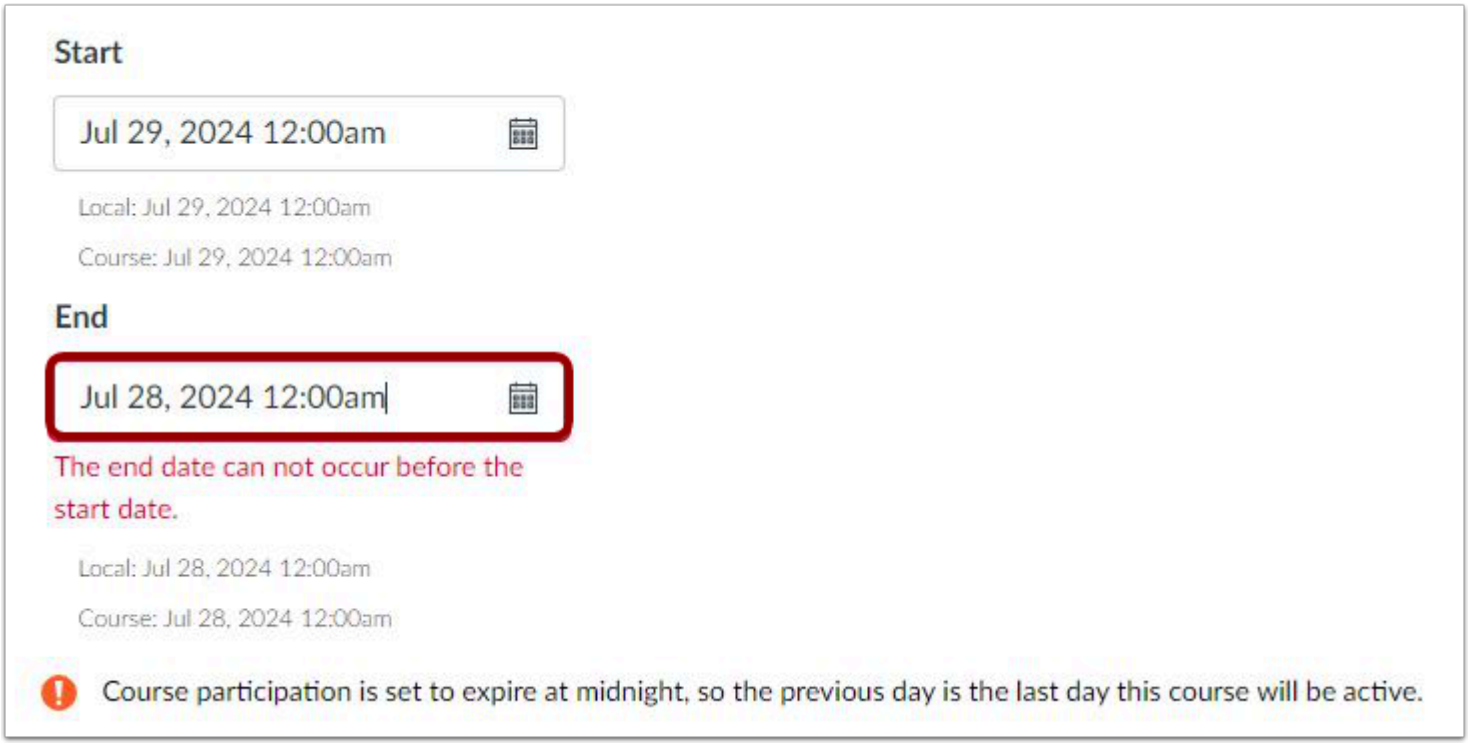
To select the end date, click the **End** calendar icon [1]. Then select a new end date for the course [2].



If your end date time is midnight, a warning message displays notifying you that the date prior to the set end date will be the last participation day in the course. For instance, if the course were set to end January 13, the last full participation date for the course would be January 12.

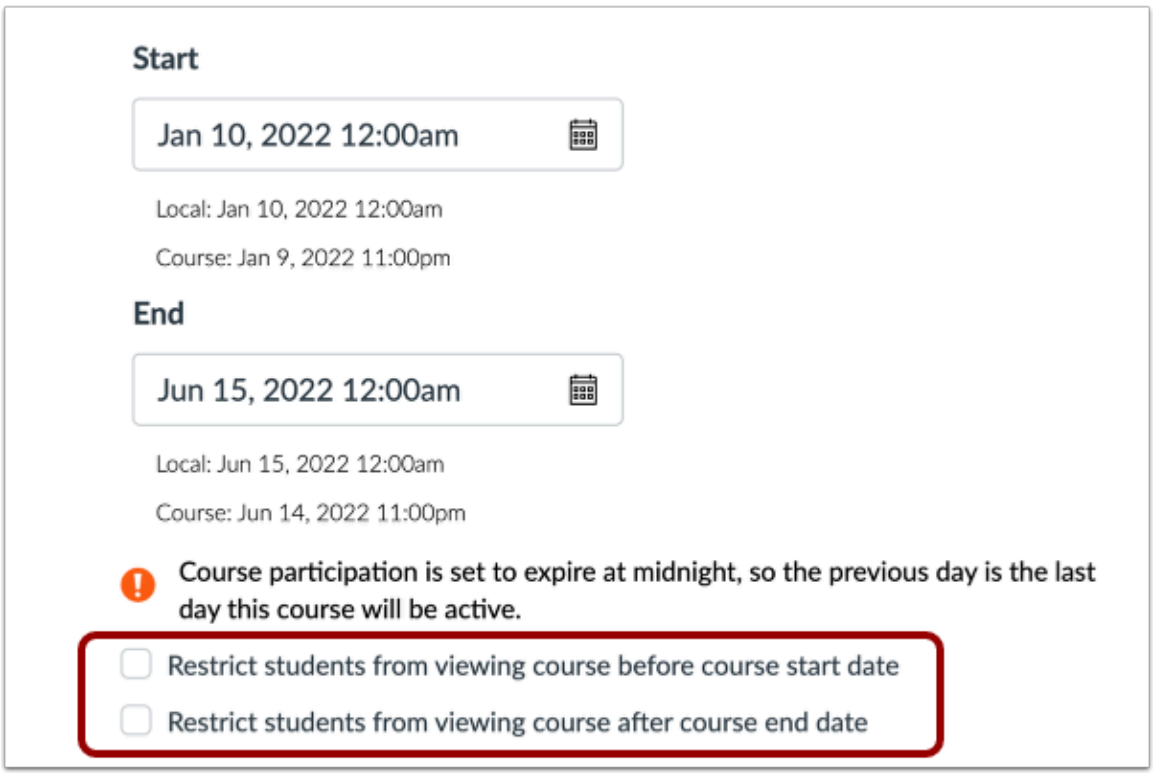
Notes:

- Students can only participate in the course between the course dates, and the course will be in a read-only state outside the course dates.
- Course participation dates only affect student and observer roles; all other roles default to term access dates.
- End dates occur at precisely the minute they are set. For example, a course with an end time at 11:59pm will end at 11:59:00.
- Students will not receive notifications for course announcements prior to the course start date.



If the selected date for the End date occurs before the Start date, a warning message displays.

Restrict Course Access



You may also be able to[change student access settings] to allow or restrict students from viewing your course before the start or end date. When selected, the course is inaccessible outside course dates. If course dates are blank, students can participate in the course indefinitely.

Note: If you cannot manage the settings to restrict students from viewing course content, your institution has not enabled this feature.

Update Course Details



Click the **Update Course Details** button.

How do I restrict student access to a course before or after the course dates?

As an instructor, you may be able to restrict student access to your course before or after the course participation dates. By default, course participation dates are limited to term dates. You can restrict students from viewing the course before or after term dates. Or, if your course has set course participation dates, you can restrict students from viewing the course before or after the set course dates. For more information, view the interactive Student Course Visibility and Participation flowchart and Course Participation Access During and After Course Dates.

Please be aware that the settings for student access are already set by your institutional admin. If settings are available to you, you can modify them for your course. If settings are locked, you cannot change the settings for your course.

Restrict students from viewing course before term or course start date:

- When a student enrolls in a future course, it appears in the Future Enrollments section of their Courses list.
- Once the course is published, student see an invitation to join the course.
- After joining a future course, students can view course content at any time before the course begins, unless restrictions are set.

How restrictions work:

- If course participation is limited to term dates: Enable Restrict students from viewing course before term start date to block early access.
- If course participation is limited to course dates: Enable Restrict student from viewing course before course start date to block early access.
- Course dates override term dates: If the course start date is later than the term start date, you must enable this option to prevent access before the course start date.
- If participation is limited to set course dates but no start date is entered, students can still access the course before the term start date.

Restrict students from viewing course after term or course end date:

- Once a course has concluded, students can still view the course but all content is displayed in a read-only state.

How restrictions work:

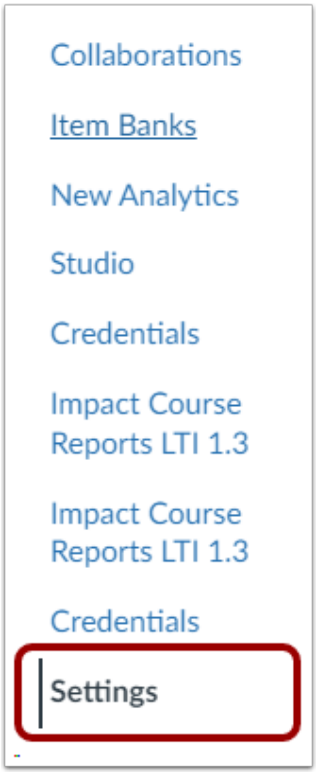
- If participation is limited to term dates: Enable Restrict students from viewing course after term end date to block access after the term ends.
- If participation is limited to course dates: Enable Restrict students from viewing course after course end date to block access after the course ends.

- Course dates override term dates: If the course end date is later than the term end date, you must enable this option to restrict access after the course end date.
- If participation is limited to set course dates but no end date is entered, students will still have access after the term end date.

Notes:

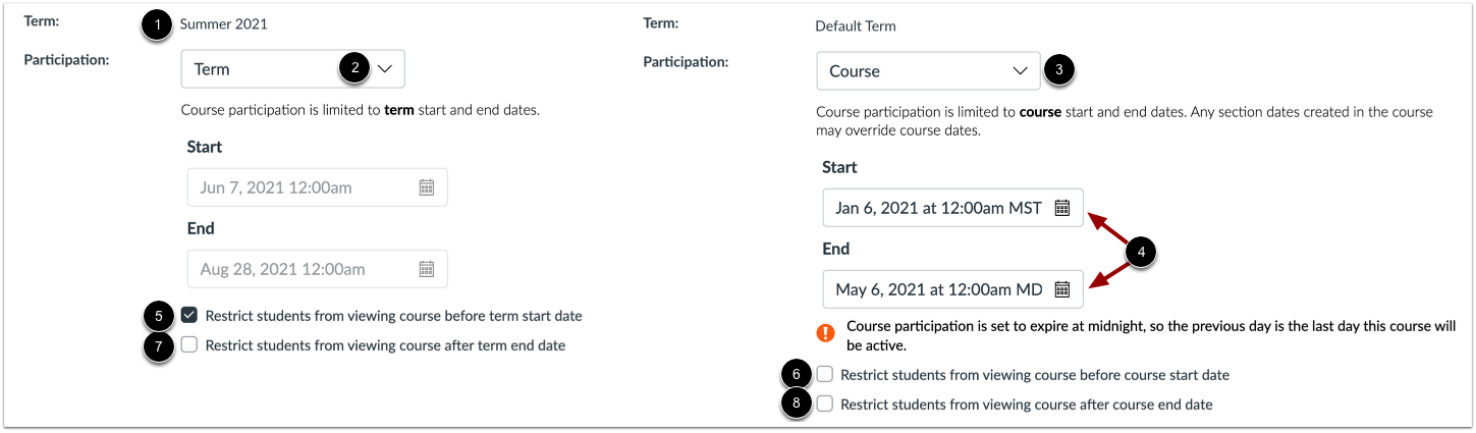
- Although any changed section dates override course dates, student access restrictions cannot be set at the section level, and restriction options apply to all sections within the course.
- Restricting student access does not apply to users who do not have course enrollments and are accessing the course through Public or Institution visibility options.

Open Settings



In Course Navigation, click the **Settings** link.

Set Restriction Options



Courses may be assigned to the Default Term or a specific term [1]. By default, students will be able to participate in the course within the term dates [2]. However, your course may allow students to participate within course dates [3] and have set course start and end dates [4].

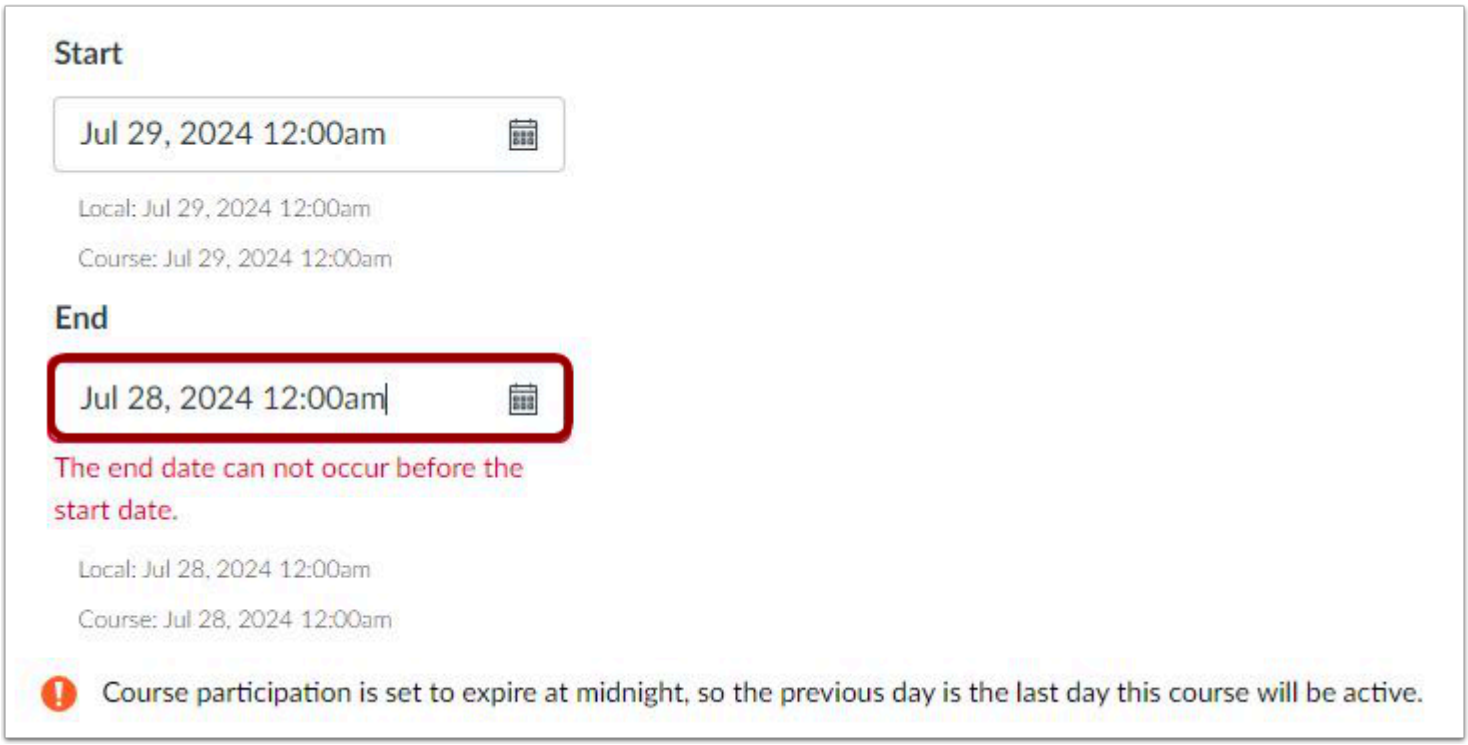
By default, student access checkboxes are not selected, meaning students can view courses before and after term or set course dates. To retain this default for the course, do not select any checkboxes.

To restrict students from viewing a link to the course before the term start date, click the **Restrict students from viewing course before term start date** checkbox [5].

To restrict students from viewing a link to the course before the set course start date, click the **Restrict students from viewing course before course start date** checkbox [6]. If the course start date is blank, students can access the course before the term start date.

To restrict students from accessing the course after the term end date, click the **Restrict students from viewing course after term end date** checkbox [7].

To restrict students from accessing the course after the set course end date, click the **Restrict students from viewing course after course end date** checkbox [8]. If the course end date is blank, students can access the course after the term end date.



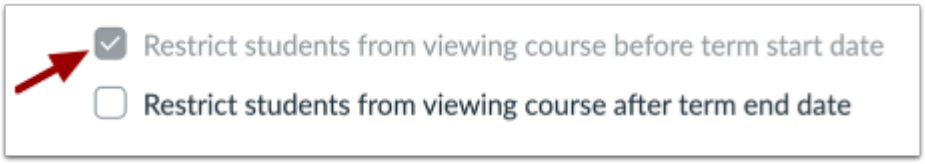
Note: If the selected date for the End date occurs before the Start date, a warning message displays.

Change Student Access

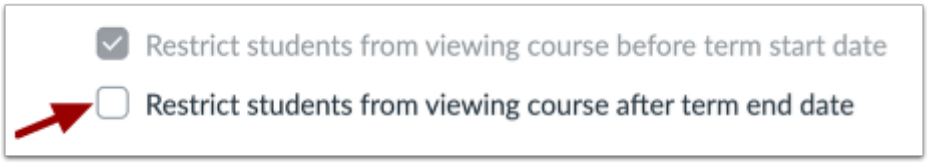
The default checkbox settings are passed down from the account level. By default, student access checkboxes are not selected, meaning students can view and access courses before and after course participation dates.

Depending on your admin, the student access setting may vary in your course.

View Locked Setting

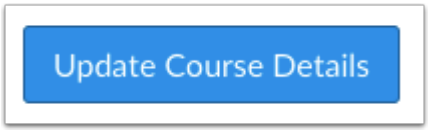


If your admin has locked one or more settings, locked settings are grayed out and cannot be changed.



If your admin has not locked one or more settings, you can change the settings for your course as necessary. If any settings are already selected, the selection indicates the default for the entire institution.

Update Course Details

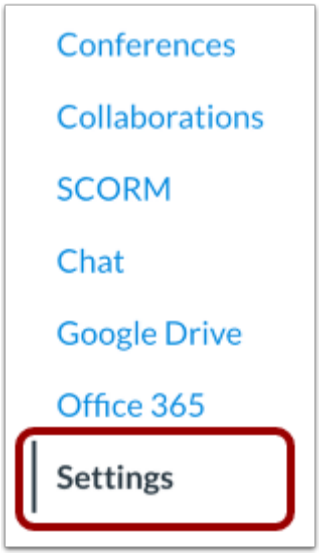


Click the **Update Course Details** button.

How do I change the language preference for a course?

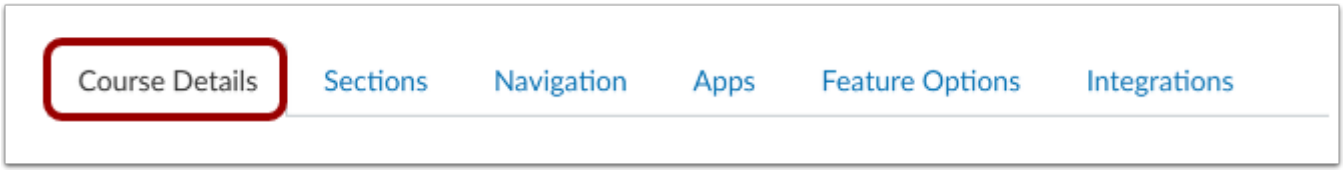
You can change the language settings for your course to override user and account settings. This feature should probably only be used for foreign language courses.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



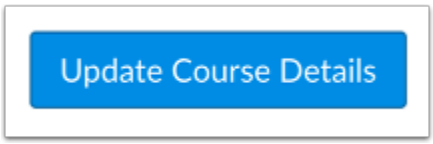
Click the **Course Details** tab.

Select Language



In the **Language** drop-down menu, select the new default language.

Update Course Details



Click the **Update Course Details** button.

View Course in New Default Language



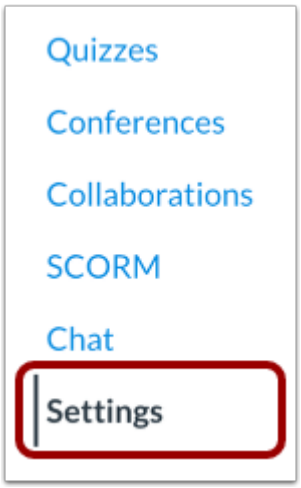
View your course in the updated language preference.

How do I enable SpeedGrader to launch filtered by student group?

In large courses with many student groups, instructors may wish to filter SpeedGrader by student groups. When the Launch SpeedGrader Filter by Student Group setting is enabled, you must select a student group when you open SpeedGrader to grade an assignment, quiz, or graded discussion or from the Gradebook. Only students from the selected group will display in SpeedGrader.

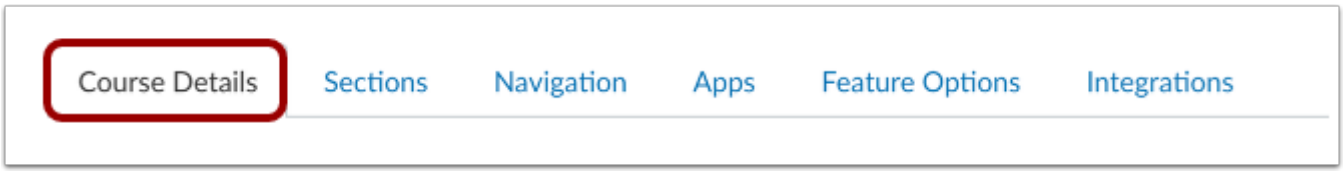
When this option is enabled, certain areas that open SpeedGrader will prompt you to select a student group to view in SpeedGrader. In areas that do not provide this option, SpeedGrader will open filtered to the first group that contains students. You can change the student group that opens by first selecting a student group in the New Gradebook. However, if you open SpeedGrader for a specific student, SpeedGrader will open filtered by the first available student group in which the student is a member. Additionally, if you open SpeedGrader from a specific student who is not a member of a student group, group filters will not be applied.

Open Settings



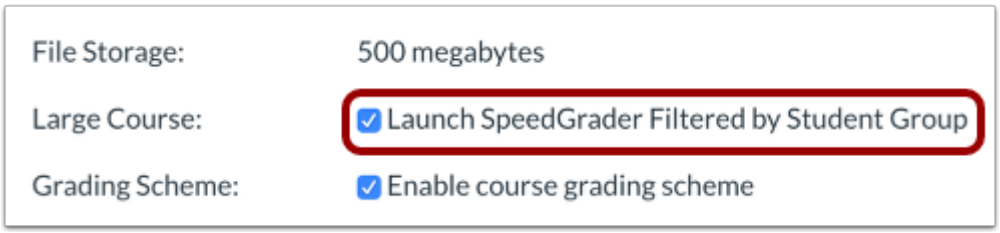
In Course Navigation, click the **Settings** link.

Open Course Details



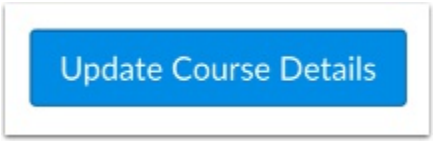
Click the **Course Details** tab.

Set SpeedGrader Filter Option



Click the **Launch SpeedGrader Filtered by Student Group** checkbox. When this setting is enabled, you must select a student group before opening SpeedGrader.

Update Course Details



Click the **Update Course Details** button.

How do I enable a grading scheme for a course?

You can enable an existing grading scheme as your course default grading scheme by editing your Course Settings. If you need to change your course grading scheme at any time, you can view and manage grading schemes.

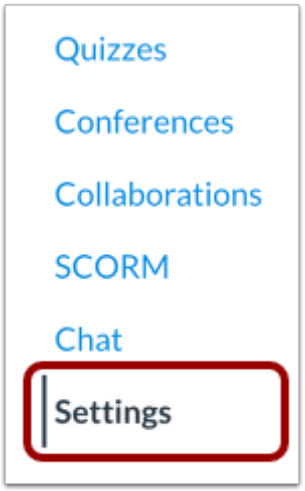
Course assignments use the course default grading scheme, or you can select another grading scheme for an assignment.

If you want to disable grading schemes for your entire course, you can deselect the grading scheme checkbox in Course Settings and your course will no longer be associated with a grading scheme. If you choose to use a grading scheme at a later time, you will have to re-enable a grading scheme.

Notes:

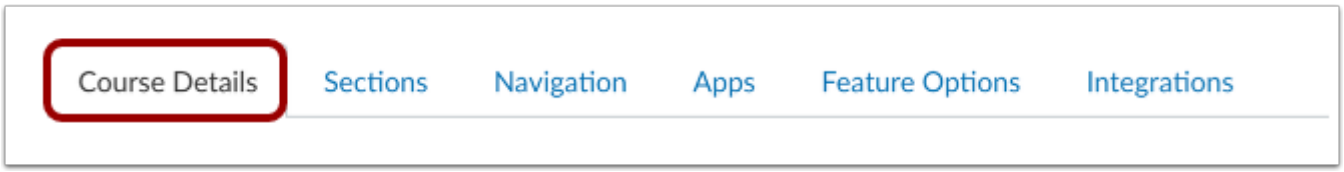
- In a course export, the enabled course grading scheme is copied as the default grading scheme.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



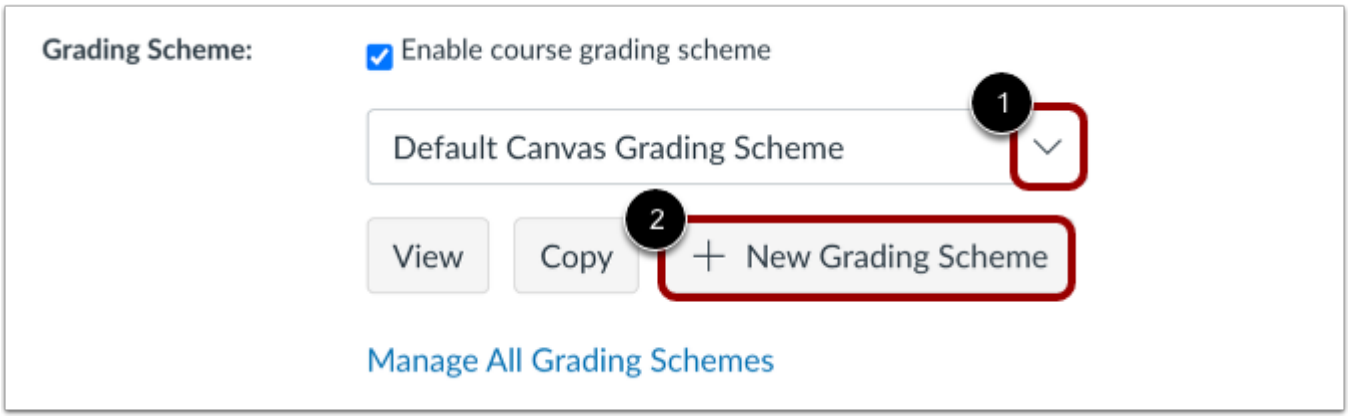
Click the **Course Details** tab.

Enable Grading Scheme



Click the **Enable course grading scheme** checkbox.

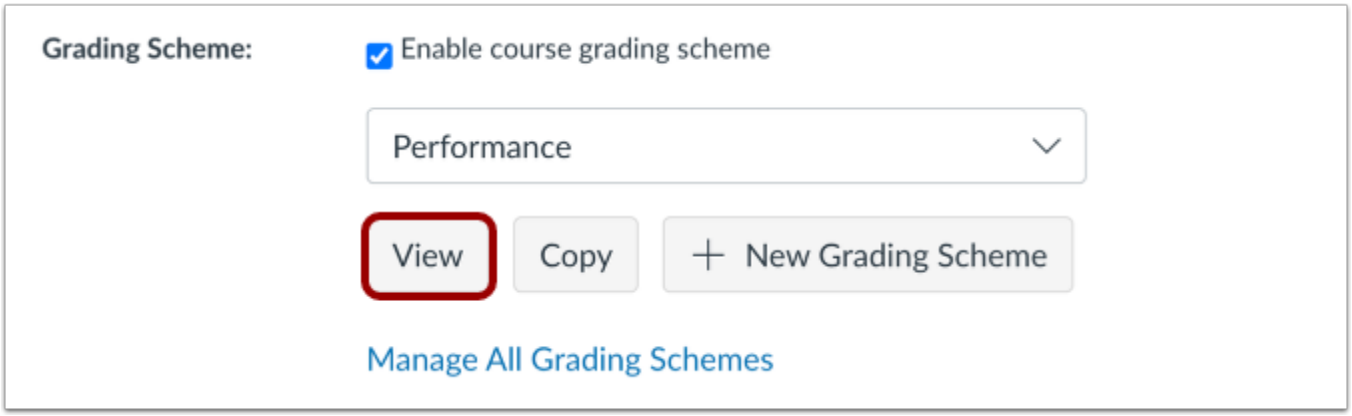
Set Grading Scheme



To use a default grading scheme provided by your account, click the **Grading Scheme** drop-down menu [1] and select the grading scheme.

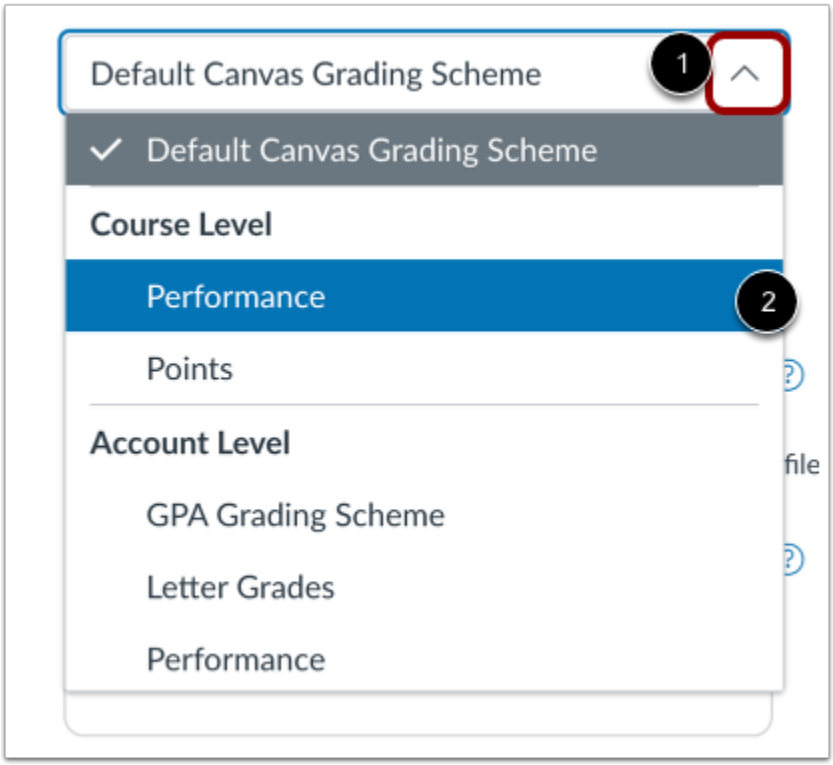
To create a grading scheme for your course, click the **Add New Grading Scheme** button [2].

View Grading Scheme



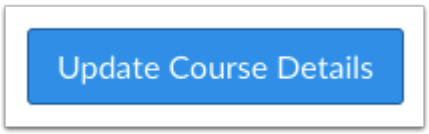
To view the grading scheme that you set, click the **View** button.

Select Grading Scheme



Canvas displays the Default Canvas Grading Scheme. If you want to select another grading scheme, click the **Grading Scheme** drop-down menu [1] and select a Course Level or Account Level grading scheme [2].

Update Course Details



Click the **Update Course Details** button.

How do I use grading schemes in a course?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Course-level grading schemes are grading schemes that you can create and enable for a course or assignment. Account-level grading schemes are grading schemes created by your institution that you can use in a course or assignment. Without a grading scheme, scores are not measured against any specific standard.

You can enable a grading scheme created by your institution, you can add a new grading scheme specific to your course, and you can view and manage grading schemes.

View a video about Grading Schemes.

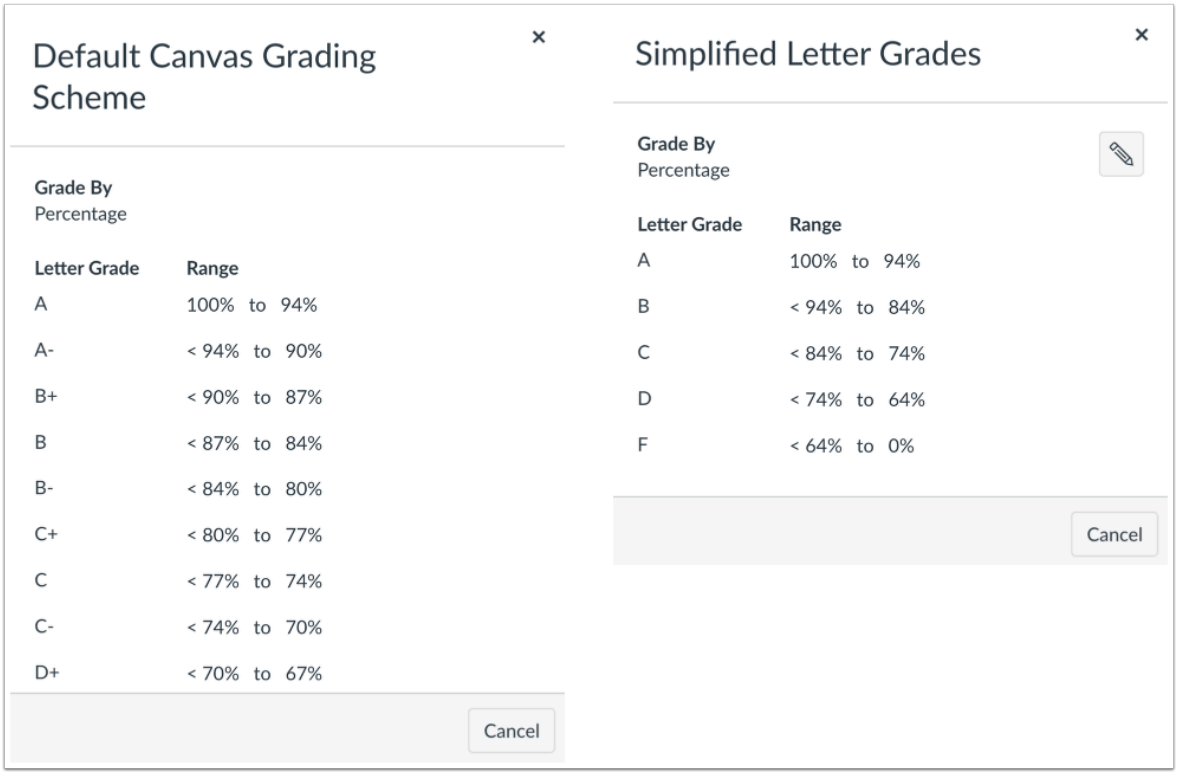
Common Grading Schemes

Grading schemes are built based on points and percentage ranges, and each percentage range is assigned a name value. You can create any type of grading scheme by editing the name and percentage range for each item. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.

Notes:

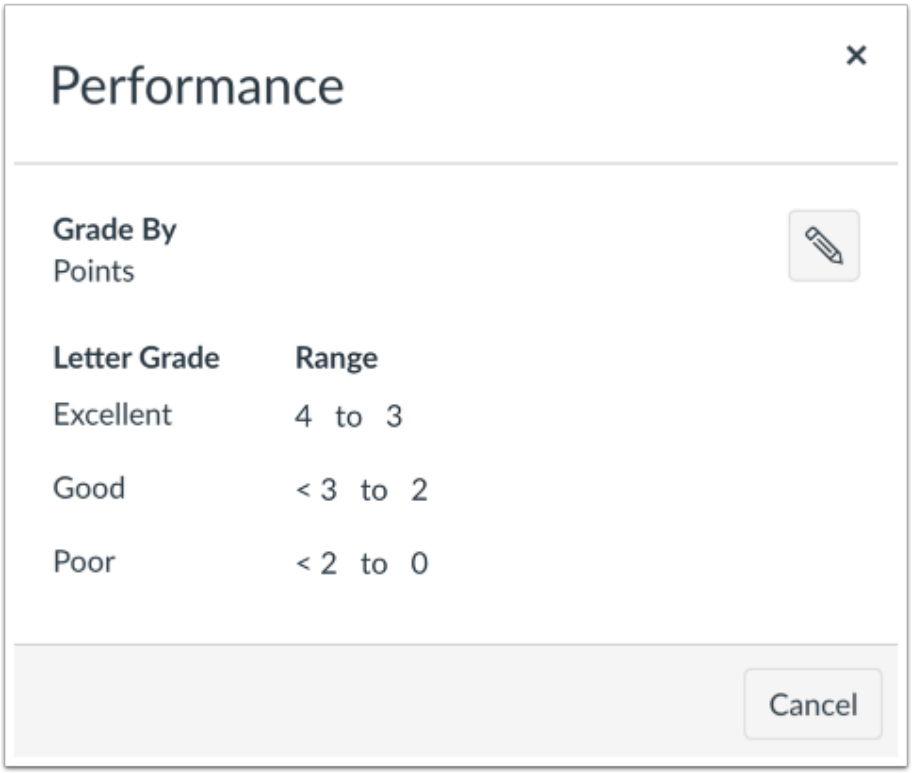
- Grading schemes only support two decimal places.
- The only scores allowed in the Gradebook are those defined in the grading scheme.
- Gradebook entries that are not specifically defined in the grading scheme revert back to the icon showing that the submission needs to be graded. Depending on an assignment's display grade, some Gradebook entries cannot convert to a grading scheme.

Letter Grades



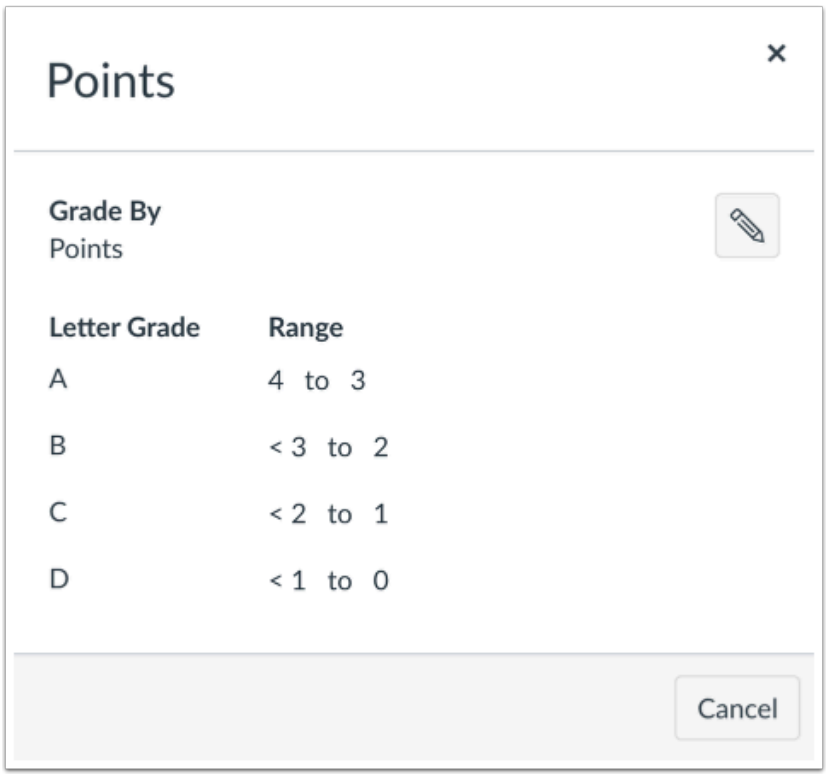
Letter Grades is the most traditional type of grading scheme and is the default format for new grading schemes. Only supported scores are allowed in the Gradebook, so if you build a letter grade scheme with name values for only A, B, and C, you cannot enter a score that converts to an A- or B+.

Performance



Performance grading schemes are based on a standard of individual performance. Only supported scores are allowed in the Gradebook, so if you build a performance scheme with the name values of only *Excellent* and *Poor*, you cannot enter a score of *Good*.

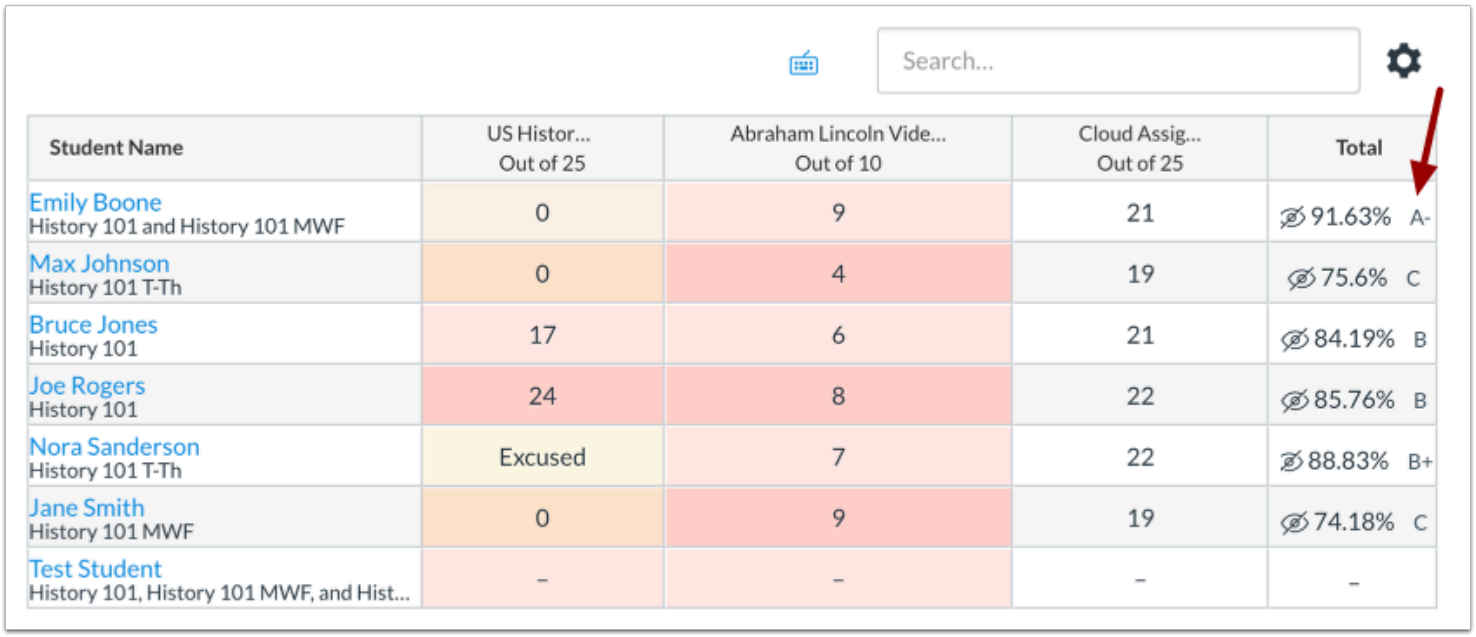
Points



Points grading schemes are based on a set of points in a range. When the course grading scheme is point-based, Assignment Group totals and Final Score display a tooltip of raw earned points and total points. In the gradebook cell, points display scaled points as fractions.

Note: When the Final Grade Override feature option is enabled for an institution and a course is using a point-based grading scheme, instructors can override the grade with a letter grade only.

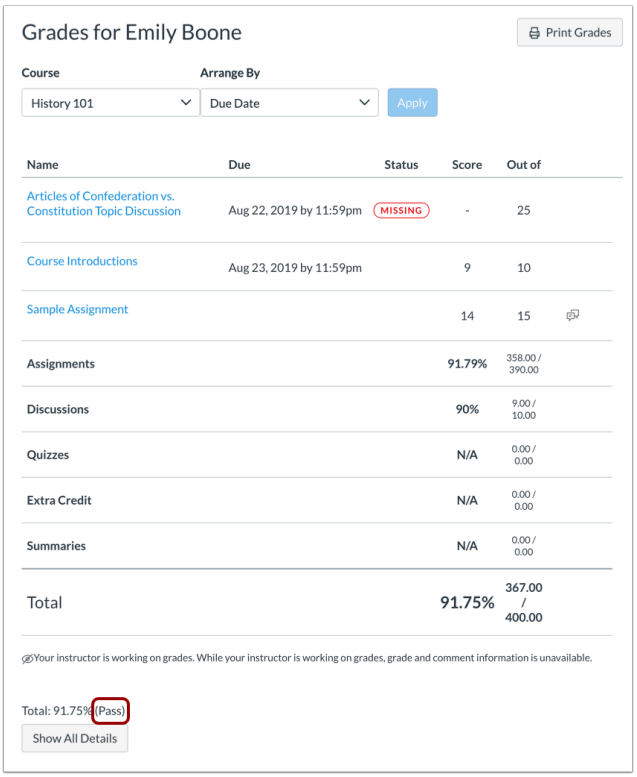
Course Grading Schemes



Student Name	US Histor... Out of 25	Abraham Lincoln Vide... Out of 10	Cloud Assig... Out of 25	Total
Emily Boone History 101 and History 101 MWF	0	9	21	91.63% A-
Max Johnson History 101 T-Th	0	4	19	75.6% C
Bruce Jones History 101	17	6	21	84.19% B
Joe Rogers History 101	24	8	22	85.76% B
Nora Sanderson History 101 T-Th	Excused	7	22	88.83% B+
Jane Smith History 101 MWF	0	9	19	74.18% C
Test Student History 101, History 101 MWF, and Hist...	-	-	-	-

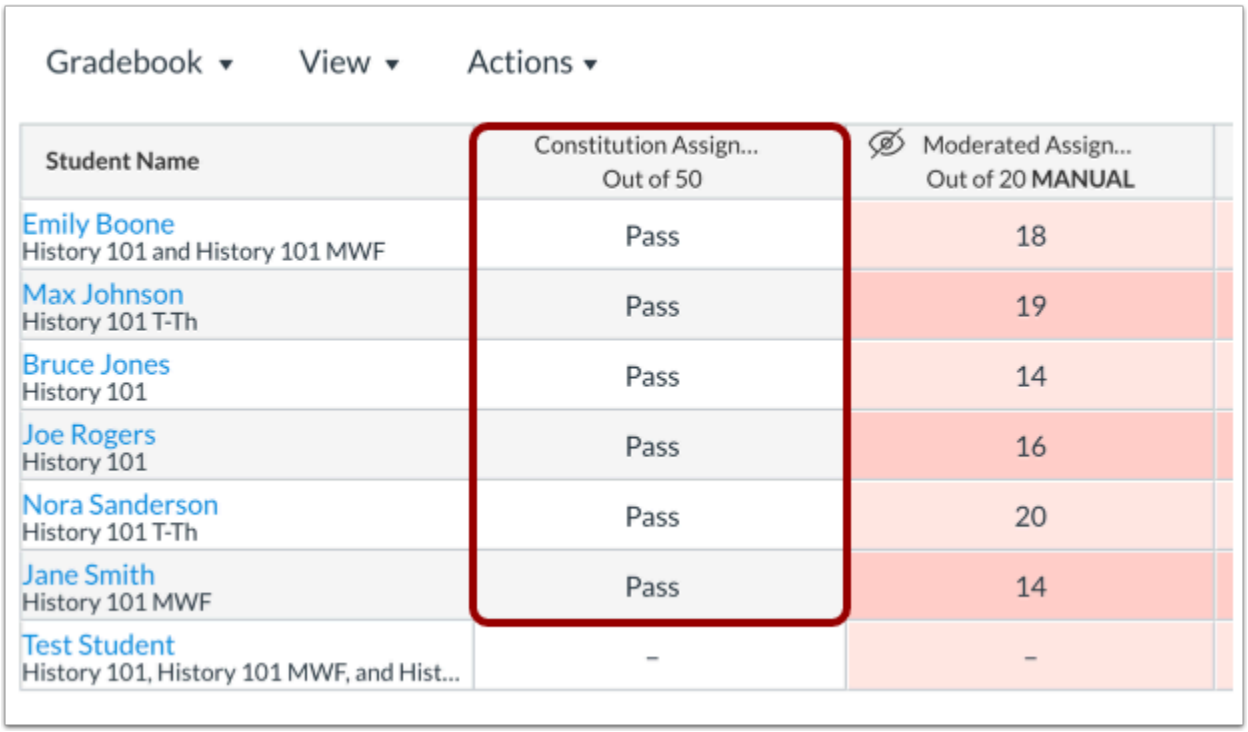
When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage. Learn how to enable a course grading scheme.

Student View



Students can view the results of the grading scheme on their Grades page.

Assignment Grading Schemes



Grading schemes can be applied specifically to individual assignments. Each assignment includes a field that allows you to choose how the grade is displayed in the Gradebook and in the student Grades page. Learn how to enable an assignment grading scheme.

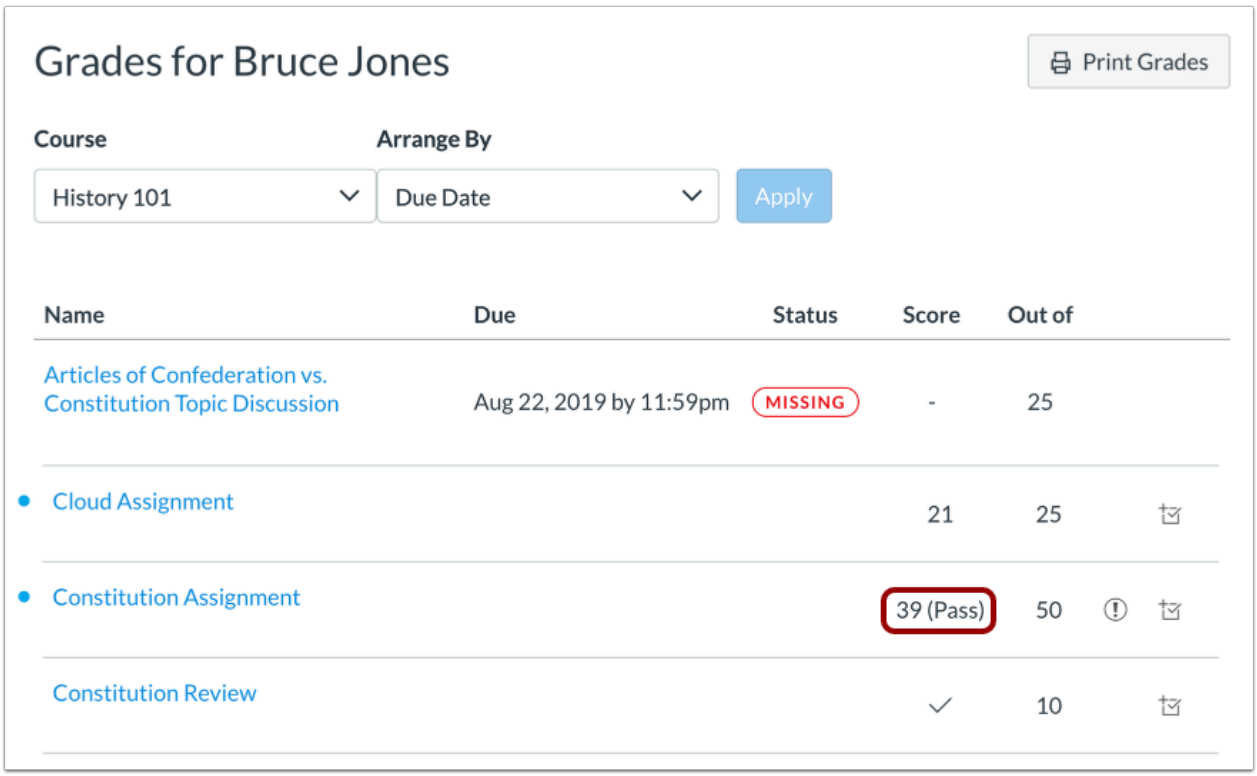
For **Letter Grade Schemes**, you can input scores in the Gradebook depending on the assignment display type:

- For any assignment type, you can enter grades as points or a percentage. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the grade defined in the percentage range).
- When an assignment grade display is specifically set to Letter Grade, you can also input a letter grade directly, such as an A-.

For **Performance schemes**, you can input scores in the Gradebook by points, percentage, or performance value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the performance defined in the percentage range). You can also input a performance value directly.

Note: Grading schemes do not apply to Assignment Group columns in the Gradebook.

Student View

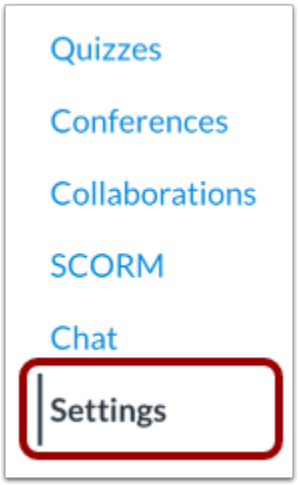


In the Grades page, students can see their grades displayed with both the points earned and the grading scheme equivalent.

How do I view and manage grading schemes in a course?

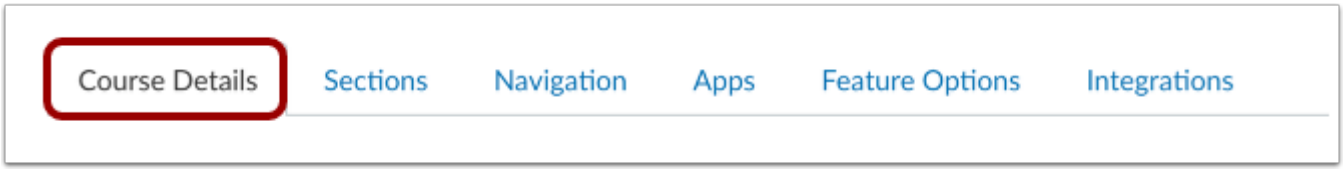
If you want to enable a grading scheme for a course or specific assignments in the course, you can manage grading schemes for the course. Your institution may have already created grading schemes that you can use in your course, or you can add a new grading scheme. You can also edit and delete grading schemes that you create if necessary.

Open Settings



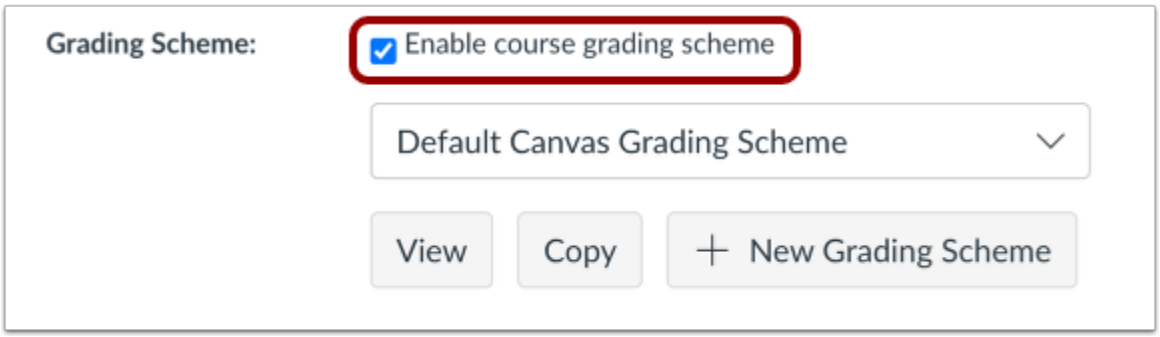
In Course Navigation, click the **Settings** link.

Open Course Details



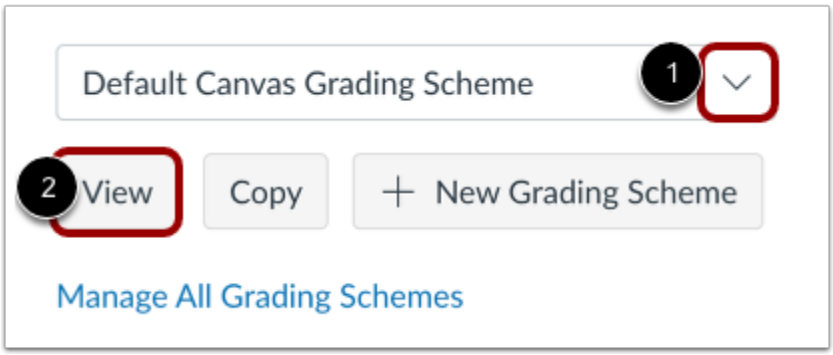
Click the **Course Details** tab.

Enable Grading Scheme



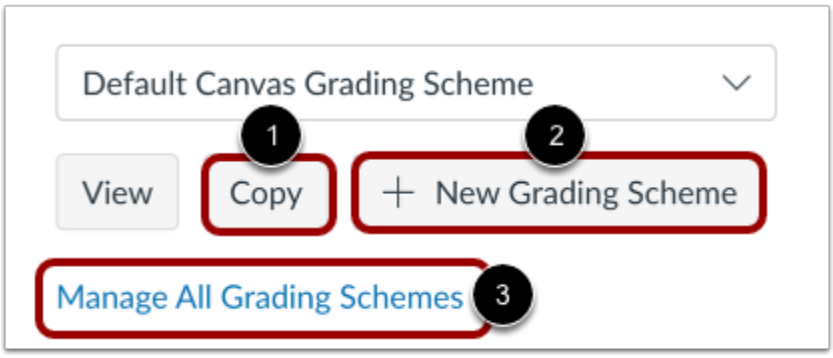
Click the **Enable course grading scheme** checkbox.

View Grading Scheme



To view a grading scheme, click the **Grading Scheme** drop-down menu [1] and then click the **View** button [2].

Manage All Grading Schemes

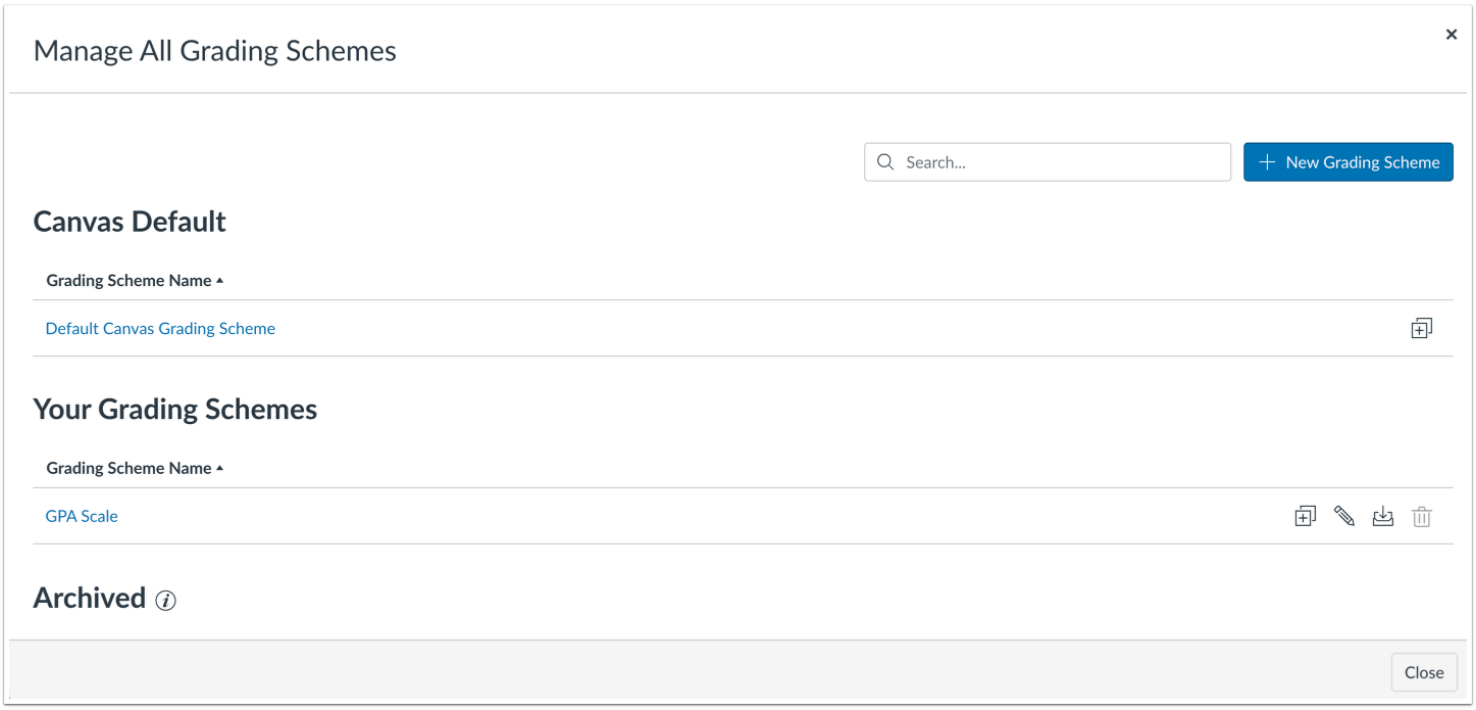


To copy and duplicate the grading scheme, click the **Copy** button [1].

To add a new grading scheme, click the **Add New Grading Scheme** button [2].

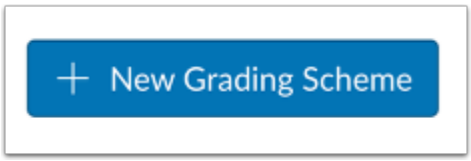
To manage the grading schemes, click the **Manage All Grading Schemes** link [3].

View All Grading Schemes



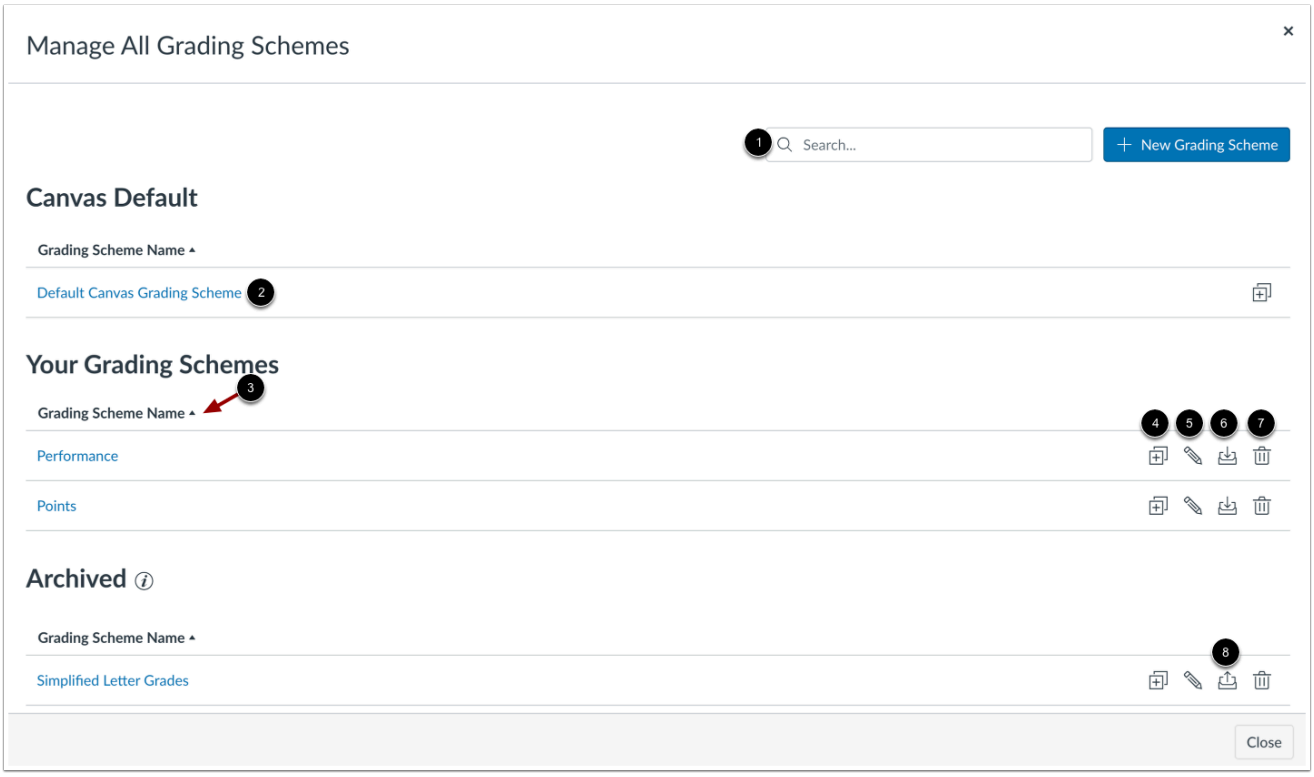
The Grading Schemes page displays the default grading scheme, grading schemes you created, and archived course grading schemes.

Add Grading Scheme



To add a course grading scheme, click the **Add New Grading Scheme** button.

Manage Grading Schemes



To search for a grading scheme, enter the name in the **Search...** field [1].

To open a grading scheme, click the grading scheme's name [2].

To sort grading schemes alphabetically (ascending or descending), click the **Arrow** icon [3].

To duplicate the grading scheme, click the **Duplicate** icon [4].

To edit a grading scheme, click the **Edit** icon [5].

To archive a grading scheme, click the **Archive** icon [6].

To delete a grading scheme, click the **Delete** icon [7].

To unarchive a grading scheme, click the **Unarchive** icon [8].

Notes:

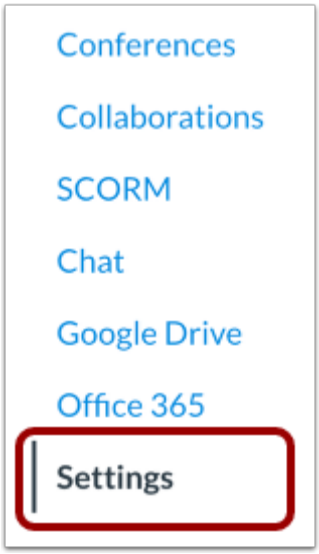
- You can only edit or delete grading schemes that you have created for your course. Only users with admin permissions can edit or delete grading schemes created at the account level. If you do not have permission to manage an account grading scheme, the icons are grayed out.
- If you delete or archive a grading scheme that is enabled as the course grading scheme or added to an assignment, the grading scheme will still be retained unless another scheme is selected.
- You cannot edit a grading scheme if it has been used to grade student submissions.
- Editing the name and description of grading schemes currently in use does not allow edits to percentages or points in the grading scheme.
- A grading scheme established at the course level cannot be deleted, archived, or edited at the account level.
- A grading scheme created at the account level cannot be deleted, archived, or edited at the course level.
- If a grading scheme is used to grade a student in a course, you cannot delete the scheme from the course.
- A grading scheme in use can be archived and then restored to an active state.
- An archived grading scheme cannot be leveraged in the future by a course or assignment unless the scheme is restored.
- You cannot edit, archive, or delete the Default Canvas Grading Scheme.
- When copying or exporting a course, archived default grading schemes are not copied or exported.

How do I add a grading scheme in a course?

If you would like to use a grading scheme that your institution has not created on the account level, you can create a new grading scheme for your course. View examples of common grading schemes.

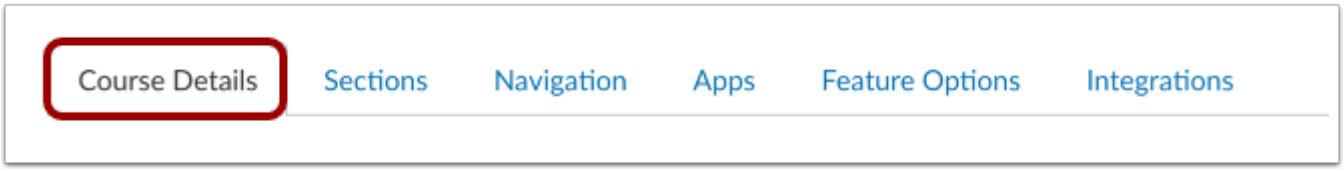
Note: Your grading scheme will not take effect until it has been enabled for the course.

Open Settings



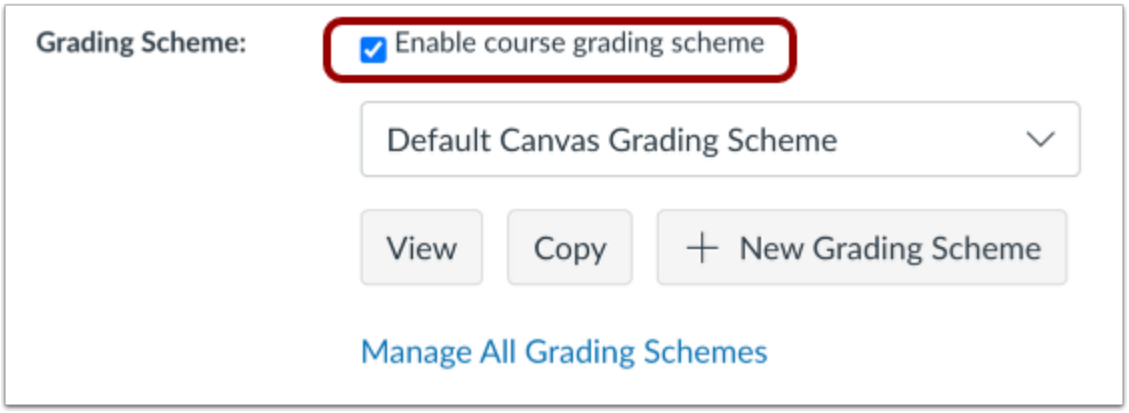
In Course Navigation, click the **Settings** link.

Open Course Details



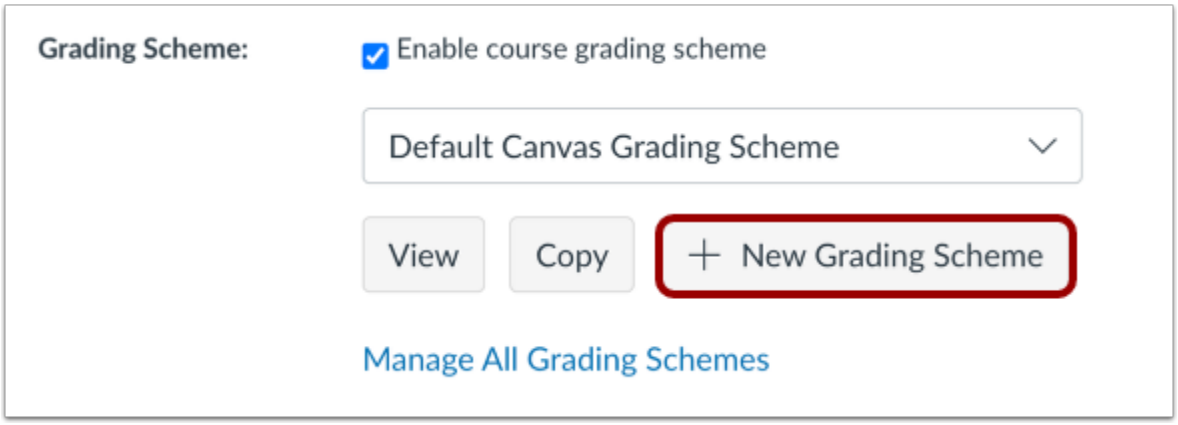
Click the **Course Details** tab.

Enable Grading Scheme



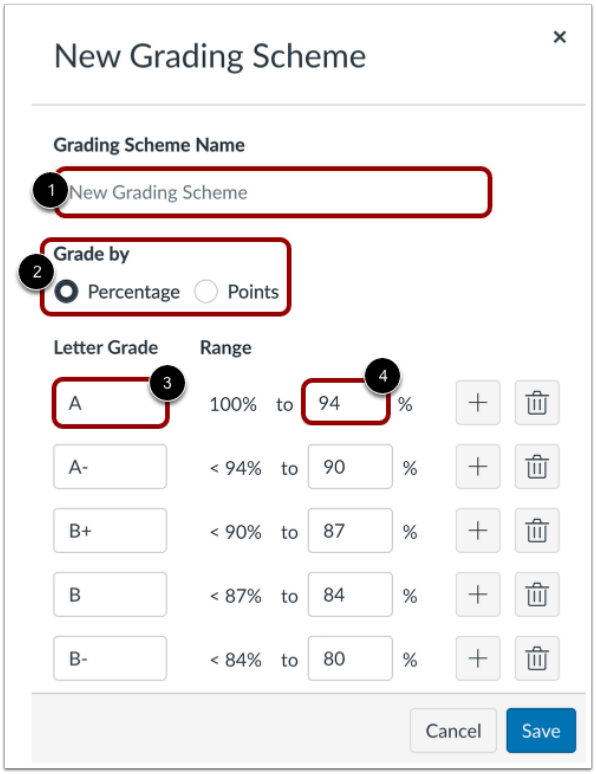
Click the **Enable course grading scheme** checkbox.

Add New Grading Scheme



Click the **Add New Grading Scheme** button.

Edit Grading Scheme



Create a title in the **Grading Scheme Name** field [1].

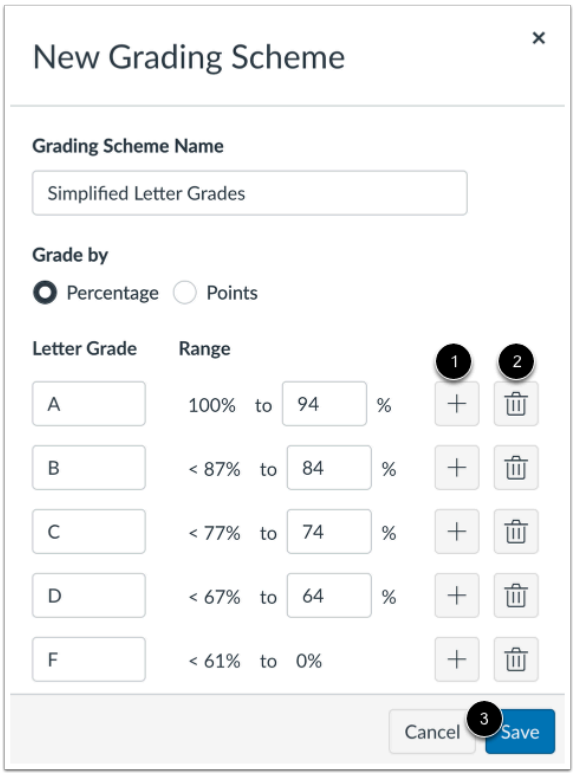
You can choose to have the grading scheme by percentage or points [2].

For each line item, edit the name in the **Letter Grade** field [3].

Edit the minimum end of each individual range in the To [Number] % field [4].

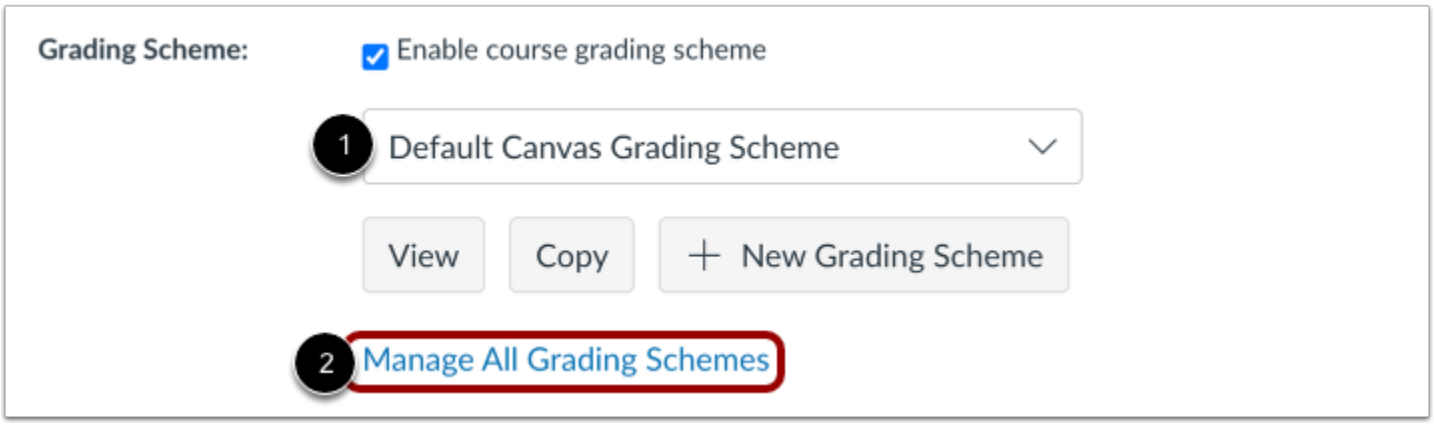
The grading scheme must cover the full range from 100% to 0%, and if using points, it must also span from 100 to 0.

Add Range



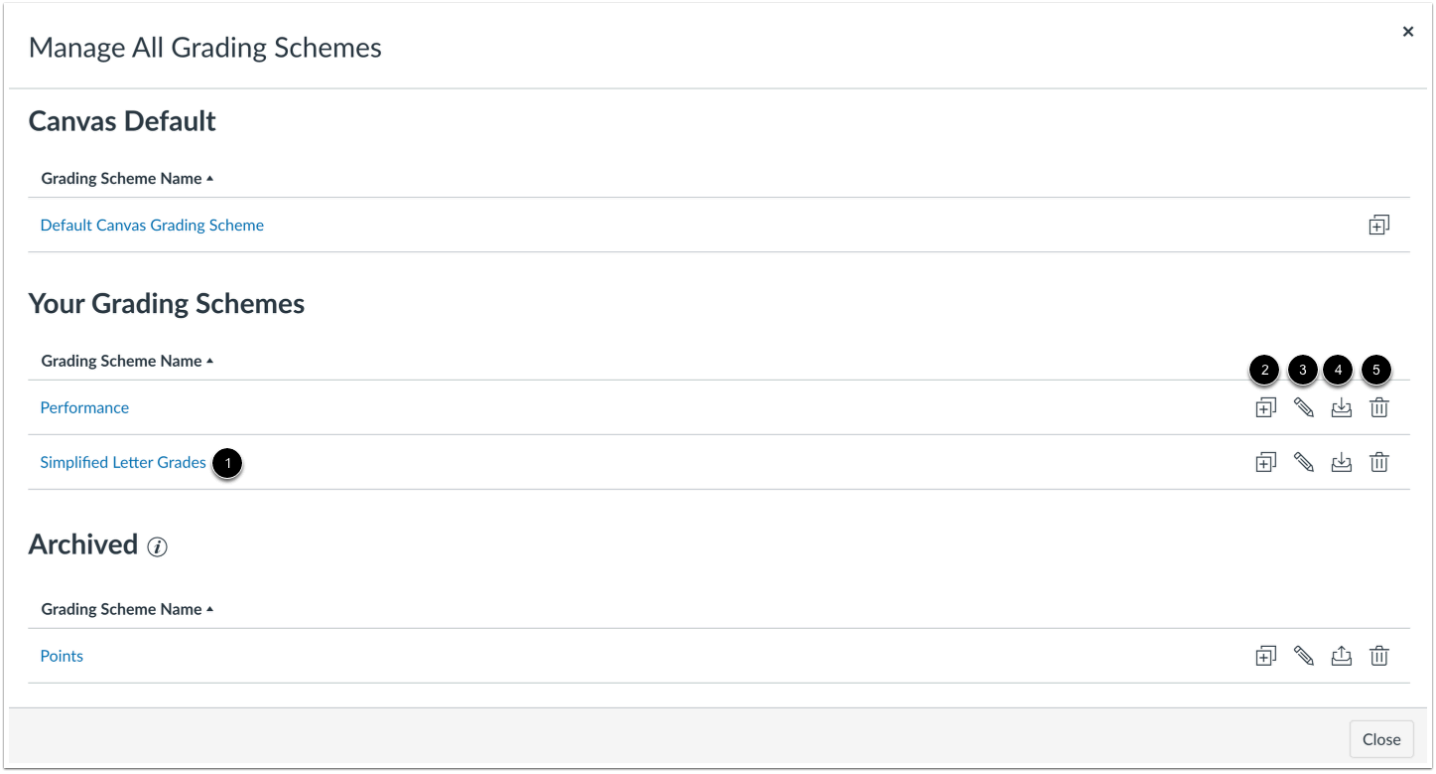
If you need to add ranges, click the **Add** button [1]. You can remove individual ranges by clicking the **Delete** button [2]. When you are finished editing your grading scheme, click the **Save** button [3].

Manage Grading Schemes



Canvas displays the current grading scheme enabled by your institution, if any [1]. To manage grading schemes in your course, click the **Manage All Grading Schemes** link [2].

Modify Grading Scheme



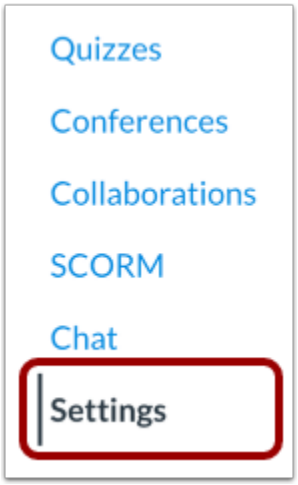
Your new grading scheme displays alphabetically in the **Grading Scheme Name** column [1].

You can duplicate the grading scheme [2], edit the grading scheme [3], archive the grading scheme [4], and delete a grading scheme by clicking the **Delete** icon [5].

How do I duplicate a grading scheme in a course?

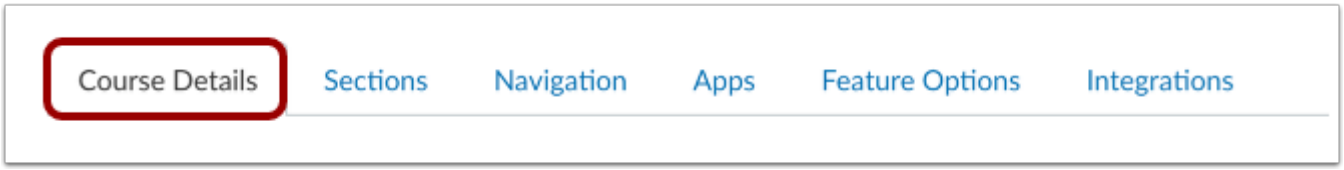
You can copy and duplicate grading schemes in your course.

Open Settings



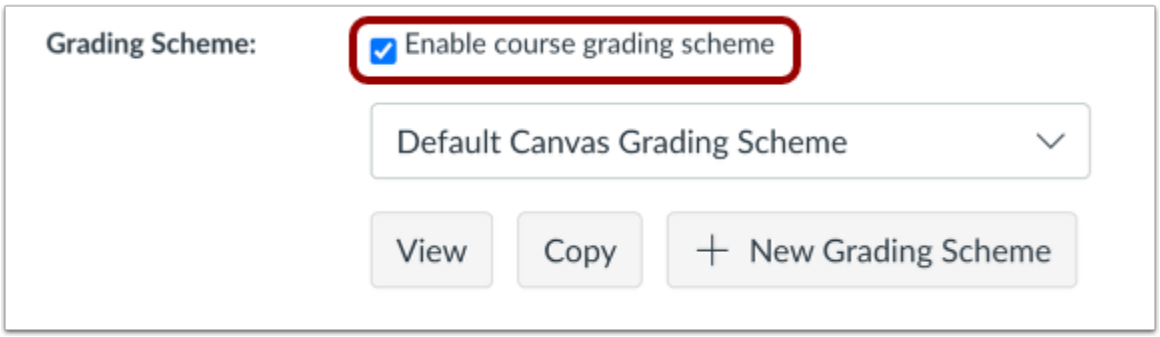
In Course Navigation, click the **Settings** link.

Open Course Details



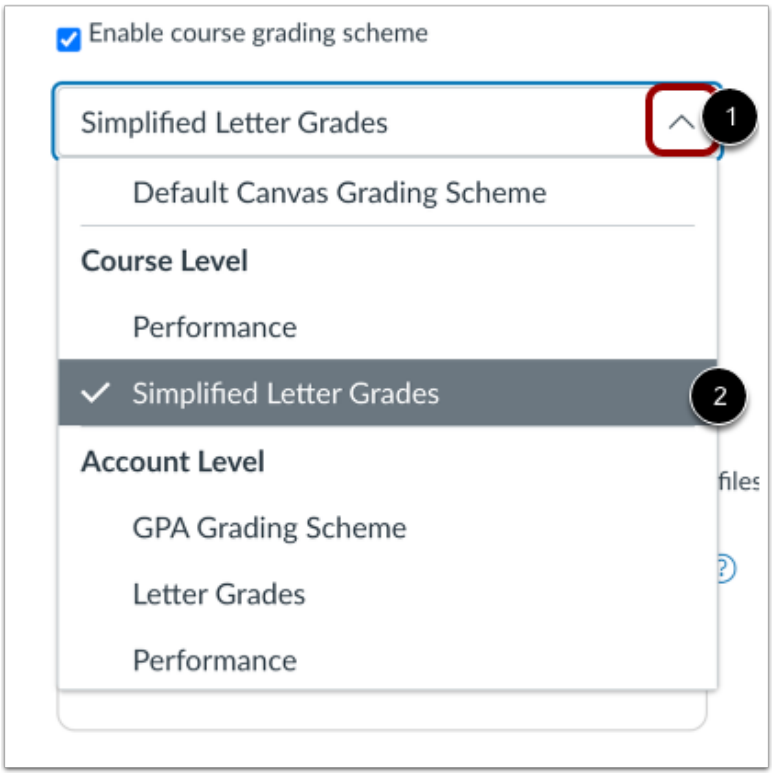
Click the **Course Details** tab.

Enable Grading Scheme



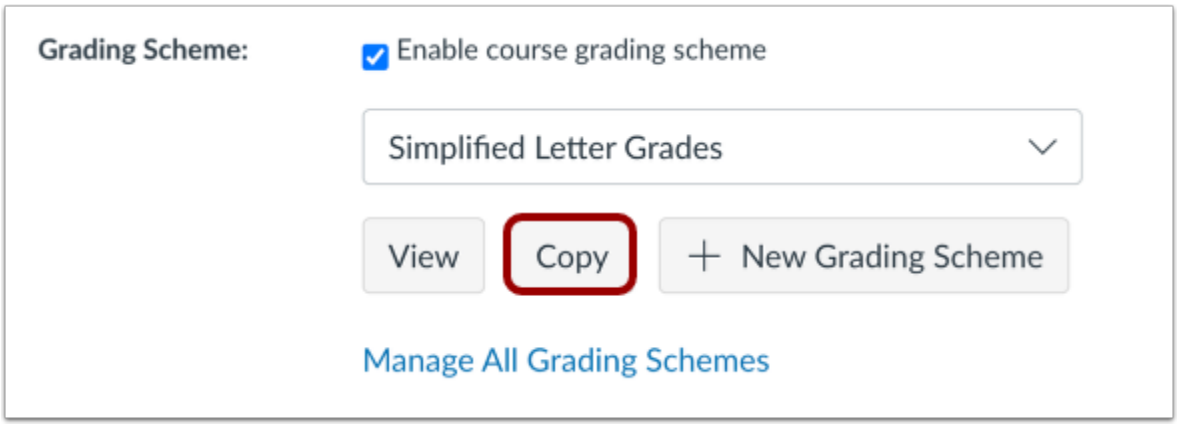
If the checkbox has not been selected, click the **Enable course grading scheme** checkbox.

View Grading Scheme



Click the **Grading Scheme** drop-down menu [1] and then click a grading scheme [2].

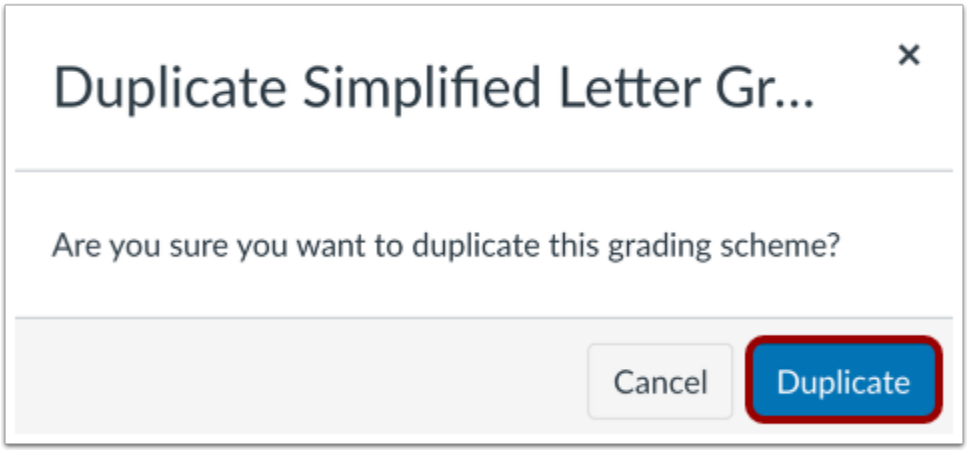
Duplicate Grading Scheme



To duplicate the grading scheme, click the **Copy** button.

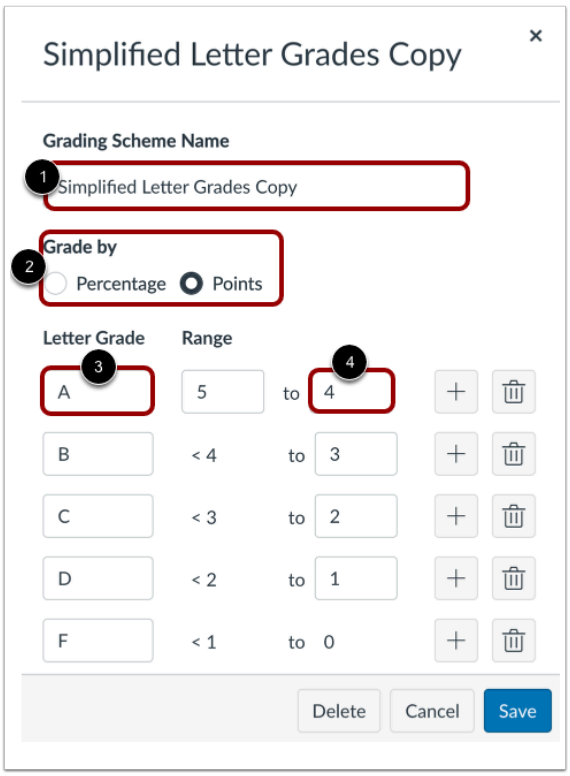
Note: You can also duplicate a grading scheme by clicking the **Manage All Grading Schemes** link.

Confirm Duplication



To confirm duplication, click the **Duplicate** button.

Edit Duplicated Grading Scheme Details



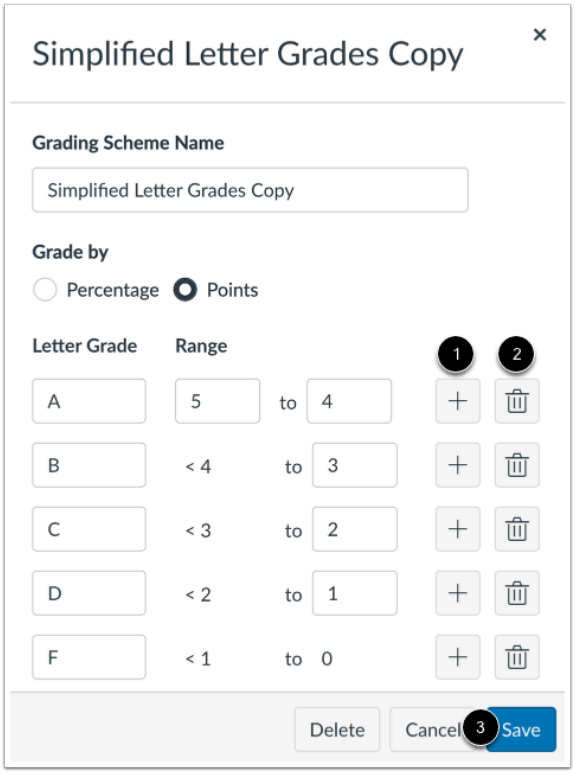
Edit the title in the **Grading Scheme Name** field [1].

You can choose to have the grading scheme by percentage or points [2].

For each line item, edit the grading scheme name in the **Letter Grade** field [3].

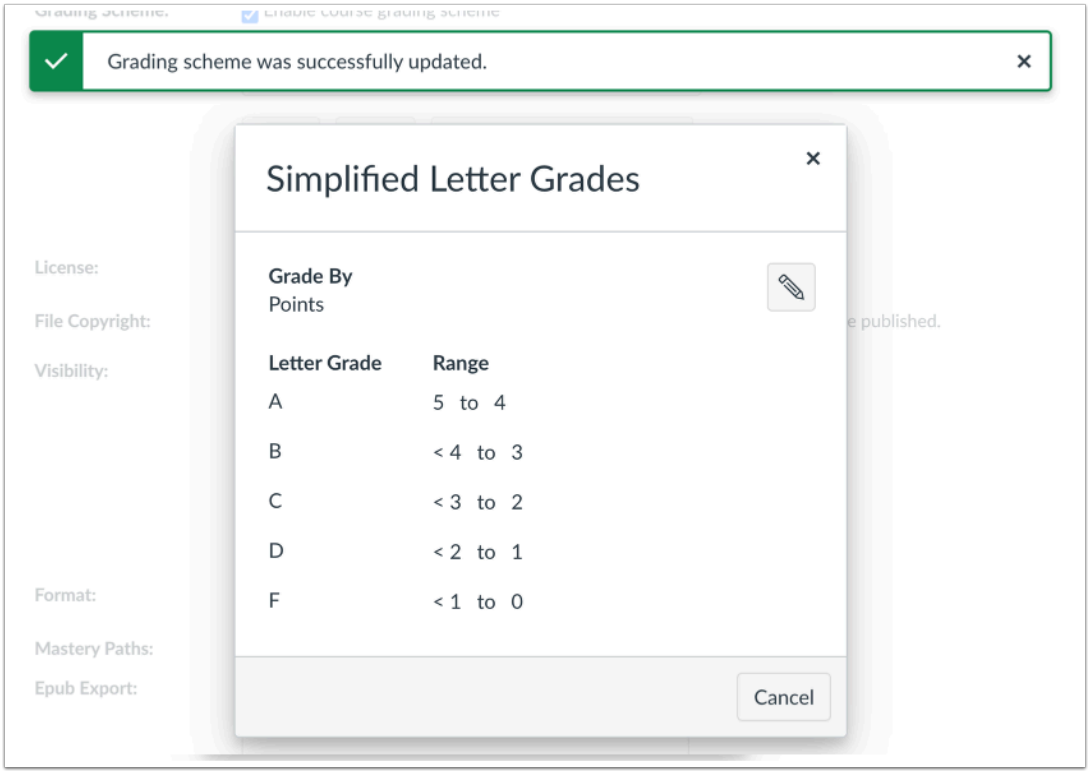
Edit the minimum end of each individual range in the To [Number] % field [4].

Add Range



If you need to add ranges, click the **Add** button [1]. You can remove individual ranges by clicking the **Delete** button [2]. When you are finished editing your grading scheme, click the **Save** button [3].

View Duplicated Grading Scheme



View the copied and edited grading scheme.

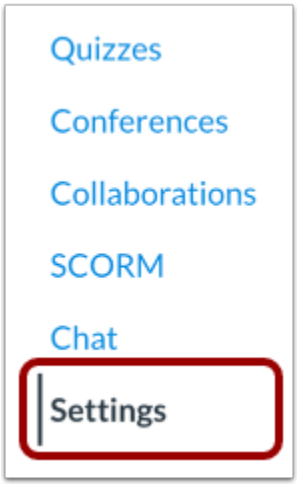
How do I edit a grading scheme in a course?

When you create grading schemes in your course, you can edit grading schemes.

Notes:

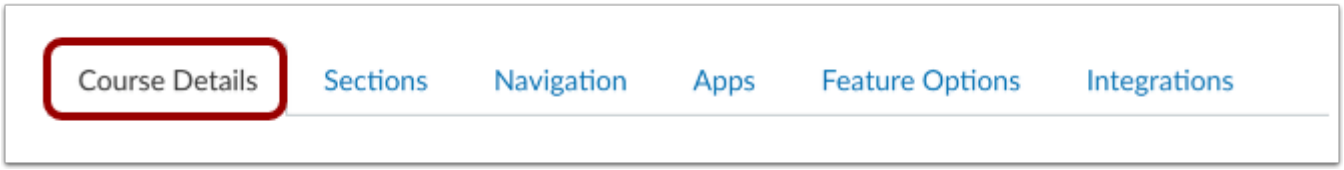
- You can only edit grading schemes that have not been used for grading.
- You cannot edit account level grading schemes in a course.

Open Settings



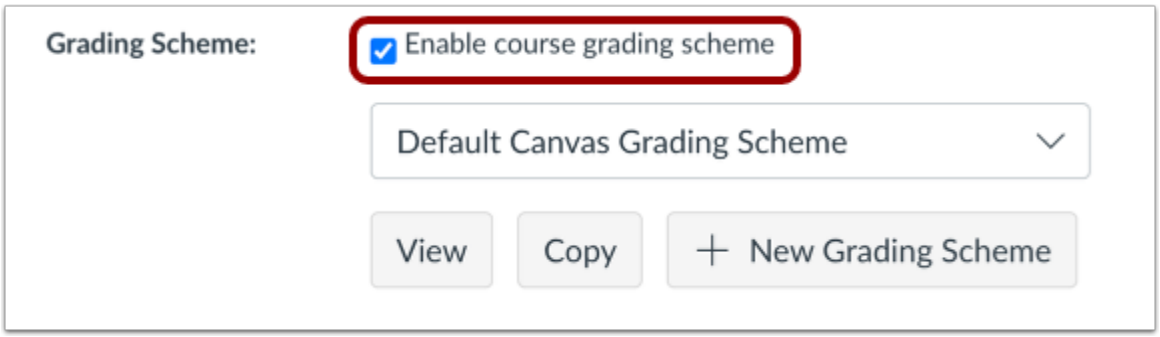
In Course Navigation, click the **Settings** link.

Open Course Details



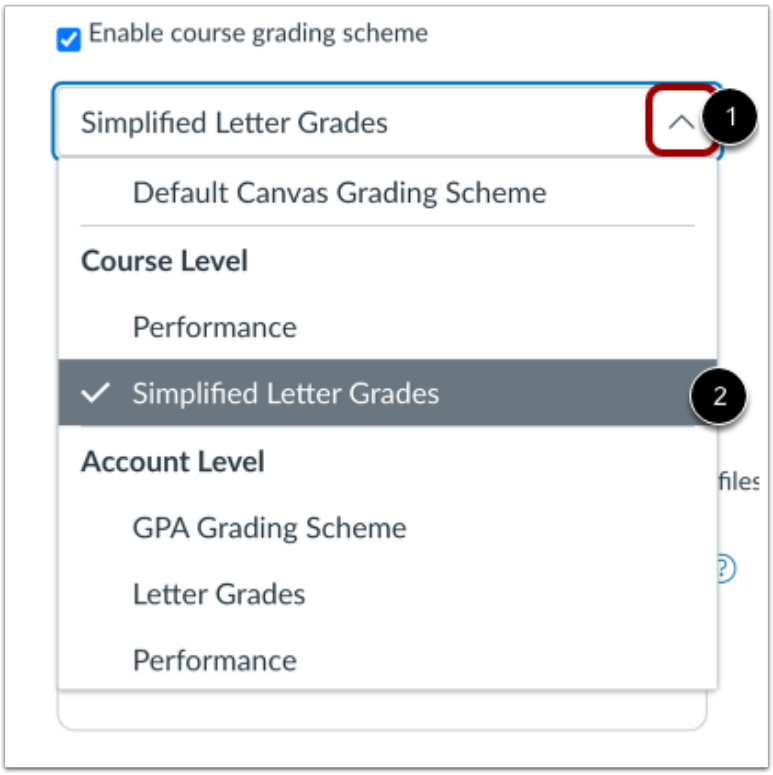
Click the **Course Details** tab.

Enable Grading Scheme



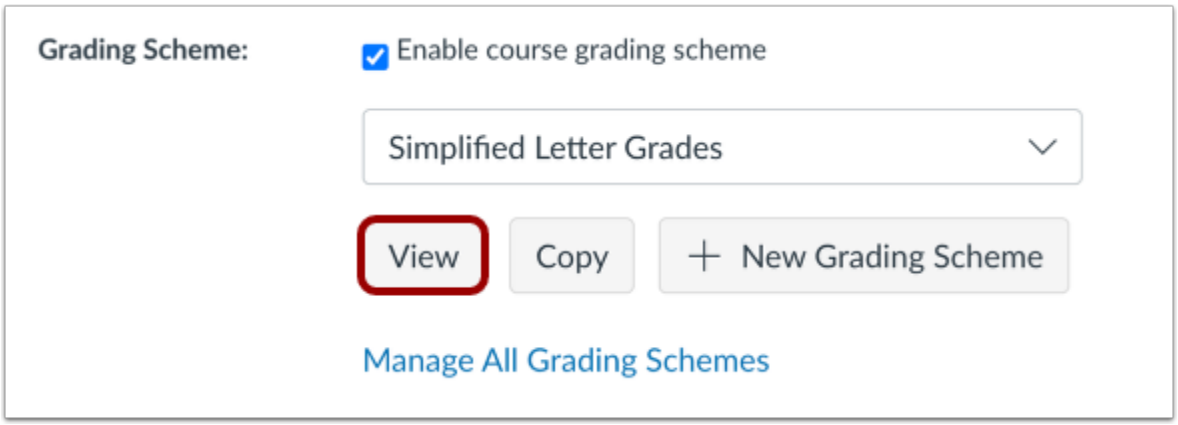
If the checkbox has not been selected, click the **Enable course grading scheme** checkbox.

Open Grading Scheme



Click the **Grading Scheme** drop-down menu [1] and then click a grading scheme [2].

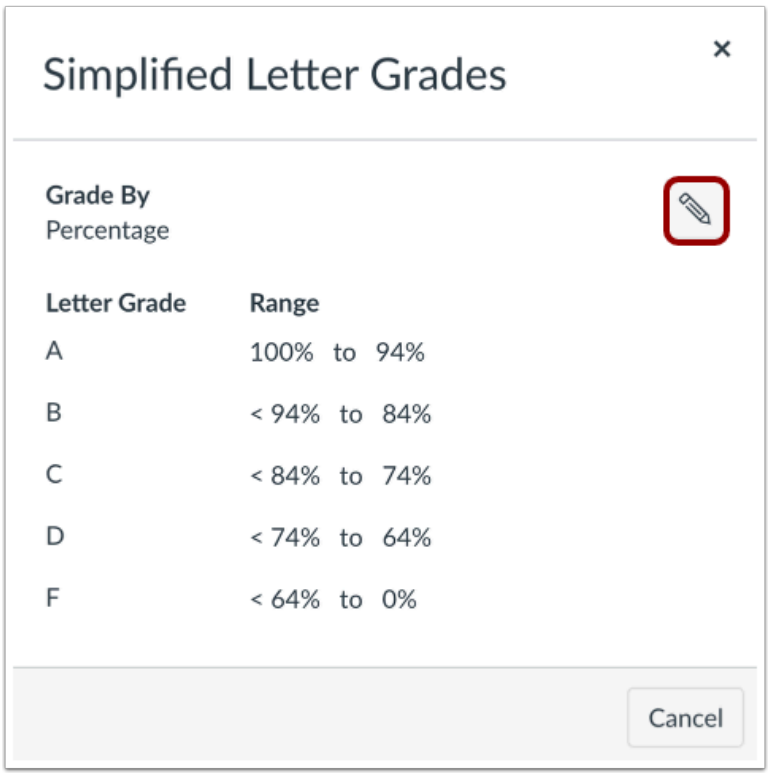
View and Edit Grading Scheme



To view and edit the grading scheme, click the **View** button.

Note: You can also edit a grading scheme by clicking the **Manage All Grading Schemes** link.

Edit Grading Scheme

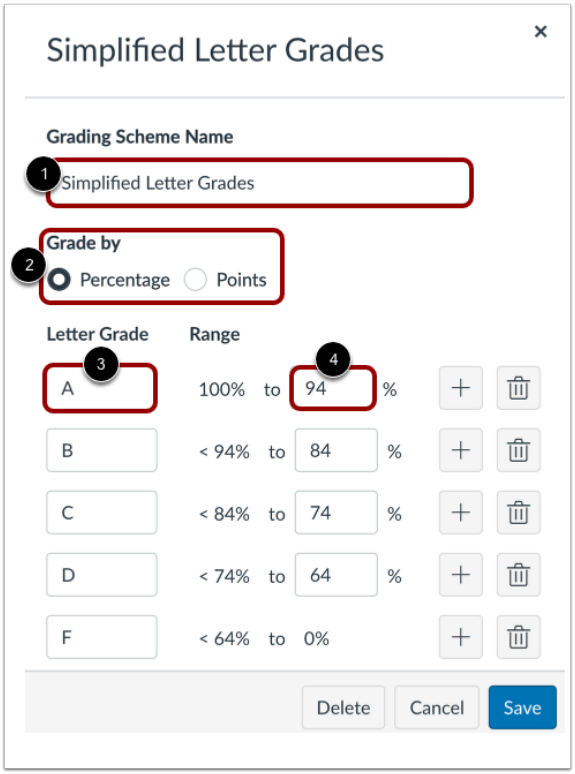


You can edit the grading scheme by clicking the **Edit** button.

Notes:

- You can only edit grading schemes that have not been used for grading.
- You cannot edit account level grading schemes in a course.

Edit Grading Scheme Details



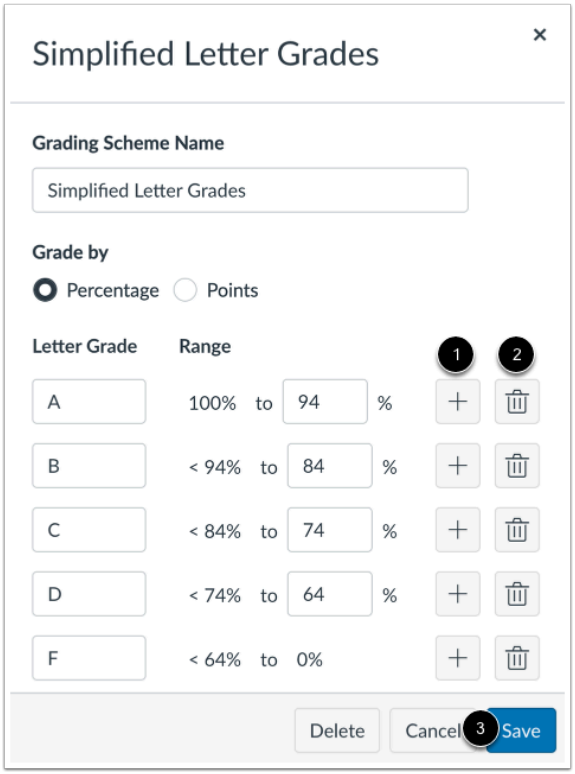
Edit the title in the **Grading Scheme Name** field [1].

You can choose to have the grading scheme by percentage or points [2].

For each line item, edit the grading scheme name in the **Letter Grade** field [3].

Edit the minimum end of each individual range in the To [Number] % field [4].

Add Range

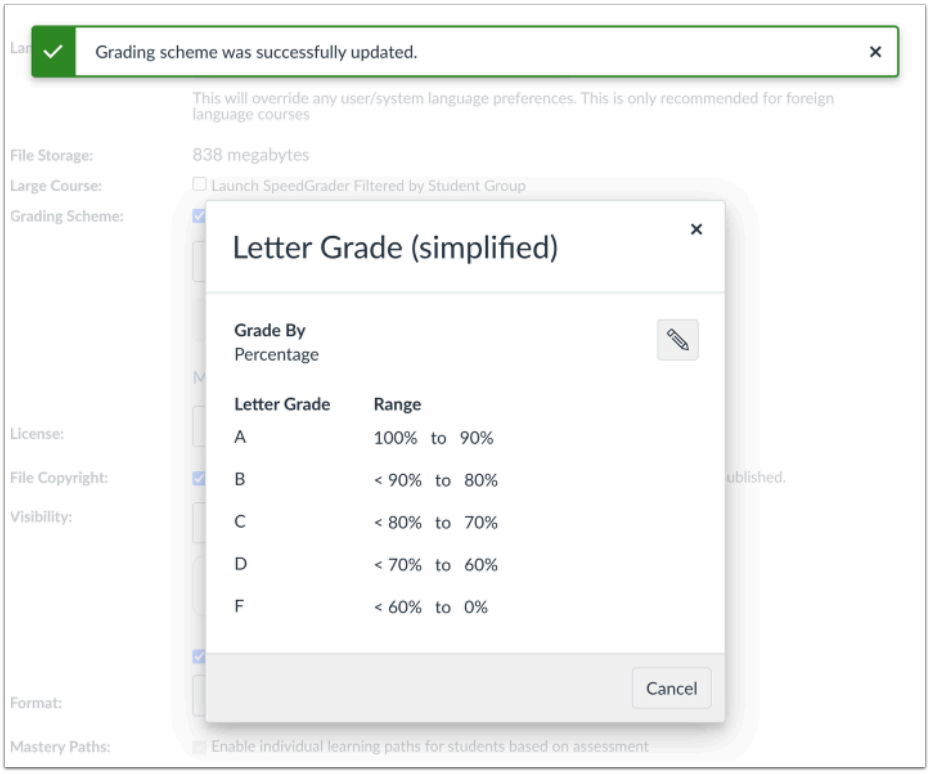


If you need to add ranges, click the **Add** button [1].

You can remove individual ranges by clicking the **Delete** button [2].

When you are finished editing your grading scheme, click the **Save** button [3].

View Edited Grading Scheme



View the edited grading scheme.

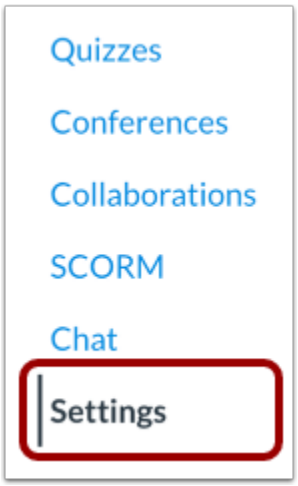
How do I archive a grading scheme in a course?

You can archive and unarchive and restore grading schemes.

Notes:

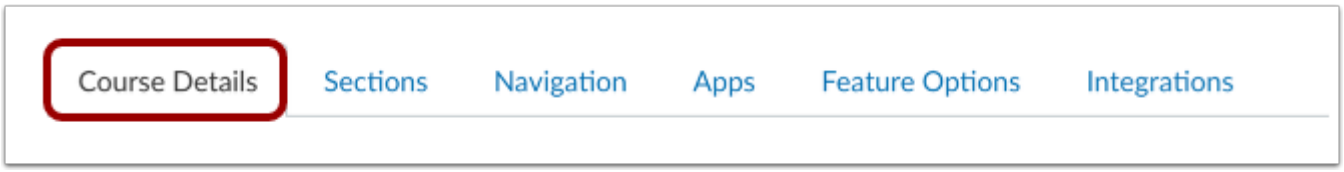
- Archived grading schemes can still be used wherever they are currently in use, but they cannot be selected for new courses or assignments.
- An archived grading scheme cannot be leveraged in the future by a course or assignment unless the scheme is restored.
- You cannot archive the Default Canvas Grading Scheme.
- When copying or exporting a course, archived default grading schemes are not copied or exported.

Open Settings



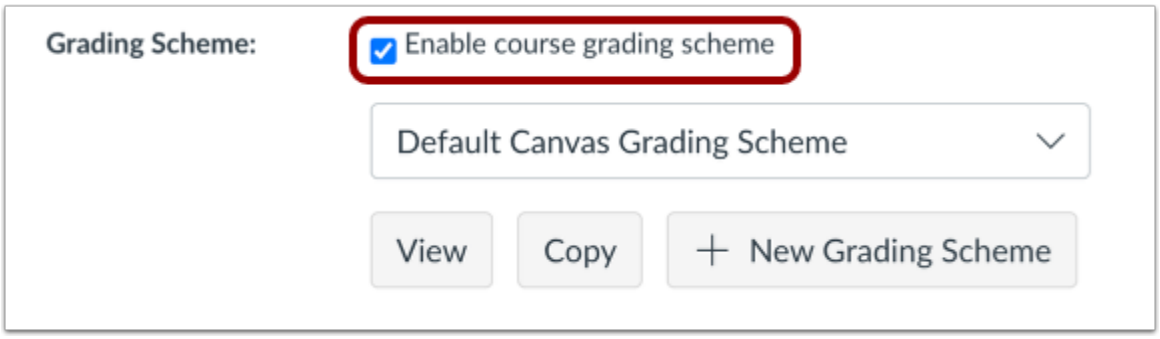
In Course Navigation, click the **Settings** link.

Open Course Details



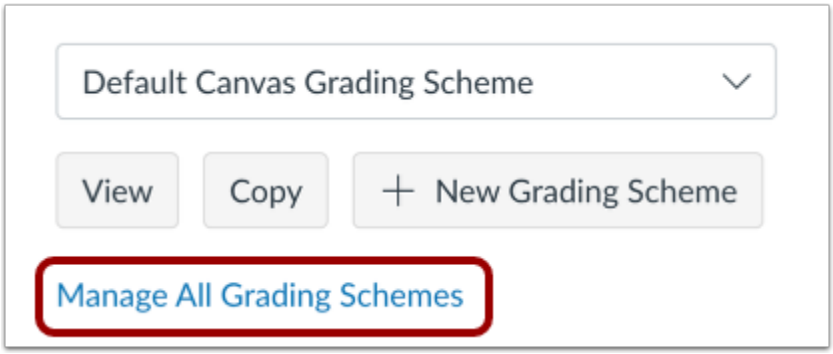
Click the **Course Details** tab.

Enable Grading Scheme



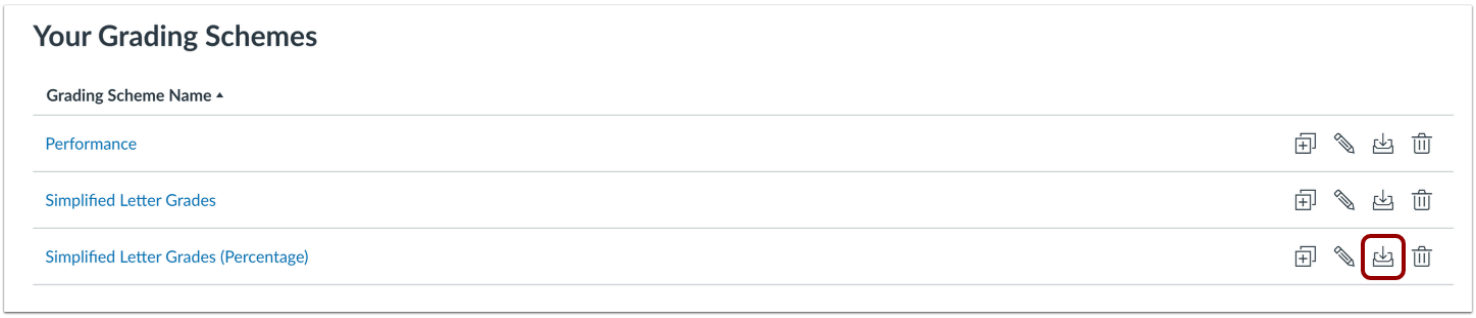
If the checkbox has not been selected, click the **Enable course grading scheme** checkbox.

Manage All Grading Schemes



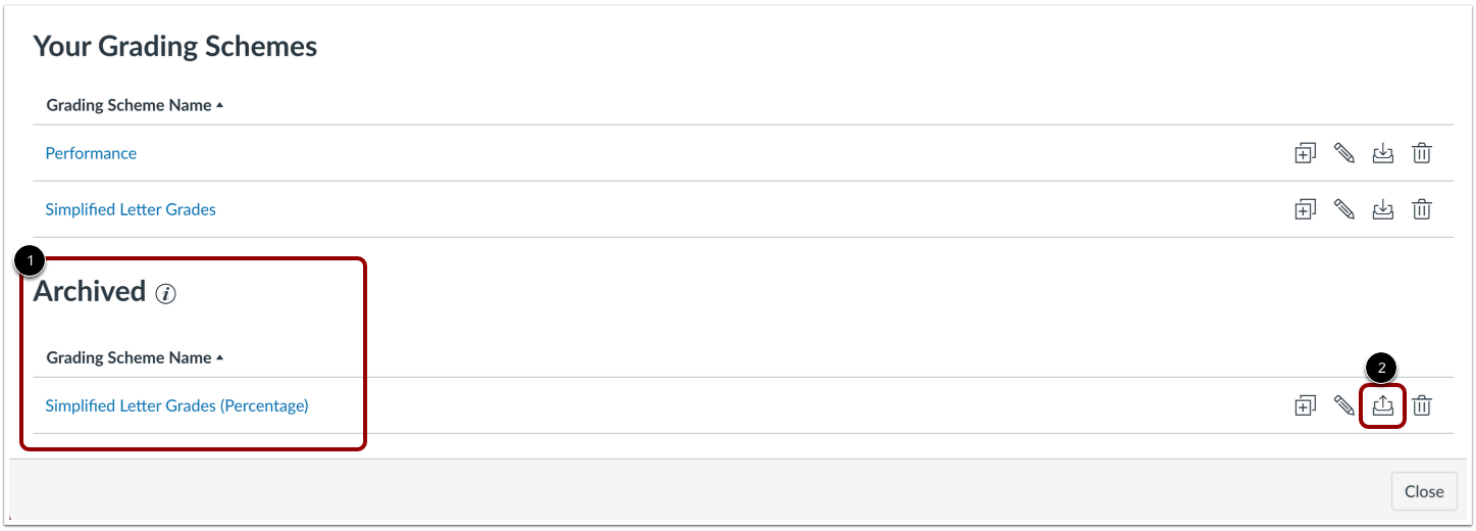
To manage the grading schemes, click the **Manage All Grading Schemes** link.

Archive Grading Scheme



Click the **Archive** icon.

View Archived Grading Scheme



View the archived grading scheme [1]. To unarchive the grading scheme, click the **Unarchived** icon [2].

Notes:

- Archived grading schemes can still be used wherever they are currently in use, but they cannot be selected for new courses or assignments.
- An archived grading scheme cannot be leveraged in the future by a course or assignment unless the scheme is restored.
- You cannot archive the Default Canvas Grading Scheme.
- When copying or exporting a course, archived default grading schemes are not copied or exported.

How do I customize visibility options for a course or course content?

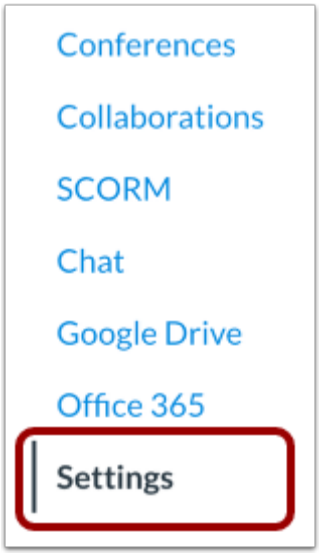
Course visibility options can be customized and allow access to different user roles. The visibility setting offers three choices for a course or course content:

- **Course:** The course or course content is available to all users associated (enrolled) in the course. This option is the default setting.
- **Institution:** The course or course content is available to users associated with this institution. This option allows users in your institution to view your course before they enroll in the course. For this option, users can only view the course if course self-enrollment is enabled or the course is included in the Public Course Index. The course content shown to authenticated users is the same content shown to the public for publicly visible courses.
- **Public:** The course or course content is available to anyone with the URL. If a public course is unaccessible to unauthenticated users, your institution may require a login and password to view all courses within their Canvas instance.

To learn more about visibility options, view the Canvas Course Visibility Options resource document.

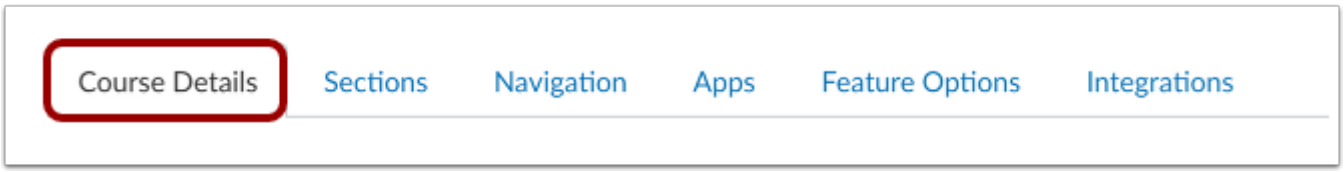
Note: If the Visibility option cannot be changed, you do not have permission to manage visibility settings. Please contact your Canvas administrator or Canvas Support for assistance.

Open Settings



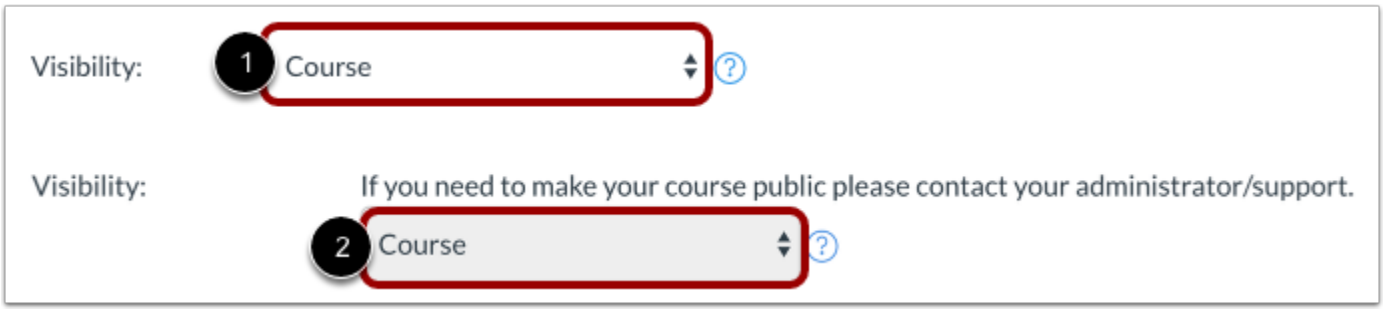
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Set Visibility

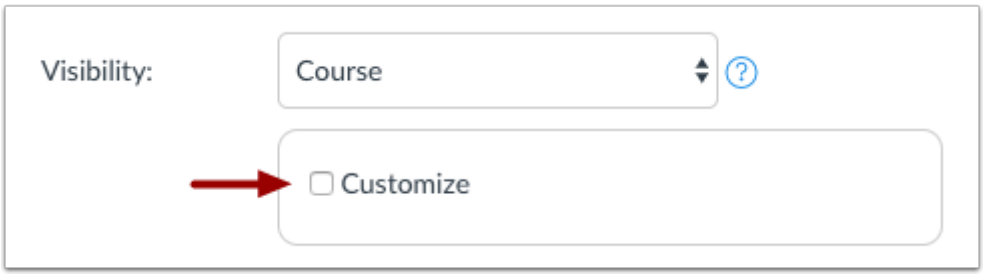


In the Visibility options, the default is set to Course.

To change the visibility, click the **Visibility** menu and select the visibility option you prefer [1].

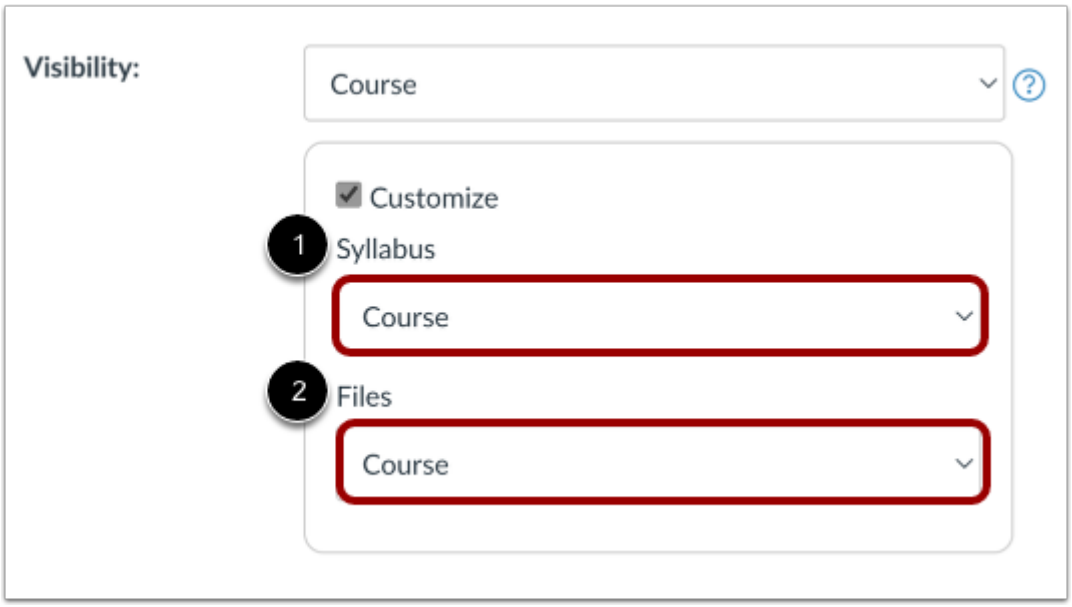
If the Visibility option cannot be changed, you do not have permission to manage visibility settings [2]. Please contact your Canvas administrator or Canvas Support for assistance.

Customize Content Visibility



If you also want to customize content visibility, such as the course syllabus, click the **Customize** checkbox.

Set Content Visibility

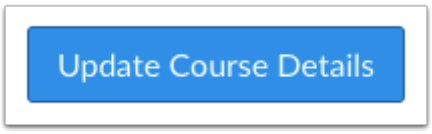


Currently the only content available for customization are the Syllabus and Files. The default is set to the same option shown for course visibility.

In the **Syllabus** [1] and **Files** [2] drop-down menu, select the visibility option you want to set:

- If course visibility is set to Course, content visibility can be set to **Course**, **Institution**, or **Public**.
- If course visibility is set to Institution, content visibility can be set to **Institution** or **Public**.
- If course visibility is set to Public, the entire course is already public so content visibility can only be set to **Public**.

Update Course Details



Click the **Update Course Details** button.

How do I set a Creative Commons license for a course?

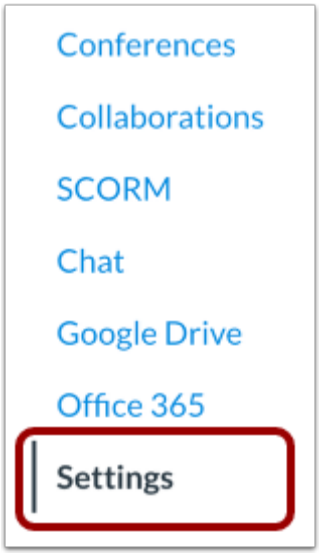
By default, the content you create in your course is considered copyrighted and private. However, if you want to make your course available to others for reuse, you can set a Creative Commons license for your course that specifies how you will let others copy, distribute, or display your work. The benefit of using Creative Commons licenses is that other instructors can use and build and improve upon your own content. This sort of creative collaboration can add value to your curriculum. You can reuse other users' content if it has a Creative Commons license.

Licenses range from restrictive use to public domain. If you are not sure what type of license you need, learn more about Creative Commons licensing. While setting a license, you can also use the Help icon to determine which type of Creative Commons license is best for you. You can change your course license at any time.

You can set a license for both private and public courses. Learn how to make your course available to users through course visibility options.

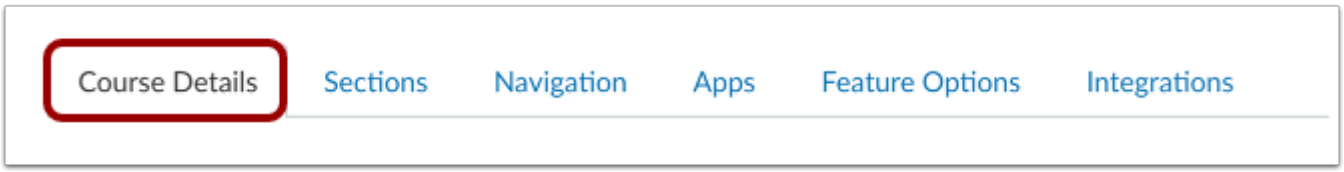
Note: If you are using Canvas Commons, the license you select for your course is not associated with the content license set for a shared resource.

Open Settings



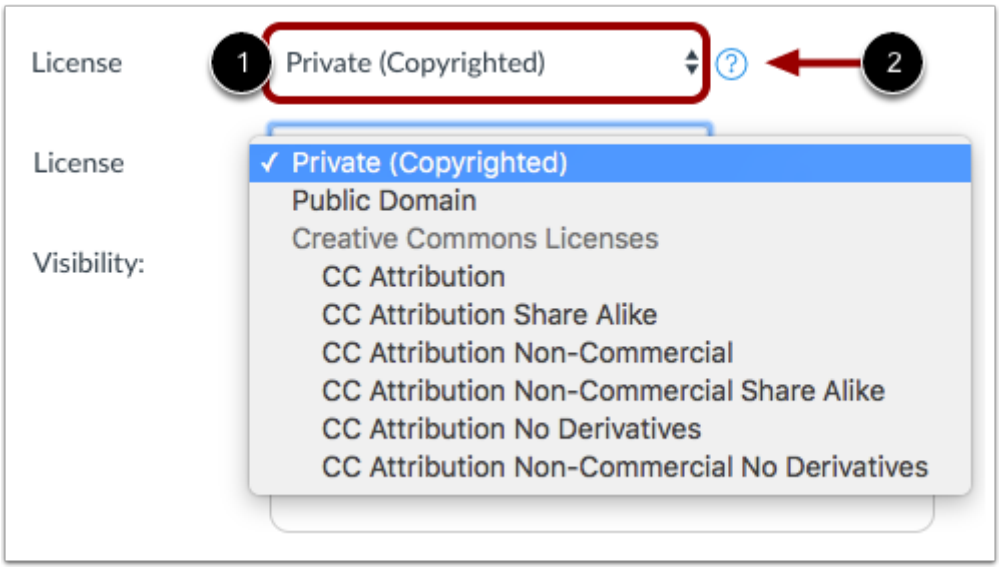
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

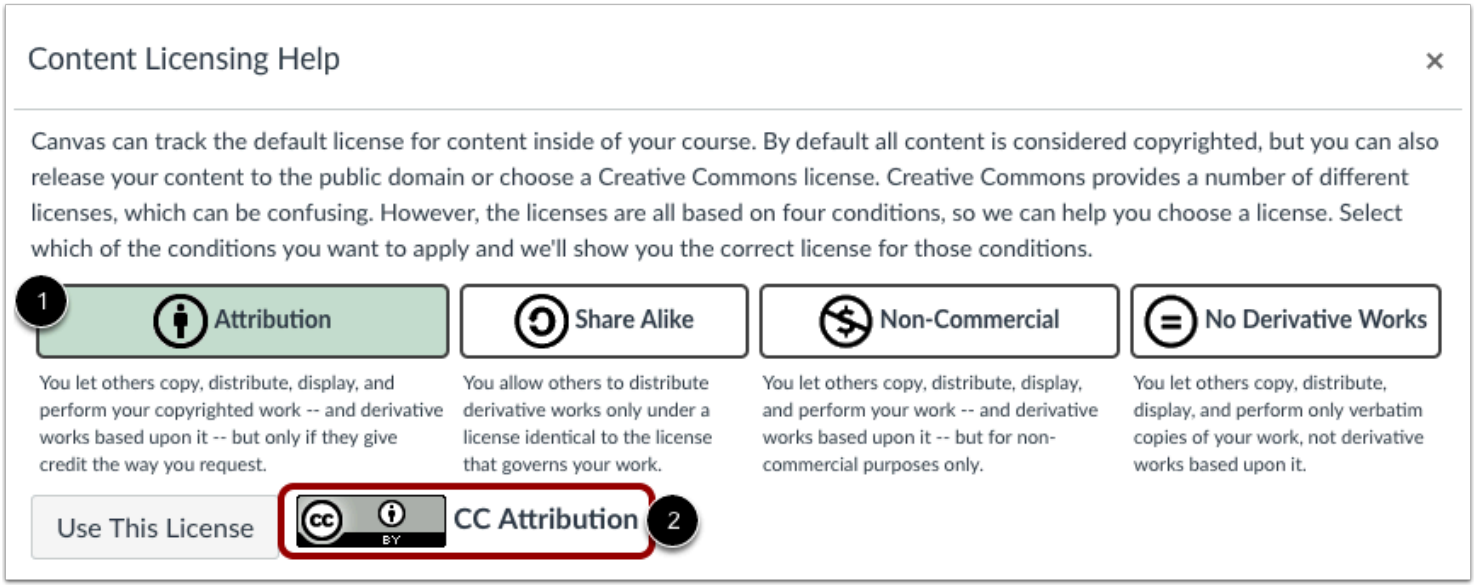
Select License



In the Course Details tab, the License menu is set to Private (Copyrighted). If you want to select a different license and know what license you want to use, click the **License** menu [1] and select the license from the menu list.

If you need more information about choosing a license, click the **Help** icon [2].

View Content Licensing Help

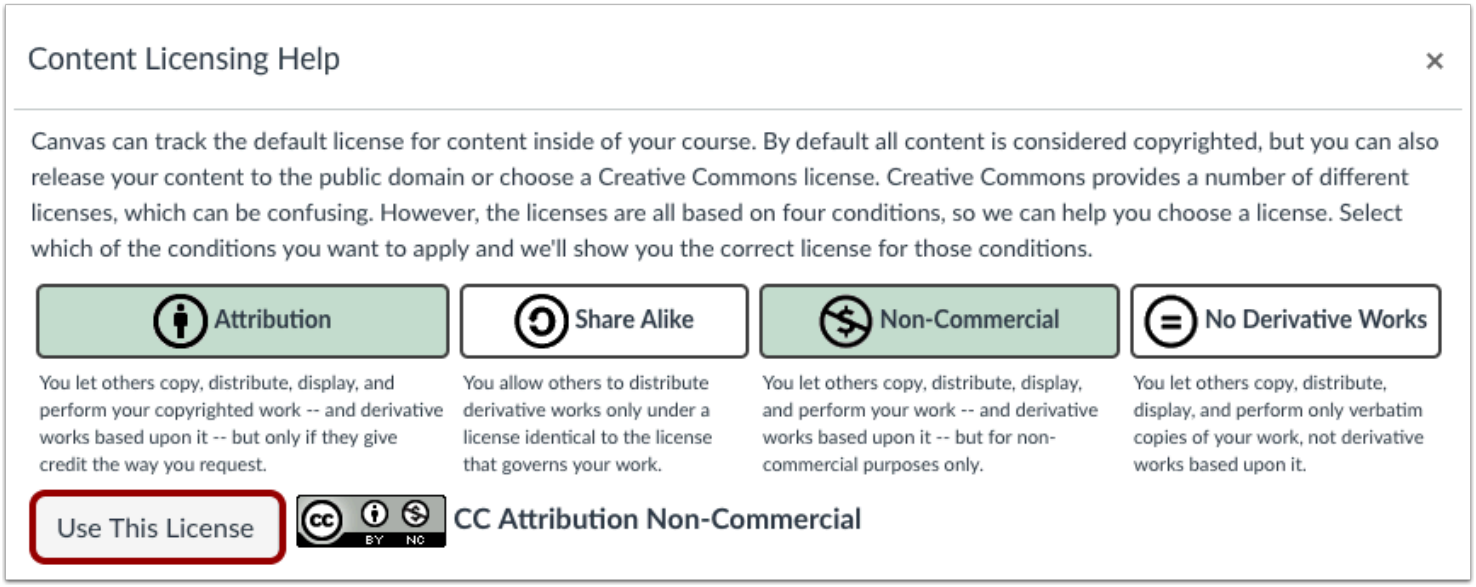


The Help menu explains the four conditions that comprise Creative Commons licenses. To create a license, click the condition(s) you want to select [1]. The name of the license displays at the bottom of the page [2].

Notes:

- All Creative Commons licenses require attribution, so when others distribute or reuse your work, they must always credit you for your original creation. If you select more than one condition, the Attribution condition will always be selected.
- The Attribution-ShareAlike license is used by Wikipedia and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.

Use This License



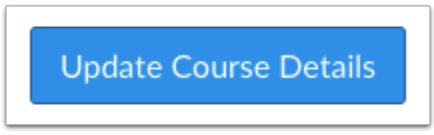
When you are finished creating your license, click the **Use This License** button.

View License



View your selected license in the **License** menu.

Update Course Details



Click the **Update Course Details** button.

How do I include a course in the Public Course Index?

The public course index is a collection of all courses in your institution that can be viewed publicly. In relation to the index, the word public references the index, not the courses; courses in the index may be public or private courses. Learn how to view the Public Course Index.

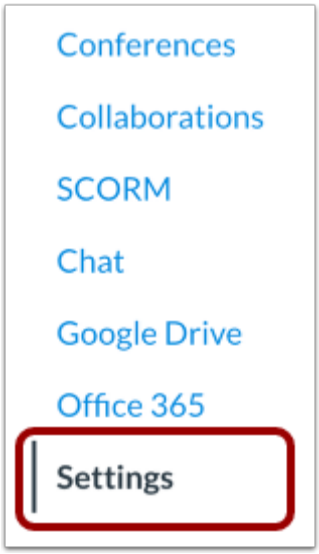
If you want to include your course as part of the public course index, you can select the course index visibility option in course settings. You can also create a description for your course as part of the catalog listing.

To learn more about visibility options, view the Canvas Course Visibility Options resource document.

Notes:

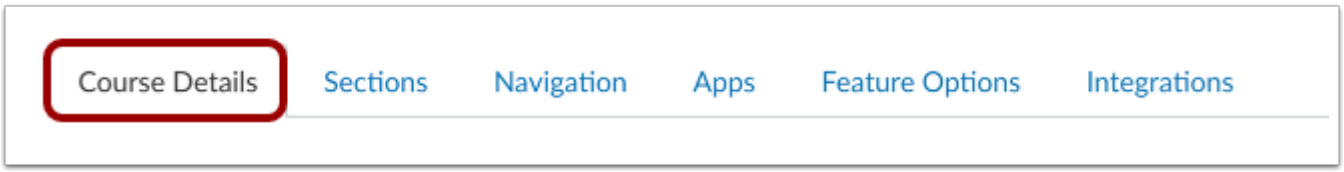
- The Public Course Index is currently an account setting and must be enabled by your institutional admin.
- If your course is enabled for self-enrollment, you can add a Join button to allow users to self-enroll at any time. This option does not have to be enabled to include a course in the Public Course Index, but students who view the course will not be able to contribute to any discussions, quizzes, or assignments unless they are enrolled.
- If a course includes an end date, the course is not automatically removed from the Public Course Index.

Open Settings



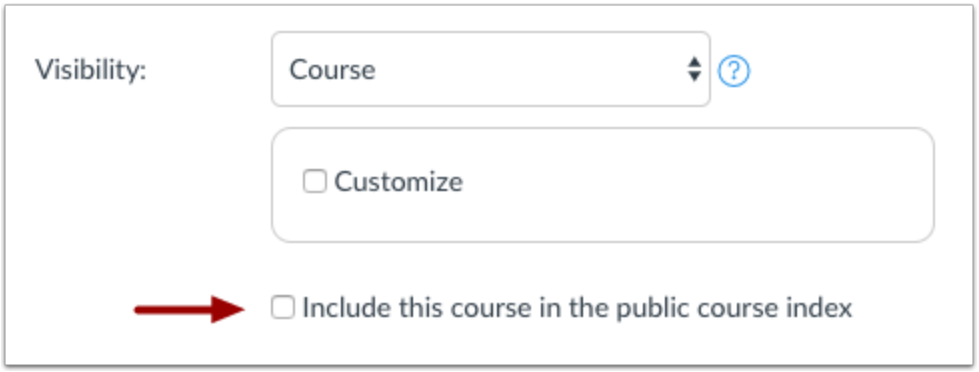
In Course Navigation, click the **Settings** link.

Open Course Details



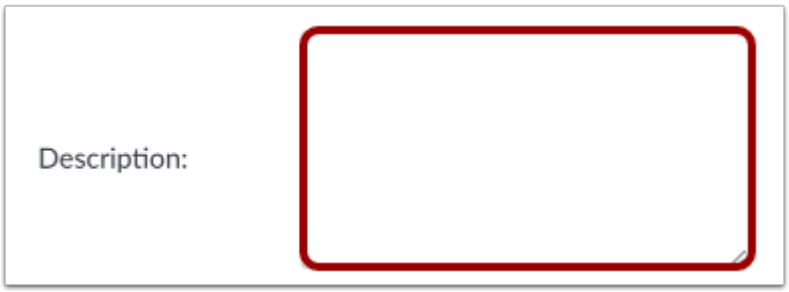
Click the **Course Details** tab.

Set Visibility



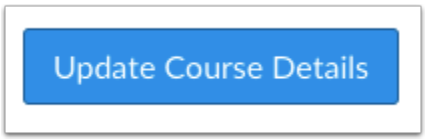
In the visibility options, click the **Include this course in the public course index** checkbox.

Set Description



In the description field, enter a description for your course.

Update Course Details



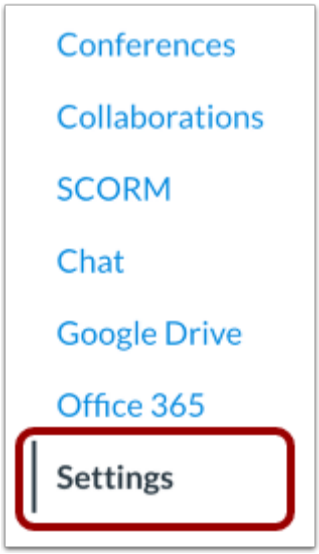
Click the **Update Course Details** button.

How do I set a course format?

You can set the format for a course in Course Settings. Course format shows whether the course is intended to be an on-campus course, a online course, or a blended course. Blended courses can sometimes be called hybrid courses, but the interpretation can be defined by your institution.

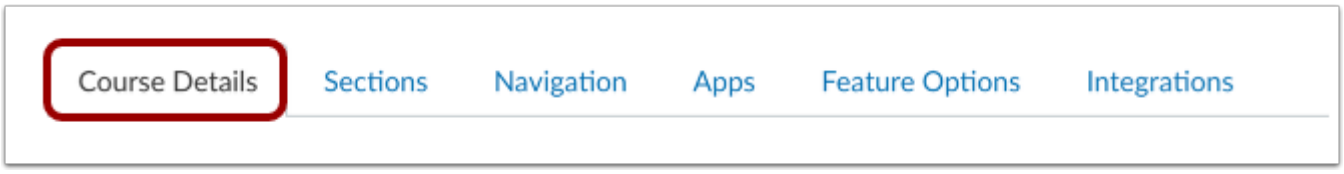
For admins, currently course format reporting can only be accessed through the Courses API or the Provisioning Report (Courses CSV configuration) in Account Settings.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



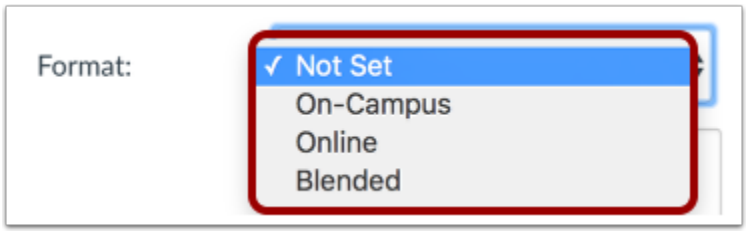
Click the **Course Details** tab.

Open Course Format Menu



Click the **Format** drop-down menu.

Select Format



Click the format type that best represents your course.

Update Course Details



Click the **Update Course Details** button.

How do I change the format of a course ePub export file?

As an instructor, you can allow users to download your course as an ePub file using an ePub reader. You can also select the format for the course ePub file.

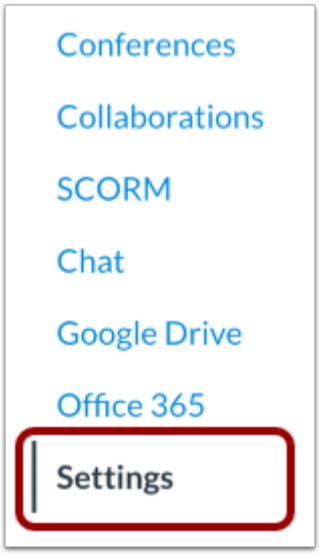
The default ePub organization is by module, meaning only items that students have access to view in each module will be included in the ePub file. Locked modules list either their pre-requisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

If you do not want the ePub file to be organized by Modules, you can choose to set your course organization by content type (e.g. assignments, quizzes, etc.).

Notes:

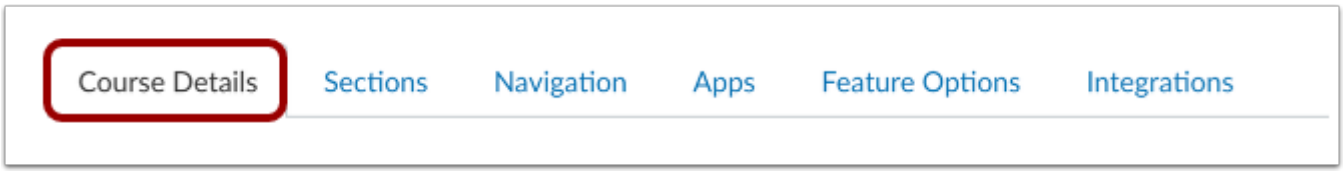
- ePub Exporting is currently a course feature option. To enable this feature, learn how to manage feature options in the course features lesson. If the ePub Exporting option is not available for your course, your institution admin has disabled and locked the ePub account feature option.
- If your account does not display the ePub Export option, your institution may only allow you to manage offline content as an HTML file. The offline content feature will override the ePub Exporting feature option, as both features cannot be used together.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



Click the Course Details tab.

Organize ePub by Content Type



In the Course Details tab, locate the ePub Export section. Click the **Organize ePub by content type** checkbox.

Update Course Details



Click the **Update Course Details** button.

How do I allow course content to be exported as an offline HTML file?

If your institution has enabled offline content, you can allow users in your course to download course content as an HTML file in the Modules page. This feature supports courses that use complex HTML or dynamic linking to downloaded files. Users can view the HTML file on a computer any time.

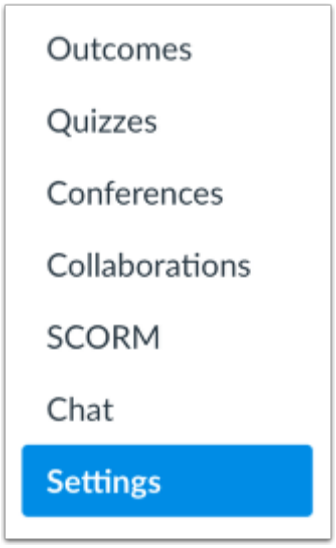
Exports are based on modules. To use this feature, you must allow students to view modules in the course, either by displaying the Modules link in Course Navigation or enabling modules as the Course Home Page layout.

Course content export packages include all course files, pages, and embedded files added to a module and are viewable as long as the user has permission. Content items locked by modules or by date are not included in offline content and show that the content is not available. Export packages do not include media files embedded from course files.

Exported content does not expire, so please ensure your institution has specific online user agreement guidelines as exported content files cannot be managed by the institution. When exporting content, users are notified that they may not reproduce or communicate any of the content in the course, including files exported from the course, without the prior written permission of their institution.

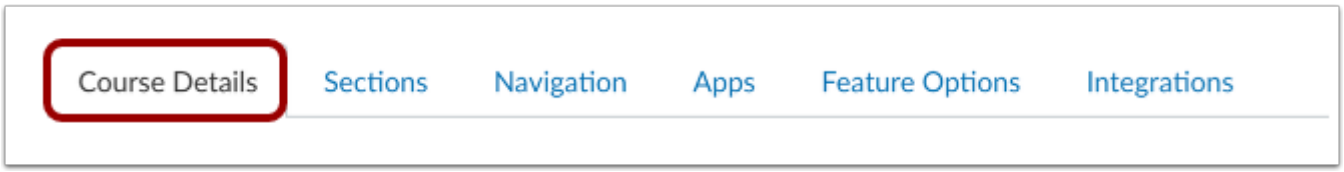
Note: If your course does not display the Offline Content option, your institution has not enabled this feature. However, you may be able to allow course content to be downloaded as an ePub file and manage the ePub export format.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



Click the Course Details tab.

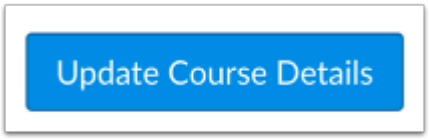
Enable Offline Content



Locate the Offline Course section. Click the **Allow course content to be downloaded and viewed offline** checkbox.

Note: This checkbox may already enabled by your institution.

Update Course Details



Click the **Update Course Details** button.

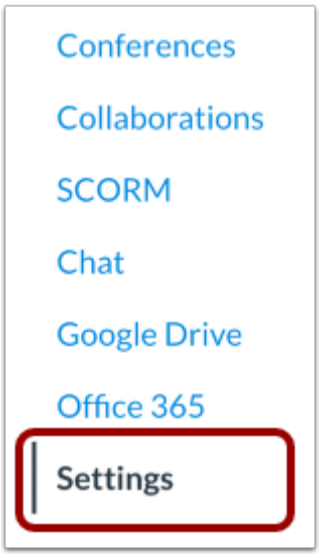
How do I enable course self-enrollment with a join code or secret URL?

If your Canvas admin has enabled self enrollment for your institution, you can enable self enrollment in your course. Self-enrollment allows a student to sign up for a course using a secret URL or code. Self-enrollment can be enabled for a course whether or not the course is publicly visible.

Notes:

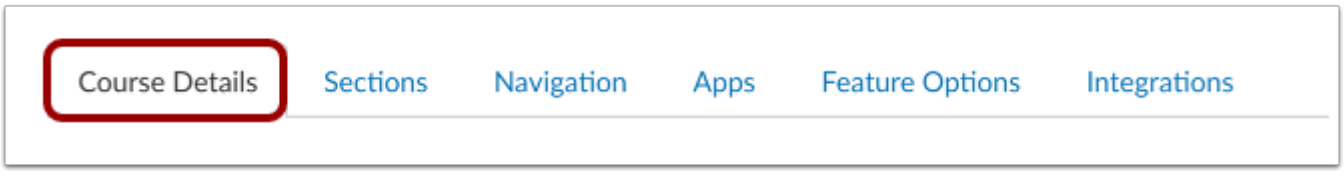
- If you cannot view the options for self enrollment, your admin has disabled this setting for your institution.
- Instructors are not notified when a student self-enrolls.
- The Course Home Page shows the Join this Course link only when you enable it, as it does not appear by default.

Open Settings



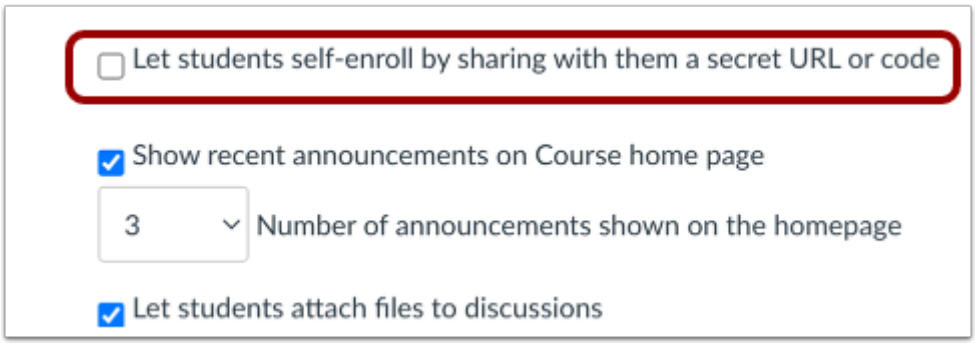
In Course Navigation, click the **Settings** link.

Open Course Details



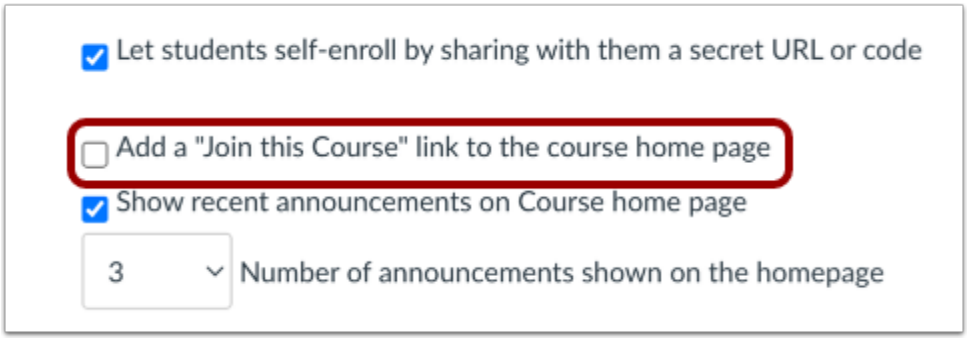
Click the **Course Details** tab.

Enable Self-Enrollment



Click the **Let students self-enroll by sharing with them a secret URL or code** checkbox.

Add Join the Course Link



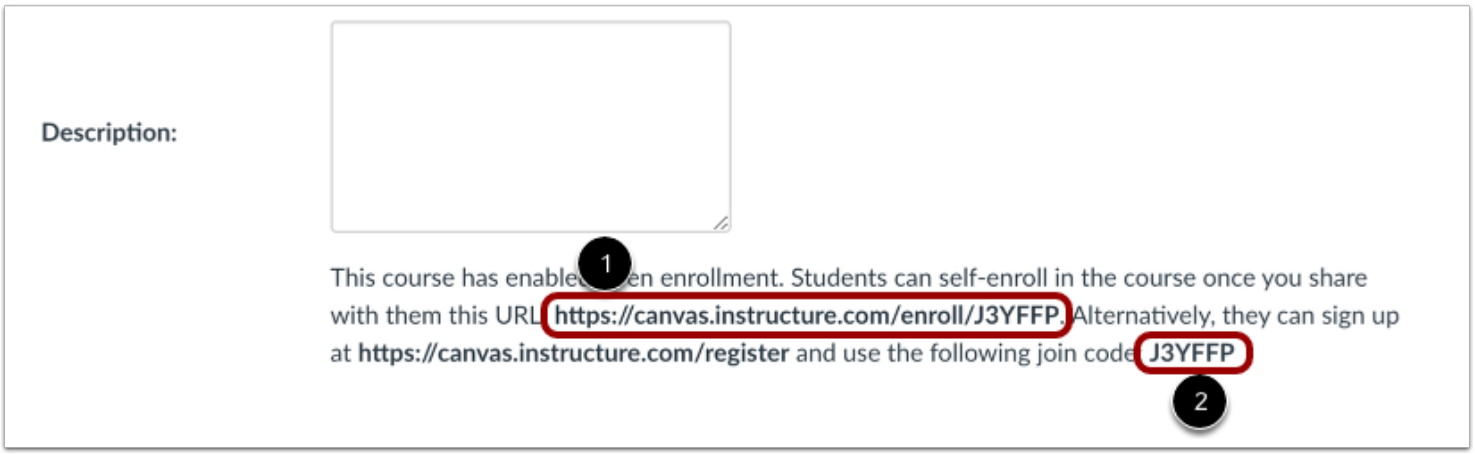
If you want to add an enrollment link to the Course Home Page, click the **Add a "Join this Course" link to the course home page** checkbox.

Update Course Details



Click the **Update Course Details** button.

View Self-Enrollment Details



Copy and share the provided secret URL [1].

If your institution has enabled Canvas authentication, which allows students to sign up for a Canvas account, you can also view an alternative sign-up option that includes the account URL and join code [2].

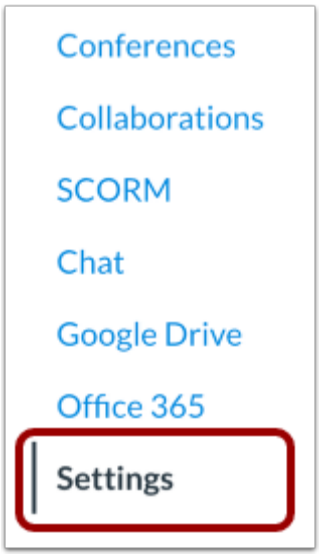
How do I show recent announcements in the Course Home Page?

You can show recent announcements as part of your Course Home Page. You can set the number of announcements that should be displayed.

The Course Home Page only displays text and links within announcements; any images or media will not be shown.

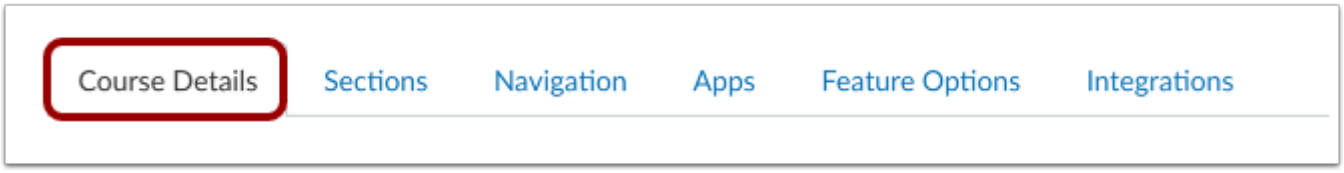
Note: Student app users cannot view announcements on the homepage. However, they can view announcements in the course's Announcements navigation.

Open Settings



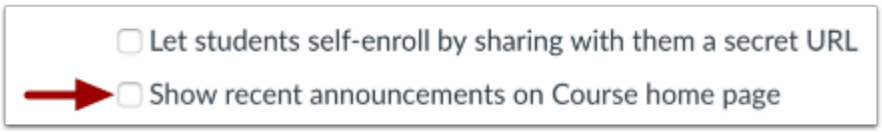
In Course Navigation, click the **Settings** link.

Open Course Details



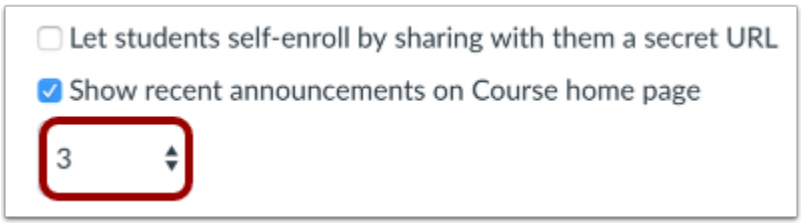
Click the **Course Details** tab.

Show Recent Announcements



Select the **Show recent announcements on Course home page** checkbox.

Select Number of Announcements



In the **Number of announcements** menu, select the number of announcements to show on the home page. You can show up to the most recent 15 announcements.

Update Course Details



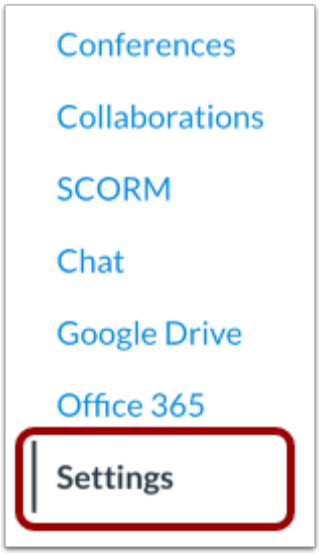
Click the **Update Course Details** button.

How do I hide totals in my students' grade summaries?

In Course Settings, instructors have the option to hide total grades from students. By default, students can see the totals for assignment groups when they view their course grades. However, for courses that use weighted assignment groups, the assignment group totals are always hidden from students.

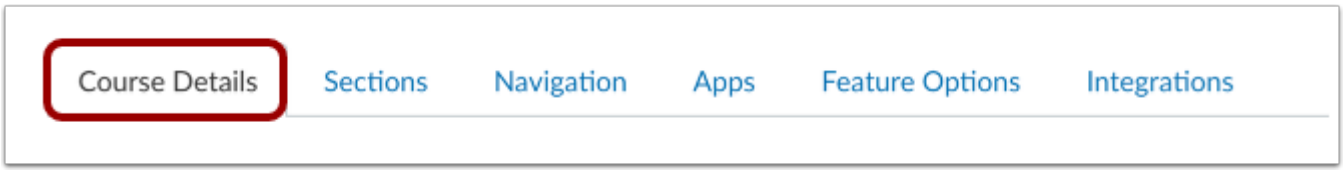
If your course is using Multiple Grading Periods, this setting restricts students from viewing grades in any grading period.

Open Settings



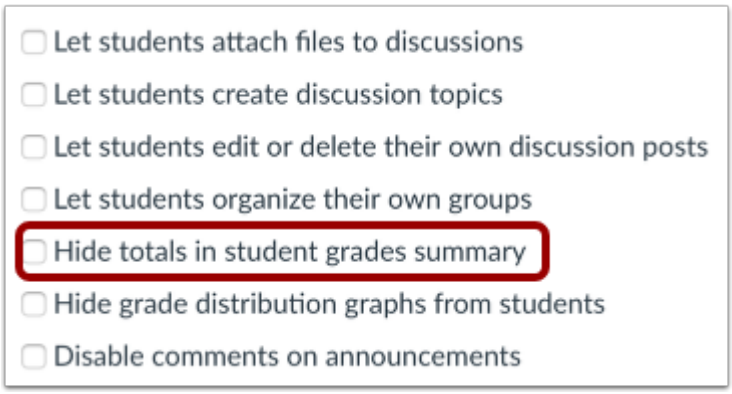
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Hide Totals in Student Grades Summary



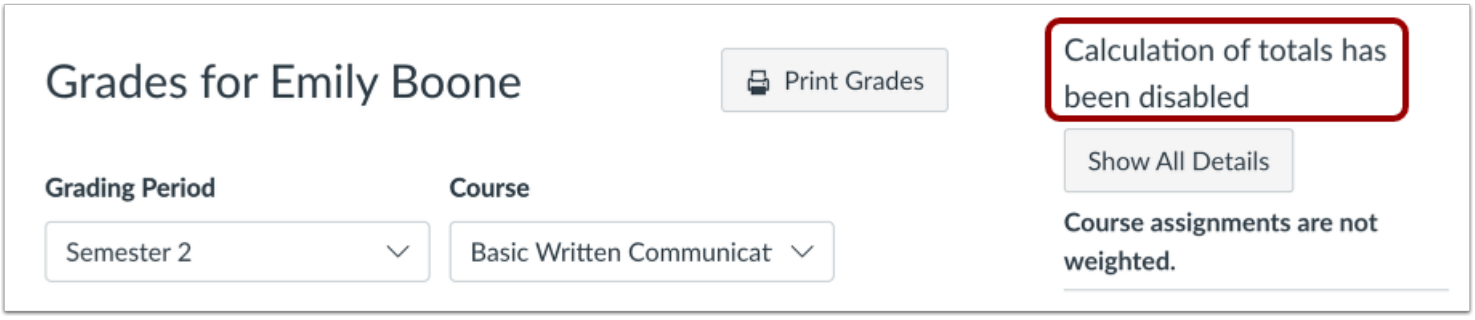
Select the **Hide totals in student grades summary** option.

Update Course Details



Click the **Update Course Details** button.

Students View Informational Message



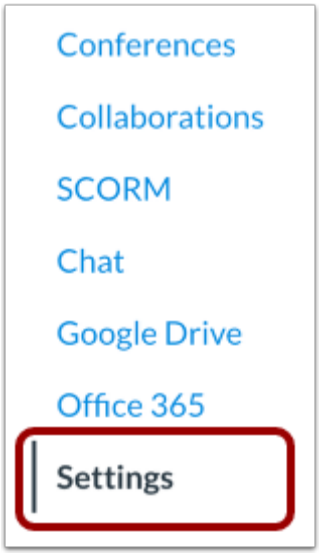
When students view their course grades, an informational message indicates that the calculation of totals has been disabled. Assignment group names are displayed, but totals are hidden.

How do I hide grade distribution scoring details from students?

Instructors can hide the box and whisker plot (grade distribution) graphs to keep students from viewing the summary statistics of the class and figuring out each others' grades. By default, the whisker graph is on. When the grade distribution graph is hidden, students cannot view any aspect of the graph, including the high, low, and mean scores.

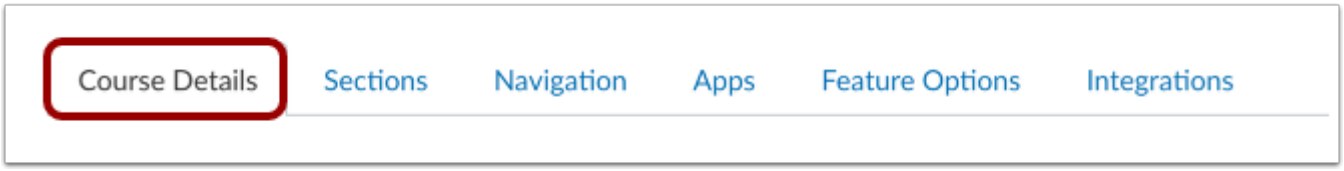
Note: The grade distribution graph displays for students after five or more students submit the assignment and remains visible for instructors after hiding the graph from students.

Open Settings



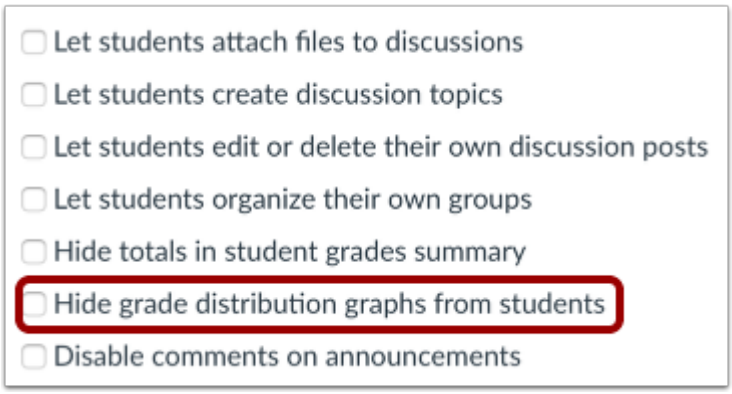
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Hide Grade Distribution



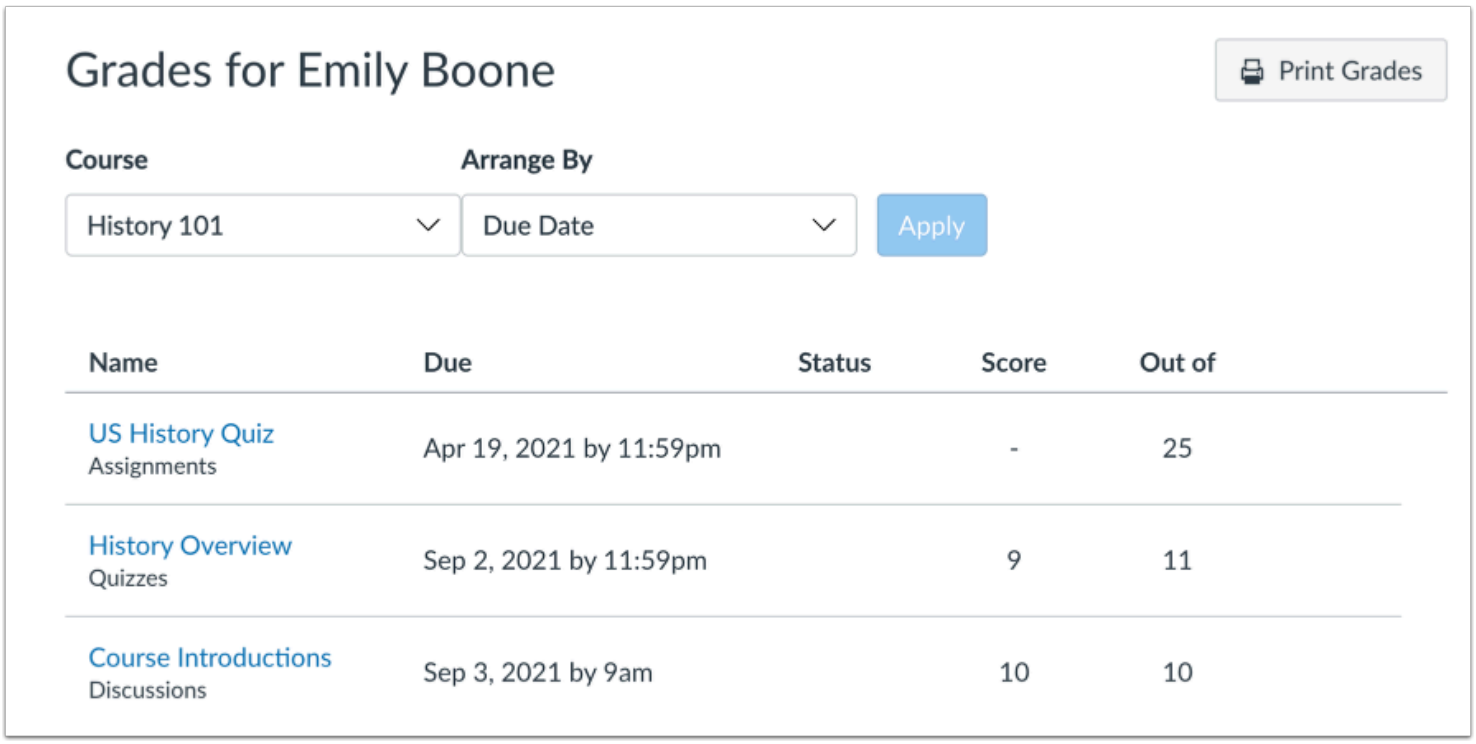
Check the **Hide grade distribution graphs from students** checkbox.

Update Course Details



Click the **Update Course Details** button.

Student View



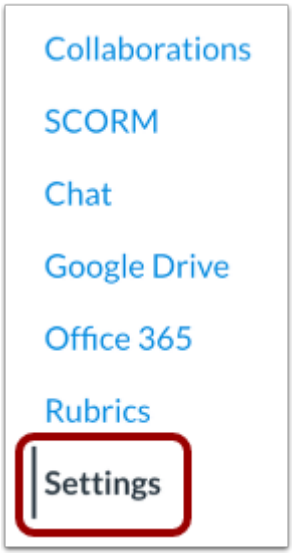
When the grade distribution graph is hidden, students can view their score, but cannot view any other aspect of the graph, including the high, low, and mean scores.

How do I hide sections from students on the People page?

You can hide the sections column on the People page from students in your course. When you enable this setting, students will no longer be able to view section information if they have access to the People page. However, students may be able to view section information in other areas of Canvas.

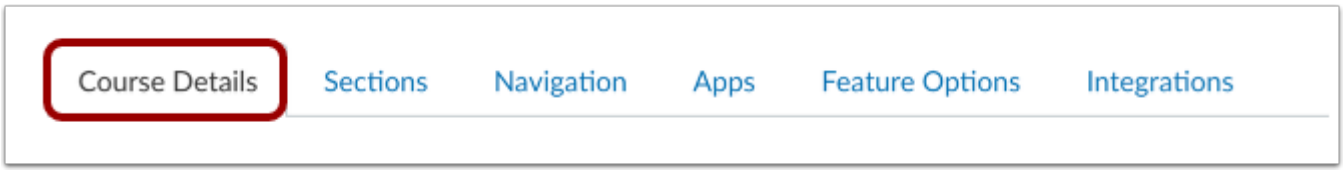
Note: Hiding the sections column on the People page only applies to the web version of Canvas.

Open Settings



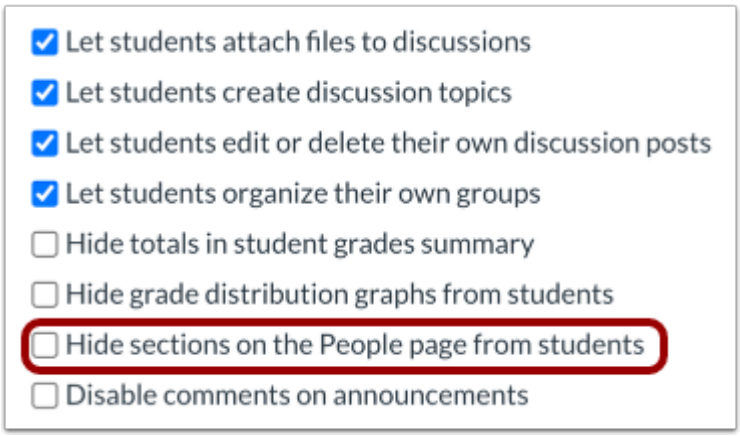
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Hide Section Column



Click the **Hide sections on the People page from students** checkbox.

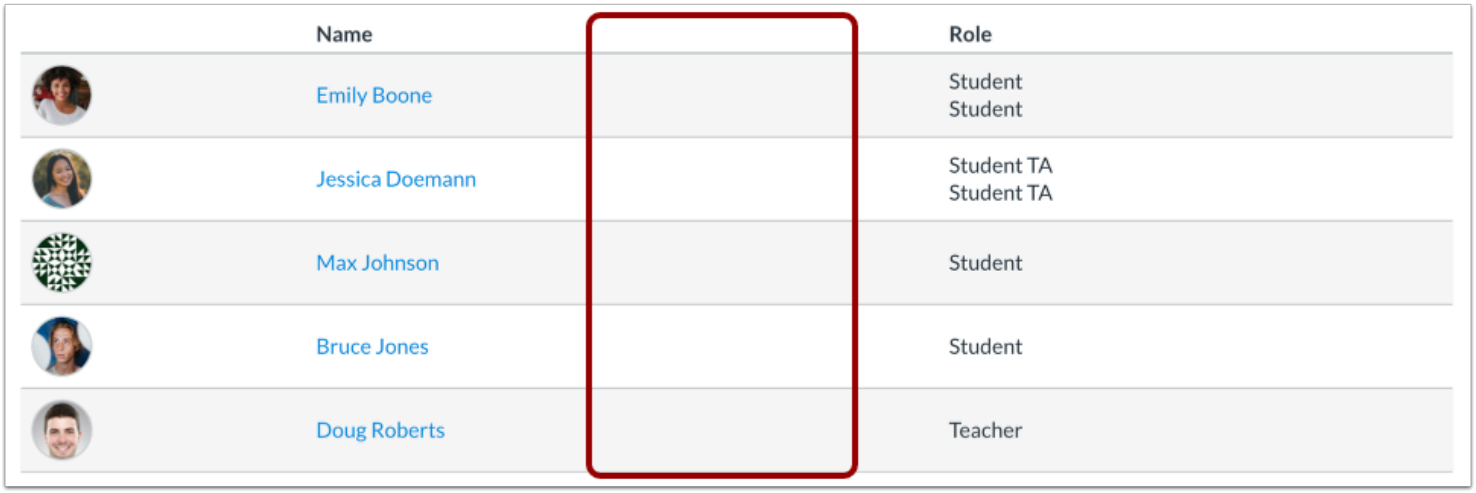
Note: This checkbox only displays when the course includes two or more sections.

Update Course Details



Click the **Update Course Details** button.

Student View



When students view the People page, the Section column no longer displays.

How do I restrict the viewing of quantitative data in a course?

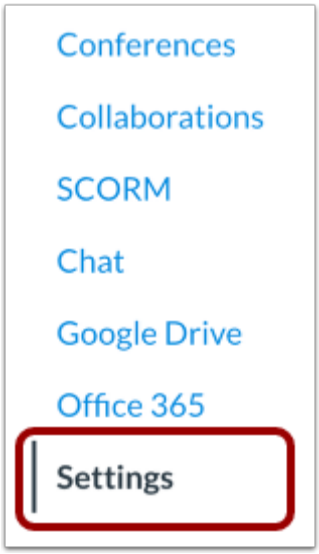
In course settings, you can prevent students from viewing grades as points and allow them to view only letter grades and comments. When selected in course settings, the Restrict view of quantitative data checkbox limits the display of course quantitative (numeric) grading data. Students and observers can view only qualitative data, which includes letter grades and comments.

Points are converted to a letter grade and points possible are hidden. All other grading information is visible.

Notes:

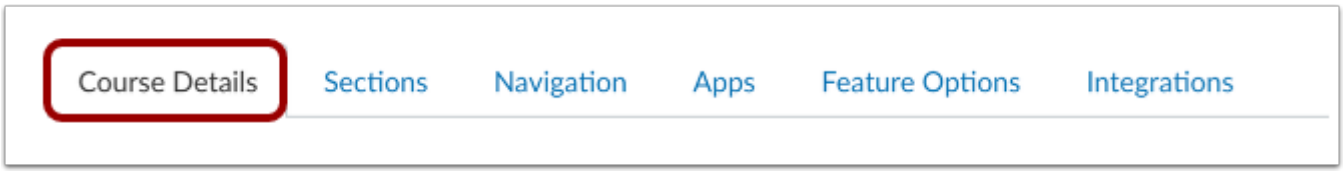
- If the course does not have a custom grading scheme, the Default Canvas Grading Scheme is used.
- When the quantitative data restriction setting is enabled, Admins, Instructors, and TAs can still see quantitative data.
- Restricting the view of quantitative data is partially supported with classic quizzes. When the quantitative data restriction setting is enabled, students and observers cannot view numeric scores on the Grades page, but they can still view numeric scores when viewing classic quiz result details.
- The course setting is only available if your admin enables it for the account.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

View Quantitative Data Options

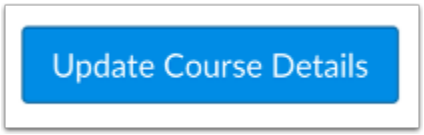


In the Course Details tab, locate the Quantitative Data Options. To restrict students and observers from viewing quantitative data, click the **Restrict view of quantitative data** checkbox.

By default, the Restrict view of quantitative data checkbox is not selected, meaning students and parents/observers can view numeric data as well as letter grades and comments. To retain this default for the course, do not select the checkbox.

Note: If the checkbox is selected and grayed out, your admin has locked the account-level setting.

Update Course Details



Click the **Update Course Details** button.

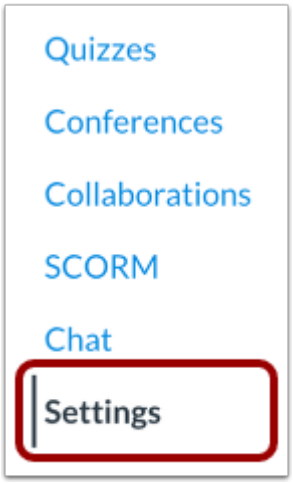
How do I disable announcement replies for an entire course?

By default, comment replies are disabled for announcements unless enabled in an individual announcement. However, you can disable comments for announcements and have that setting applied to every announcement throughout the entire course. When this setting is applied, you cannot select the option to allow users to comment when creating an announcement.

If you enable announcement replies, only newly created announcements will be able to allow user replies. Any existing announcements will remain locked and must be opened to comments individually in the Announcements page.

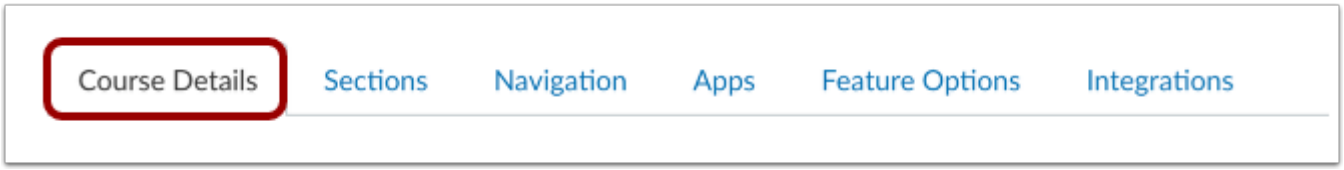
Note: Depending on your institution's preference, comments may already be disabled in the course.

Open Settings



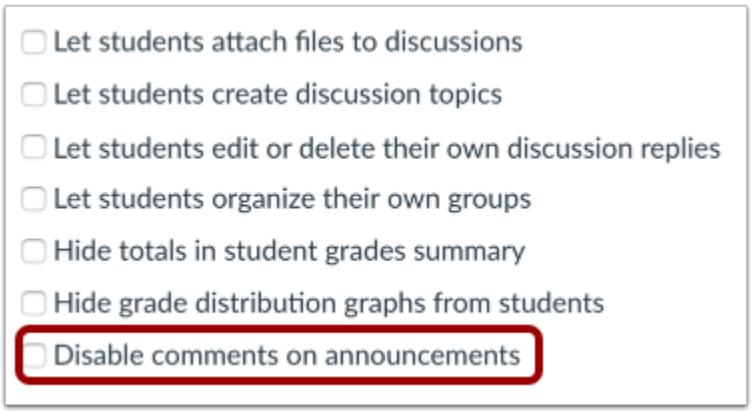
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Disable Comments on Announcements



Check the **Disable comments on announcements** checkbox.

Note: If the checkbox is grayed out, comments have already been disabled by your institution and cannot be changed.

Update Course Details



Click the **Update Course Details** button.

How do I validate links in a course?

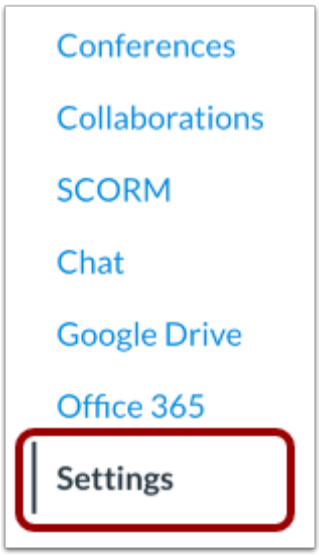
As an instructor, you can verify links to course content throughout your course to ensure they are valid. You can check these links using the course link validator, which searches through course content and returns invalid or unresponsive course content links in both published and unpublished content. However, please note that some links flagged as unresponsive are inaccessible by Canvas servers and will still work for students.

The link validator also includes deleted links. Deleted links are links that are still in the course, but their linked content has been deleted (such as a course file or page).

If the link validator does not detect any broken links in your course, Canvas may display a celebration. The link validator celebration feature option must be enabled by an account admin. However, you can disable link validator celebrations in your user settings.

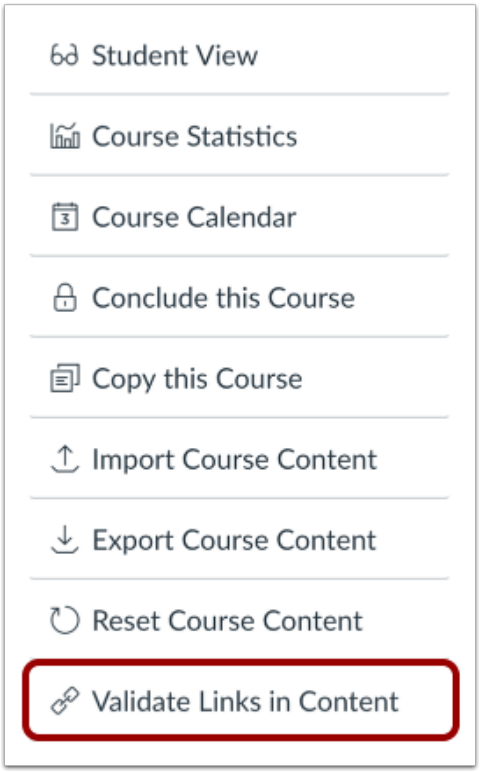
Note: The link validator does not validate mailto (email address) links.

Open Settings



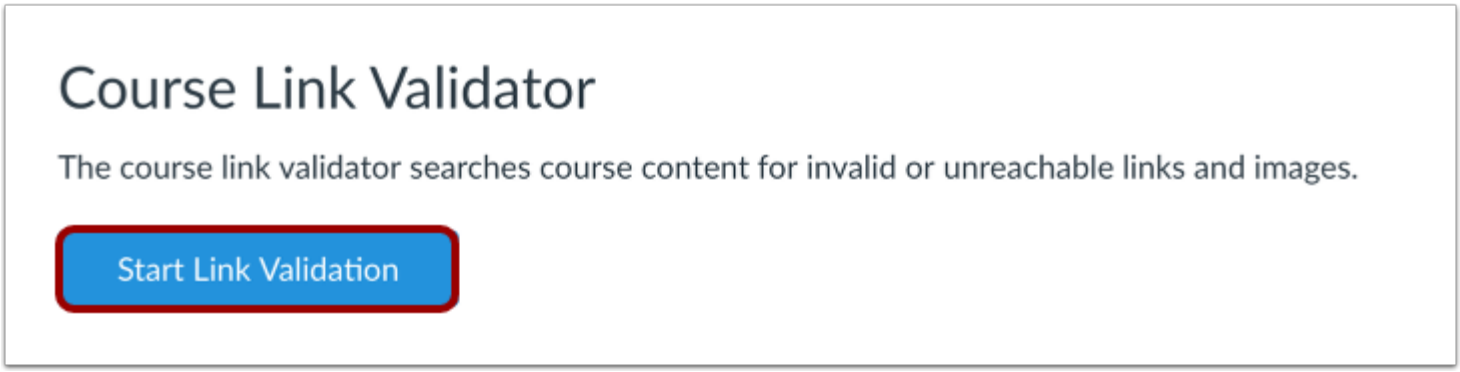
In Course Navigation, click the **Settings** link.

Open Validation Link



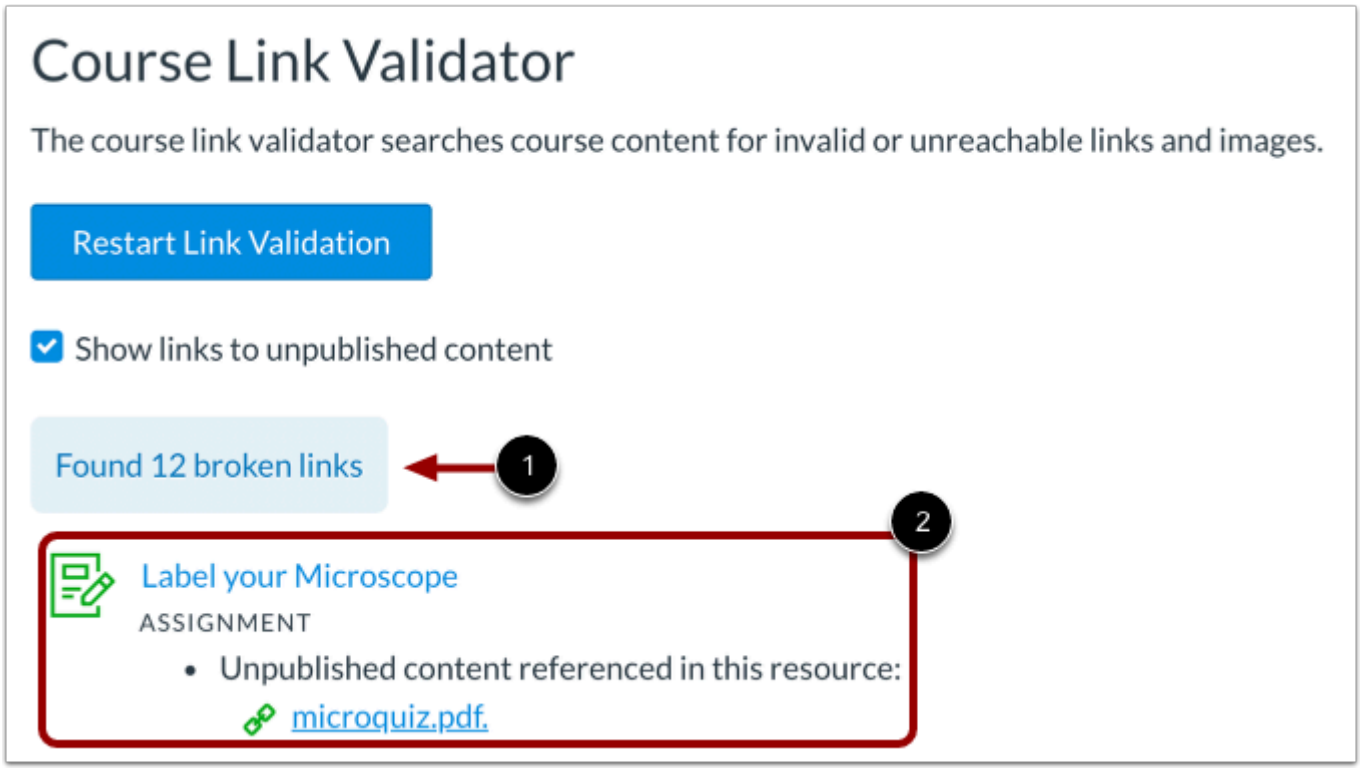
In the sidebar, click the **Validate Links in Content** link.

Start Link Validation



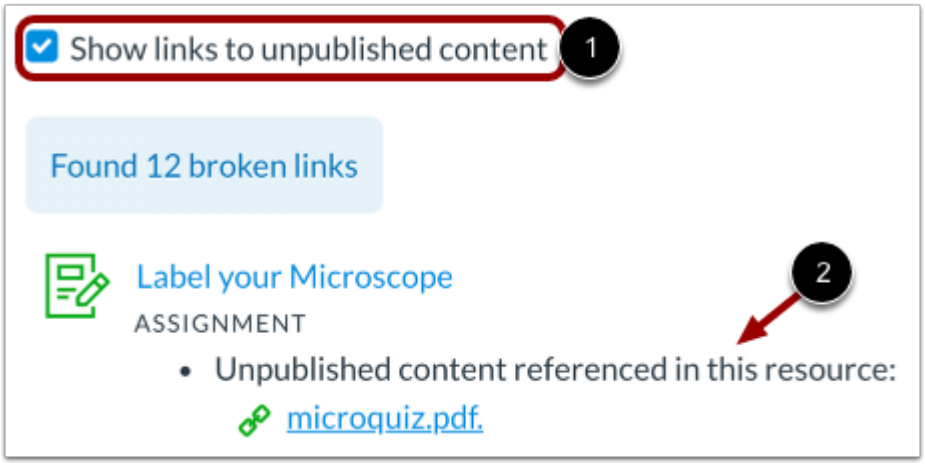
Click the **Start Link Validation** button.

View Links



If any links are found in the course, Canvas displays the number of links [1], followed by the name of the content item and the content's associated invalid link(s) [2].

View Unpublished Content



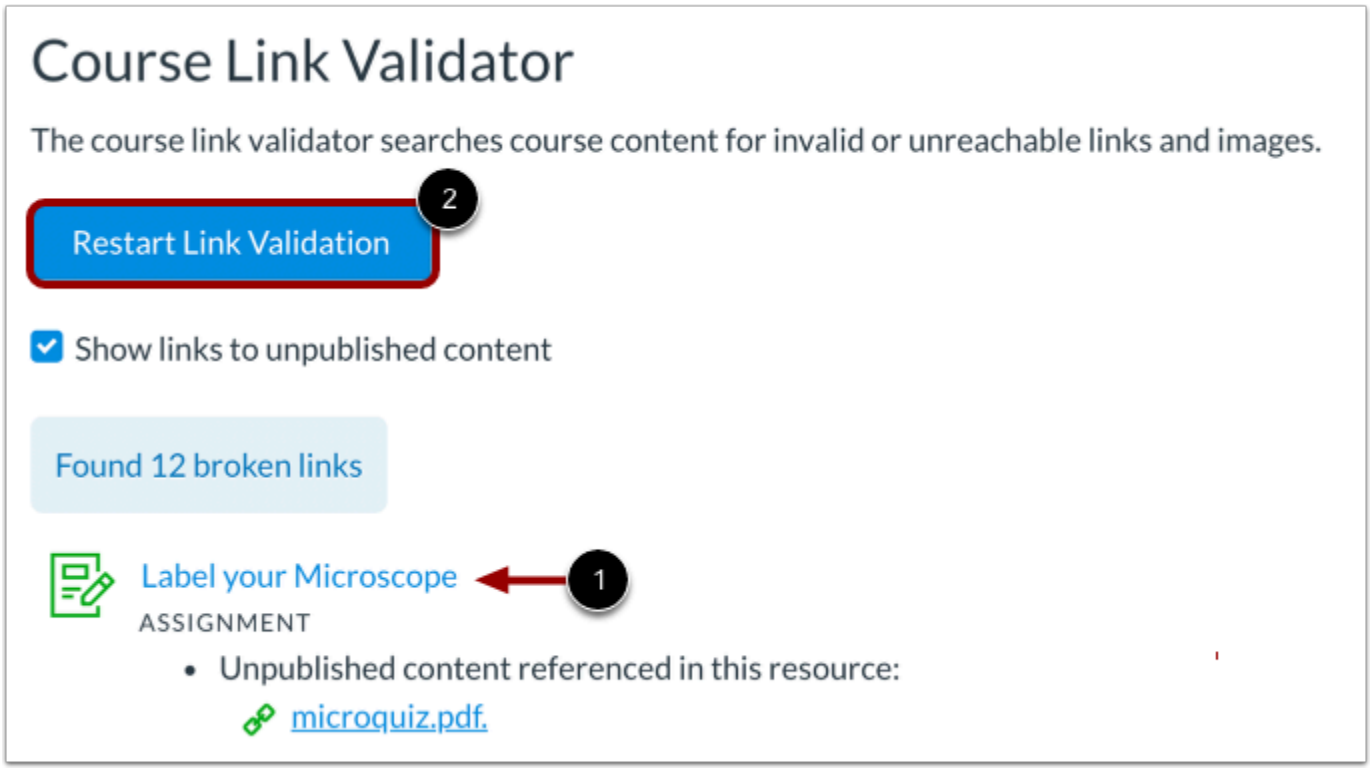
By default, the Show links to unpublished content checkbox is selected [1]. The page will display any broken links in unpublished content [2].

View Broken Link Details



The validator displays broken links and images by item type [1]. Broken content is identified as either a link or an image [2]. Non-existent content means that the object is invalid and should be replaced [3]. Unreachable objects mean the image could not be displayed [4].

Update Links



To update links within course content, click the name of the content item [1].

After you update your content, you can validate your links again by returning to the Link Validator page and clicking the **Restart Link Validation** button [2].

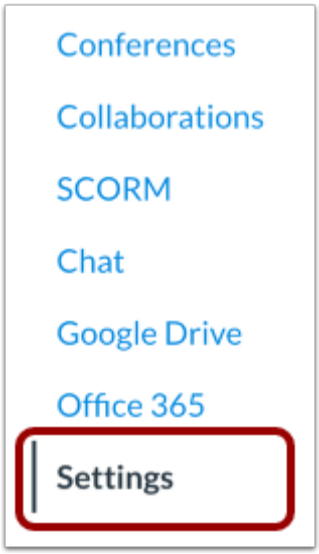
How do I view course statistics?

Course statistics give you a glimpse into which assignments, discussions, and quizzes are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

You can also view current user role totals from the Course Settings page.

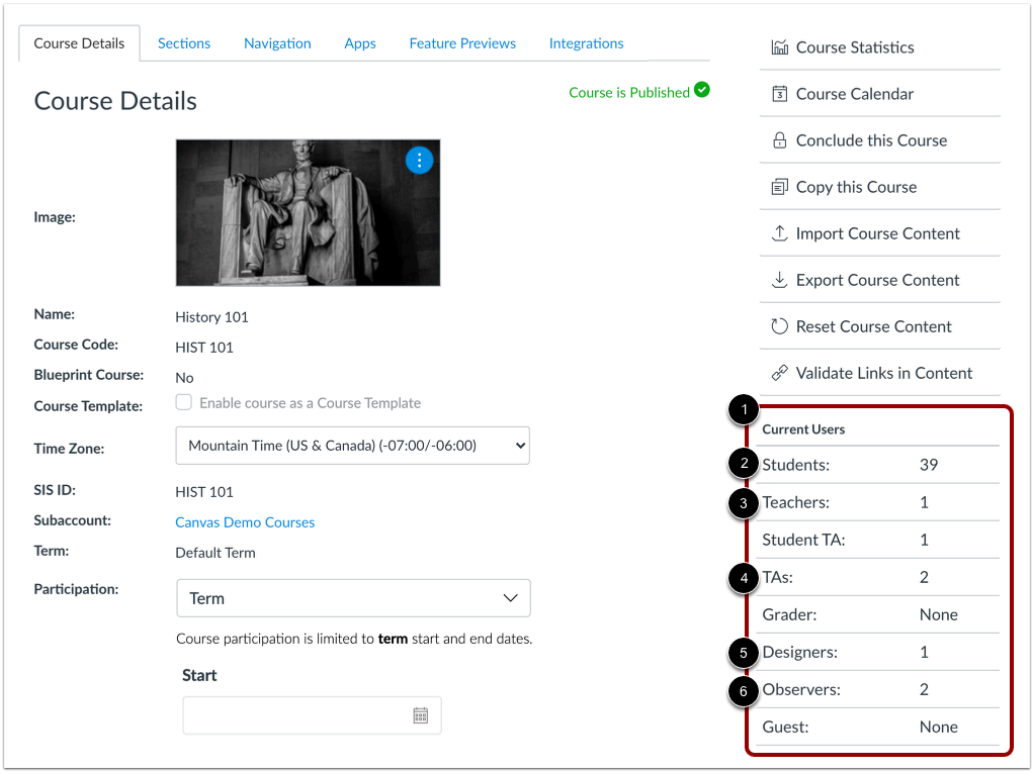
To learn about specific file quota details, view the Course Files Quota resource document.

Open Settings



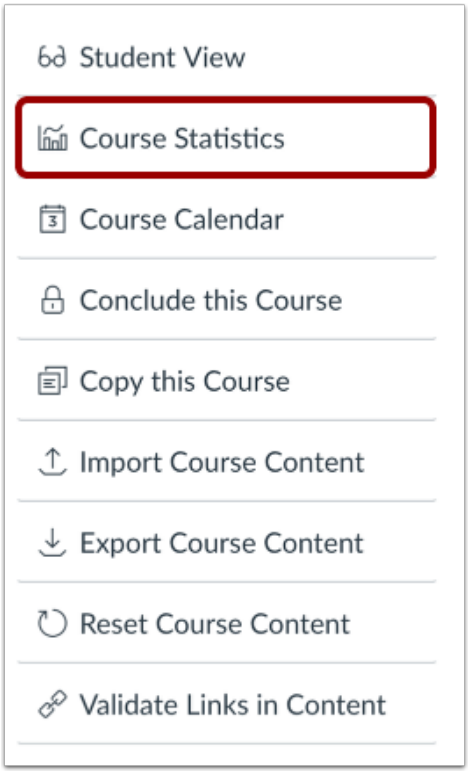
In Course Navigation, click the **Settings** link.

View Current Users



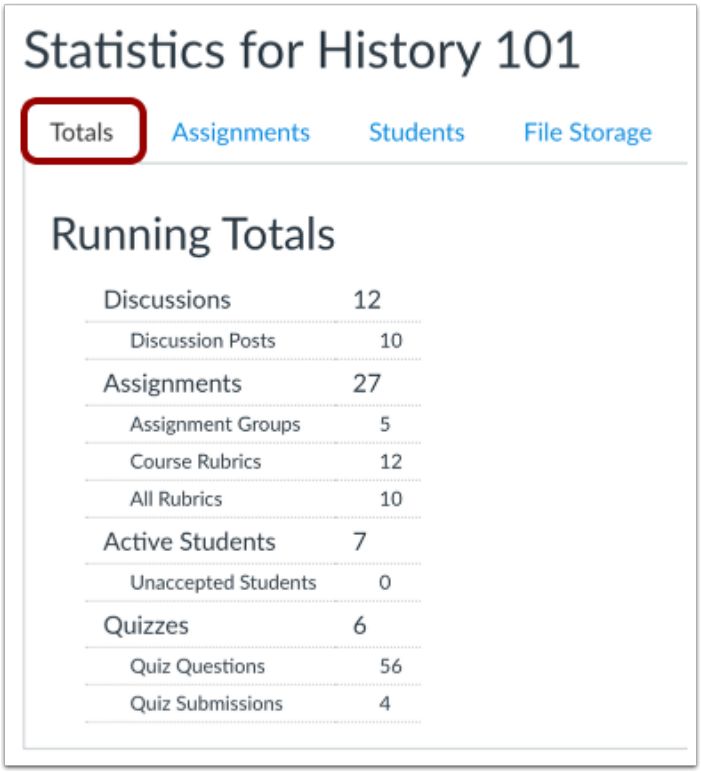
You can view totals of the current users in your course in the **Current Users** list [1]. The Current Users list displays the total number of users in your course who have specific user roles, including students [2], teachers [3], TAs [4], designers [5], and observers [6]. The list will also display custom user roles created by your institution.

Open Course Statistics



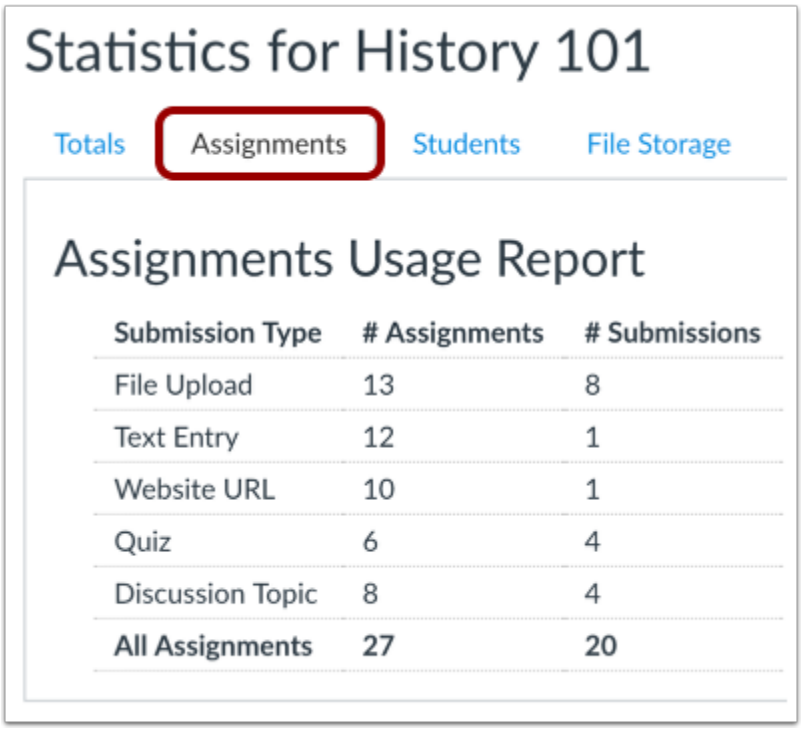
To open the Course Statistics page, click the **Course Statistics** link.

View Totals



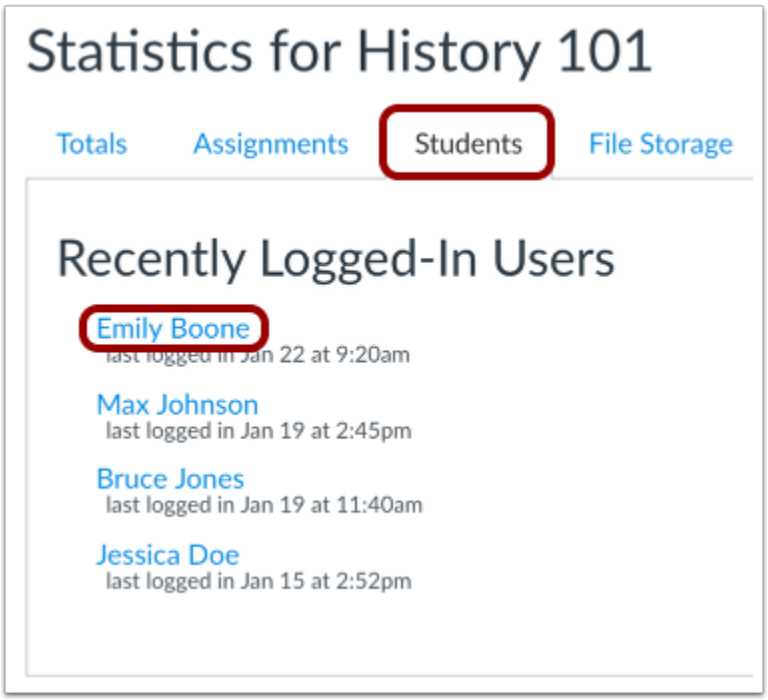
In the Totals tab, view running totals of course discussions, assignments, active students, and quizzes.

View Assignments



In the Assignments tab, you can view statistics about assignments in your course including the submission type, number of assignments, and number of submissions.

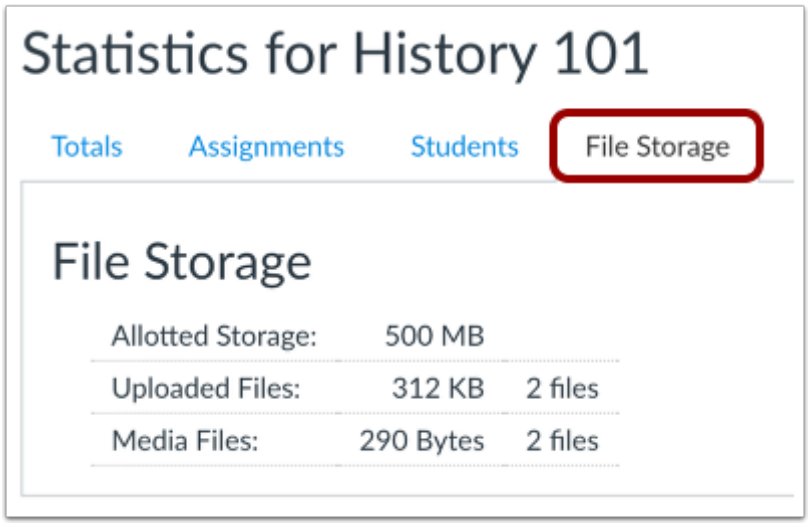
View Students



In the Students tab, you can view the students who have recently logged in to Canvas.

To view user details about a student, click the name of a student. The user details page also allows you to view any online interactions you've had with the student in the course as well as course access information and individual analytics.

View File Storage



In the File Storage tab, you can view the allotted storage for your course, the number of unique uploaded files, and the number of unique media fles in your course.

Please note that any files from a previous course import or course copy is not included in the storage quota or files count. Learn more about course files.

How do I view a course as a test student using Student View?

You can view a course the same way that your students view your course through Student View. Enabling Student View creates a Test Student in your course. You can also activate Student View in your Course Settings.

To see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled).

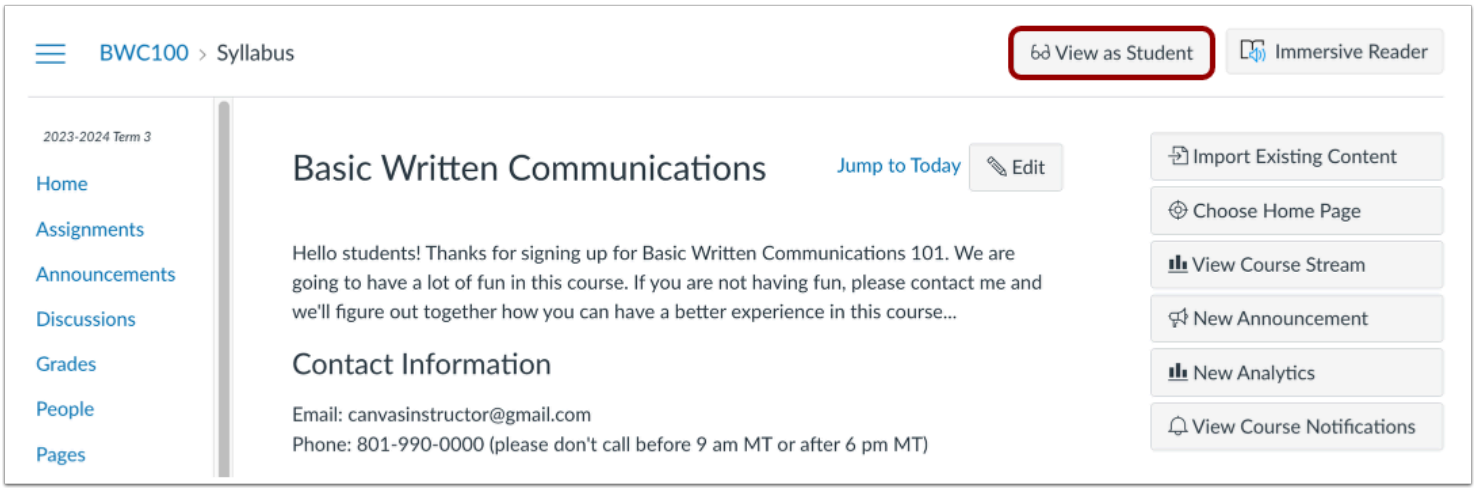
You can reset Test Student data at any time; however, Test Student activity that involves interactions with other students cannot be removed, such as discussion replies. Test Student data that involves interactions with other students are retained even if the test student is removed from section enrollments.

Attendance, conferences, conversations inbox, collaborations, differentiated assignments, external apps, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- To test or preview assignments and discussions as the Test Student, items must be published to the course.
- You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Student View should not be used to test MasteryPaths in the beta or test environment.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and SpeedGrader and is automatically added to every section in your course. If you want to remove the test student completely, you will have to remove the test student from your section enrollments.
- New Quizzes assessments should be previewed in New Quizzes and not taken as the test student. Test Student attempts cannot be reset and will affect analysis reports.

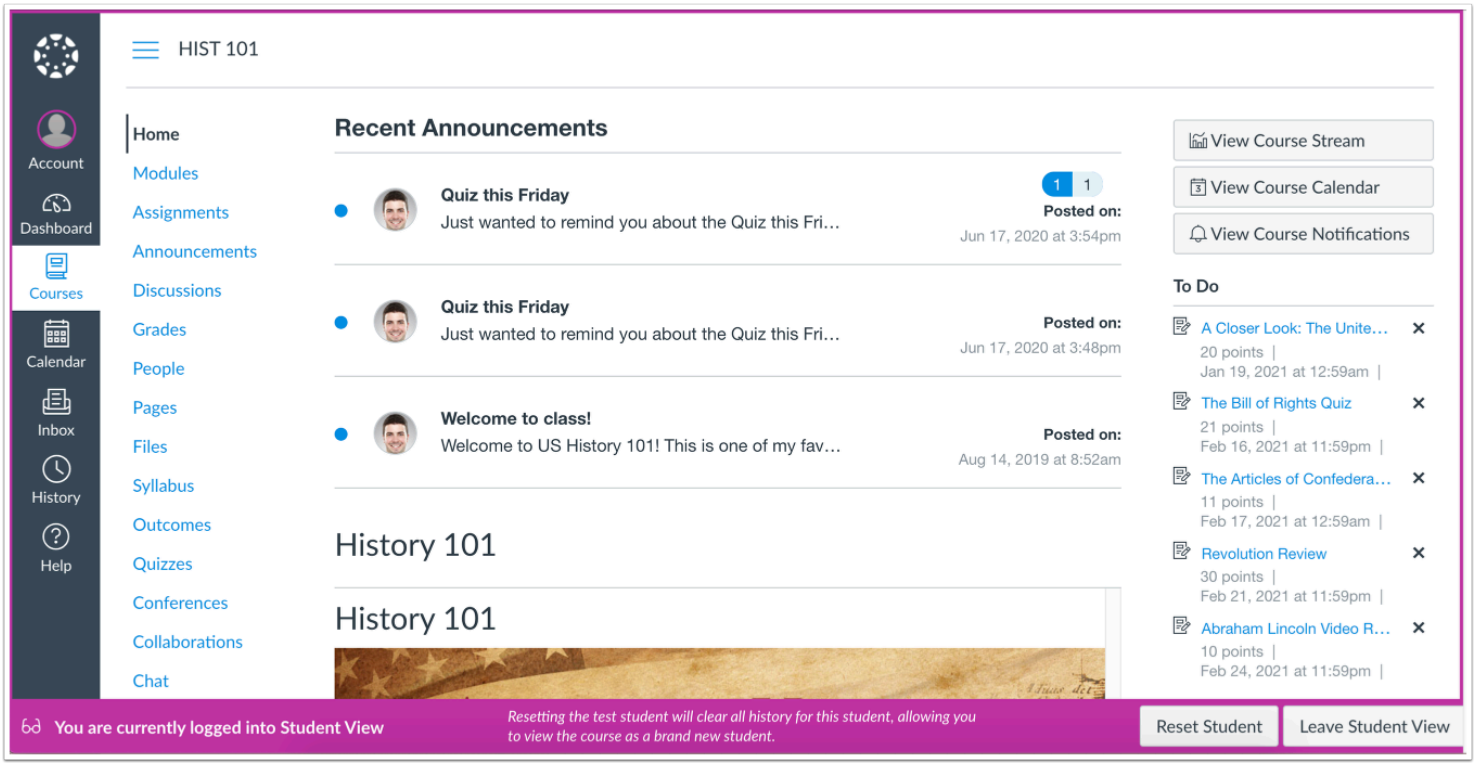
Open Student View



You can access Student View from most areas of the course including: Home, Modules, Assignments, Announcements, Discussions, Quizzes, Pages, Syllabus, and Outcomes.

To view the page as a test student, click the **View as Student** button.

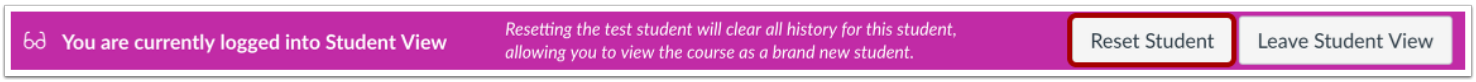
View Course



You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.

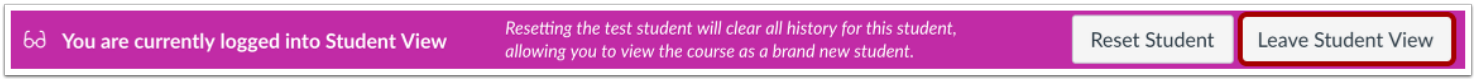
Reset Student



You can also reset the Test Student by clicking **Reset Student**. This action will clear all activity that does not include any student interaction.

For example, if you created an assignment and submitted it as the Test Student but then forgot to add a certain submission type, you can click the Reset Student button and submit the assignment again as the Test Student.

Leave Student View



To return to your course in the instructor view, click the **Leave Student View** button.

How do I reset course content?

If you have permission as an instructor, you can reset course content with your course settings in Canvas. However, resetting course content permanently removes all content and it cannot be recovered.

When you reset course content, you reset all content in the course including:

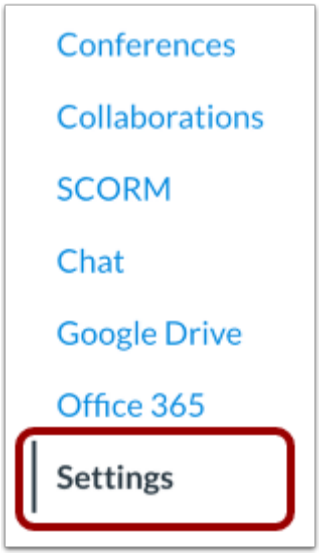
- Course ID—external URLs will no longer direct back to the course unless they are manually changed
- LTI tools added at the course level

Course details and enrollments will remain intact within your course. Following the reset, your course will be unpublished and will not be visible to students. If you added the course to the Dashboard, it will still appear in the Dashboard after a reset.

Notes:

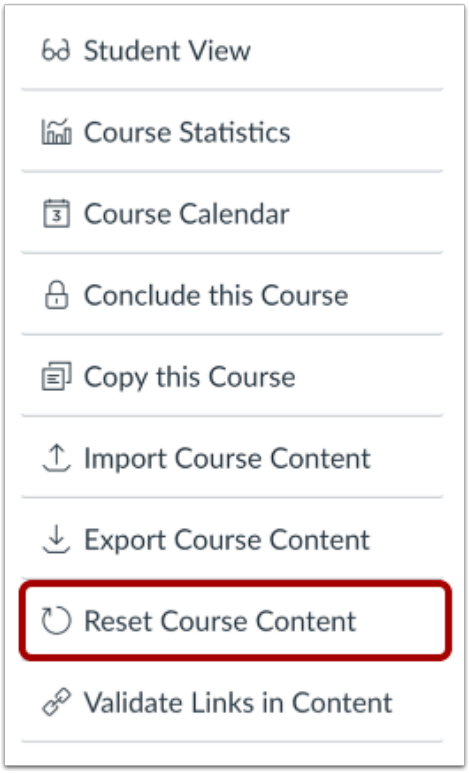
- Course content cannot be reset in Blueprint Courses.
- If the account feature option, Reset UUID on Course Reset, is enabled in your institution, the course UUID is always reset when you reset course content. If you have any questions, contact your admin.

Open Settings



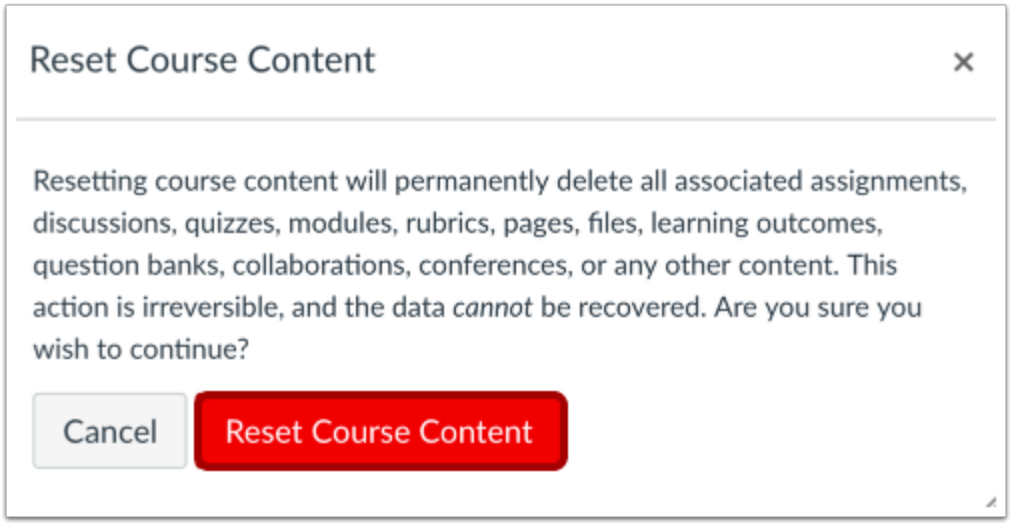
In Course Navigation, click the **Settings** link.

Reset Course Content



In the sidebar, click the **Reset Course Content** link.

Confirm Course Reset



Click the **Reset Course Content** button.

How do I manage feature options for a course?

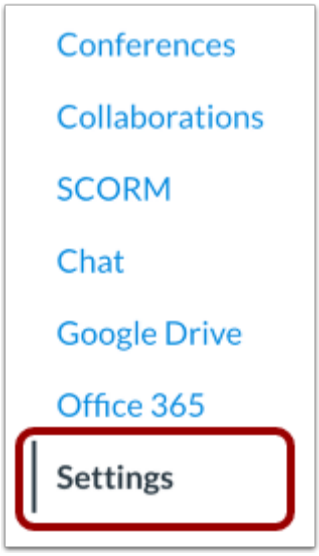
Some Canvas features are optional or new and can be turned on or off. This lesson gives an overview of how to manage feature options at the course level. On the course level, you may have the option to implement features on a course-by-course basis. Instructors have no control over user-level features. To view the specific course-level feature options available in Canvas, visit the Canvas Feature Option Summary resource document.

In order for a feature to appear for a course, the feature must be unlocked for your institution by a Canvas admin.

Notes:

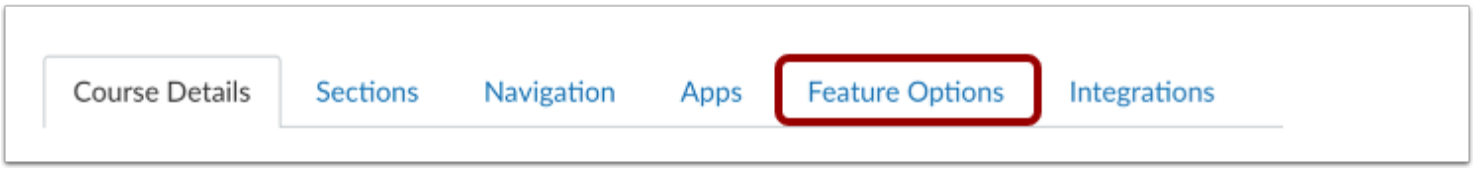
- Feature option settings are never copied from production and always retain their default settings. Feature options must be managed individually in the test and beta environments.
- Some feature options may not be available in Free-for-Teacher accounts. Please view the Canvas Account Comparisons resource document.
- You can also manage some course functionality by setting details for a course.

Open Course Settings



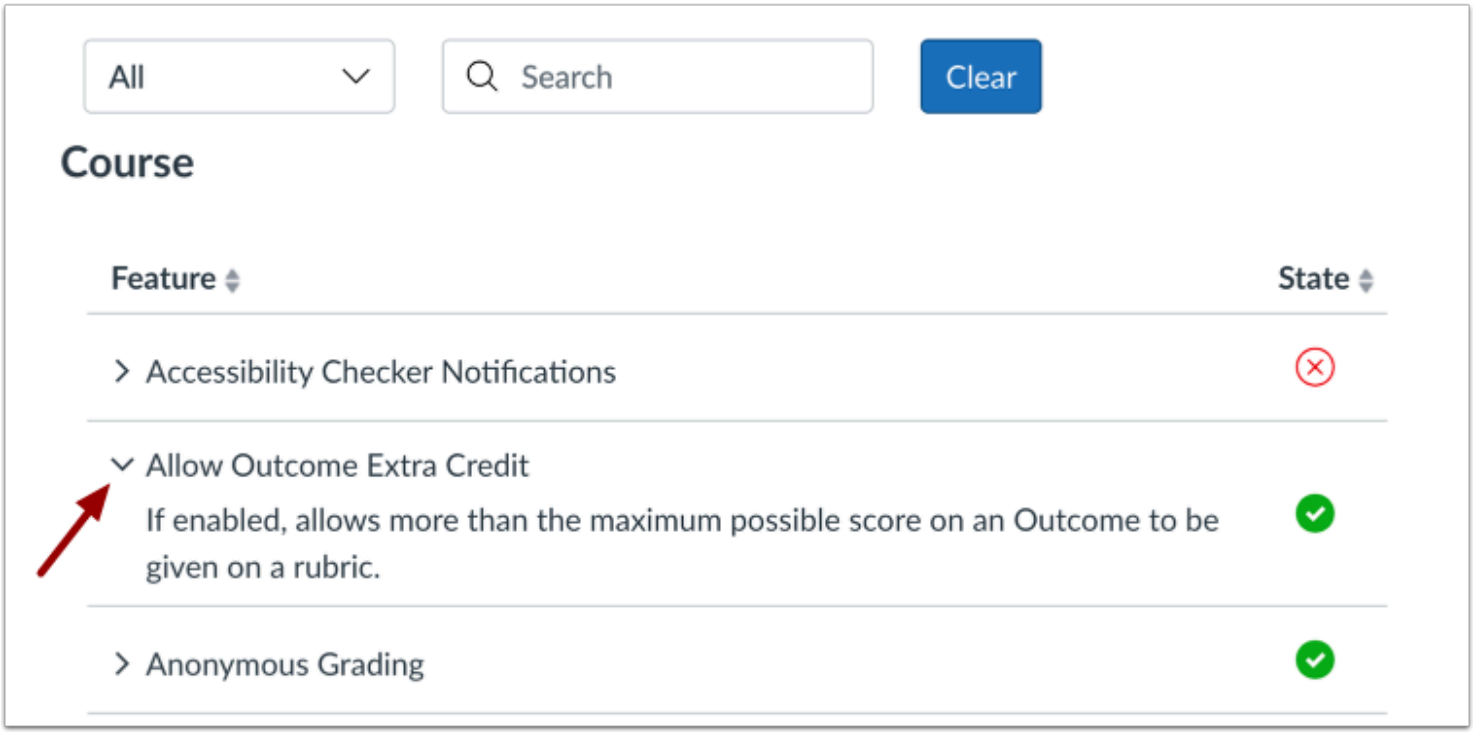
In Course Navigation, click the **Settings** link.

Open Feature Options Tab



Click the **Feature Options** tab.

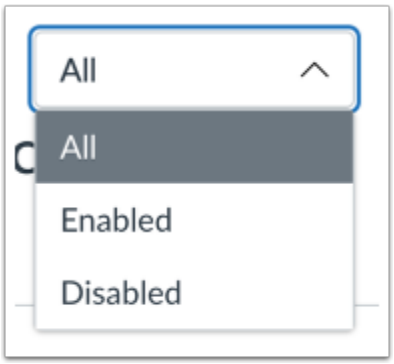
View Feature Options



In the Feature Options tab, a list of available feature options displays. Features are only available if they are enabled for your institutions account by an admin.

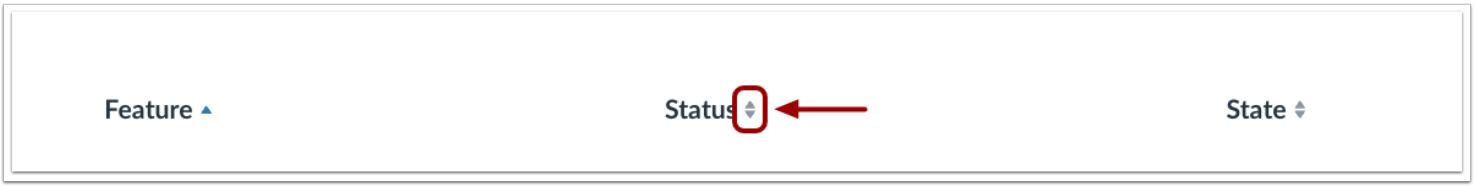
Each course feature includes a feature description. Click the arrow icon next to the feature to expand the feature box and display the description.

Filter Feature Options



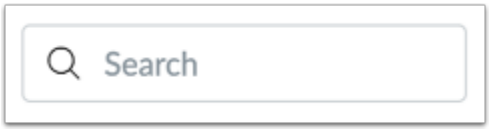
To filter by all features, enabled features or disabled features, click the **Filter** drop-down menu.

Filter Ascending and Descending Icon Options



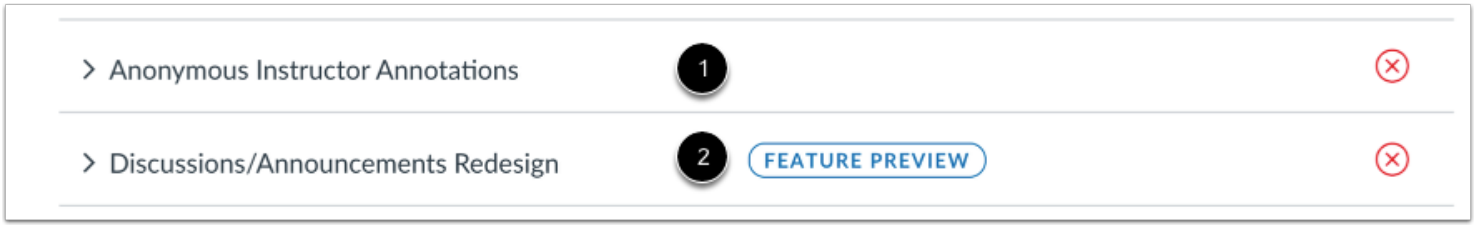
You can sort feature options by feature, status or state. Click the ascending and descending icons to filter by feature, status or state.

Search Feature Options



To search for a feature option, type a keyword in the **Search** field.

View Feature Tags



Feature tags help identify the state of each feature. A feature with no label means the feature is stable and ready for use in your production environment [1].

Features may also include a **Feature Preview** tag [2], which means the feature is in active development. You can opt-in to the feature and join the Community user group to help improve the feature through direct feedback. Access to the user group is noted in the description of the feature option.

View Feature States



Each feature displays a feature state as set by your admin.

Enabled features display an **Enabled** icon [1].

Disabled features display a **Disabled** icon [2].

Notes:

- Features states that have been locked by an admin will not display in the course Feature Options list.
- Course features are activated on a course-by-course basis.

Manage Feature States



To enable or disable an unlocked feature, click the feature's **State** icon [1].

To enable the feature, click the **Enabled** option [2].

To disable the feature, click the **Disabled** option [3].

Notes:

- Features states that have been locked by an admin will not display in the course Feature Options list.
- Depending on feature functionality, when you enable a feature to On, Canvas *may* display a warning message asking to confirm your option, as some course features may have unintended consequences if turned Off.

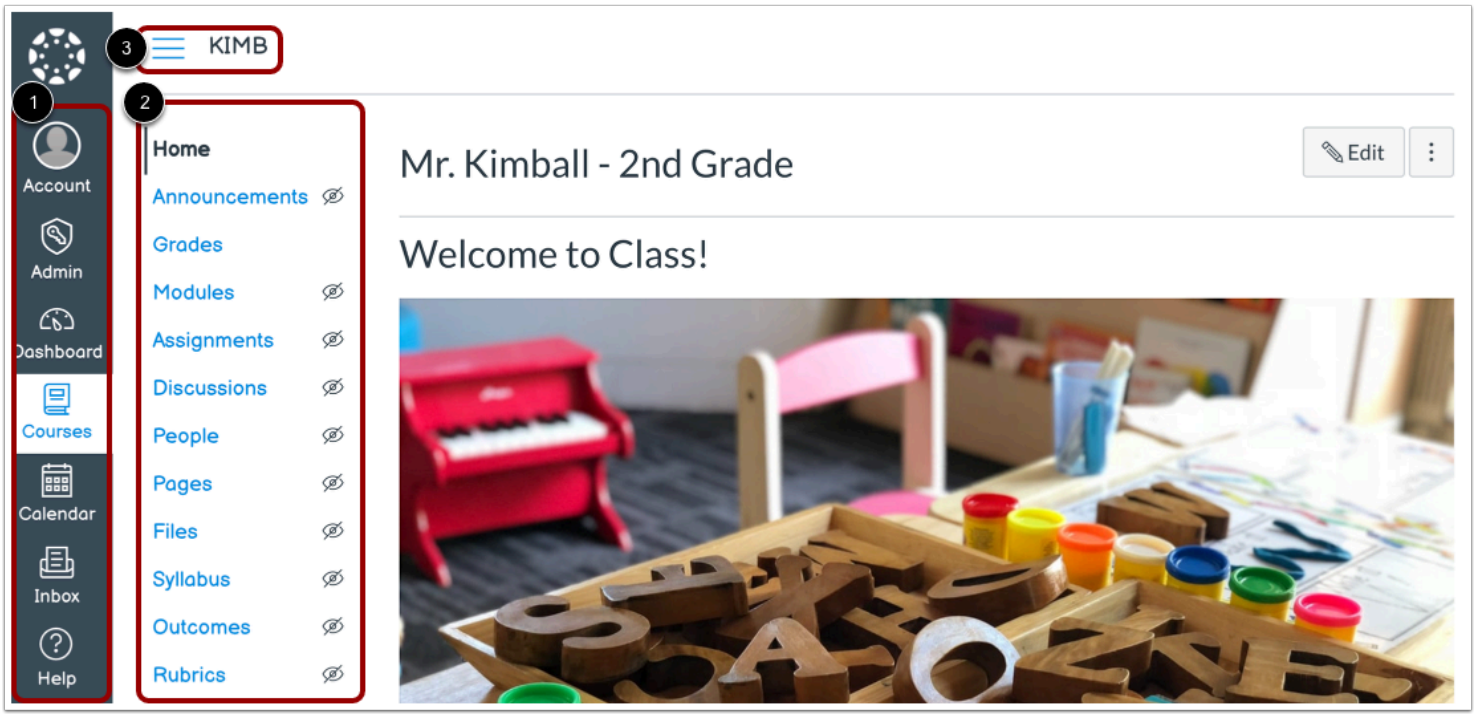
How do I use an elementary-level theme in a course as an instructor?

As an instructor, you may be able to display a theme designed for elementary-level users in your course. When enabled, this theme displays a font conducive to younger students and simplifies Course Navigation links. This theme is applied independently of any themes applied at the account level.

Notes:

- Canvas Elementary Theming is a feature option. Learn how to manage feature options in the course features lesson. If the Canvas Elementary Theming option is not available in your course, your institution admin has disabled and locked it in the account.
- Your institution may also enable an elementary setting for all of Canvas. If your course dashboard does not appear as displayed in these images, learn about the Canvas for Elementary feature.

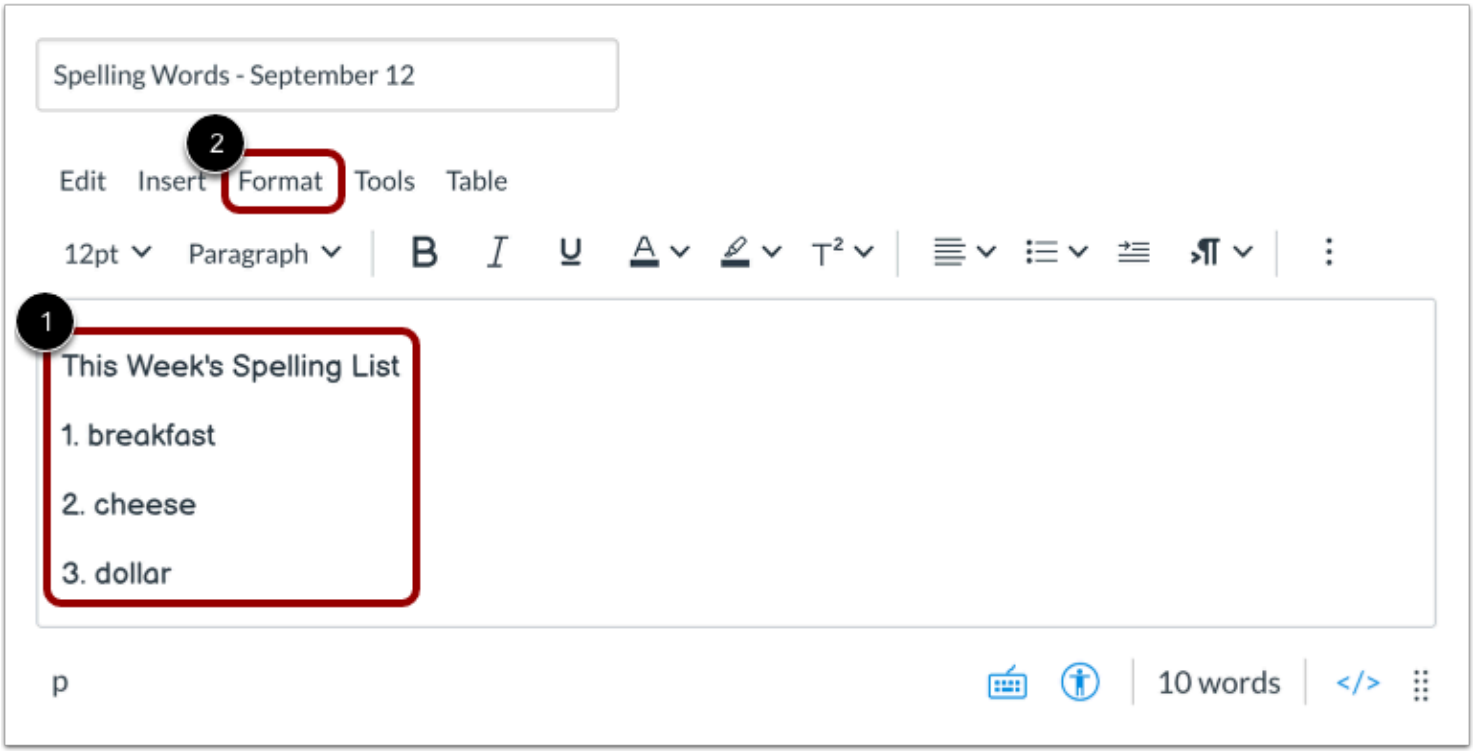
View Course Font



Canvas displays a new font, Balsamiq Sans, in the Global Navigation Menu [1], Course Navigation Menu [2], and Breadcrumbs bar [3].

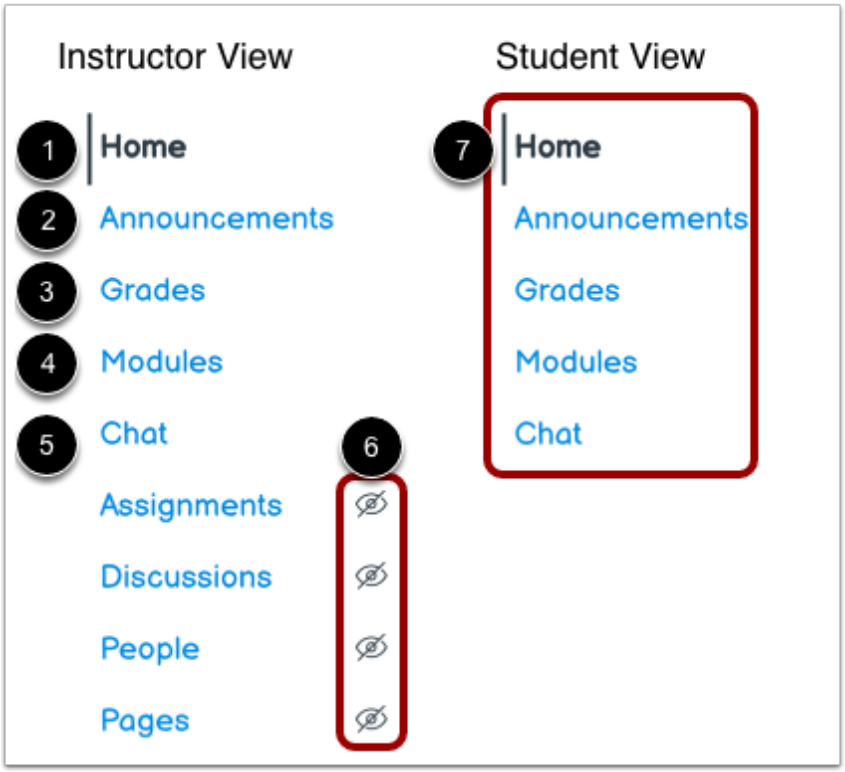
Note: If the feature preview is turned off, the font changes from Balsamiq Sans to the Canvas default, Lato.

View Rich Content Editor



The Balsamiq Sans font also displays in the Rich Content Editor [1]. You can also select the font Architect's Daughter from the Format menu in the menubar [2].

View Course Navigation Links



If your course has not customized the Course Navigation Menu, visible links default to Home [1], Announcements [2], Grades [3], Modules [4], and links for LTI tools [5].

All other links will display the Visibility icon for instructors [6], which means they will not display in Course Navigation for students [7].

To change what displays in the Course Navigation menu, you can manage Course Navigation links.

Notes:

- If you have already customized the Course Navigation Menu in your course, enabling the Canvas Elementary Theming feature option will not modify your Course Navigation Menu links.
- Announcements and Modules links will not display to students if content has not been added to those pages.

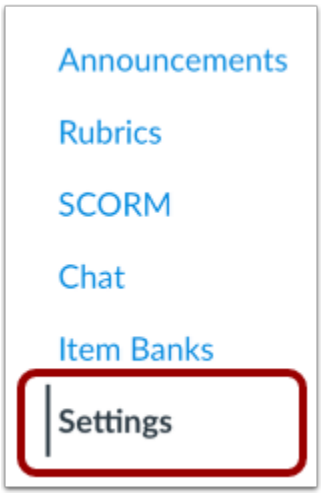
How do I sync course data in Canvas with Microsoft Teams?

If enabled by your institution, you can sync course data from the People page in your Canvas course to Microsoft Teams.

Notes:

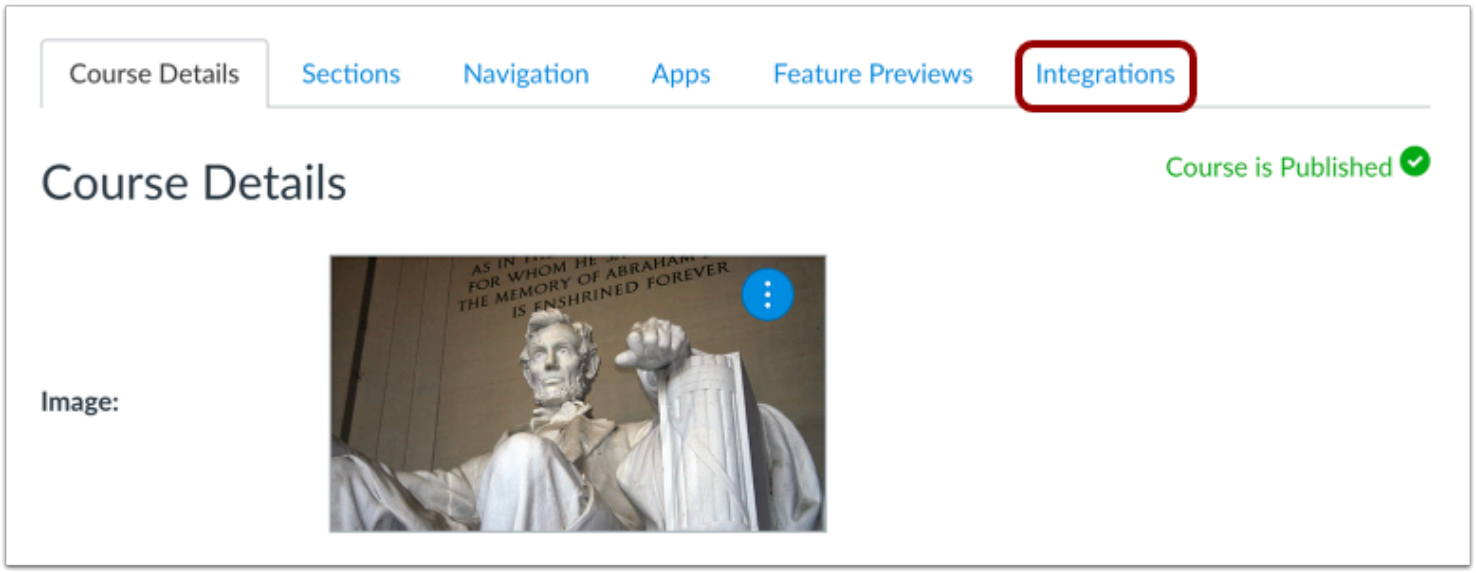
- If the Microsoft Teams integration does not display in your Course Settings, it has not been enabled by your institution.
- When enrollments changes are made in a course that has enabled Microsoft Sync, it may take up to 10 minutes for those changes to sync to Microsoft Teams.
- For the Microsoft Teams sync to work properly, there must be a user with the Teacher, TA, and/or Designer role in Canvas matching an Owner in Teams.

Open Settings



In Course Navigation, click the **Settings** link.

Open Integrations



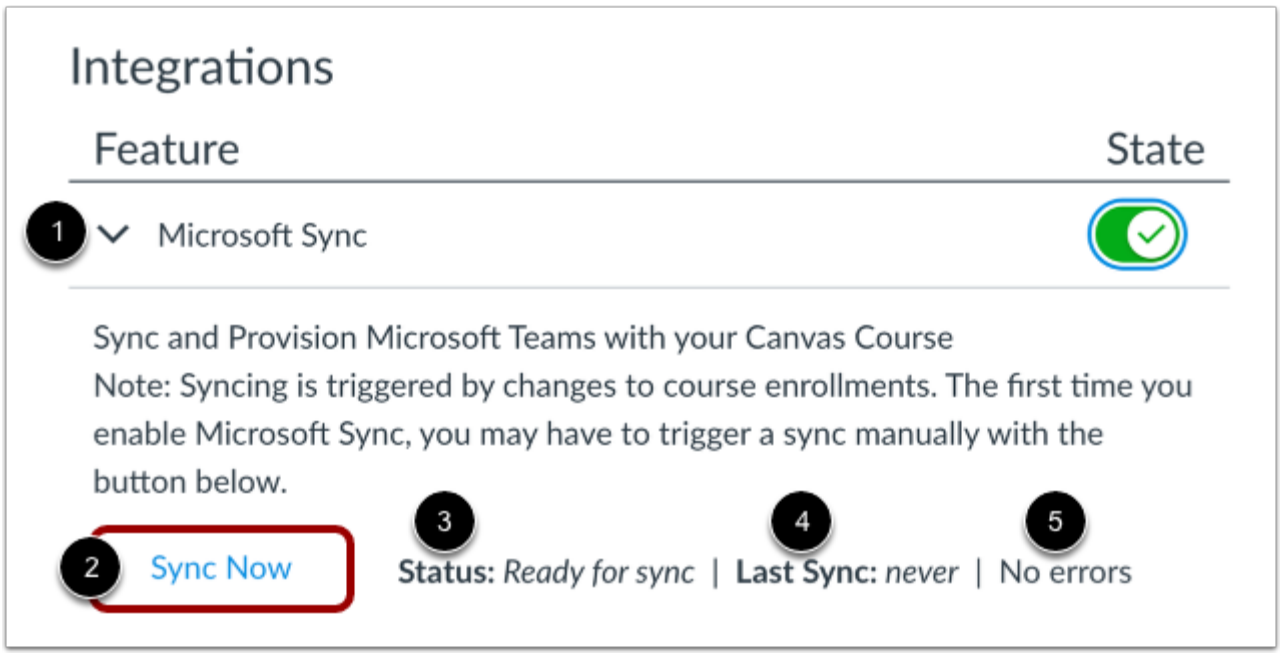
Click the **Integrations** tab.

Enable Integration



To enable to Microsoft Sync integration, click the **State** button.

Sync Course Data



Once the integration is enabled, a sync to Microsoft Teams will be triggered automatically by any changes to course enrollments. The first time you enabled Microsoft Sync, you may want to trigger a manual sync to ensure all course data is synced with Microsoft Teams.

To view Microsoft Sync details, click the **Expand** icon [1]. To sync course data with Microsoft Teams, click the **Sync Now** button [2].

You can also view the sync status [3], date of last sync [4], and any sync errors [5].

Note: When enrollments changes are made in a course that has enabled Microsoft Sync, it may take up to 10 minutes for those changes to sync to Microsoft Teams.

How do I access the Canvas beta environment as an instructor?

The beta environment allows you to explore new features before they reach production. The beta environment is overwritten with data from the production environment every Saturday. Any work or content you add to your beta environment will be overwritten every week.

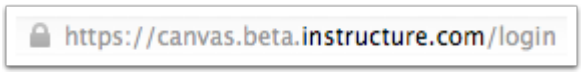
If you want to keep up on the latest beta features in Canvas, visit the Release Notes page in the Canvas Community.

The beta environment is separate from the test environment, which is overwritten with data from the production environment every third Saturday of the month. The test environment allows you to test using your real data without ruining the experience for your users. Learn more about the different Canvas environments.

Notes about the Beta Environment:

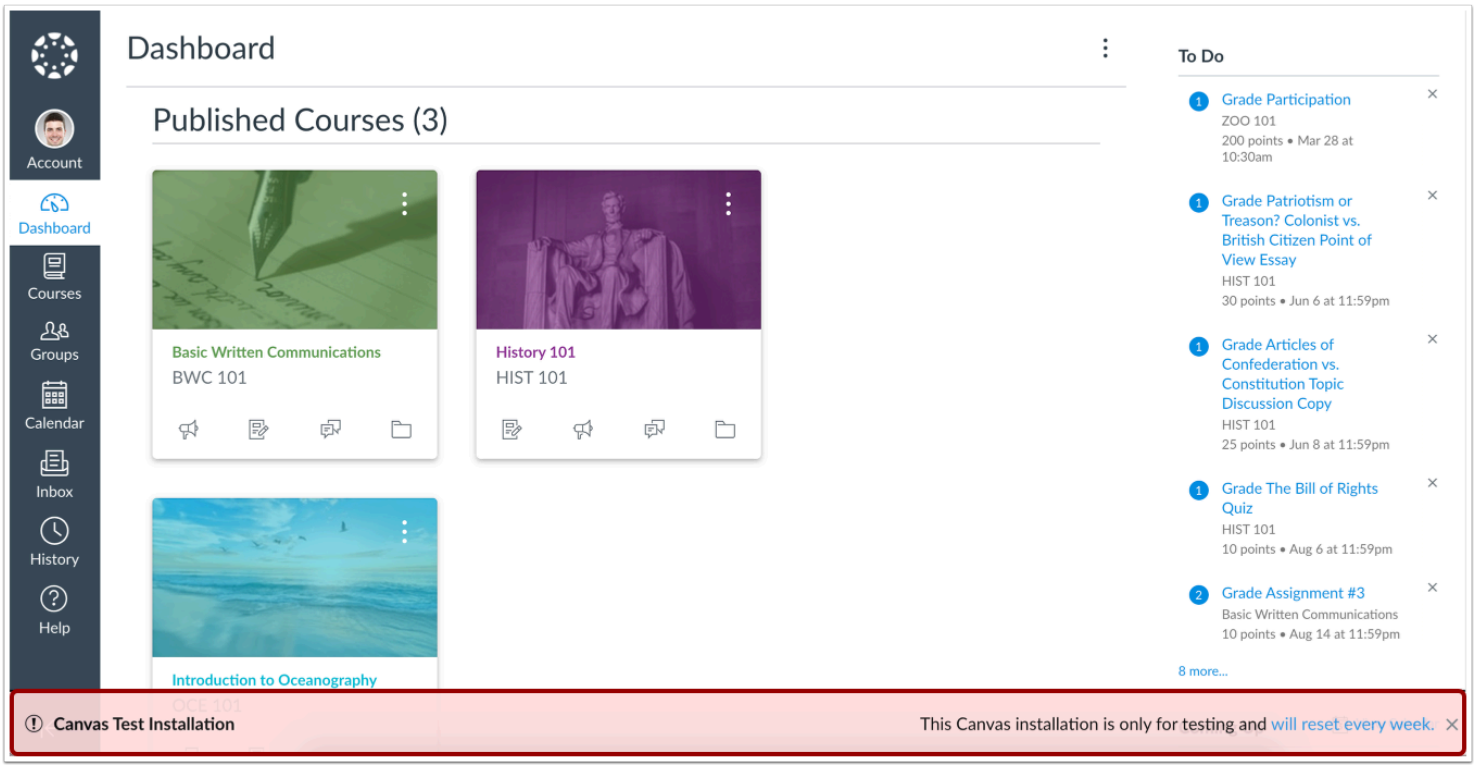
- All users can access the Canvas beta environment, but students cannot access course content beyond the Dashboard; if you want to allow students to view all course content, please contact your local Admin.
- Notifications, including course invitations and report downloads, cannot be sent in the beta environment.
- Canvas DocViewer can be used in the beta environment, but new and updated DocViewer features are not available for testing.
- Canvas Commons can be used in the beta environment, but new and updated Commons features are not available for testing.
- New Quizzes can be used in the beta environment, but reports, statistics, item bank search, and item bank tagging are not currently supported.
- Any changes you want to keep in the beta environment must be made directly within the production environment before beta is reset.
- LTI tools (External Apps) are typically not available outside the production environment. LTI tools may display in the beta environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
- Feature option settings are not copied from the production environment. Feature options must be managed individually in the beta environment.
- Viewing your recent Canvas course page view history is not supported in the Canvas beta environment.

Access Beta Environment



To log in to your beta environment, type **[organization name].beta.instructure.com** into the URL field.

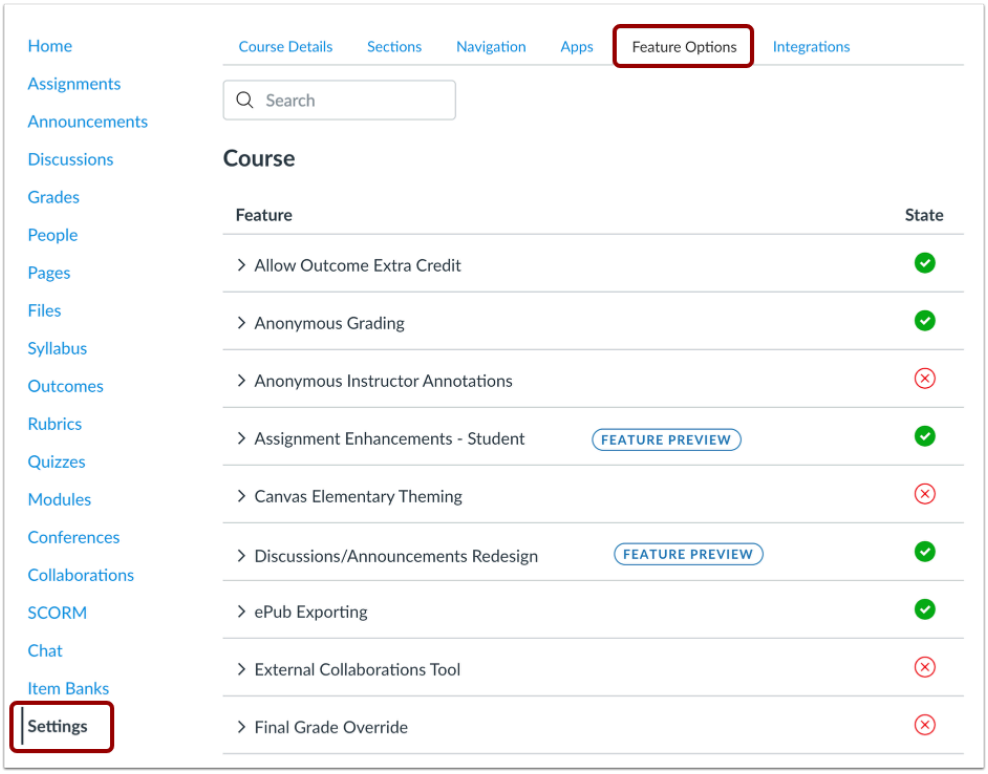
View Test Installation Message



Users in the beta environment will see the Test Installation bar across the bottom of the screen indicating the user is in a Canvas Test Installation. Beta environments reset every Saturday and any content created in this environment will be deleted. If you want to save any course content created in your beta environment, you can export your course.

Note: To hide the Test Installation bar, click the close icon.

Manage Canvas Features



Some new features may be released as opt-in only and will not appear until you enable them in your beta environment. You can view these features in the **Feature Options** tab within Course Settings. Learn how to manage new features for an individual course.

How do I access the Canvas test environment as an instructor?

The test environment may not be available at your institution. To find out if your institution has access to a Canvas test environment, please contact your Canvas admin. If you cannot access the test environment at your institution, consider using the beta environment for testing purposes.

In the test environment, you can test using your real data without messing up your live production environment. Here you can add users, test course content, and/or troubleshoot issues without ruining the experience for your users. The test environment inherits new and updated features added to the production environment on Monday after the production release. You can configure your test environment with production-ready features, such as access to your institution's login authentication system.

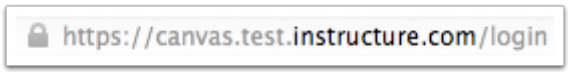
If you want to keep up on the latest production features in Canvas, visit the Release Notes page in the Canvas Community.

The test environment is separate from the beta environment, which is overwritten with data from the production environment every week. The beta environment allows you to explore new features before they reach production. Learn more about the different Canvas environments.

Notes about the Test Environment:

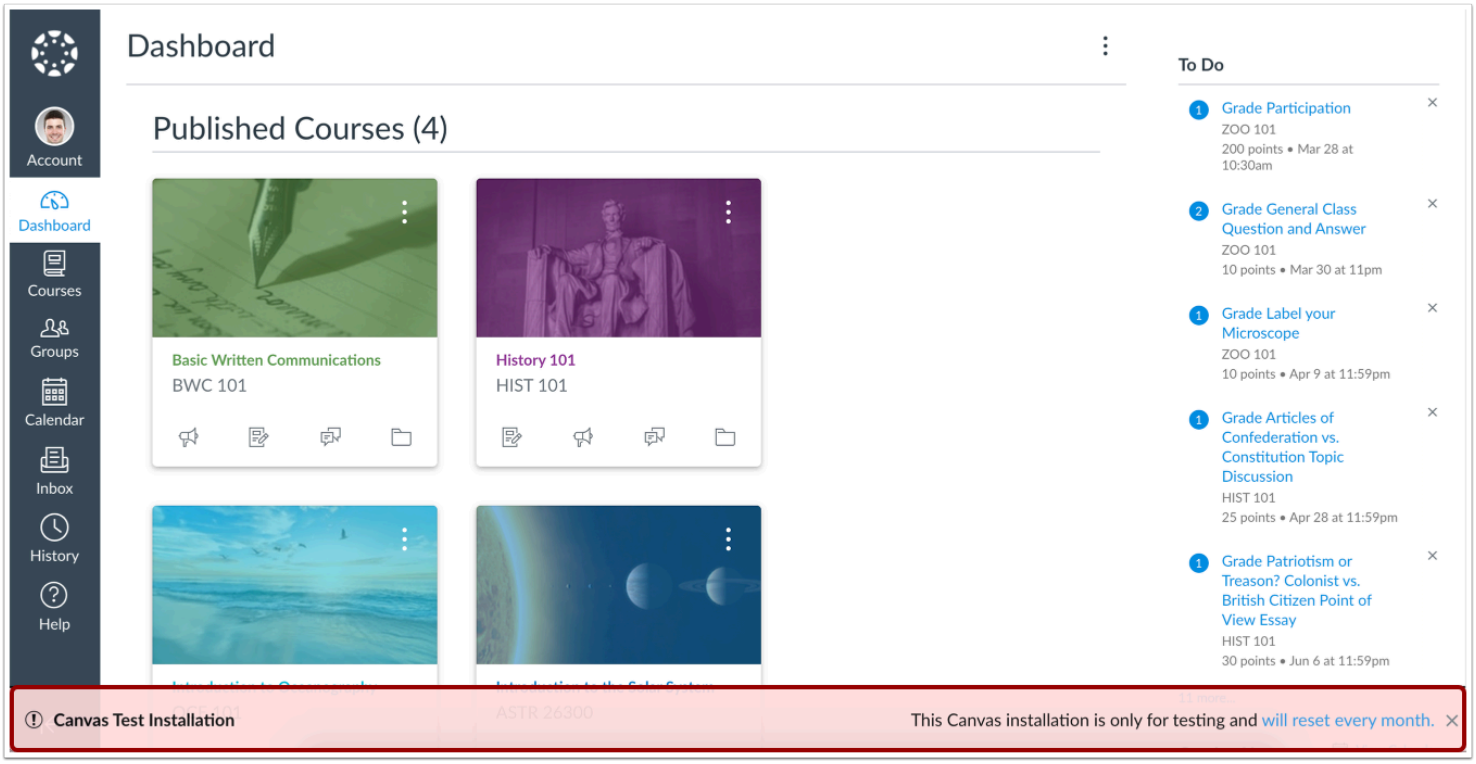
- All users can access the Canvas test environment, but students cannot access course content beyond the Dashboard; if you want to allow students to view all course content, please contact your local Admin.
- Notifications, including course invitations and report downloads, cannot be sent in the test environment.
- New Quizzes is not supported in the Canvas test environment.
- Any changes you want to keep in the test environment must be made directly within the production environment in order to affect live data.
- LTI tools (External Apps) are typically not available in the outside the production environment. LTI tools may display in the test environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
- Feature option settings are never copied from production and always retain their default settings. Feature options must be managed individually in the test environment.
- Viewing your recent Canvas course page view history is not supported in the Canvas test environment.

Access Your Test Environment



To log into your test environment, type **[organization name].test.instructure.com** into the URL field.

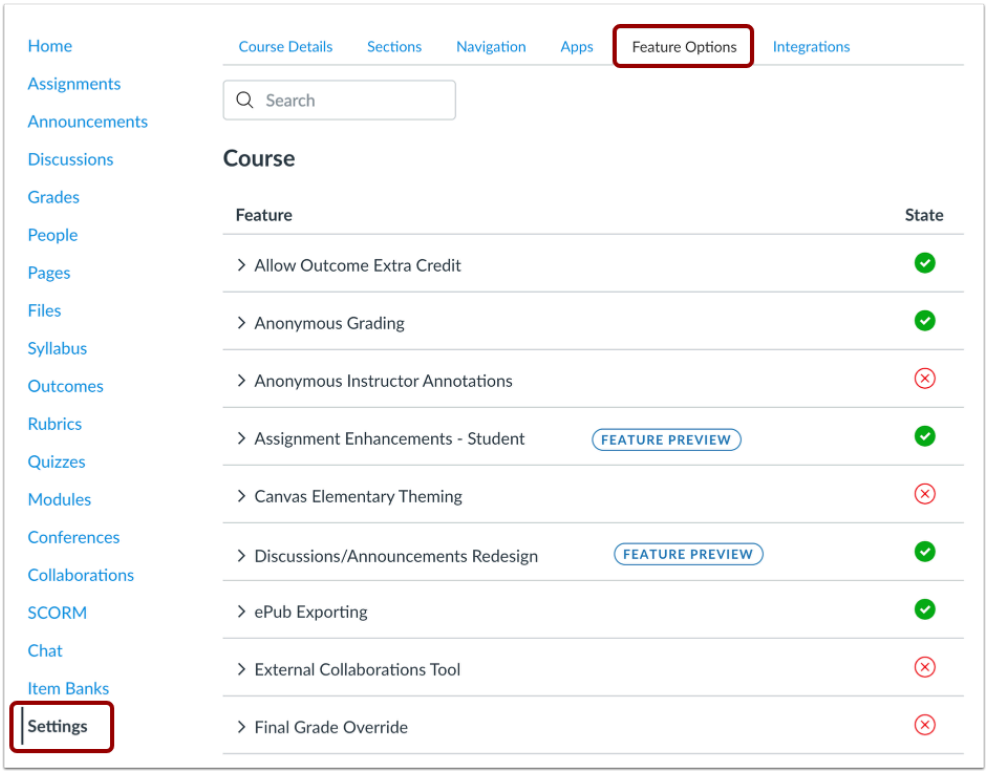
View Test Installation Message



Users in the test environment will see the Test Installation bar across the bottom of the screen indicating the user is in a Canvas Test Installation. Test environments are reset every month after the production release, and any changes you make in your test environment will be reset. If you want to save any course content created in your test environment, you can export your course.

Note: To hide the Test Installation bar, click the close icon.

Manage Canvas Features



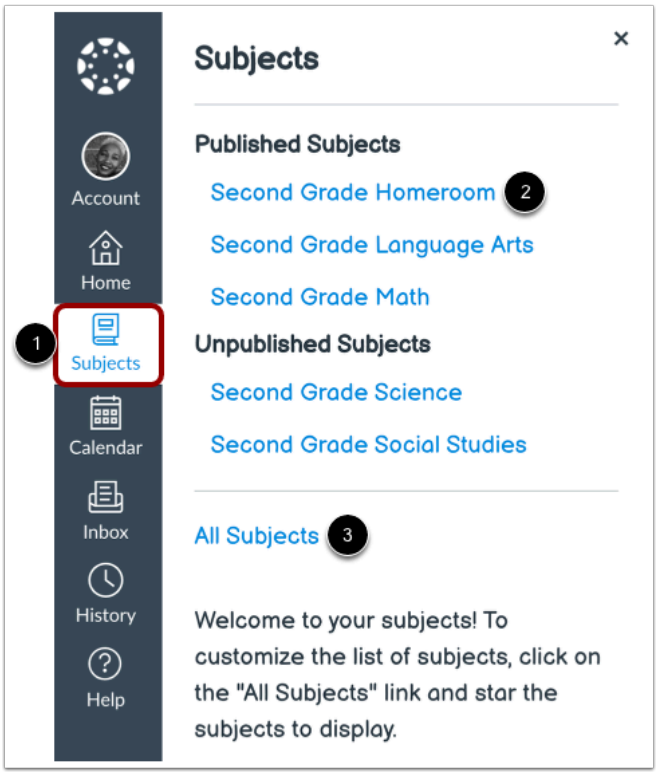
Some new features may be released as opt-in only and will not appear until you enable them in your test environment. You can view these features in the Feature Options tab within Course Settings. Learn how to manage new features for an individual course.

How do I designate a subject as a homeroom course in Canvas for Elementary as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

It is recommended that every instructor have a dedicated homeroom. Once a subject is designated as the homeroom course, functionality is limited to items needed to manage content on the dashboard.

Open Subject

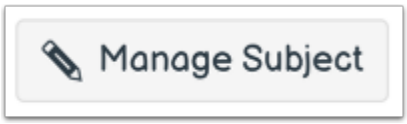


In Global Navigation, click the **Subjects** link [1]. Then select the name of the subject you'd like to designate as the homeroom course [2].

If the subject does not display on the Subjects list, you can view all of your subjects by clicking the **All Subjects** link [3].

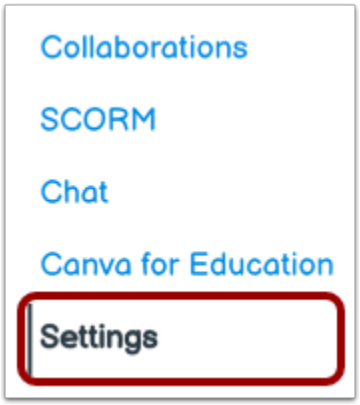
If you do not have a subject that you'd like to designate as the homeroom course, you can create a subject from the homeroom.

Manage Subject



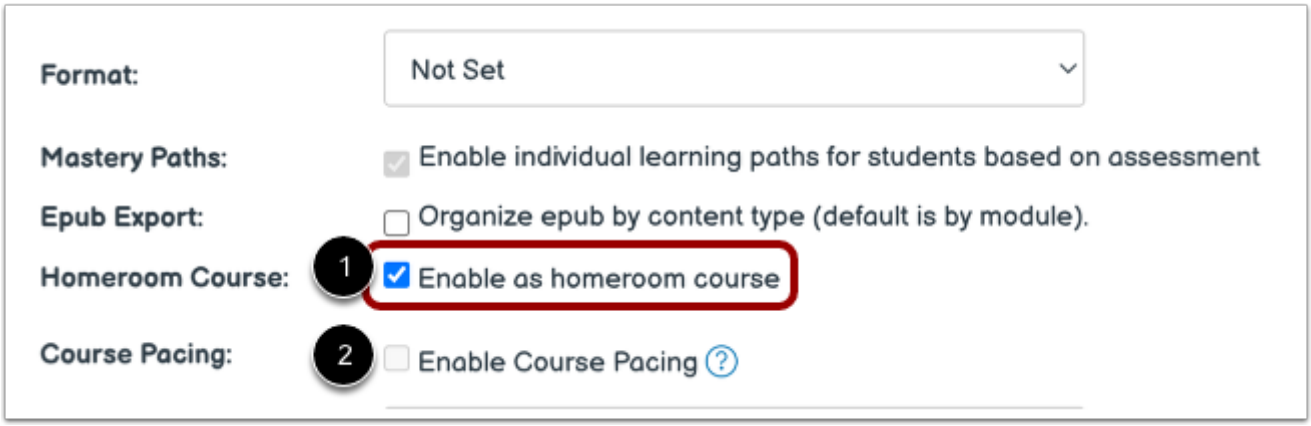
Click the **Manage Subject** button.

Open Settings



In Subject Navigation, click the **Settings** link.

Enable Setting



To designate the subject as the homeroom course, click the **Enable as homeroom course** checkbox [1].

Notes:

- If the Enable as homeroom course checkbox does not display in Subject Settings, the Canvas for Elementary feature has not been enabled for your institution.
- When the Enable as homeroom course option is selected, you cannot enable Course Pacing [2].

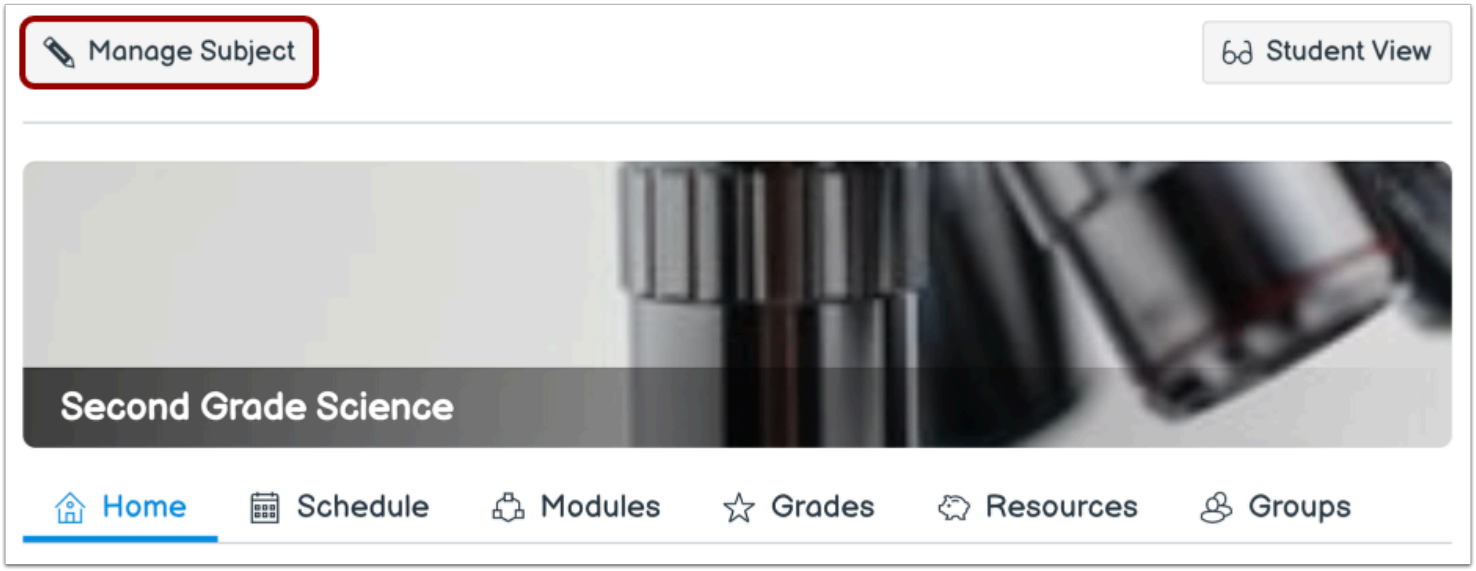
How do I use subject settings in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

This lesson shows you how to use subject settings in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to use course settings in Classic Canvas.

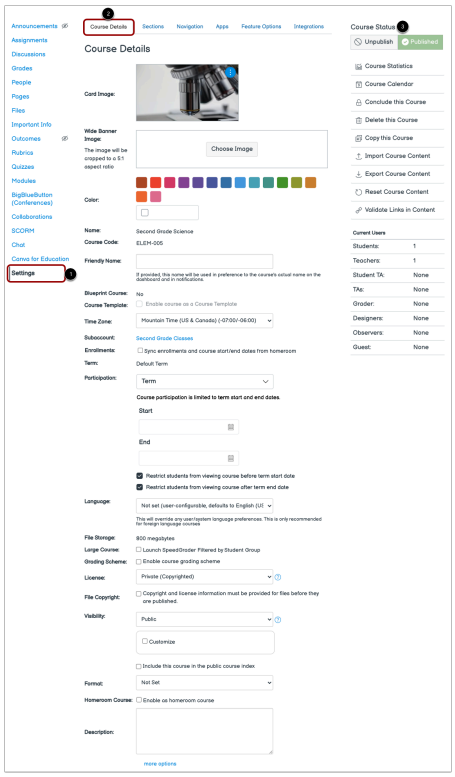
In subject settings, you can update settings, view users and sections, and modify the subject navigation. Depending on your permissions, you can edit differing levels of subject settings.

Manage Subject



From the subject, click the **Manage Subject** button.

View Subject Details



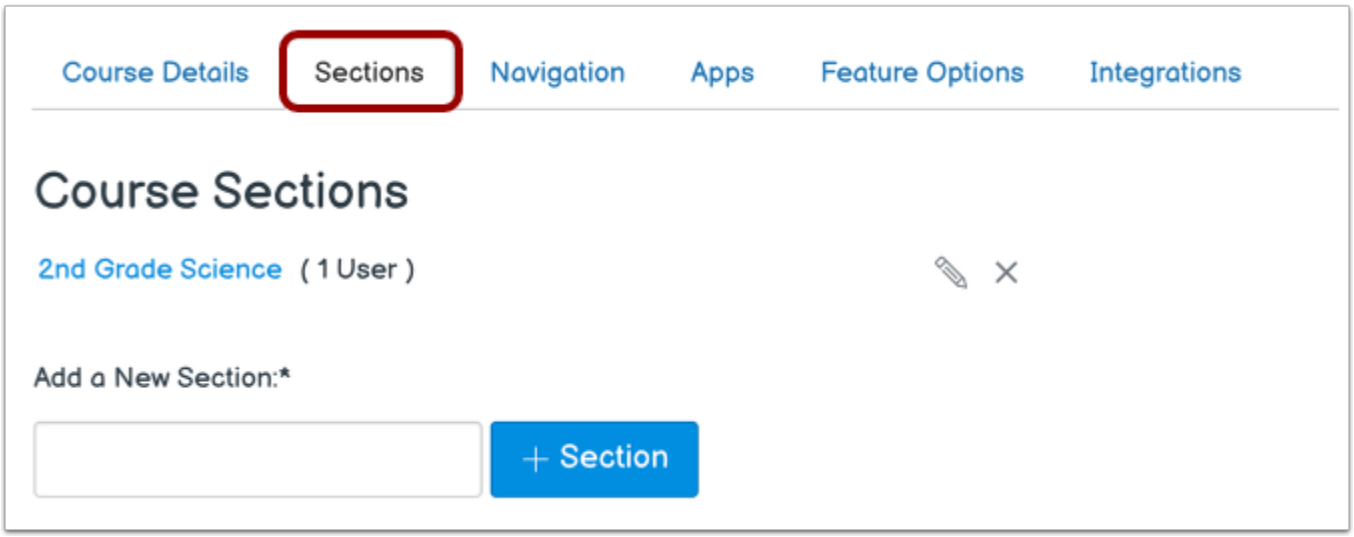
The **Settings** page displays [1].

In the Course Details tab [2], you can view subject details including card and banner images, the subject name, quota, and the license you've attached to the your subject's content.

You can also view the course status [3]. If the subject cannot be unpublished, the hover text will notify you accordingly.

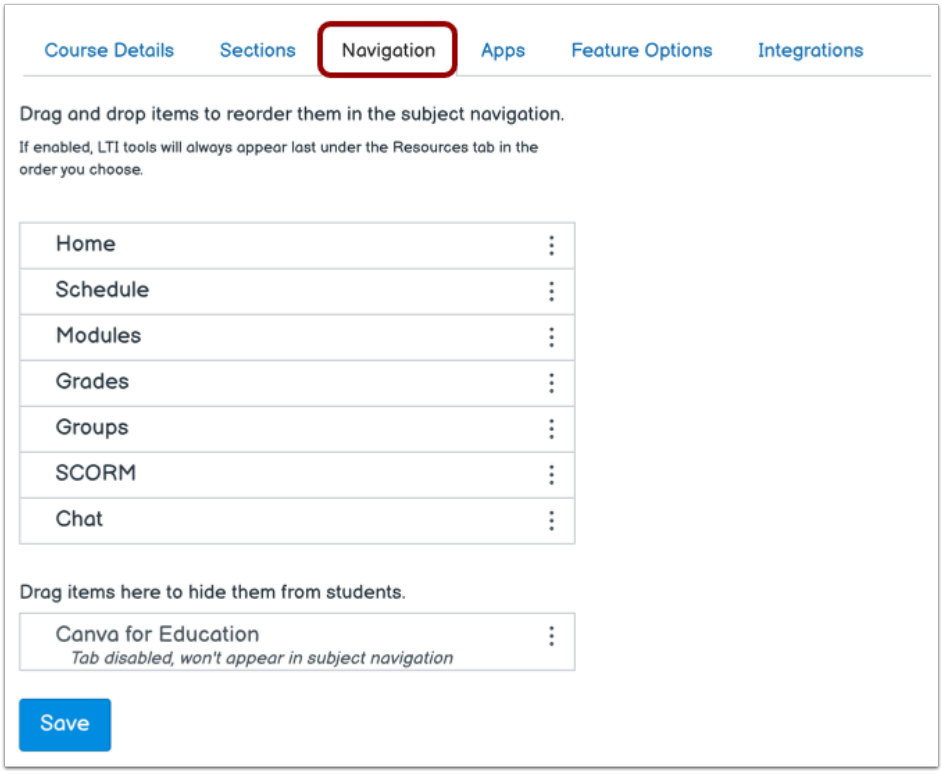
Note: If you do not have permission to publish a subject, or if the subject is published and includes grades, you cannot modify the course status.

View Sections



In the **Sections** tab, you can add a section to your subject and manage student section enrollments.

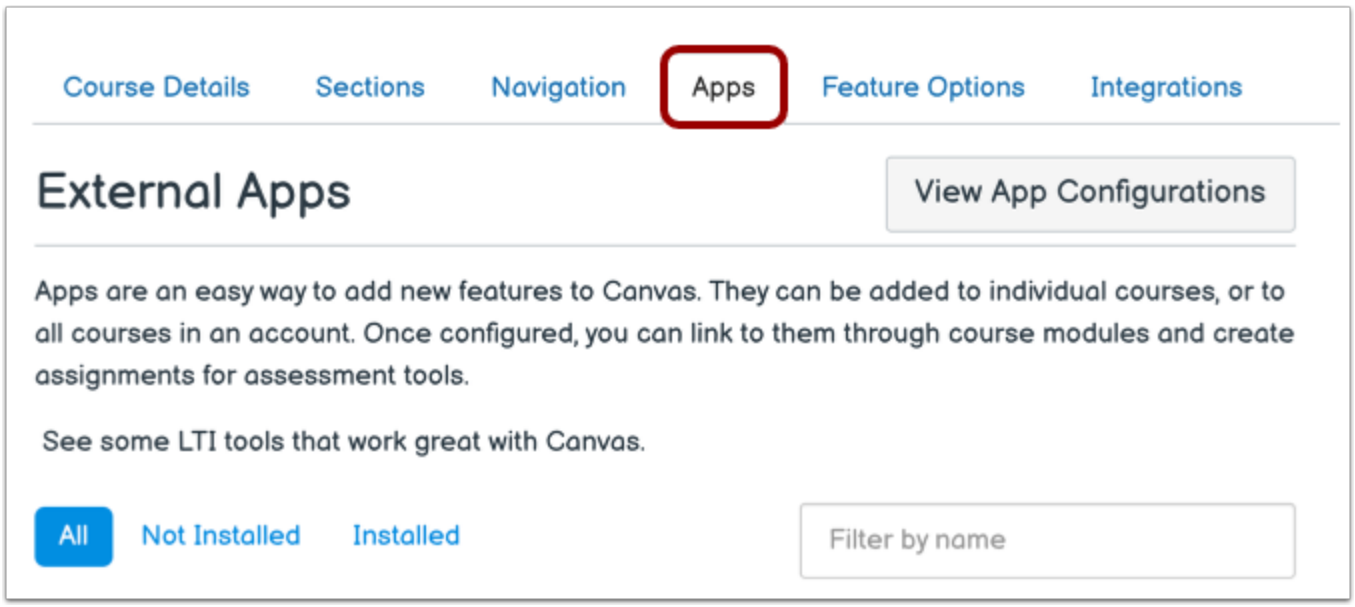
View Navigation



In the **Navigation** tab, you can modify Subject Navigation links. You can drag and drop to reorder and hide subject navigation links.

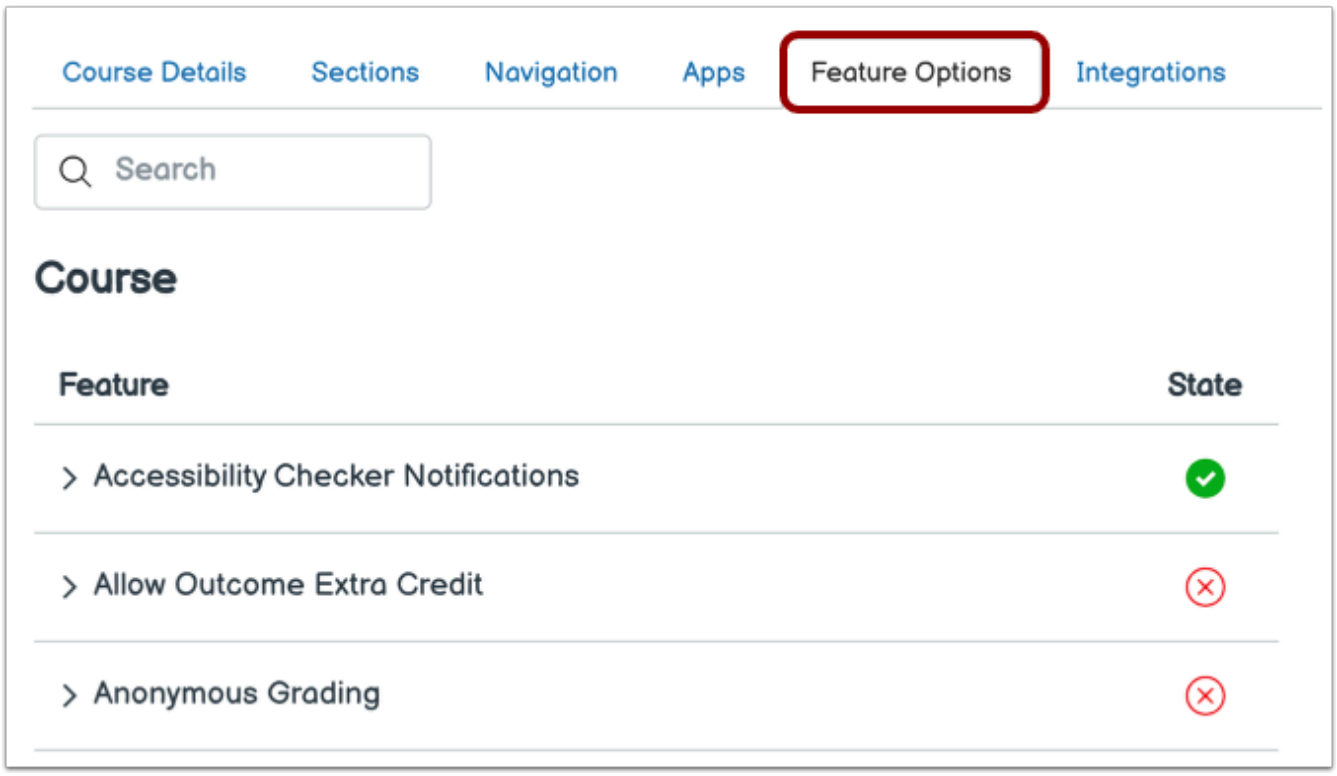
Any configured subject navigation External Apps (LTI Tools) that appear in Subject Navigation also appear here.

View Apps



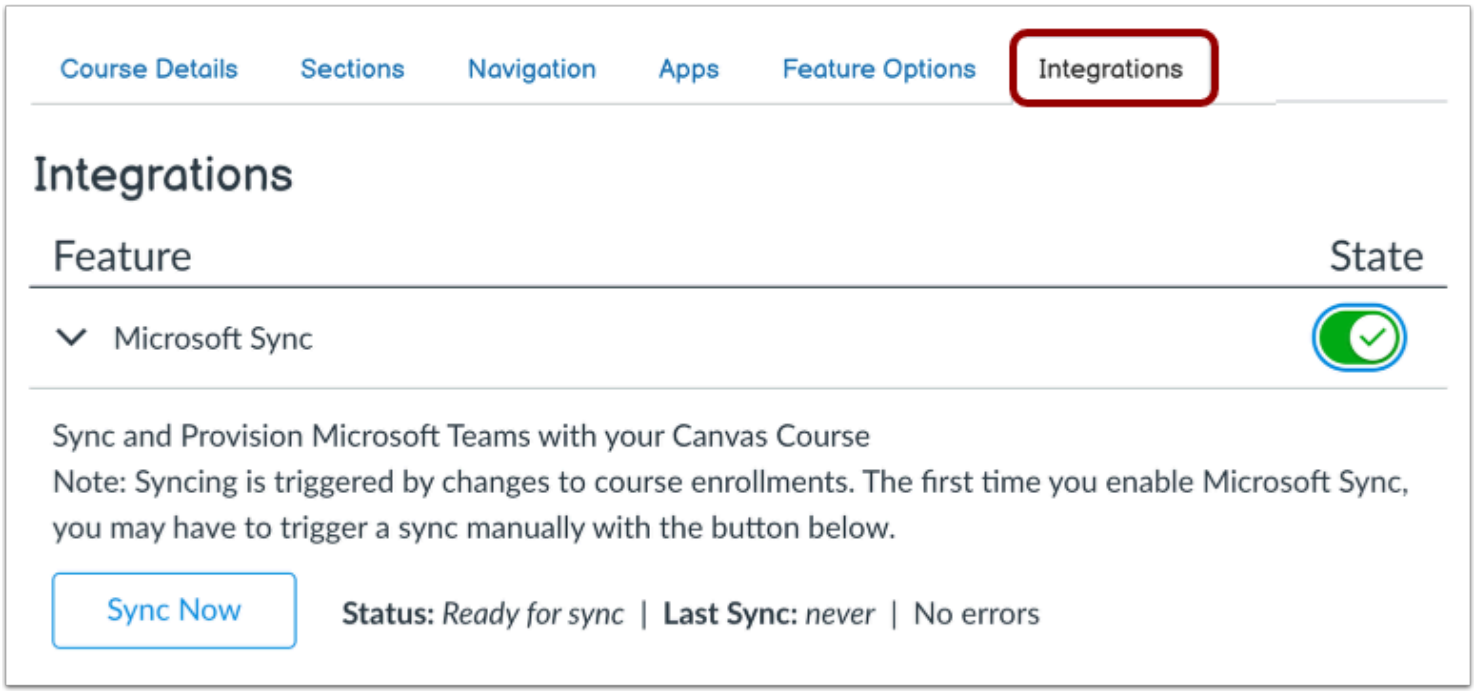
If your institution has enabled the Canvas App Center, in the Apps tab you can view all available external learning tools in Canvas. However, you can also configure apps manually.

View Feature Options



In the Feature Options tab, you can enable and disable Canvas features within your subject as made available by your account admin.

View Integrations



If enabled by your institution, you may also view the **Integrations** tab. From the Integrations tab, you can sync enrollment data to Microsoft Teams.

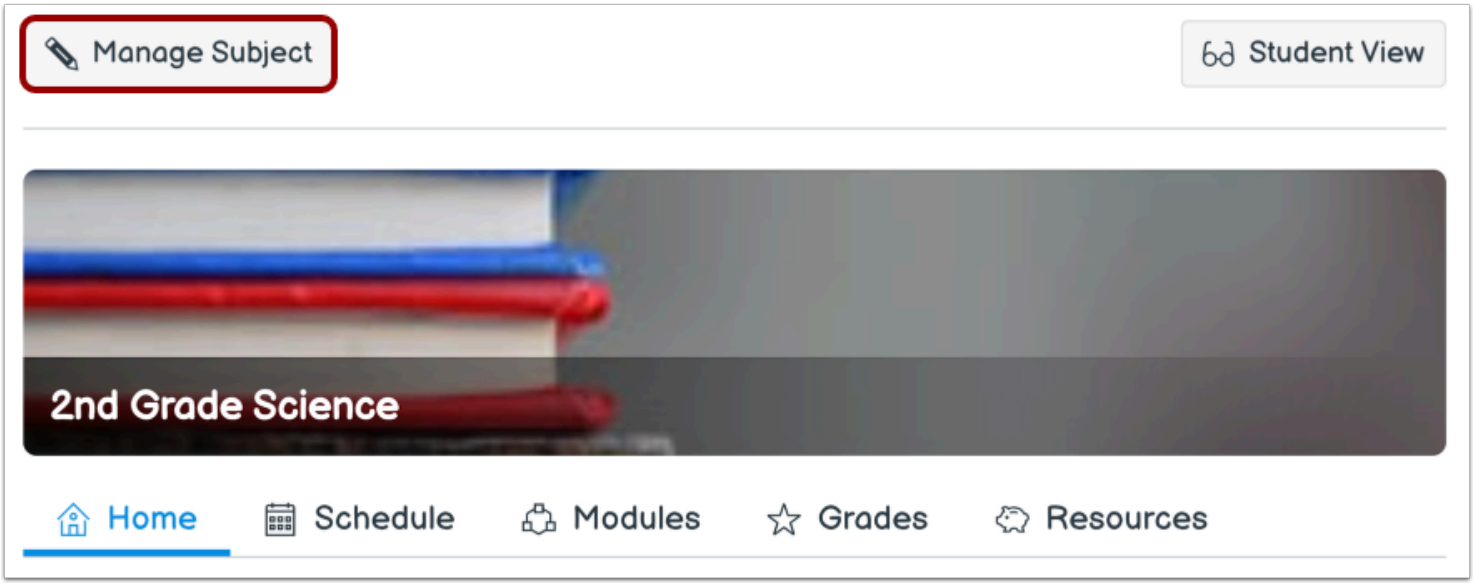
How do I set details for a subject in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

This lesson shows you how to set details for a subject using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to set details for a course in Classic Canvas.

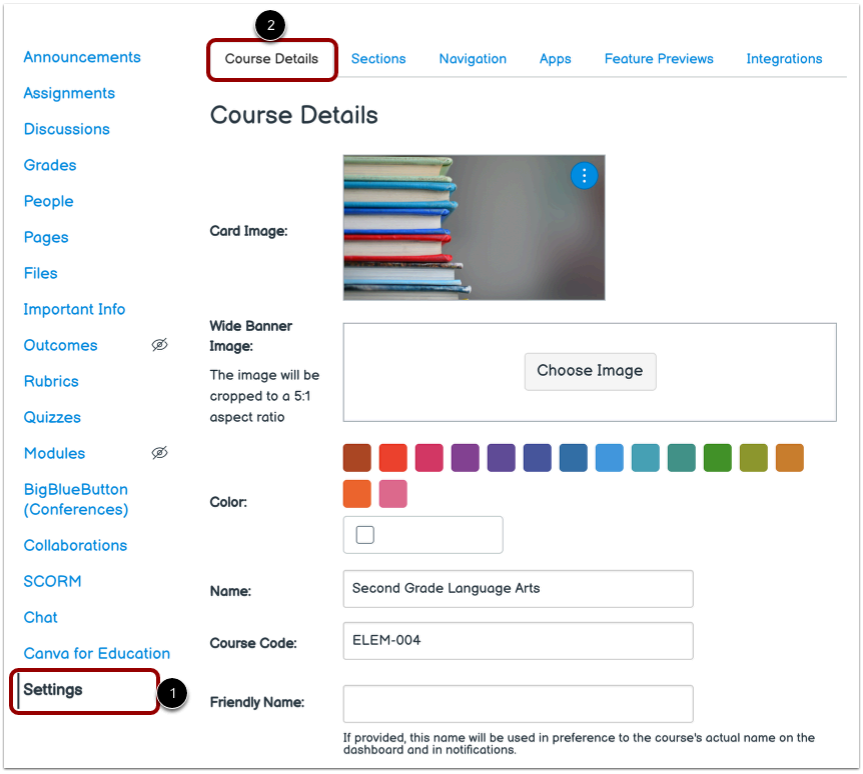
As an instructor, you can manage the details in a Canvas for Elementary subject. The Course Settings page may allow you to manage subject identification details, the subject's card and banner images, subject color, Blueprint information (if any), file storage data, subject grading scheme, license, visibility, subject format, and other options available for the subject.

Manage Subject



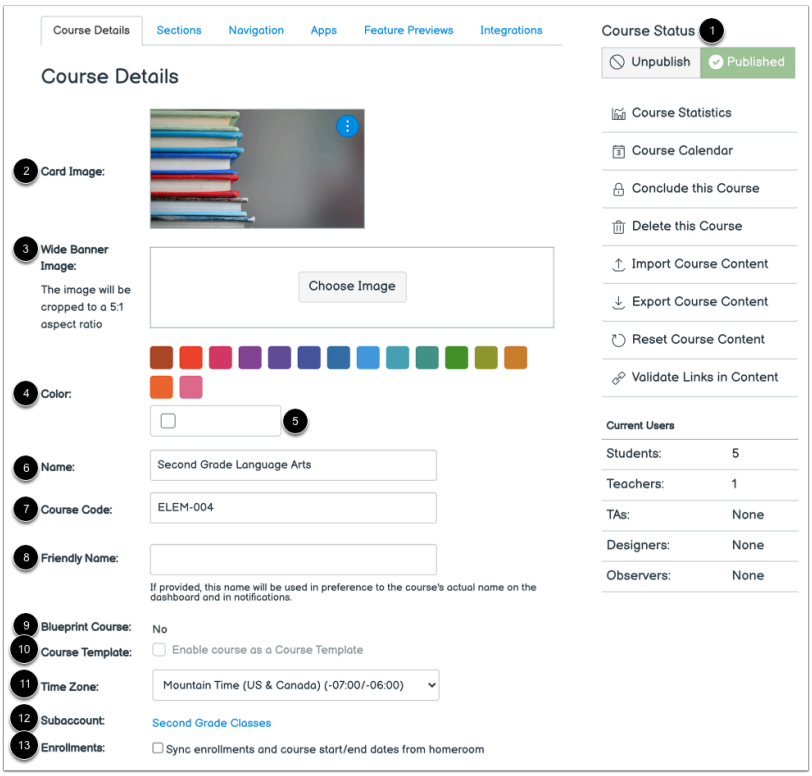
In the subject, click the **Manage Subject** button.

Open Subject Details



The **Settings** page displays [1]. Click the **Course Details** tab [2].

View Subject Details



The first section of Course Details shows you an overview of your subject.

If you have permission to publish a subject, you can manage your course status in the sidebar [1].

The **Card Image** [2] and **Wide Banner Image** [3] sections display images added to the subject card and banner.

The **Color** section displays the selected subject color [4]. A custom subject color can be added using the **Color** field [5].

If allowed by your institution, you can edit the subject name [6] and course code [7].

You can manage the subject's friendly name using the **Friendly Name** field [8]. The friendly name displays as the subject name in notifications and in the dashboard.

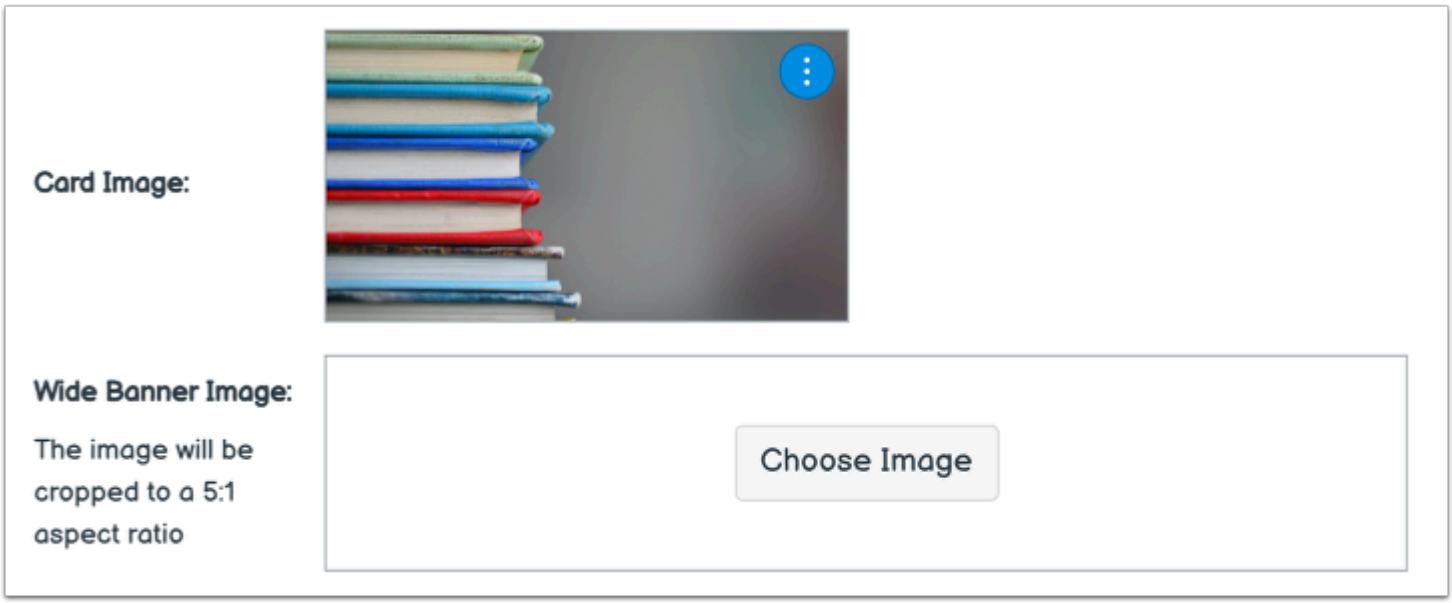
You can view the subjects blueprint course status [9] and course template status [10], the subject's time zone [11], and in which subaccount the subject is in [12].

To sync enrollments and start and end dates from your homeroom, click the **Sync enrollments and course start/end dates from homeroom** checkbox [13]. If any subject enrollments were added via SIS import, the Sync enrollments and course start/end dates from homeroom checkbox does not display.

Notes:

- If you do not have permission to publish a subject, or if the subject is published and includes grades, you cannot modify the course status.
- When managing a subject, an instructor can view the subject name at the top of the page. If the subject has a friendly name, the friendly name displays.

View Subject Images

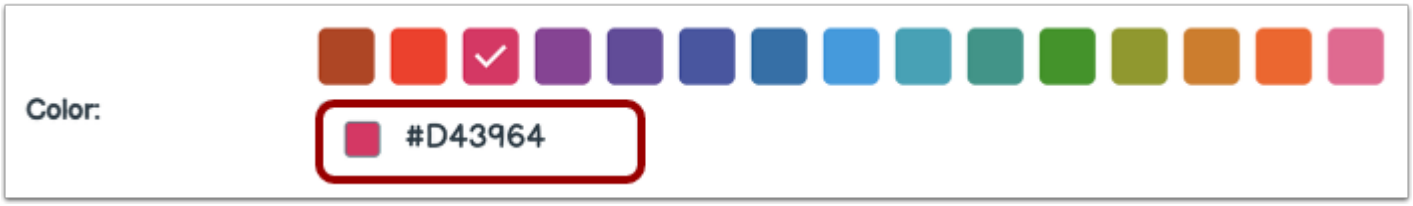


If your institution allows you to add an image to a subject's card in the Homeroom or a banner image to the subject's Home tab, you can add or replace the card image or wide banner image.

Notes:

- Wide banner images are cropped to a 5:1 aspect ratio.
- If a banner image is not set, the home page uses the card image. If a card image has not been set, the banner displays the course color.

View Subject Color

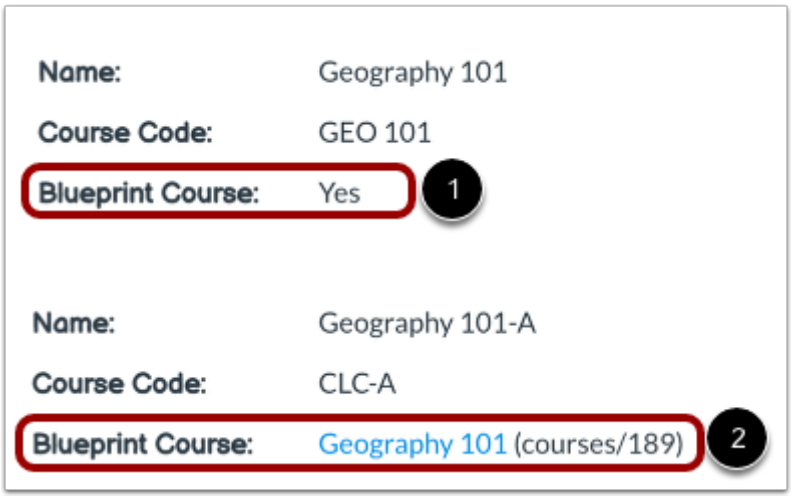


The subject color is persistent across all subject related subject dates and items throughout Canvas.

You can add a custom subject color using the **Color** field.

Note: If a subject color is not set, the subject color defaults to gray.

View Blueprint Course

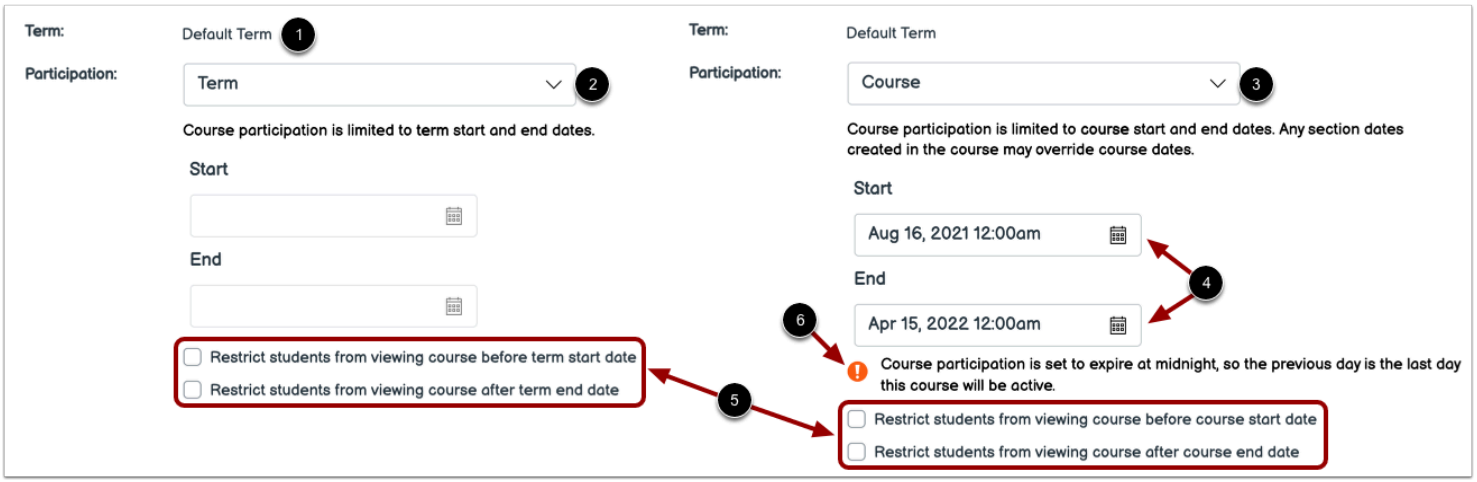


Your Course Details tab indicates whether the subject has been enabled as a blueprint course and displays Yes or No [1].

If your subject is associated with a blueprint course, the blueprint course name and course ID displays [2]. If you have been enrolled in the blueprint course as an instructor or TA, the name of the blueprint course will contain a link to access the blueprint course.

Most commonly, your subject will be associated with a blueprint course and you can only manage unlocked content in your subject. If your subject is a blueprint course, you can lock and sync subject content to associated subjects.

View Subject Dates



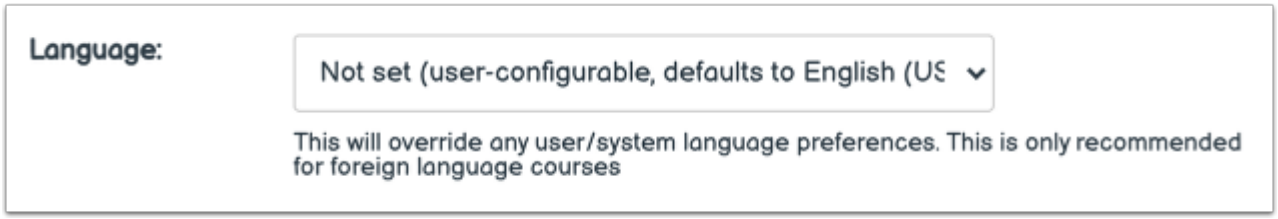
Subjects may be assigned to the Default Term or a specific term [1]. By default, your students will be able to participate in the subject within the term dates [2].

If needed, you can allow students to participate within course dates [3] and set specific subject start and end dates [4]. However, changing subject dates may override term availability settings and placement in the Homeroom. Please confirm term dates before adding subject participation dates.

You may also be able to change student access settings to allow or restrict students from viewing your subject before the start or end date [5].

Note: If a subject participation end date is set to midnight, a warning message displays [6].

View Subject Language



You can set a specific language for your subject. By default the language is set to Not set, English (US). Selecting a language for your subject will override user language preferences and is only recommended for subjects conducted in the selected language.

View File Storage

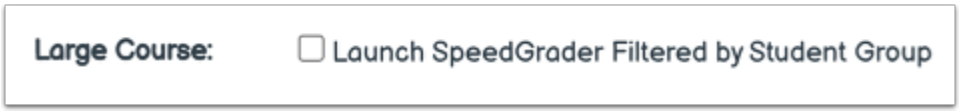


You can view the storage file size allowed in your subject. File storage consists of all files in subject files and assignment submissions. Administrators at your institution set the file storage quota for each subject.

Notes:

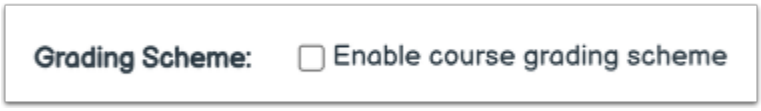
- Canvas course imports count against subject quotas. If a course import fails, verify the size of the file against your file storage quota. If necessary, contact your Canvas admin to request a larger subject quota.
- Copied Canvas subjects and subject items do not count against subject file storage quotas. You can copy existing Canvas subjects and subject items from the original subject into your new subject without impacting your subject file storage quota.

View Large Course Setting



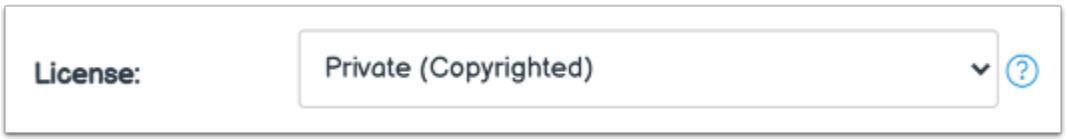
You can enable the option to launch SpeedGrader filtered by student group in your subject. When this setting is enabled, you must choose a student group when opening SpeedGrader. This setting is disabled by default.

View Grading Scheme



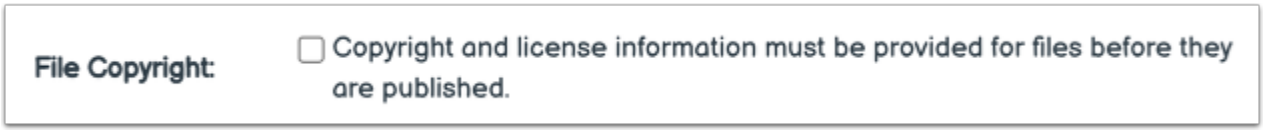
You can enable a grading scheme for your subject. A grading scheme is a set of criteria that measures varying levels of achievement in a subject. You can also view the current existing grading scheme, if any. This setting is disabled by default.

View License



You can view the license for your subject. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to set a license for your subject.

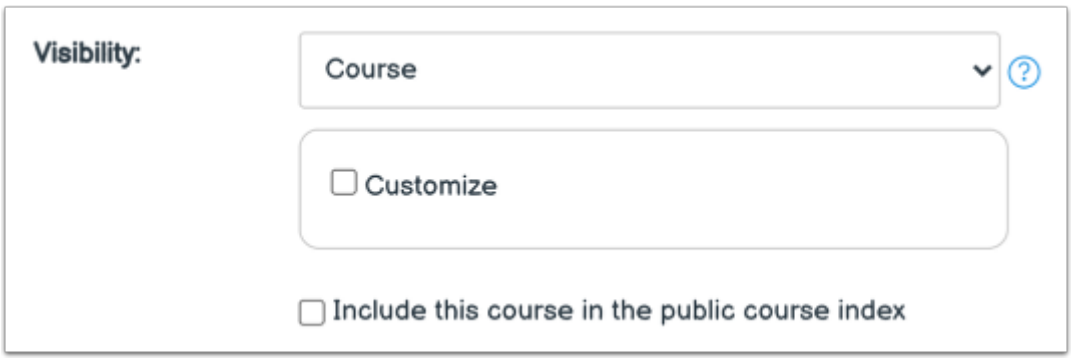
View File Usage Rights



You can view the file copyright setting for your subject. If this option is enabled, usage right information must be selected for all subject files before they can be published. This setting is disabled by default.

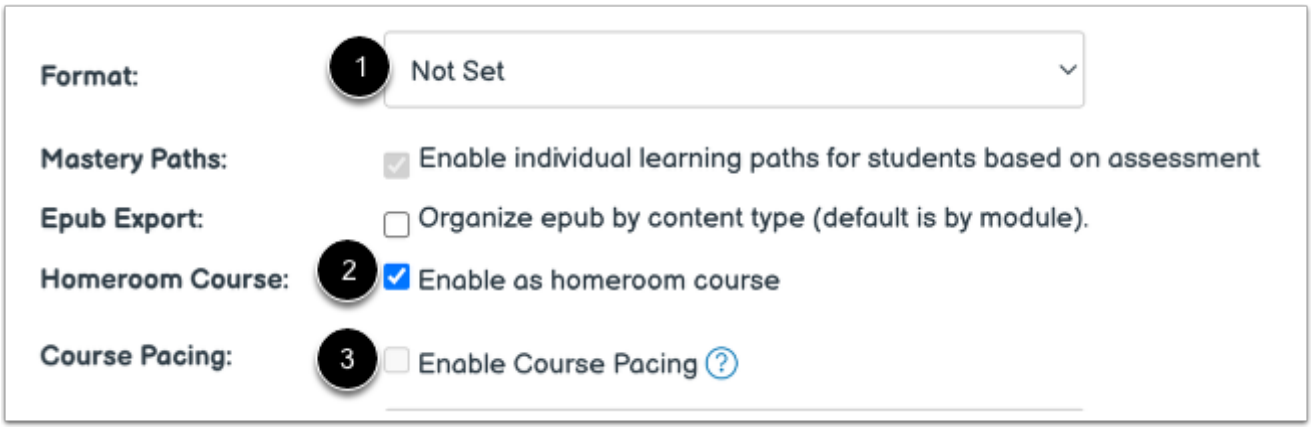
Note: If the option to manage file usage rights cannot be changed, your institution has locked this setting.

View Visibility



You can view any visibility settings for your subject. Each visibility option is independent of the others. You can customize subject visibility, customize content visibility, and include the subject in the public course index.

View Formats



You can set the format for your subject using the **Format** drop-down menu [1].

You can also enable the subject as a homeroom course using the **Enable as homeroom course** setting [2].

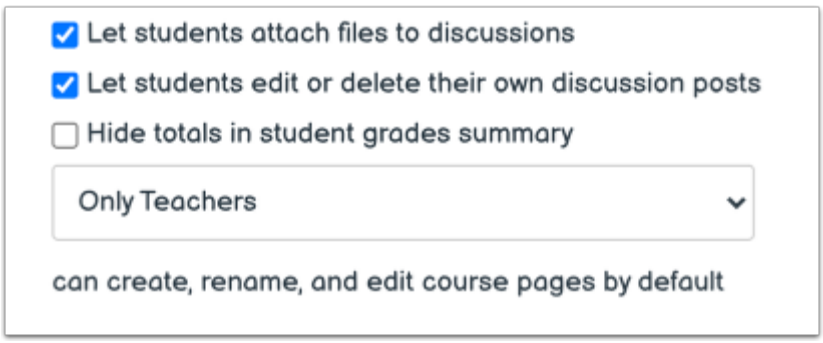
Note: When the Enable as homeroom course option is selected, you cannot enable Course Pacing [3].

View Description



If your subject is part of the public course index, you can include a description for your subject in the description field.

View Additional Settings



You can grant additional course privileges for students by selecting the appropriate checkbox or drop-down menu:

- Allow students to attach files to discussion replies by clicking the **Let students attach files to Discussions** checkbox. Enabled by default.
- Allow students to edit or delete their own discussion posts by clicking the **Let students edit or delete their own discussion posts** checkbox. Enabled by default.
- Hide student grade totals in the grades page by clicking the **Hide totals in student grades summary** checkbox. Disabled by default.

How do I add an image to a subject card or banner in Canvas for Elementary?

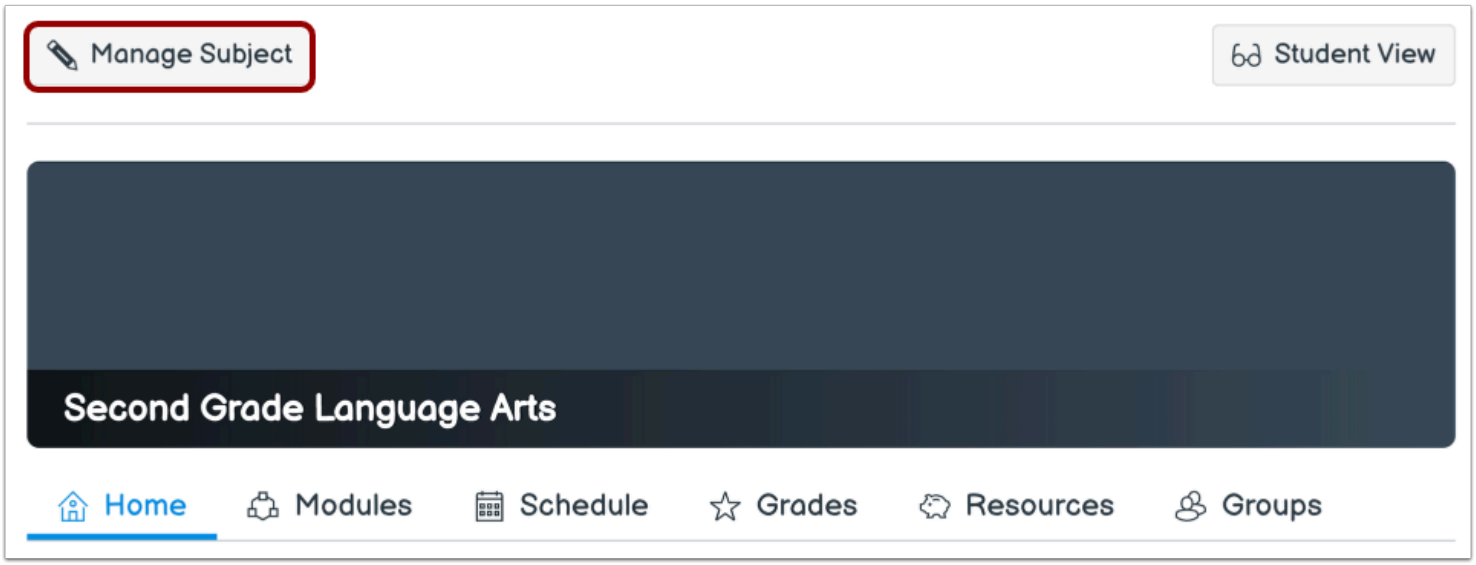
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If your institution allows, you can upload an image to display within the course card in the Homeroom and a subject banner image on the subject's home page. Accepted image types include JPG, JPEG, GIF, and PNG files.

Banner images are cropped to a 5:1 aspect ratio.

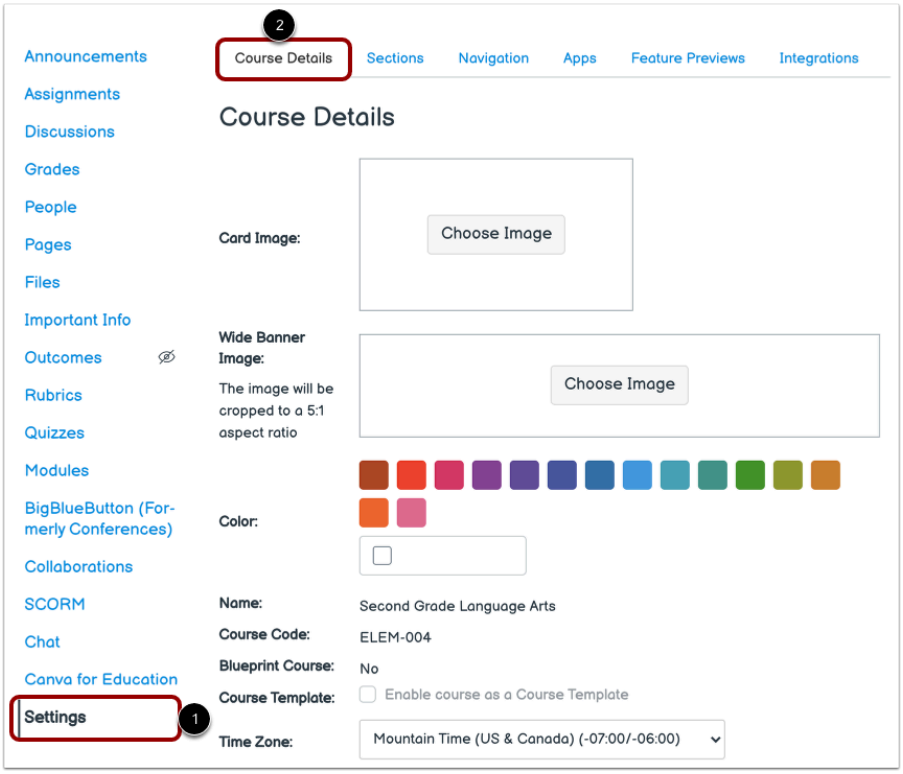
Note: If a banner image is not set, the home page uses the card image. If a card image has not been set, the banner displays the course color.

Manage Subject



From the subject, click the **Manage Subject** button.

Open Subject Details



The **Settings** page displays [1]. Click the **Course Details** tab [2].

Choose Image



To add a card image, click the Card Image **Choose Image** button [1].

To add a banner image, click the Wide Banner Image **Choose Image** button [2].

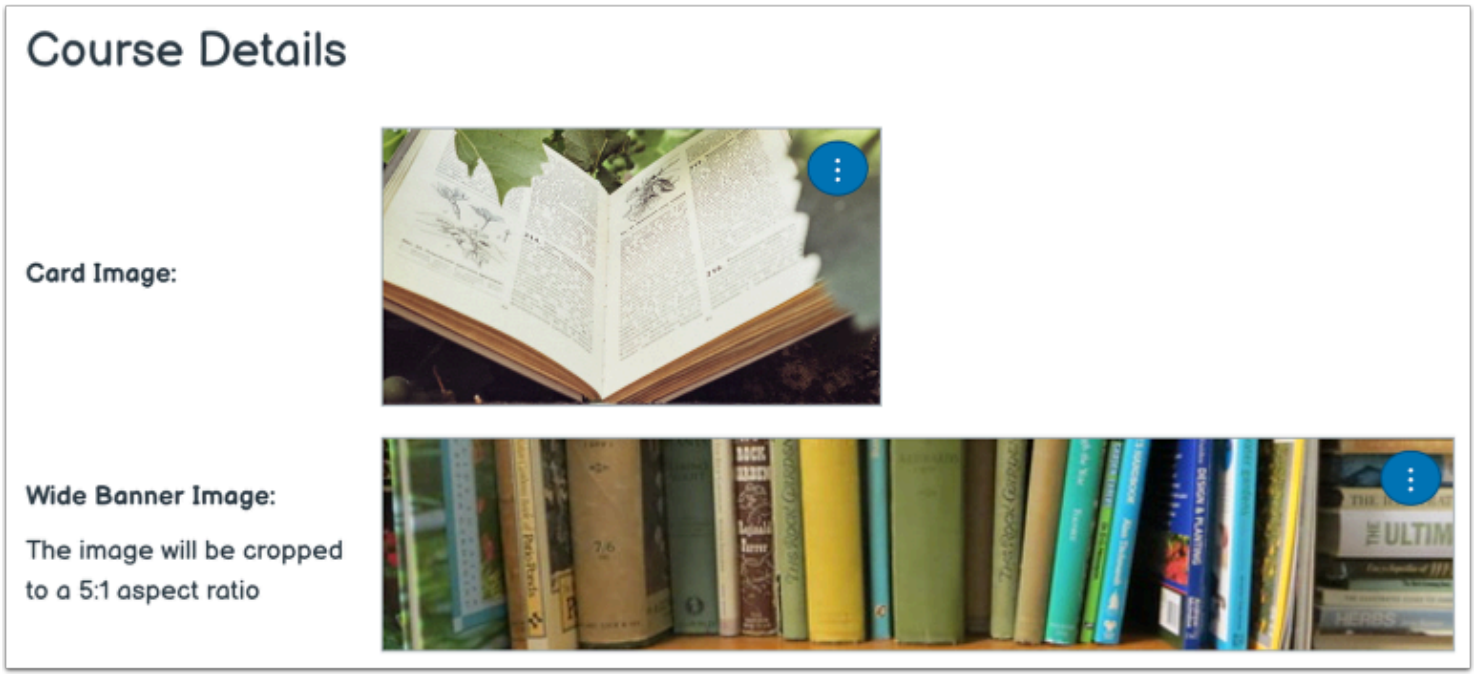
Upload File



To upload your own image, drag and drop your image into the **Upload Image** section. Or, to browse your computer and locate an image, click the **Upload Image** section.

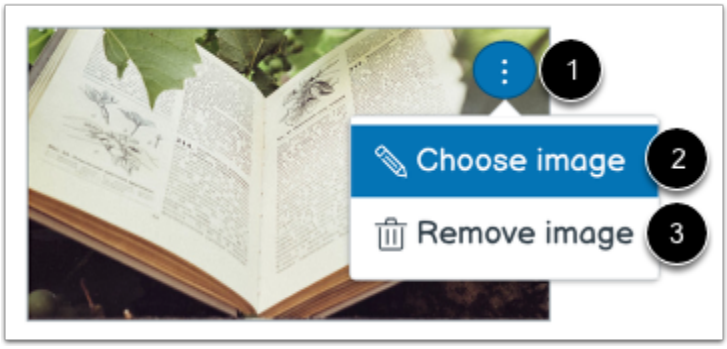
Banner images are cropped to a 5:1 aspect ratio.

View Image



Any image added to the card image or banner image displays.

Manage Image



To manage an image, click the image's **Options** icon [1]. To change the image and select a new one, click the **Choose image** option [2]. To remove the image completely, click the **Remove image** option [3].

Update Course Details



To save your changes, click the **Update Course Details** button.

How do I view a subject as a test student using Student View in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

This lesson shows you how to view a subject as a test student using Student View in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to view a course as a test student using Student View in Classic Canvas.

You can view a subject the same way that your students do through Student View. Enabling Student View creates a Test Student in your course. You can also activate Student View in your subject Settings.

Use Student View to view the course, post and reply to discussions, submit assignments, view grades, pages, quizzes, the schedule, and resources.

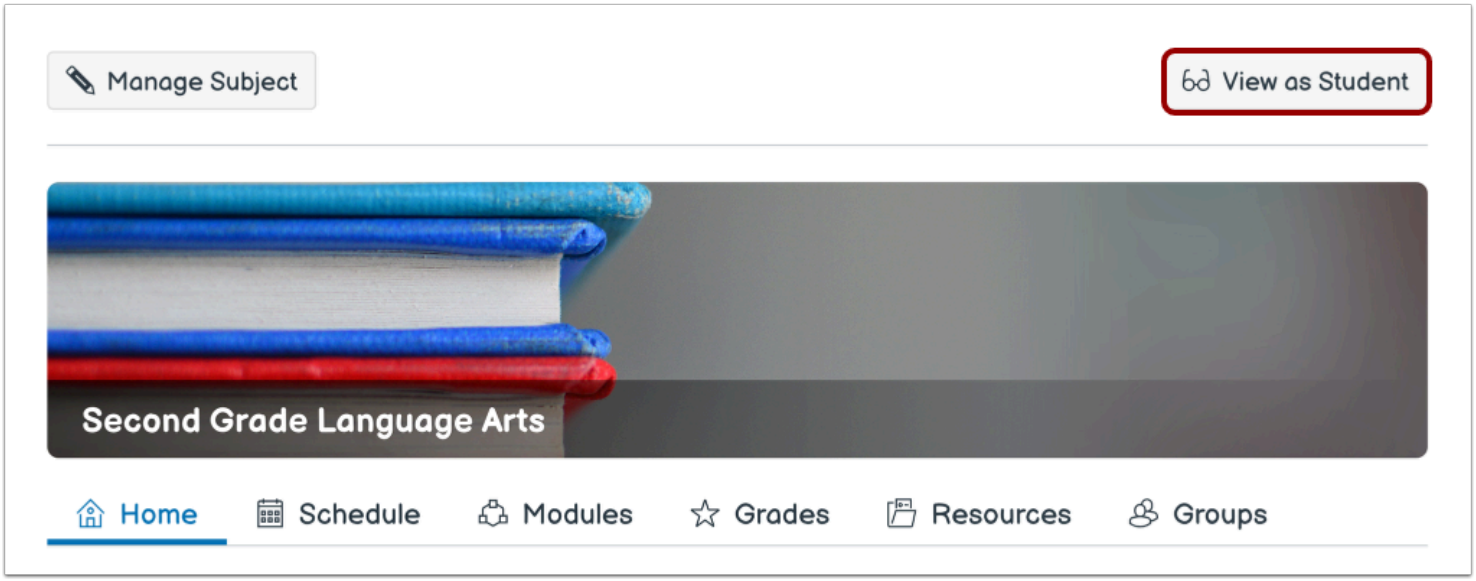
You can reset Test Student data at any time; however, Test Student activity that involves interactions with other students cannot be removed, such as discussion replies. Test Student data that involves interactions with other students are retained even if the test student is removed from enrollments.

Attendance, Conferences, Collaborations, differentiated assignments, external apps, groups, Inbox peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

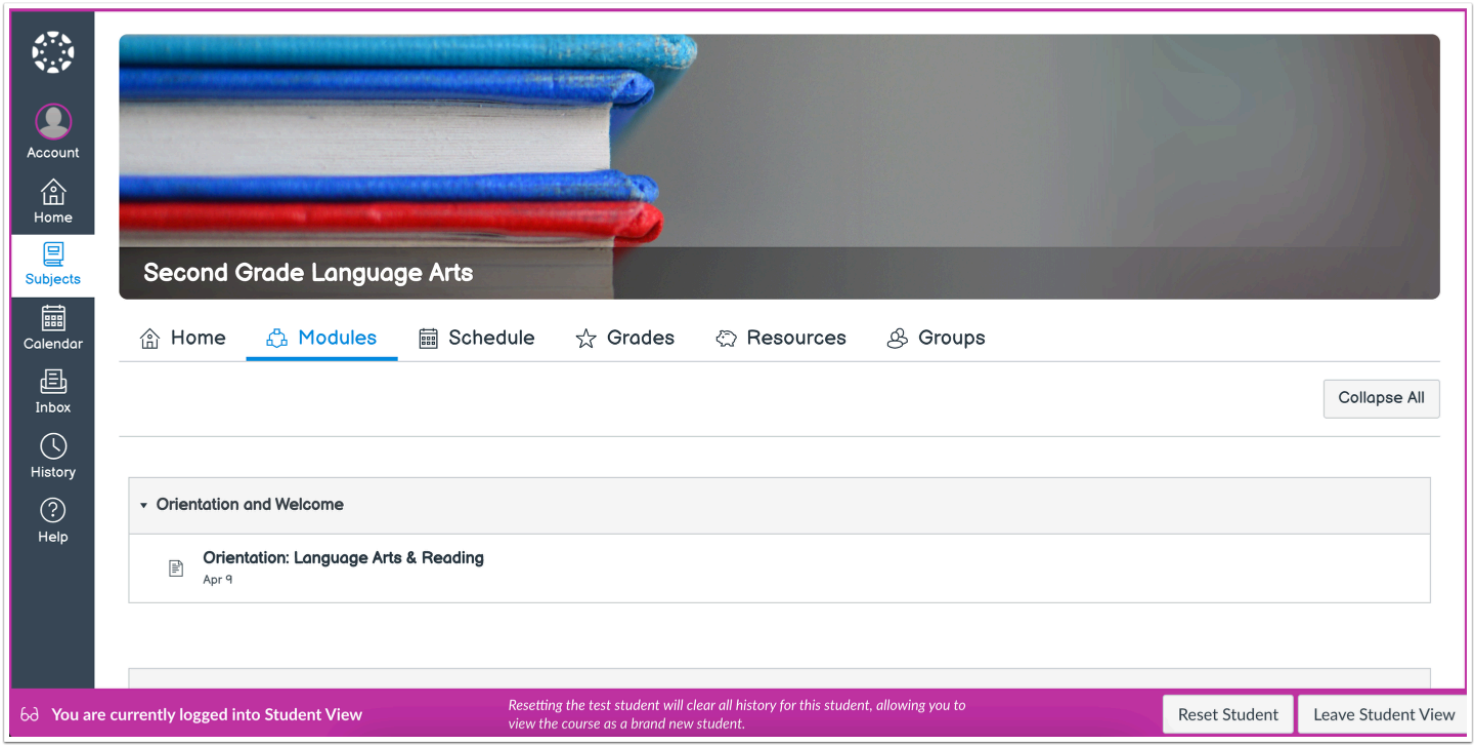
- Each Canvas subject has a separate Test Student account. Whenever you move to a new subject you will need to enable Student View for that subject.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the subject layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Student View should not be used to test MasteryPaths in the beta or test environment.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and SpeedGrader and is automatically added to every section in your course. If you want to remove the test student completely, you must remove the test student from your section enrollments.
- New Quizzes assessments should be previewed in New Quizzes and not taken as the test student. Test Student attempts cannot be reset and will affect analysis reports.

Open Student View



To view a subject as a test student, click the **View as Student** button.

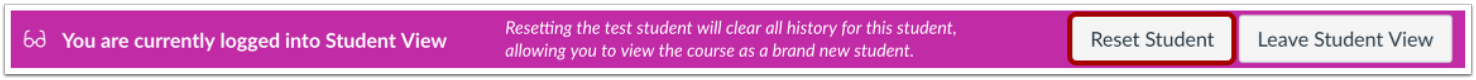
View Subject



You can now view the subject as a student user would see it.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.

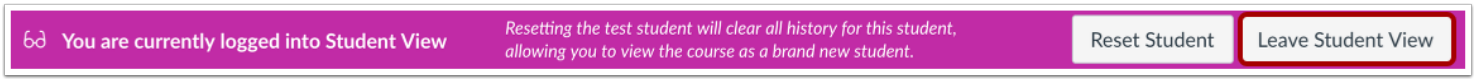
Reset Student



You can also reset the Test Student by clicking **Reset Student**. This action will clear all activity that does not include any student interaction.

For example, if you created an assignment and submitted it as the Test Student but forgot to add a certain submission type, you can click the Reset Student button and submit the assignment again as the Test Student.

Leave Student View



To return to your subject in the instructor view, click the **Leave Student View** button.

How do I enable self-enrollment in my subject in Canvas for Elementary as an instructor?

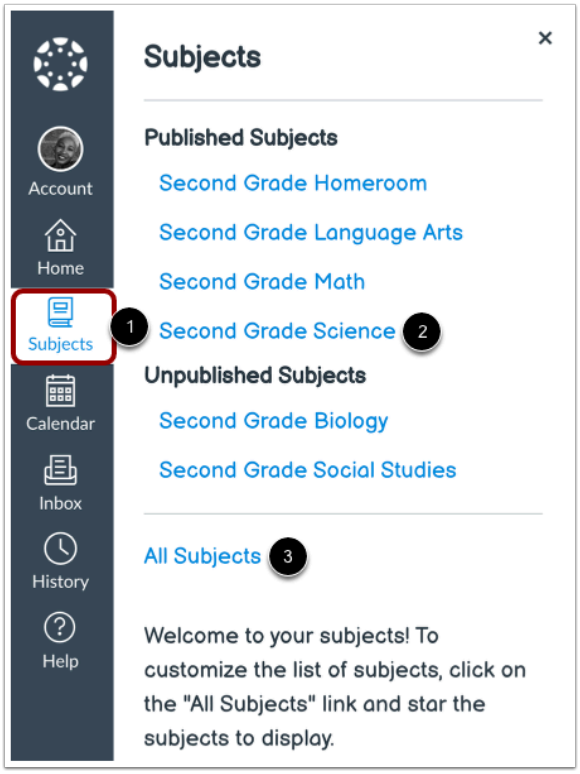
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

This lesson shows you how to enable self-enrollment in my subject as an instructor in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to enable course self-enrollment in Classic Canvas.

If your Canvas admin has enabled self-enrollment for your institution and the subject is publicly visible, you can enable self-enrollment in your subject. Self-enrollment allows a student to enroll in a subject using a secret URL.

Note: If you cannot view the options for self-enrollment, your institution has disabled self-enrollment.

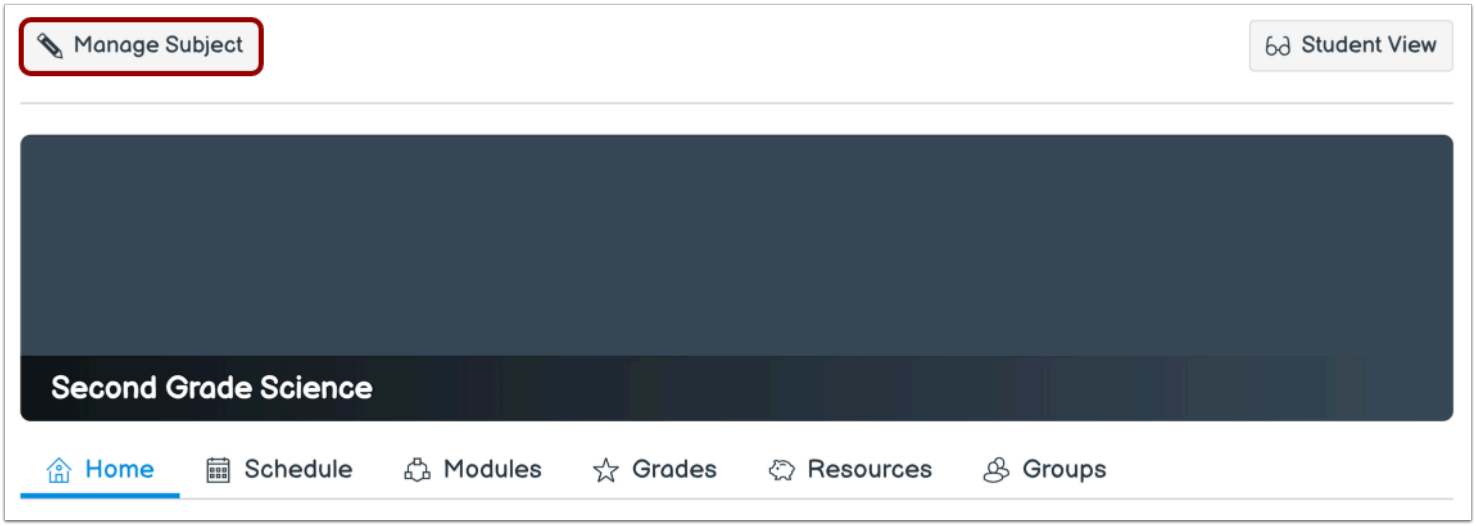
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then click the subject name [2].

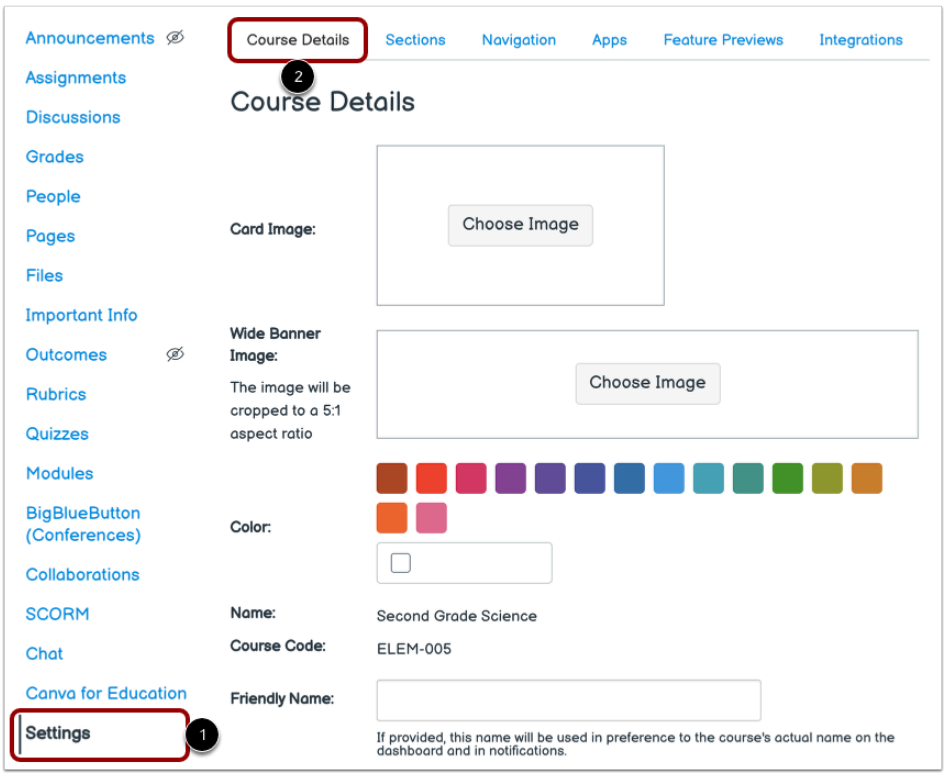
To view a list of all of your subjects, click the **All Subjects** link [3].

Manage Subject



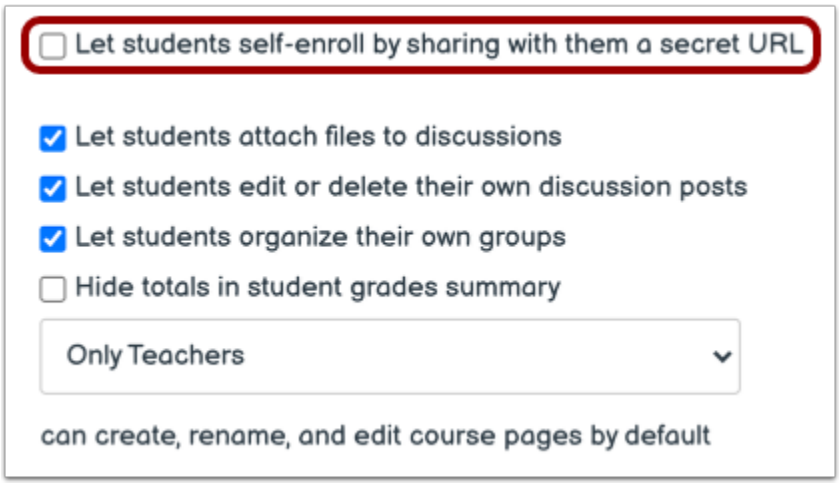
Click the **Manage Subject** button.

Open Subject Settings



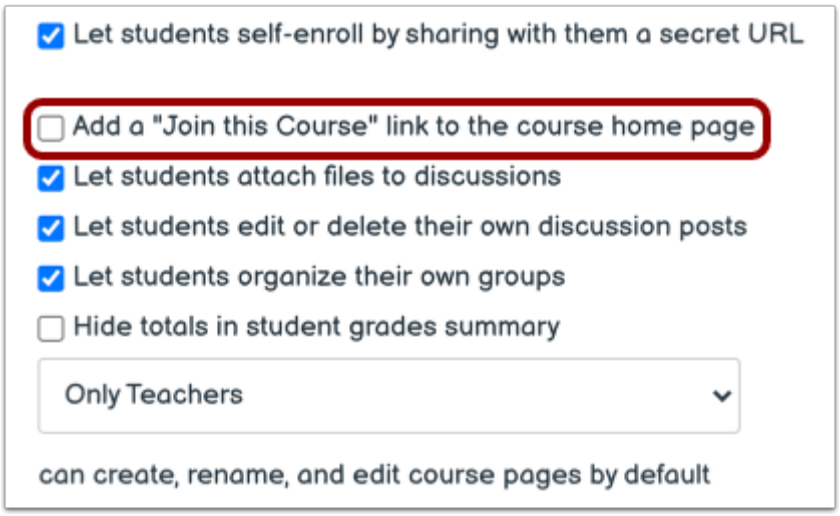
The subject Settings page displays [1]. Click the **Course Details** tab [2].

Enable Self-Enrollment



To allow students to self-enroll in your course using a secret URL, click the **Let student self-enroll by sharing with them a secret URL** checkbox.

Allow Self-Enrollment on Subject Home Page



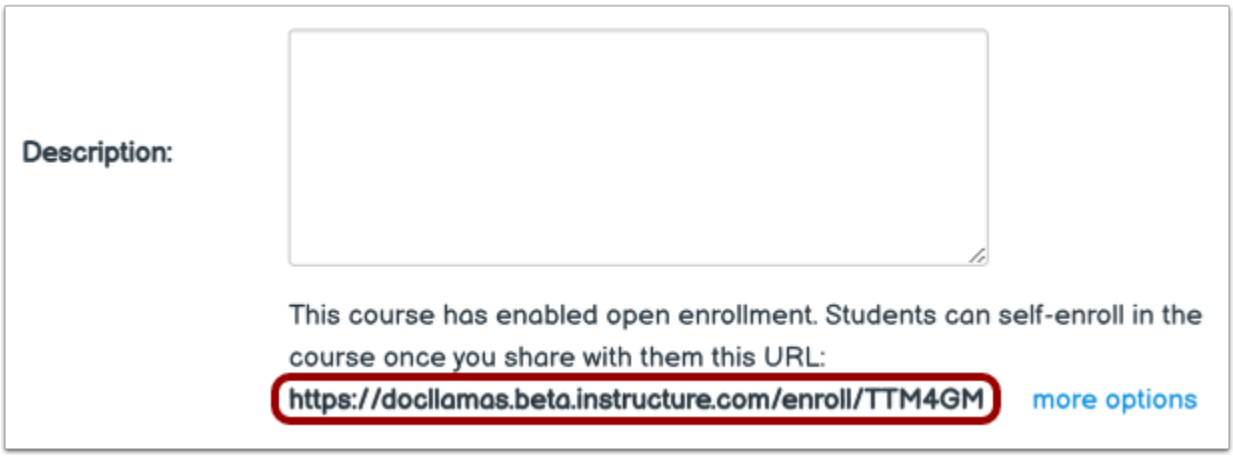
To allow students to enroll in your subject from the subject's Home page, click the **Add a "Join this Course" link to the course home page** checkbox.

Update Subject Details



Click the **Update Course Details** button.

View Self-Enrollment URL



Copy and share the provided secret URL.

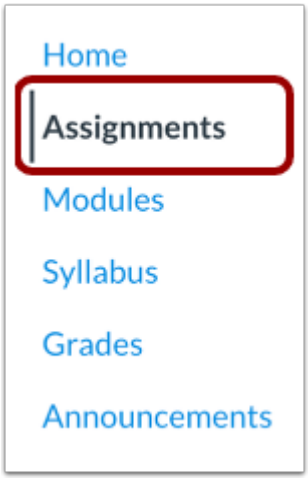
SpeedGrader

How do I get to SpeedGrader from an assignment, quiz, or graded discussion?

Canvas allows you to access SpeedGrader from an assignment, quiz, or graded discussion.

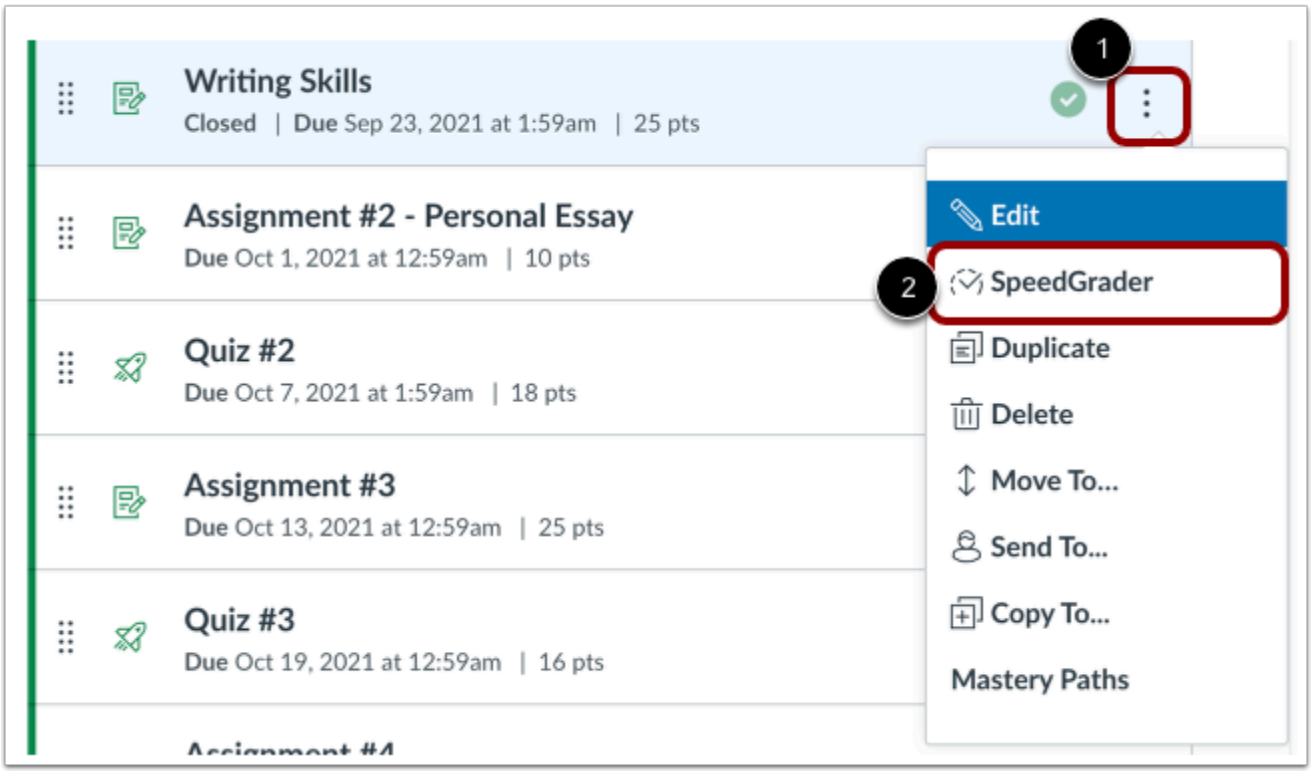
Note: You can also open the SpeedGrader from the Gradebook.

Open Assignments



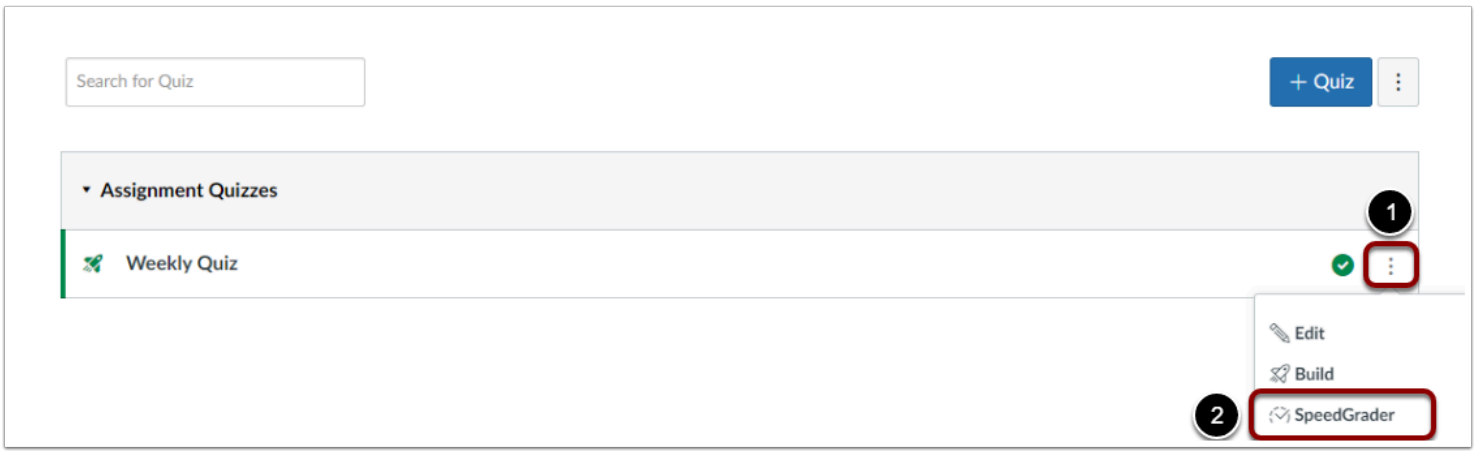
In Course Navigation, click the **Assignments** link.

Open SpeedGrader from Options

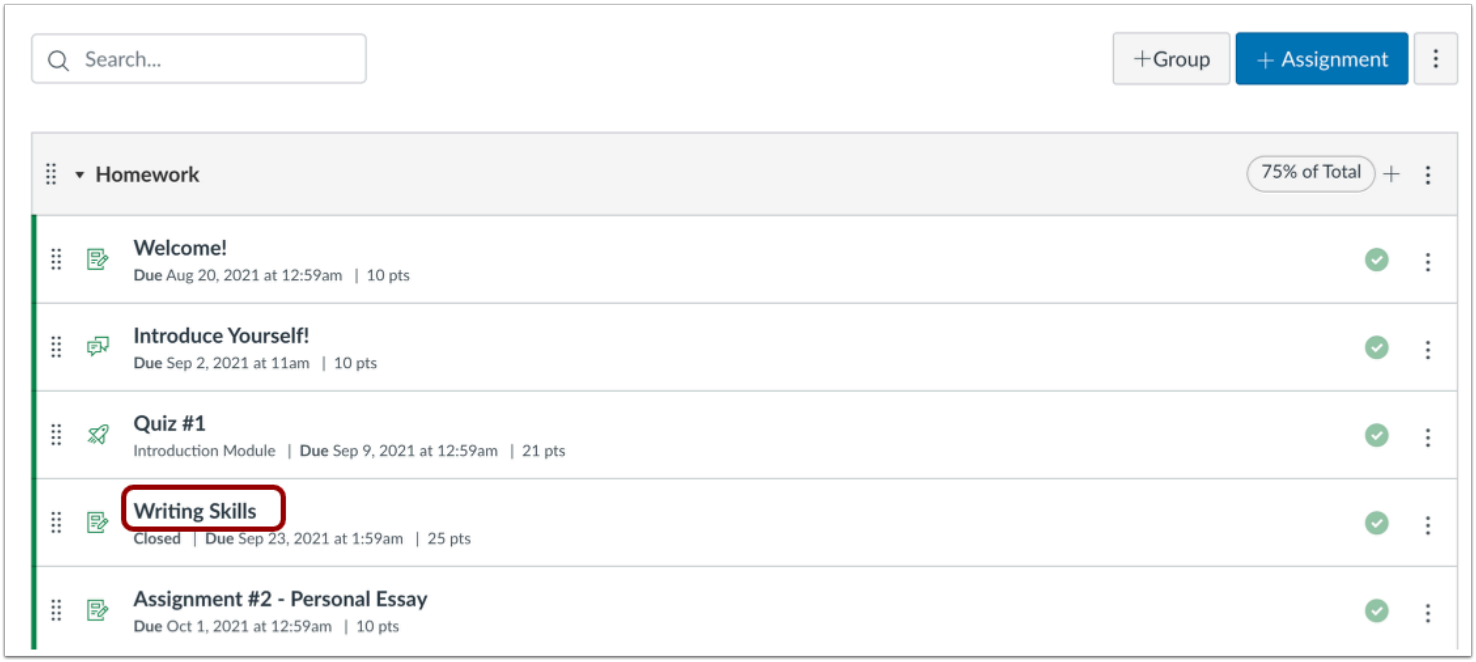


Click the assignment **Options** icon [1]. Then click the **SpeedGrader** link [2].

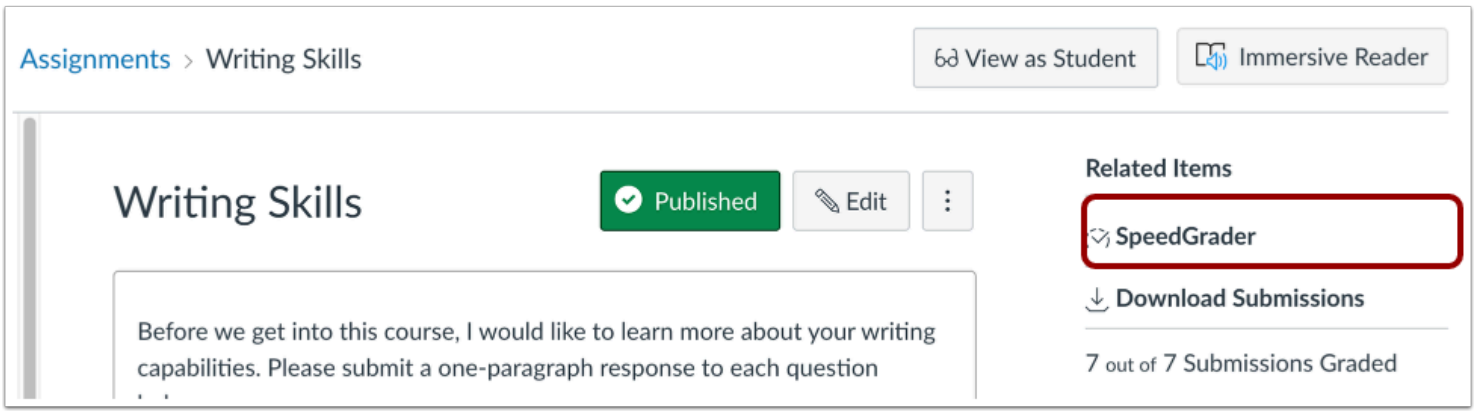
Open SpeedGrader from a Graded Assignment or Quiz



To access the SpeedGrader from a New Quiz. Click the **Options** icon [1]. Then click the **SpeedGrader** link [2].

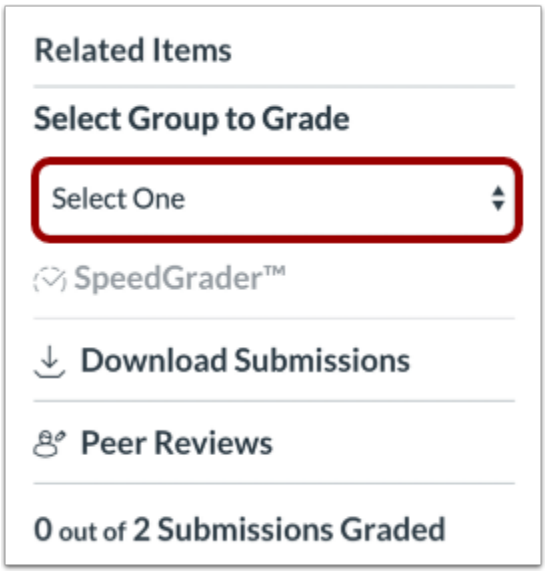


To open an assignment, click the assignment name link.



Within an open graded assignment or quiz, the **SpeedGrader** link displays in the sidebar under Related Items.

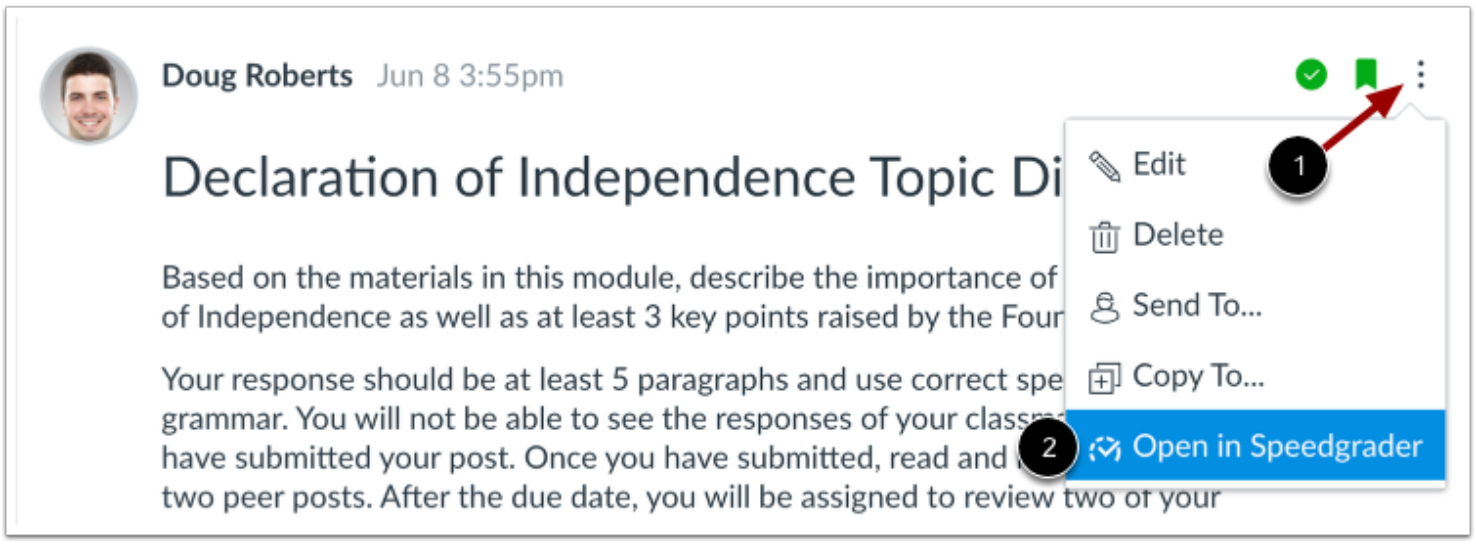
Select Group to Grade



If you have enabled the Launch SpeedGrader Filtered by Student Group setting in course details, you must select a student group before opening SpeedGrader from an assignment or quiz. To select a student group, click the **Select Group to Grade** drop-down menu.

Note: When this option is enabled, certain areas that open SpeedGrader will prompt you to select a student group to view in SpeedGrader. In areas that do not provide this option, SpeedGrader will open filtered to the first group that contains students. You can change the student group that opens by first selecting a student group in the New Gradebook. However, if you open SpeedGrader for a specific student, SpeedGrader will open filtered by the first available student group in which the student is a member. Additionally, if you open SpeedGrader from a specific student who is not a member of a student group, group filters will not be applied.

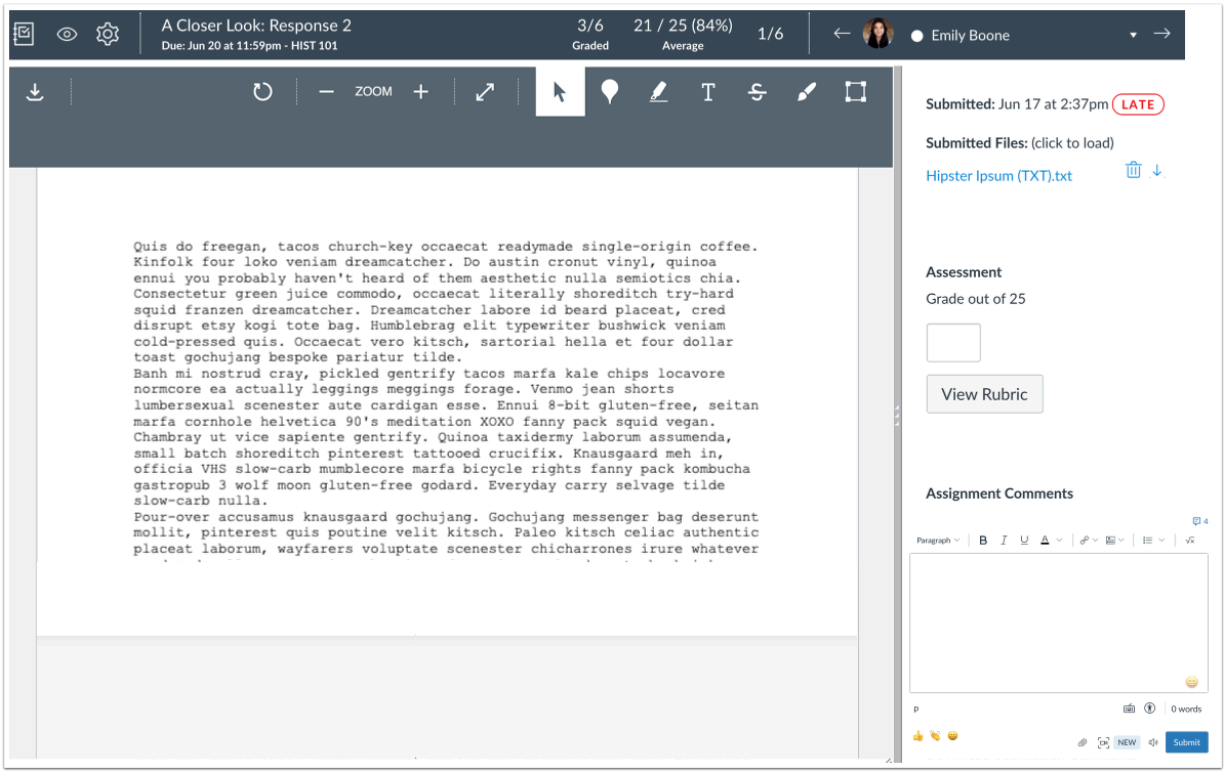
Open SpeedGrader from Discussions



To open a discussion in SpeedGrader, click the **Options** icon [1] and click the **Open in SpeedGrader** link [2].

Note: DocViewer annotations are not available in SpeedGrader for graded discussions. Even if a student uploads a file in a discussion reply, annotation tools will not appear. DocViewer annotations are only visible in SpeedGrader for supported assignment submission types such as online entries, file-upload assignments, and student annotation assignments.

Use SpeedGrader



Use SpeedGrader to view submitted assignments, comment on student submissions, and grade assignments.

How do I use SpeedGrader?

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, it also displays submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

Accessing SpeedGrader

You can access SpeedGrader through Assignments, Quizzes, Graded Discussions, and the Gradebook.

SpeedGrader Performance

In SpeedGrader, all values for an assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. This behavior reduces load time while using SpeedGrader, allowing instructors to grade all submissions quickly without continually refreshing the browser. Advancing from one submission to the next does not dynamically load any updated content.

In large courses, SpeedGrader loading times are affected by a threshold of data points that can be loaded within a 60-second window. This threshold is based on a single submission per student. Multiple submissions by the same student increase the submission threshold. Assignments with more than 1500 submissions may result in delayed SpeedGrader loading times, and assignments with more than 2500 submissions may fail to load at all.

To improve SpeedGrader performance, large courses should be separated into sections, which allows SpeedGrader to display submissions for a specific section and decrease the overall loading time for an assignment's data.

Performance and Usability Upgrades for SpeedGrader

The Performance and Usability Upgrades for SpeedGrader has been updated for faster load times and improved stability. These include a streamlined Section drop-down menu, a more prominent No Submission alert, and a refined interface for courses without content. The Submission Status is now a drop-down menu, and rubrics are automatically displayed in the traditional view for easier access.

SpeedGrader Users

SpeedGrader is generally designed for one instructor role to grade submissions at a time. Because of how SpeedGrader data is loaded and stored in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, graders added to a course can be limited to only interact with users in a section and only grade submissions in the section where they were enrolled. This enrollment option prevents assignment grading overlap so multiple instructor roles cannot grade the same assignment.

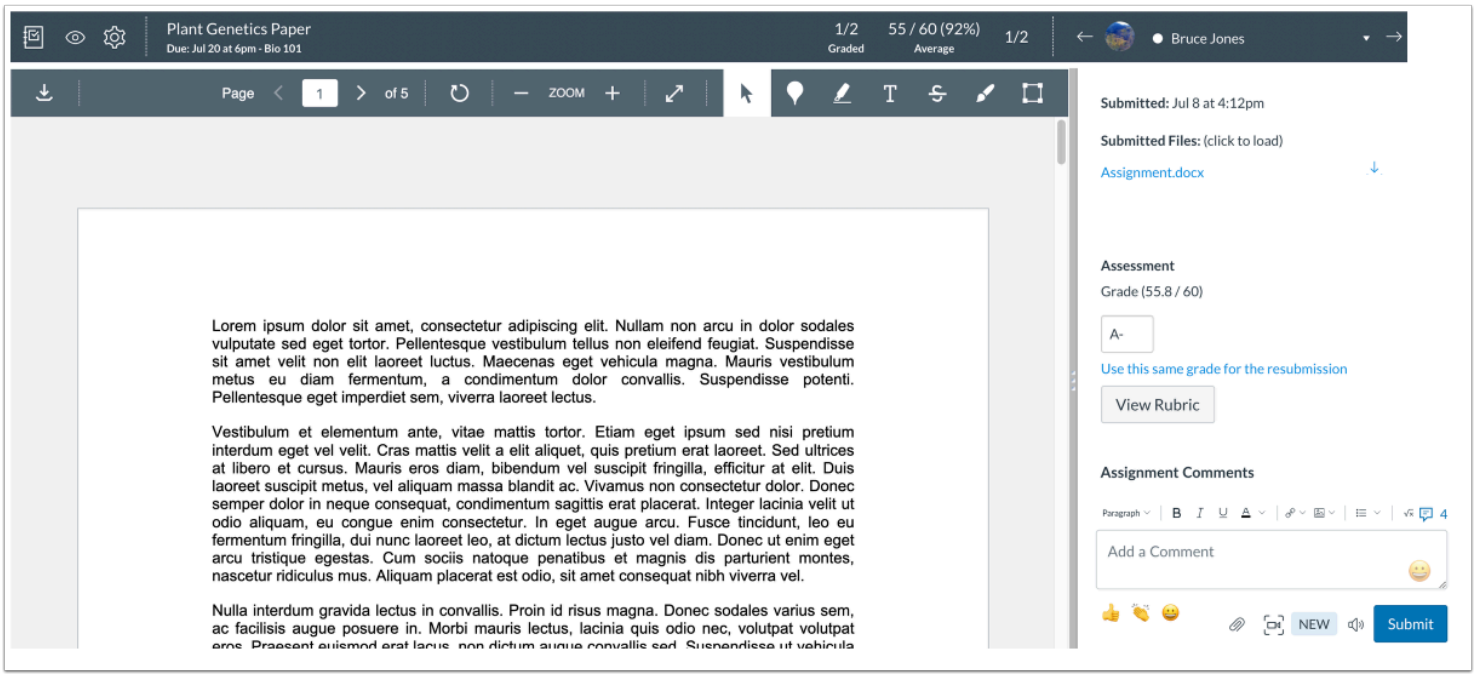
Moderated Grading

If you are grading a moderated assignment and the maximum number of graders has been reached, SpeedGrader will be displayed in a read-only mode to hide all student names and submission details.

Notes:

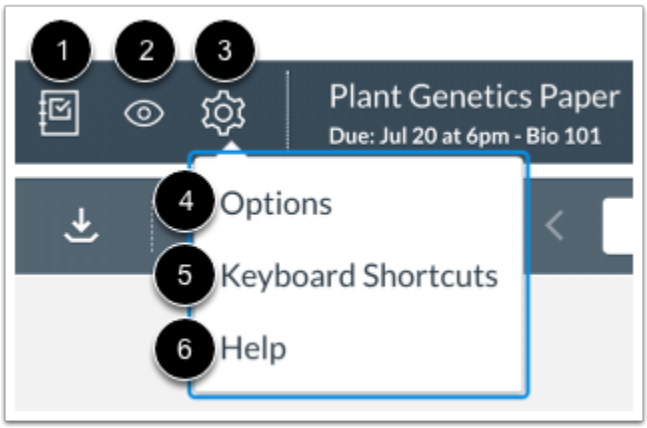
- Instructors cannot delete assignment submissions. If you need to delete an inappropriate assignment submission, contact your administrator.
- SpeedGrader is updated with the New Performance and Usability Upgrades.

View SpeedGrader



SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.

View SpeedGrader Menu Icons



The SpeedGrader menu includes several tools and resources to assist with grading assignments.

The left side of the menu includes general settings and options.

To return to the Gradebook, click the **Gradebook** icon [1].

To post or hide the assignment, click the **Visibility** icon [2].

To view SpeedGrader settings, click the **Settings** icon [3]. SpeedGrader settings include:

- **Options** [4], which allows you to select student list sorting options and enable anonymous grading.
- **Keyboard Shortcuts** [5], which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Shift+Question Mark keys simultaneously.
- **Help** [6], which opens the Instructor SpeedGrader guides.

Note: When moderated grading is enabled for an assignment, final graders (moderators) will also view a Moderation Page button, which will allow them to view the Grade Summary Page for the moderated assignment.

View Assignment Details



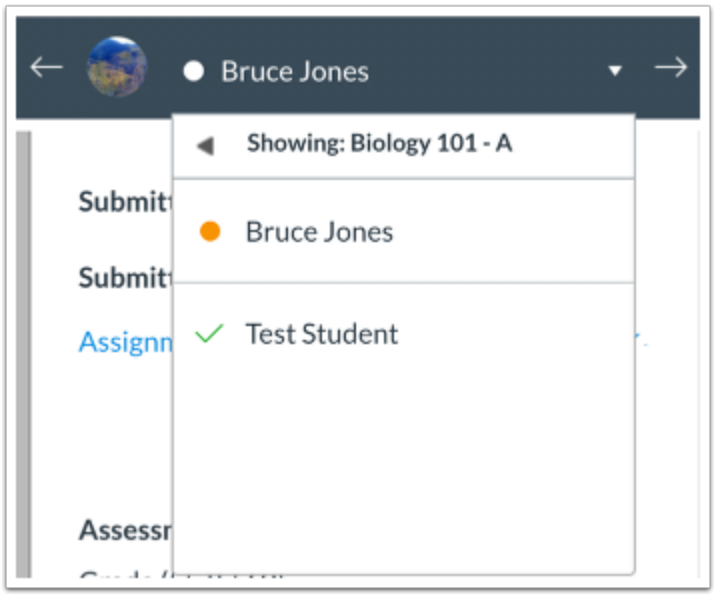
The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], the assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you download all student submissions for the assignment.

To return to the Course Home Page, click the name of the course.

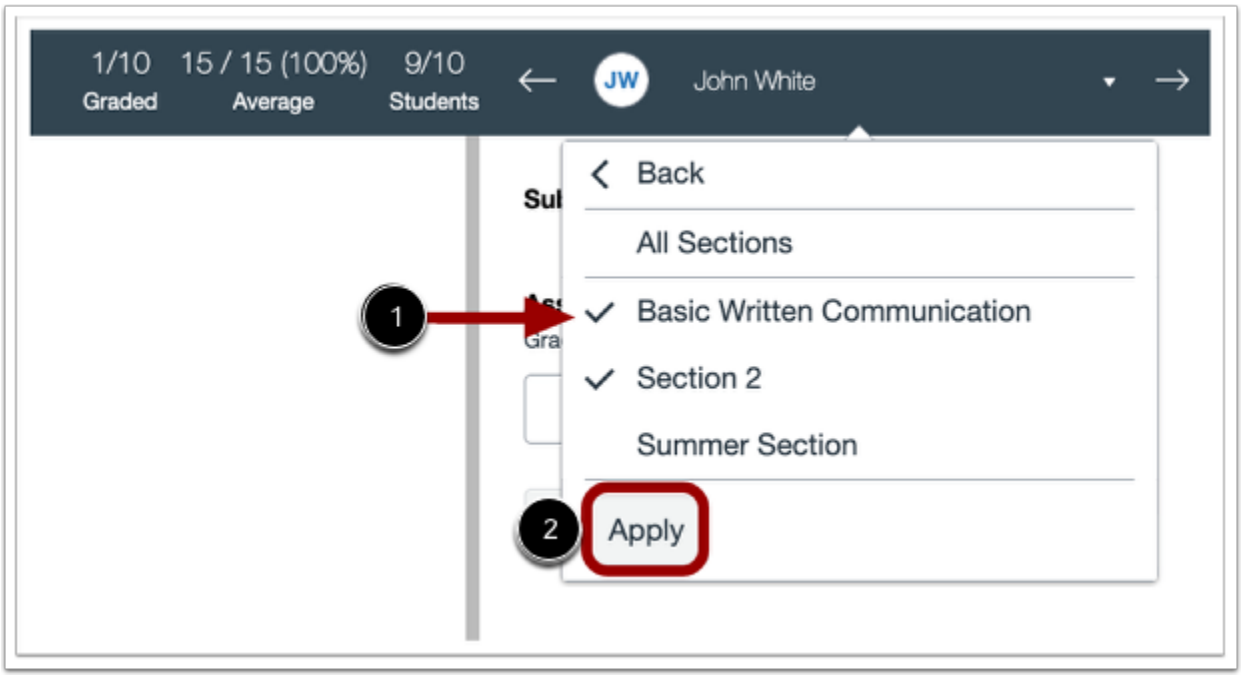
Grading information includes assignment statistics, including the number of assignments that have been graded out of the total number of students in the course [4] and the average score and percentage [5]. You can use this information to keep track of your grading progress.

View Student List



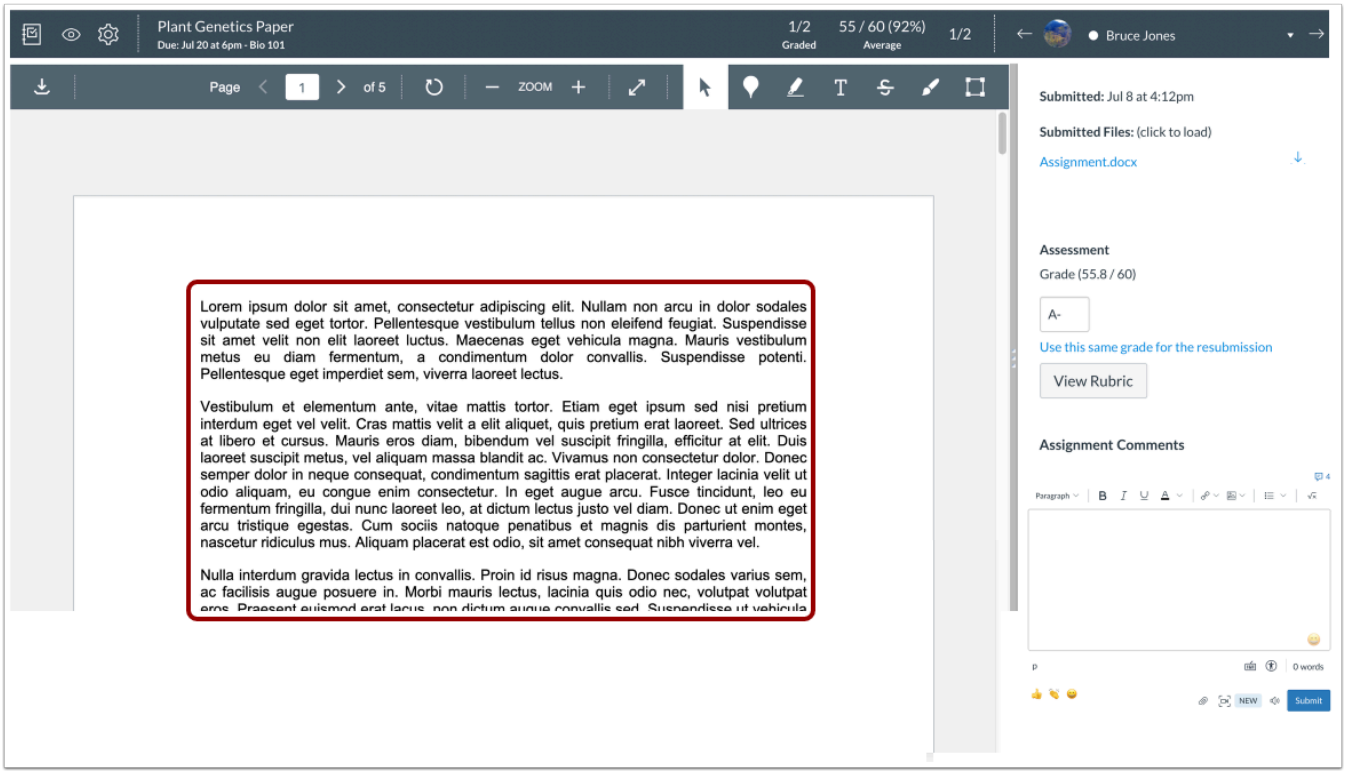
The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission. You can also use the student list to find student submissions.

View Sections Filter



To filter sections, select the desired **sections** [1], then click the **Apply** button [2].

View Student Submission



Once you have selected a student, the student's submission displays in the preview window.

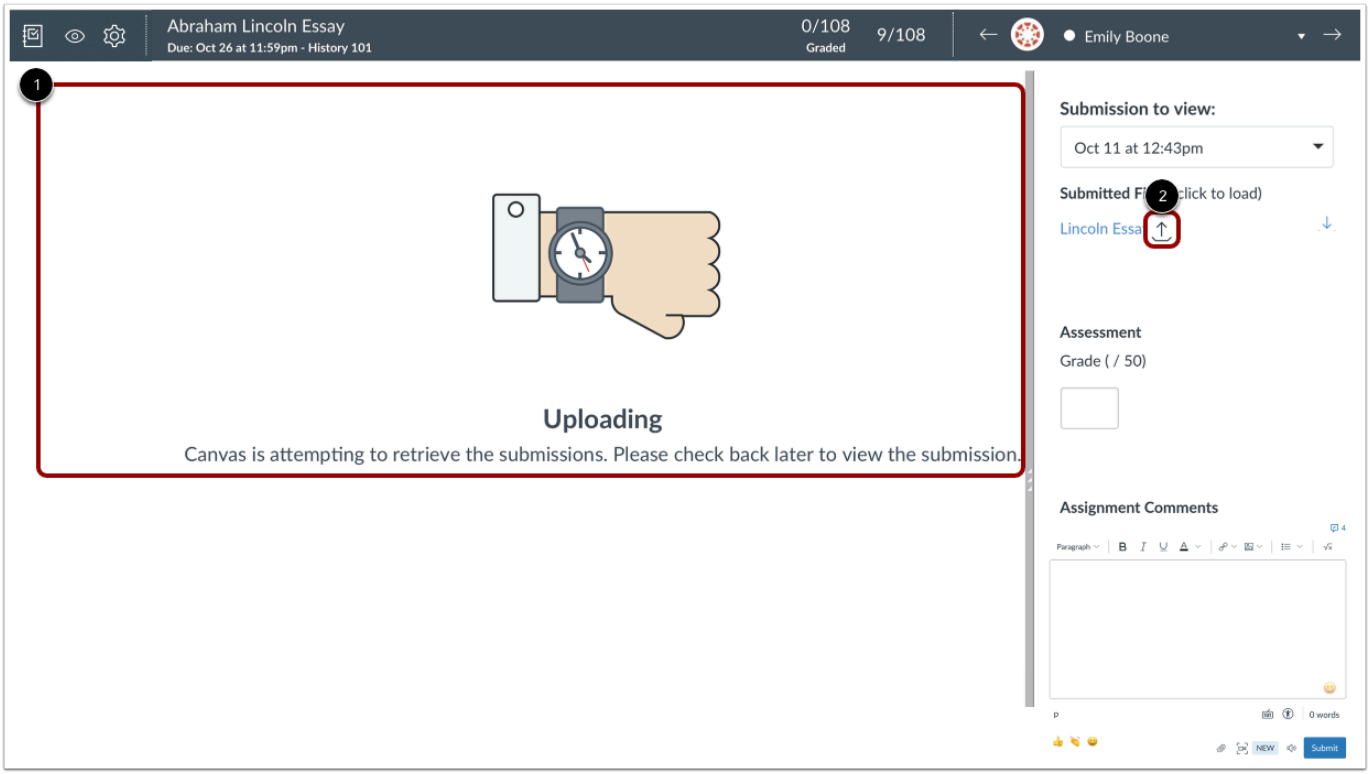
Depending on the assignment and submission type, the SpeedGrader preview window varies. For example, a website URL submission type will appear in the main body of SpeedGrader with the option to open the URL in a new tab. Some website URL submissions cannot be viewed in Canvas and must be viewed in a new tab. Media submissions may display as an embedded file in SpeedGrader or only display as a downloadable file.

To provide comments on document submissions, you can:

- Use Canvas DocViewer to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- Download the submission, put feedback on the document, and re-upload the submission.

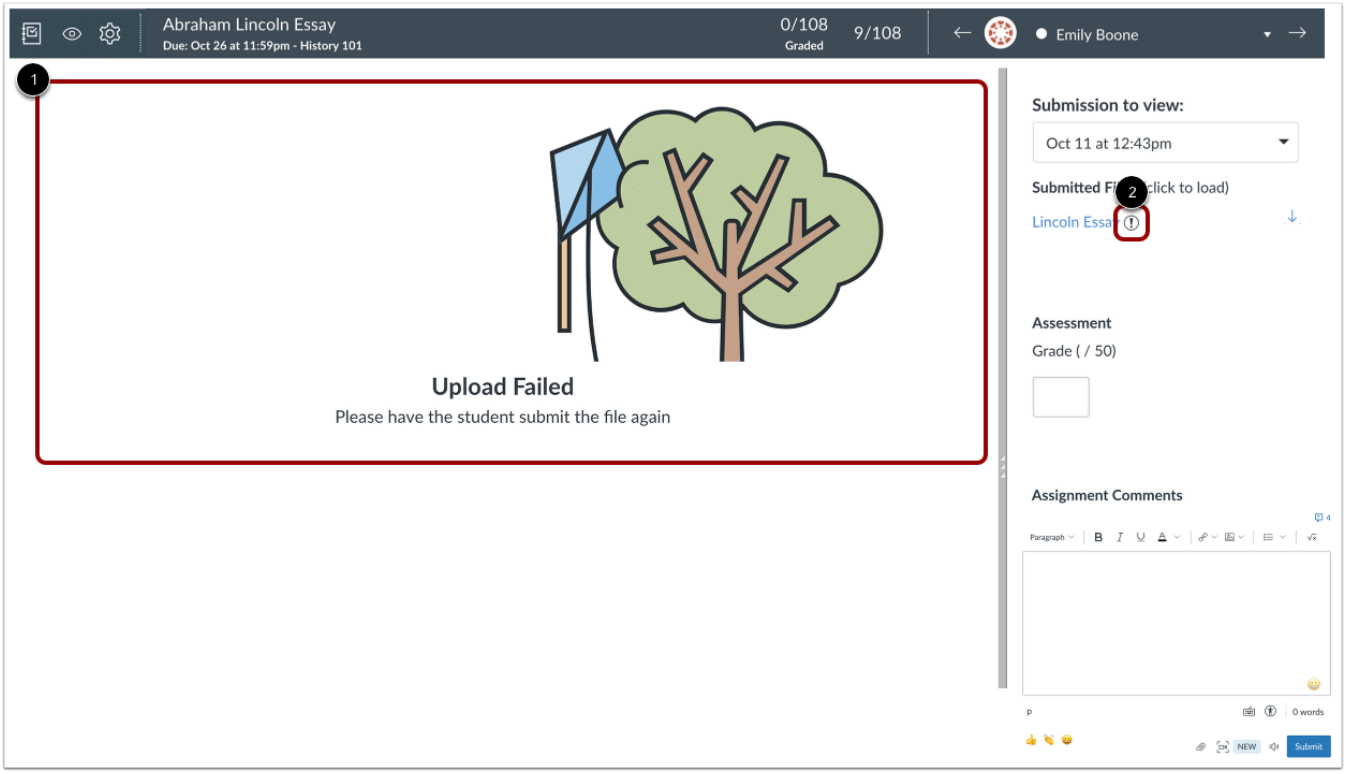
Note: When the Allow Multiple file AGS submissions count as one submission is enabled, students can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

View Uploading Submissions



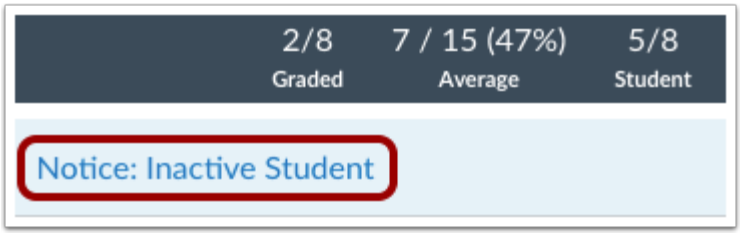
If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* image displays in place of the student submission [1]. An *Uploading* icon also displays next to the assignment link [2].

View Failed Submission Uploads



When a Google Drive or Microsoft Office 365 assignment submission fails to upload, or when viewing an unsupported file type in SpeedGrader, an *Upload Failed* image displays [1]. Failed submission uploads display an *Upload Failed* icon next to the assignment link [2].

View Enrollment Notice



SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments. If an assignment includes a submission from an inactive or concluded student, a notice appears at the top of the SpeedGrader window.

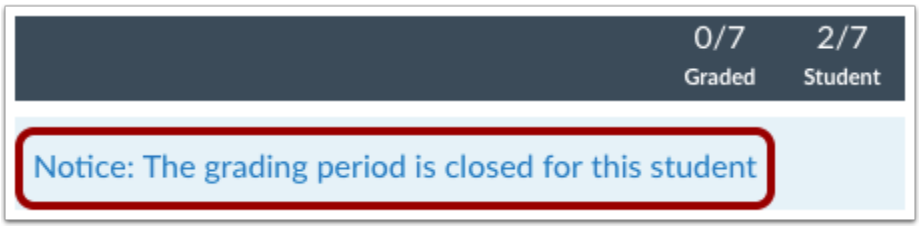
For group assignments where students are graded as a group, the group displays as long as there is at least one active student in the group. If there are no active students in the group, the group displays if one group member aligns with the enrollment settings in the Gradebook. For group assignments where students are graded individually, individual student submissions display according to the enrollment settings in the Gradebook.

Inactive student submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignments and cannot view course grades.

Concluded student submissions are read-only; they cannot be graded or receive comments.

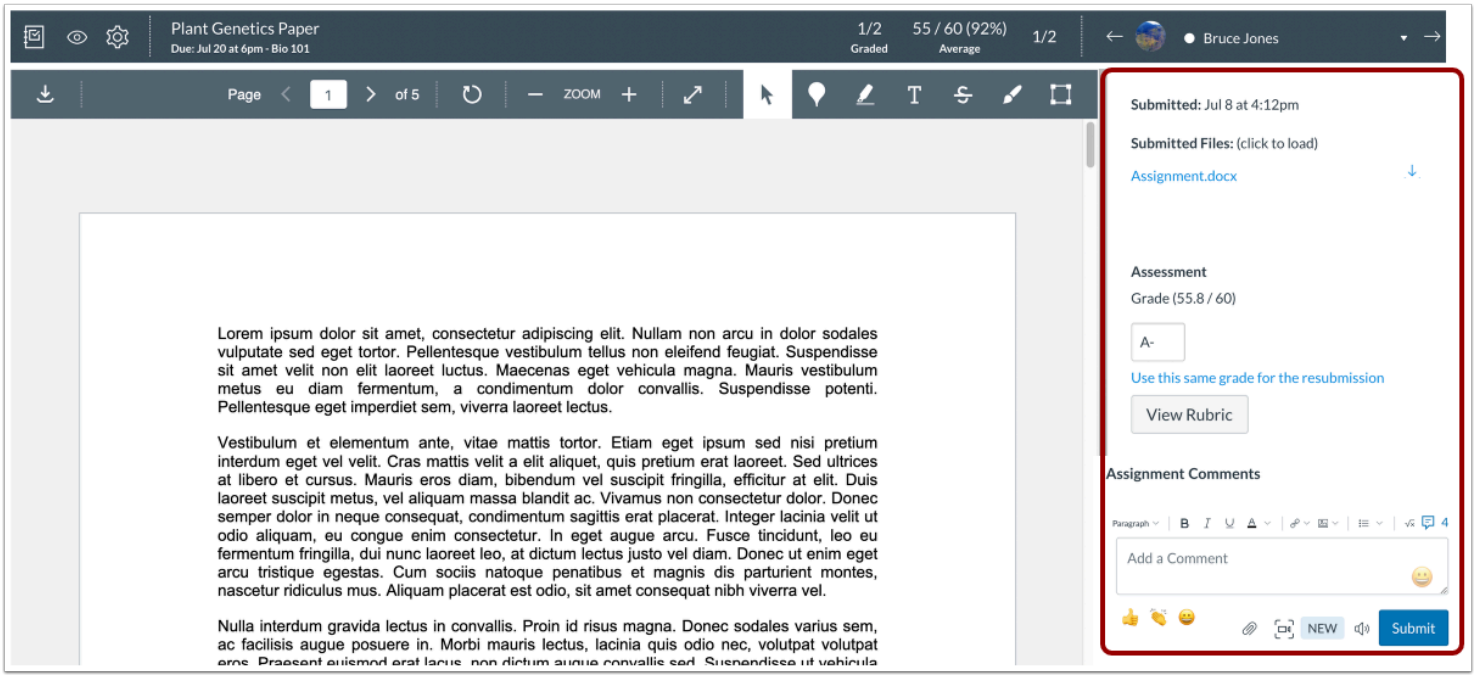
Note: If a student does not have a submission for the assignment, the student may have been deactivated or concluded before being able to submit the assignment.

View Closed Grading Period



If your course uses multiple grading periods, a notice appears at the top of the SpeedGrader window if an assignment is in a closed grading period. Assignments in a closed grading period cannot be edited.

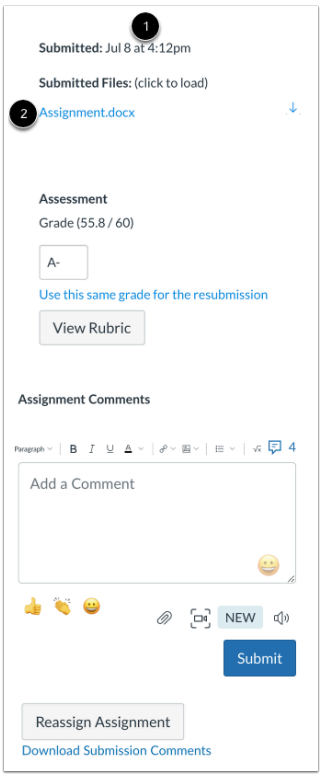
View Sidebar



The SpeedGrader sidebar provides all the submission details for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

In the sidebar, you can also download submission files, grade assignments, leave comments, reassign assignments, and view submission status.

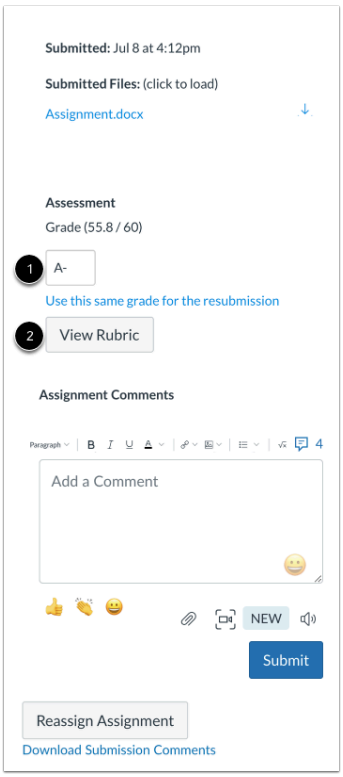
Download Submission Files



In the SpeedGrader sidebar, you can view the submission details [1], including the date and time of the submission; if an assignment was resubmitted, you can view previous versions of the submission.

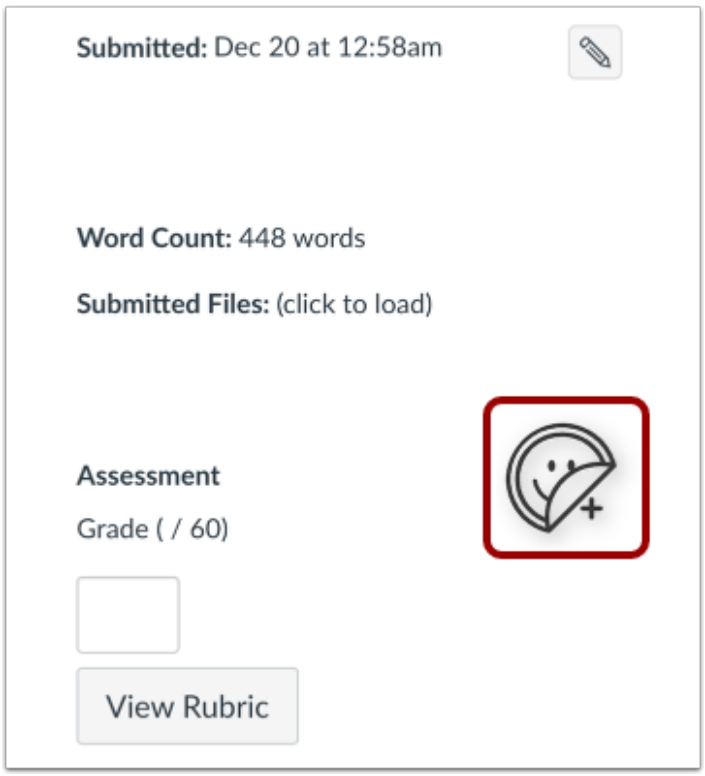
You can also download the submission file by clicking the link [2].

Grade Assignment



Complete the assessment of the submission by entering a grade in the **Grade** field [1] or using a rubric, if available, by clicking the **View Rubric** button [2].

Add Submission Sticker



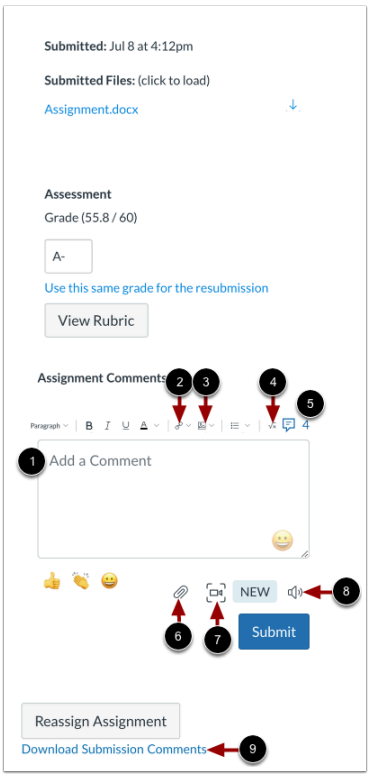
If both the Assignment Enhancements - Student and Submission Sticker feature options are enabled at the account or course level, you can apply stickers through SpeedGrader.

To add a Submission Sticker, click the sticker icon.

Notes:

- By default, the Submission Stickers feature is disabled.
- Submission Stickers are not compatible with the Modernized SpeedGrader feature option at this time.

Leave Comments



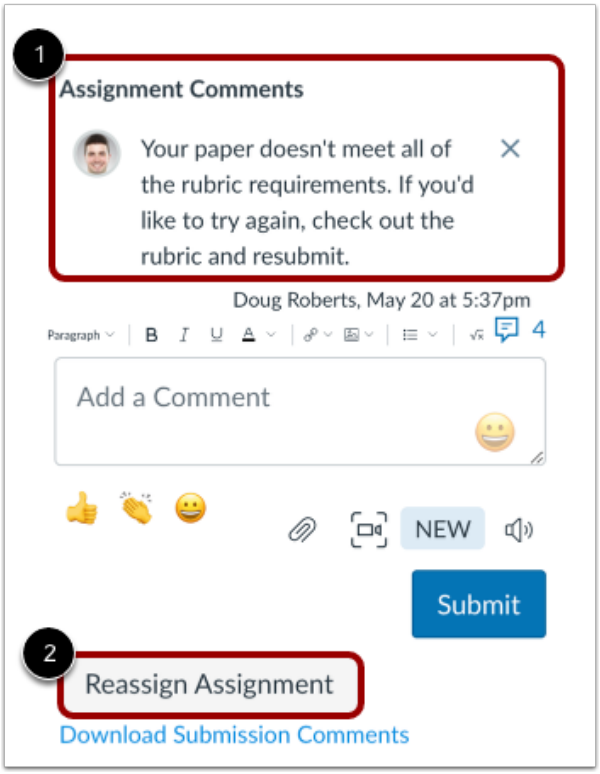
In the Assignment Comments section of the SpeedGrader sidebar, you can type feedback comments [1], can add an external course link [2], upload an image [3], insert an equation [4], or insert a comment from the Comment Library [5].

You can attach files to comments [6], record or upload media [7], or translate spoken comments into text using Chrome's speech recognition feature [8].

You can also download all submission comments [9].

Note: Assignment comments also display as a new thread in Conversations.

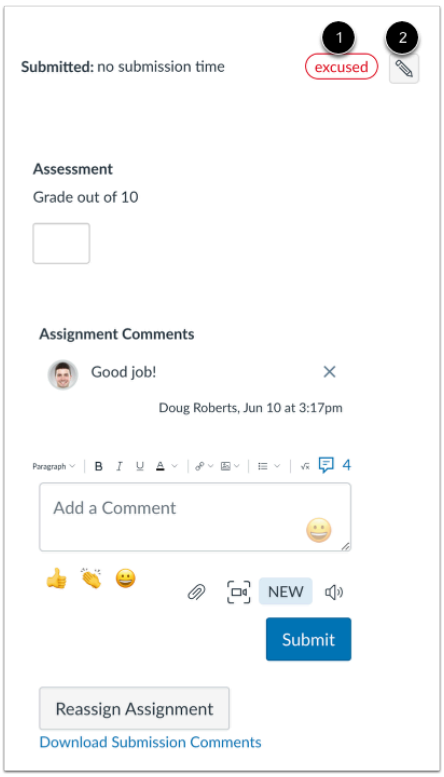
Reassign Assignment



In the SpeedGrader sidebar, you can reassign an assignment. To reassign the assignment to the student, submit at least one comment to the student's submission [1]. Then click the **Reassign Assignment** button [2].

To resubmit the assignment, a student can view the assignment as a To Do item in their List View Dashboard.

View Submission Status



In the SpeedGrader sidebar, you can view the student's assignment submission status [1].

To edit the submission status, click the **Edit** button [2]. Available statuses include Late, Missing, Excused, and None.

View Assignment for Next Student



Once you grade the submission, the student's assignment indicator changes to a check mark, indicating the submission has been graded.

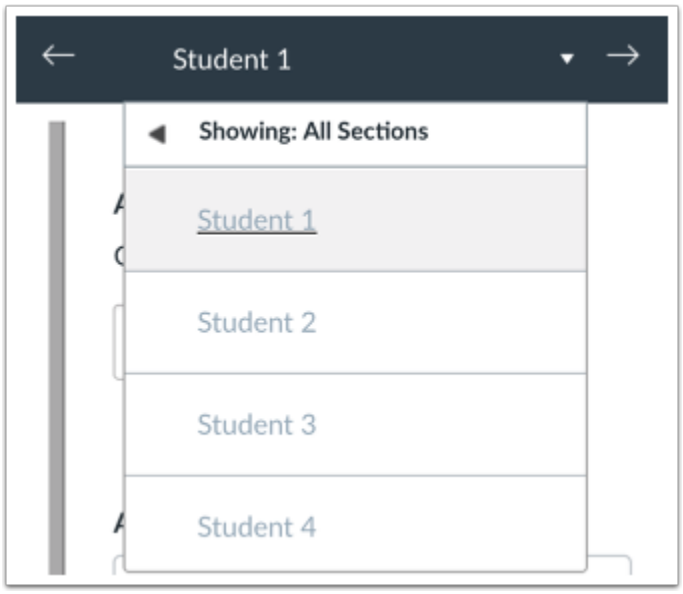
You can view the next student's submission by clicking the **arrow** button next to the student list.

View Group Assignments



When evaluating group assignments, the student list displays the name of each group, unless the group assignment is graded individually. Evaluating group assignments is the same process as individual students. You can mark up documents directly or download them for feedback, enter grades and view the rubric, and post and view comments. Learn more about grading group assignments.

View Anonymous Assignments



If an assignment or quiz was set to have anonymous grading, the student list displays all student names generically. The student list order does not match the order in the Gradebook and is randomized for each assignment.

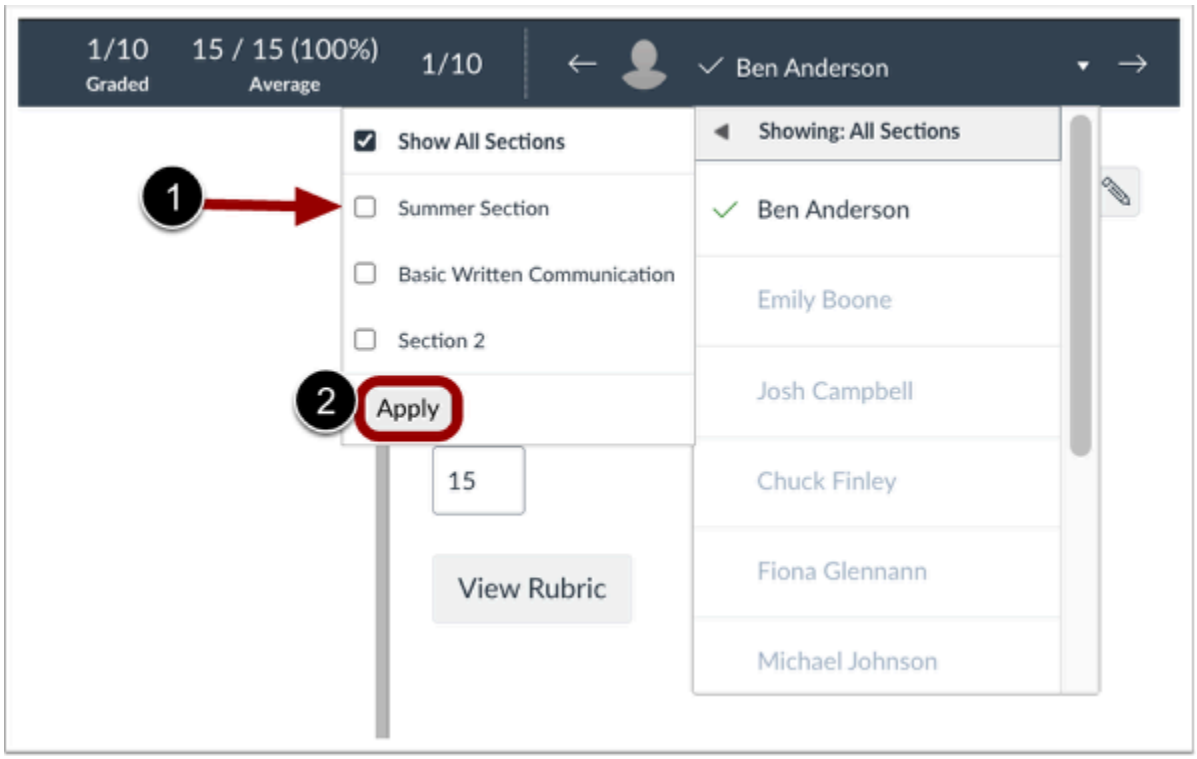
If an assignment is not anonymous, you can hide student names in SpeedGrader for anonymous grading at any time.

Note: Graded discussions cannot be anonymous.

Access Performance and Usability Upgrades for SpeedGrader

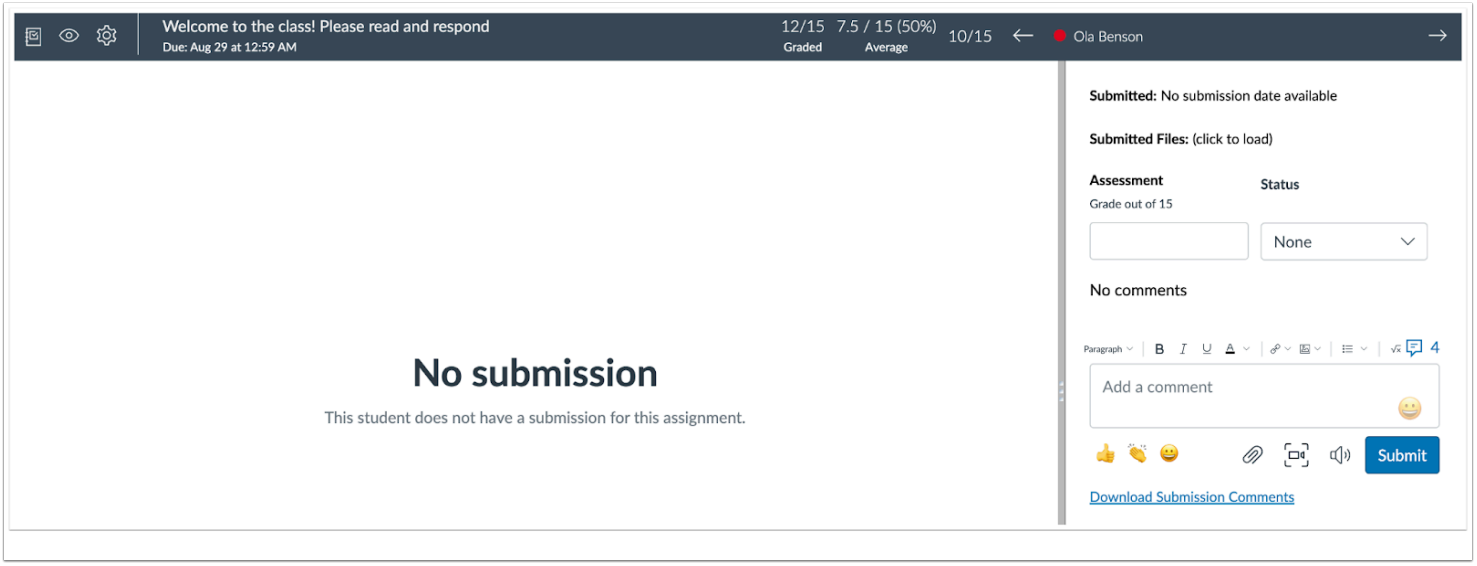
If the Performance and Usability Upgrades for SpeedGrader is enabled at your institution and in the course, you can view and use an updated SpeedGrader interface. Upgrading the backend technology improves SpeedGrader's ability to manage high-demand tasks more efficiently and reliably.

Sections Drop-down Menu



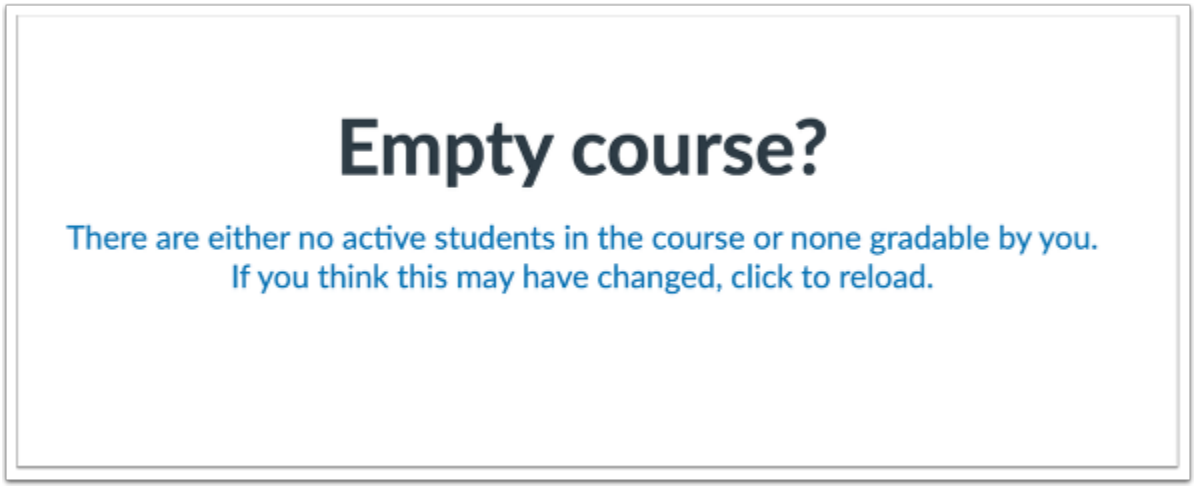
In the Sections [1] drop-down menu, select the desired checkboxes. Then click **Apply** [2] to filter multiple submissions at once.

No Submission Alert



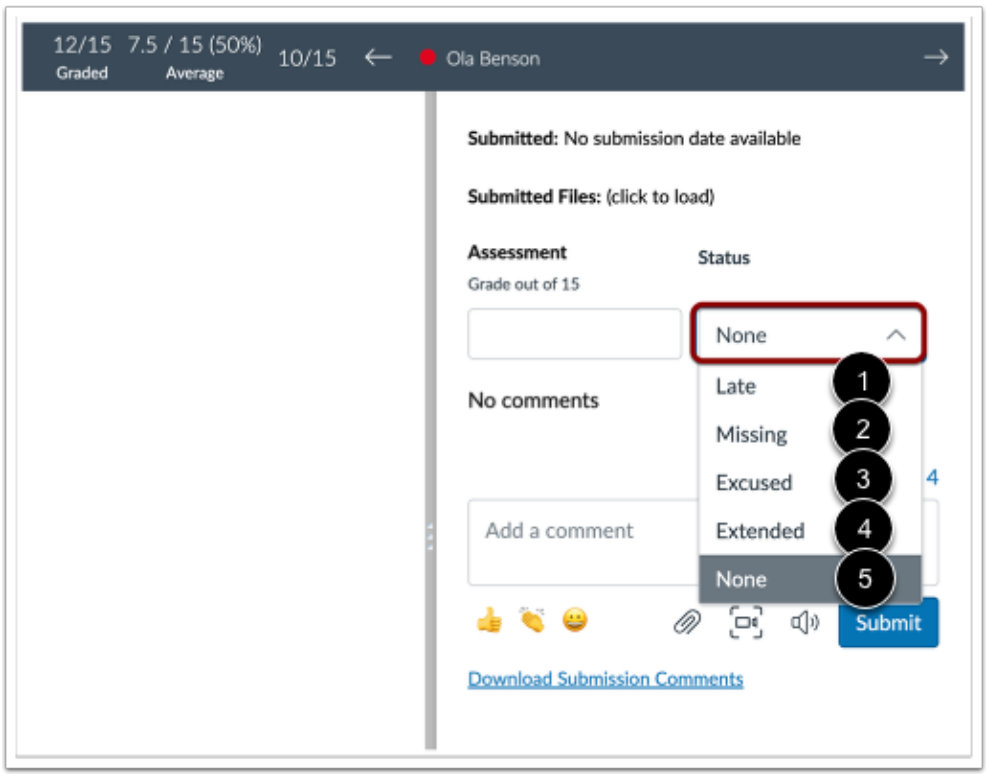
If a student has not submitted an assignment, the Performance and Usability Upgrades for SpeedGrader displays a No Submission alert.

Empty Course Alert



If there are no active students or no gradable submissions in a course, the Performance and Usability Upgrades for SpeedGrader displays an empty course view.

Edit Submission Status



To edit the submission status on the Performance and Usability Upgrades for SpeedGrader, click the **Status** drop-down menu.

The Late status indicates an assignment that was submitted after the due date. To select a Late status, click the **Late** option [1].

The Missing status indicates an online assignment that has not been submitted and is past the due date. To select a Missing status, click the **Missing** option [2].

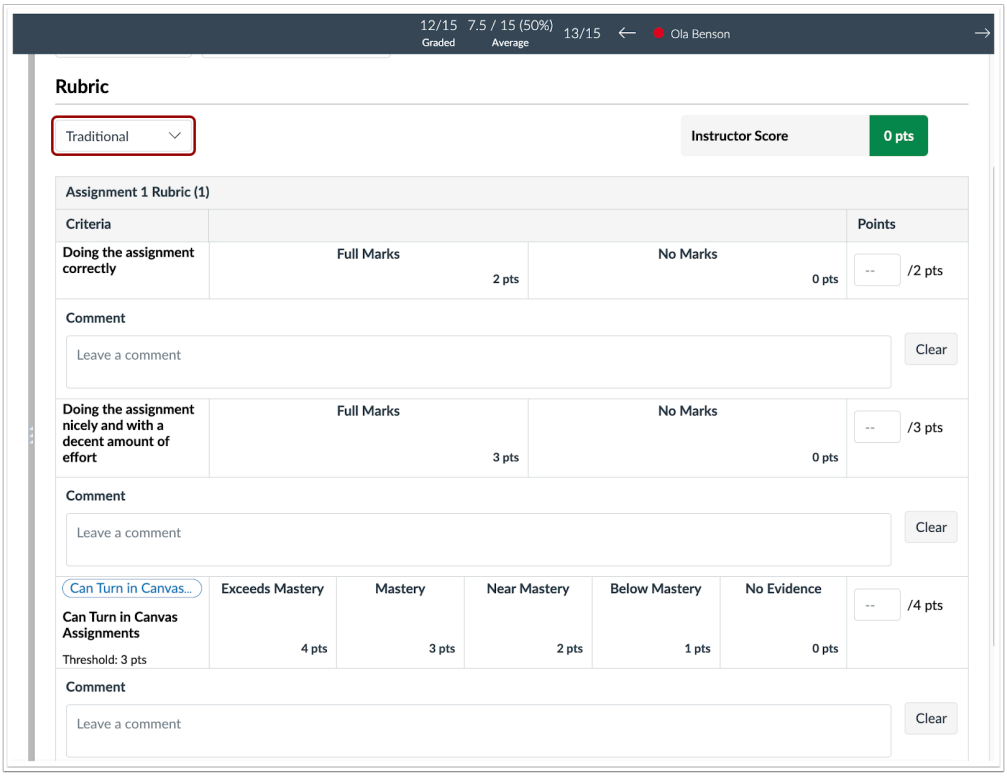
The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. To select an Excused status, click the **Excused** option [3]. You can also excuse an assignment by typing EX in the assignment cell.

The Extended status allows instructors to provide extra time for a student to submit an assignment. To Select an Extended status, click the **Extended** option [4].

The None status indicates that no status exists, or that the assignment was turned in before the due date. To select no status, click the **None** option [5].

You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.

View Enhanced Rubric



SpeedGrader 2 automatically displays Rubrics in the traditional view. You can also choose additional rubric views.

How do I use SpeedGrader with the New Performance and Usability Upgrades?

Canvas allows you to access SpeedGrader from an assignment, quiz, or graded discussion.

Notes:

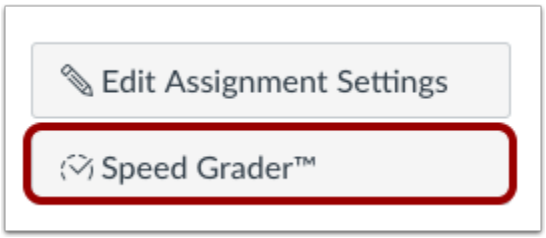
You can open the SpeedGrader from the Gradebook.

SpeedGrader is updated for faster load times, enhanced stability, and the following features:

- A streamlined interface for the Section drop-down menu.
- A clearer and more prominent No Submission alert.
- An improved interface for courses without content.
- The Submission Status is updated to a drop-down menu.
- Rubrics are automatically displayed in the traditional view.
- Media attachments and submission comments are moved and the delete icon is changed.

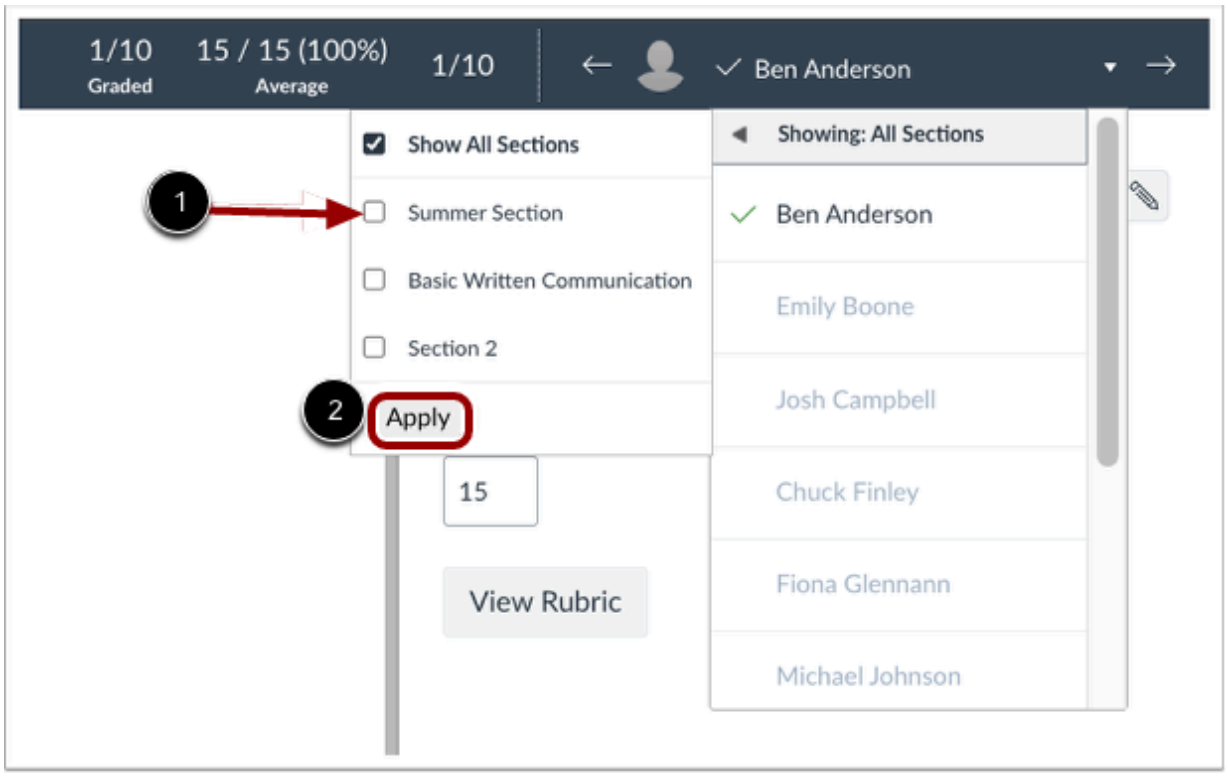
For more help downloading submissions or using this tool, visit the SpeedGrader guide.

Open SpeedGrader



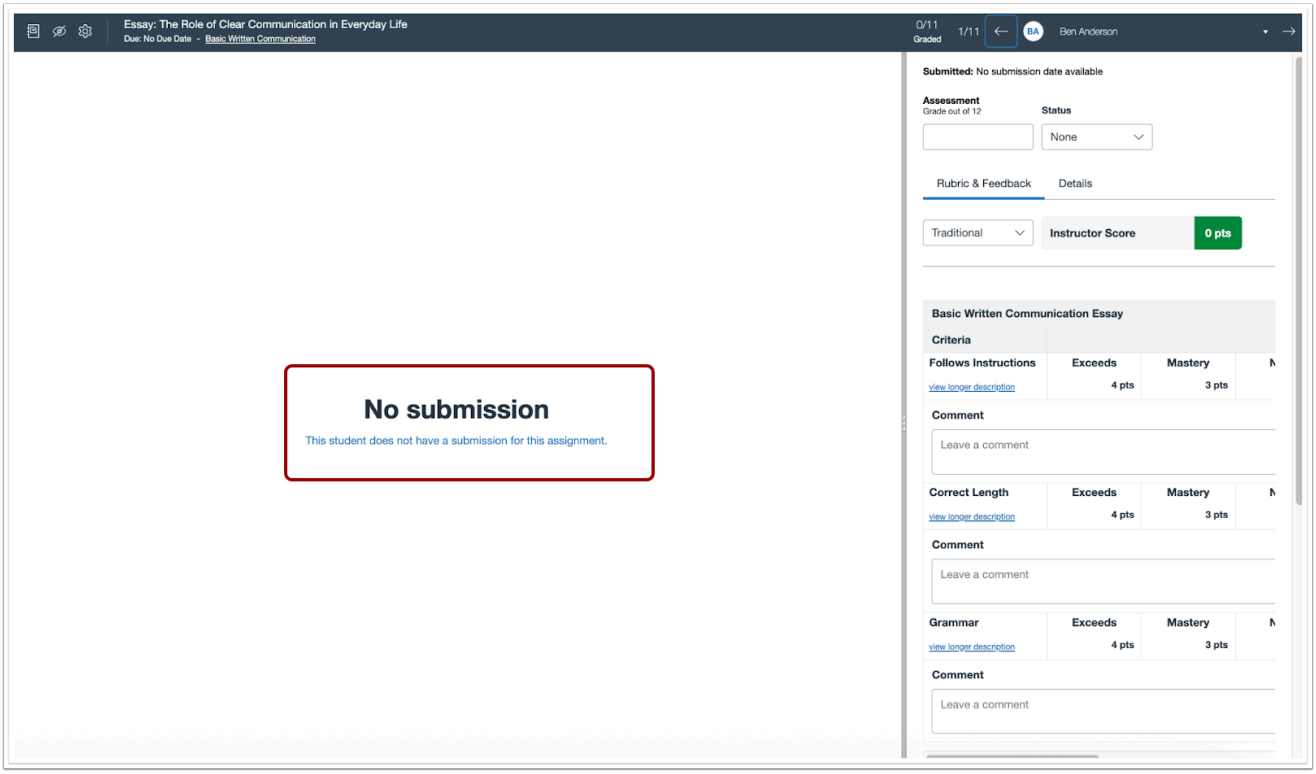
Open SpeedGrader from the assignment.

View SpeedGrader Sections



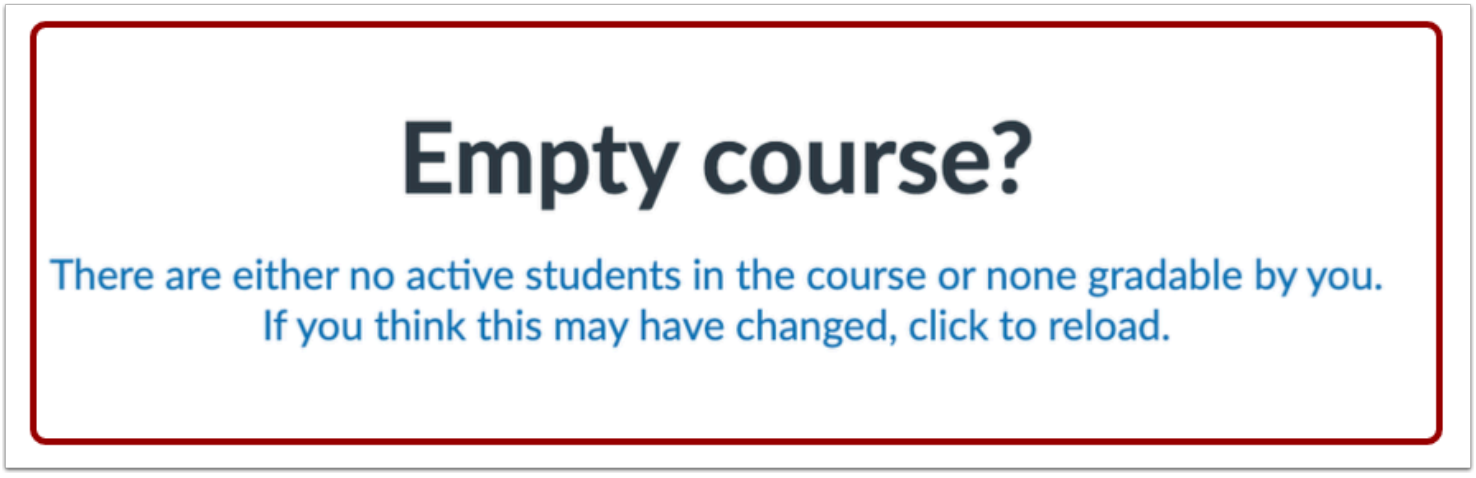
In the Sections [1] drop-down menu, select the desired checkboxes. Then click **Apply** [2] to filter multiple submissions at once.

View No Grade Submission



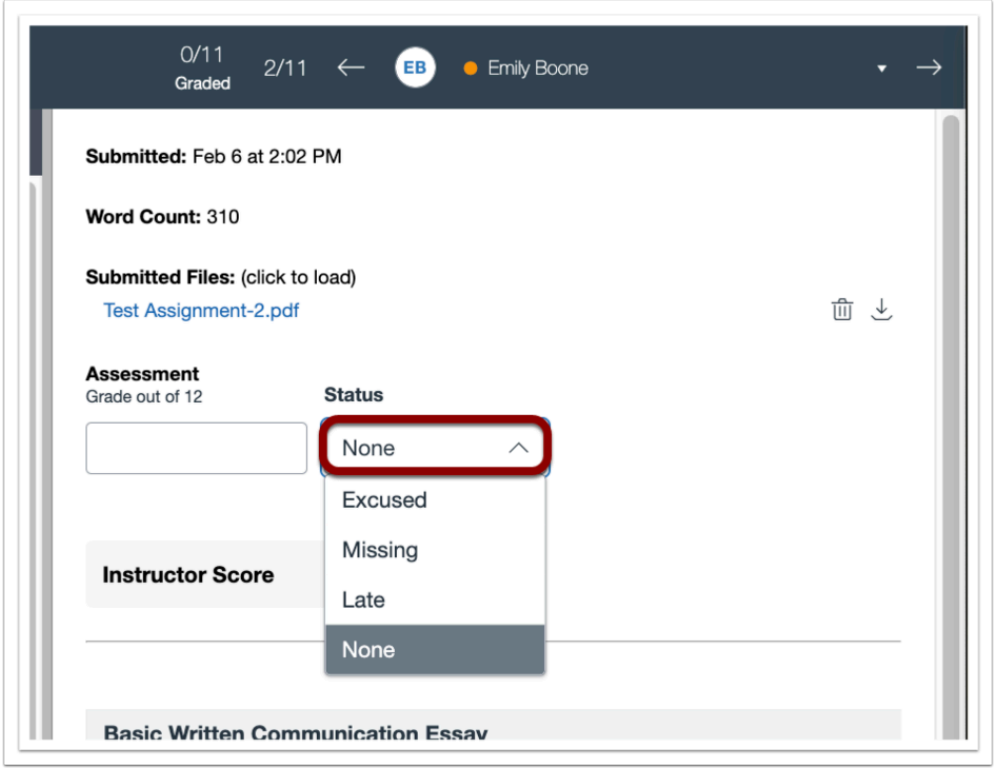
The No submission alert is enhanced for better visibility and clarity.

View Empty Course Text



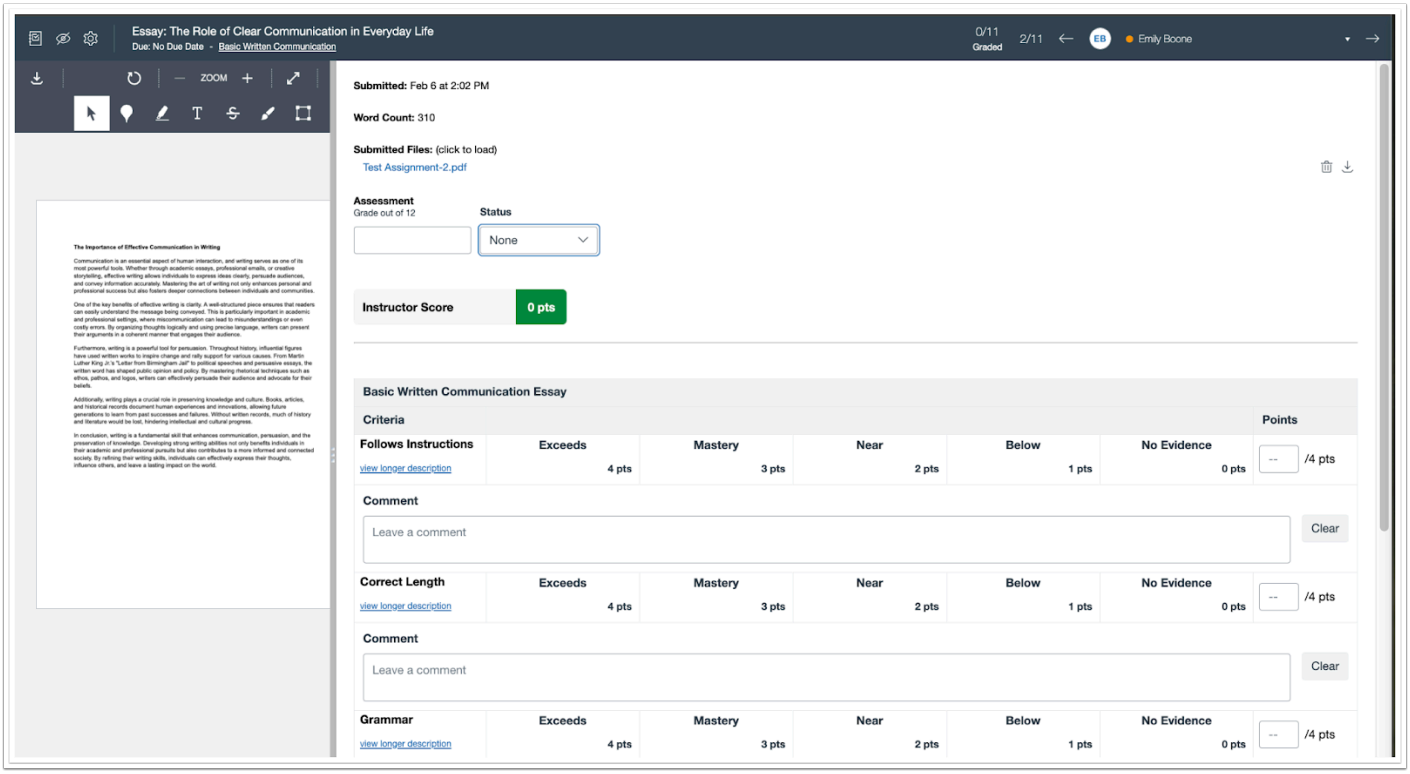
Courses without content display a streamlined interface.

View Assignment Status



You can edit the submission status using the updated Status drop-down menu.

View Rubric Display



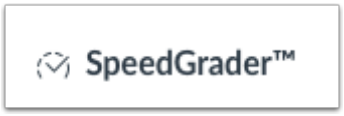
Rubrics automatically display in the traditional view.

Note: When the Enhanced Rubric feature option is enabled, you can choose additional rubric views.

How do I use the student list to view student submissions in SpeedGrader?

The right side of the SpeedGrader menu bar includes the student list for the assignment. SpeedGrader gives you an overview of student submissions for an assignment.

Open SpeedGrader



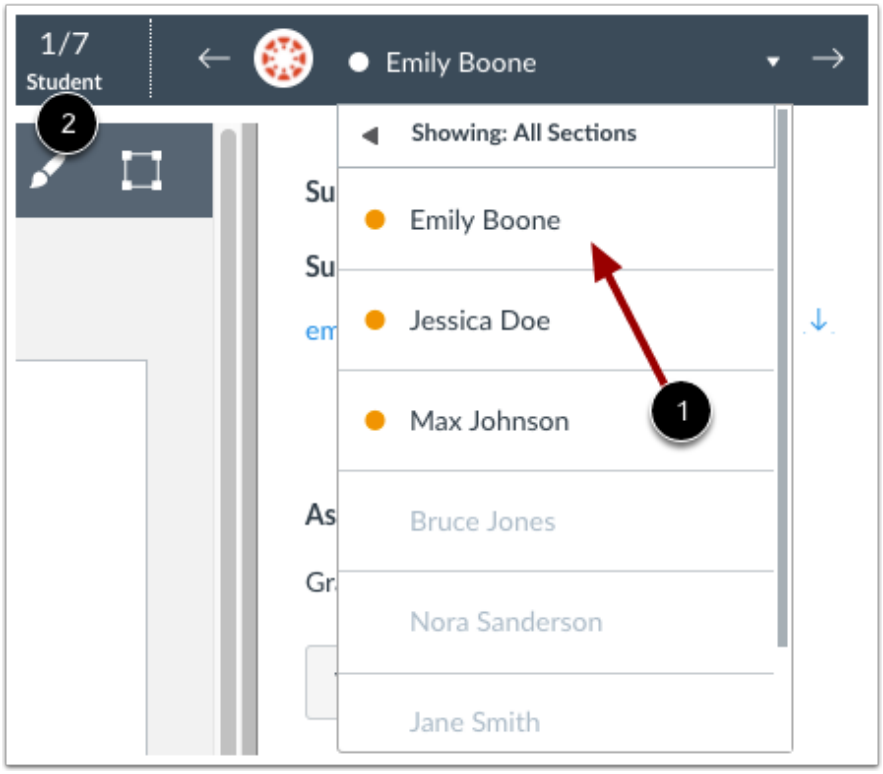
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student List



To open the list of students, click the drop-down menu.

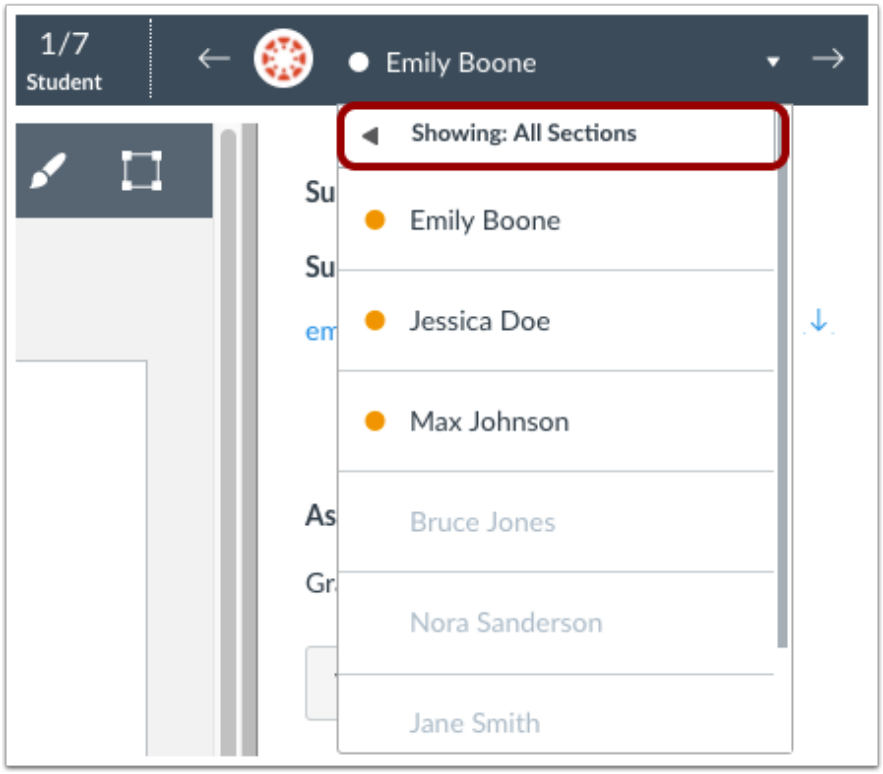
View Student List



SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name [1]. However, you can choose to sort the student list by student name, submission date, or submission status.

When you view a submission, the student which student submission you are viewing in the student list compared to the total number of students [2].

View Sections



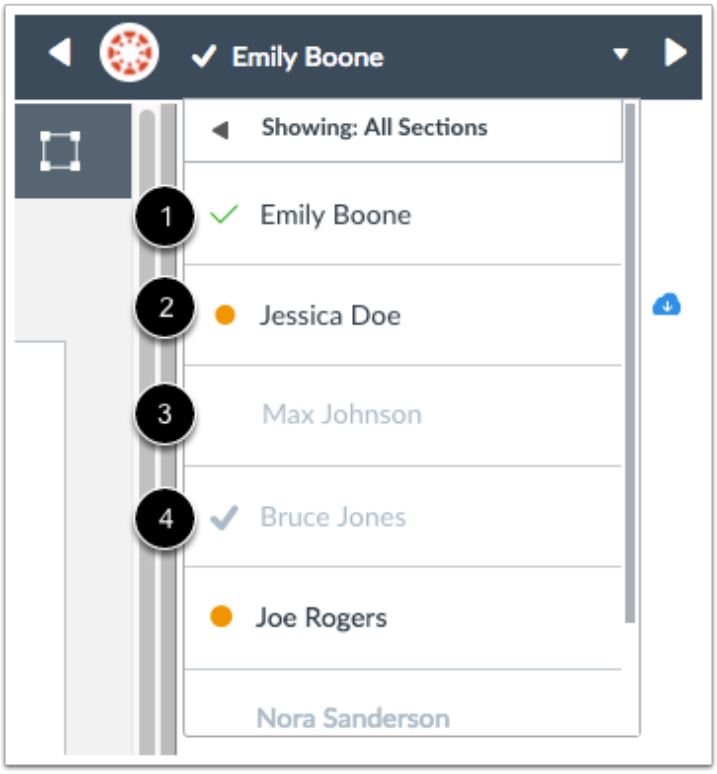
If your course includes more than one section, students are displayed according to the section shown in the Gradebook. By default, the Gradebook shows all sections, though you can select a specific section to view.

Viewing an assignment by section only displays submissions for that section and decreases the overall loading time for the assignment's data. When an assignment is opened in SpeedGrader, all values for that assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. To improve performance, assignments in large courses should always be viewed by section.

Notes:

- Viewing by section is only available to instructors; admins cannot filter assignments by section.
- Viewing by section is only available for group assignments if you assign grades to student individually.

View Assignment Indicators



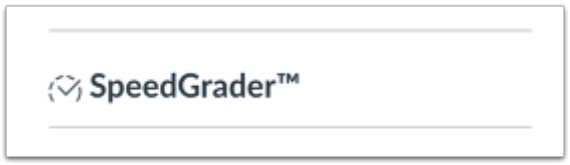
For easy identification, each student is identified with an assignment submission status next to his or her name:

1. A green checkmark indicates the assignment has been graded
2. An orange dot indicates the assignment has not been graded or has been re-submitted
3. No checkmark and a grayed out name indicates the assignment has not been submitted
4. A gray checkmark indicates the assignment is moderated and has already been graded by another grader

How do I sort the student list in SpeedGrader?

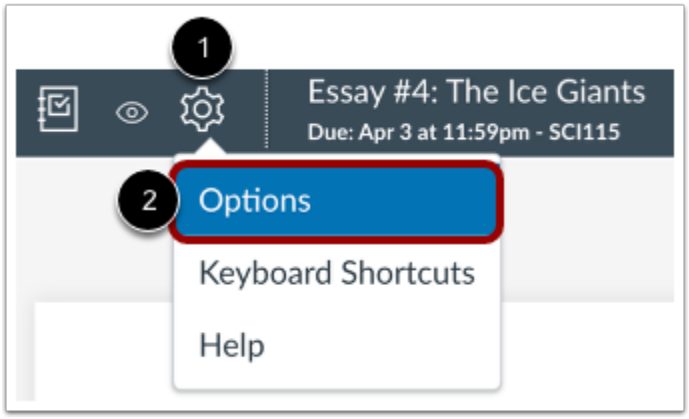
By default, the SpeedGrader student list arranges student names alphabetically by last name. For easier grading, you can sort the student list by student name (alphabetically), submission date, or by submission status. You can also view the students in random order and view the students within a submission status in random order.

Open SpeedGrader



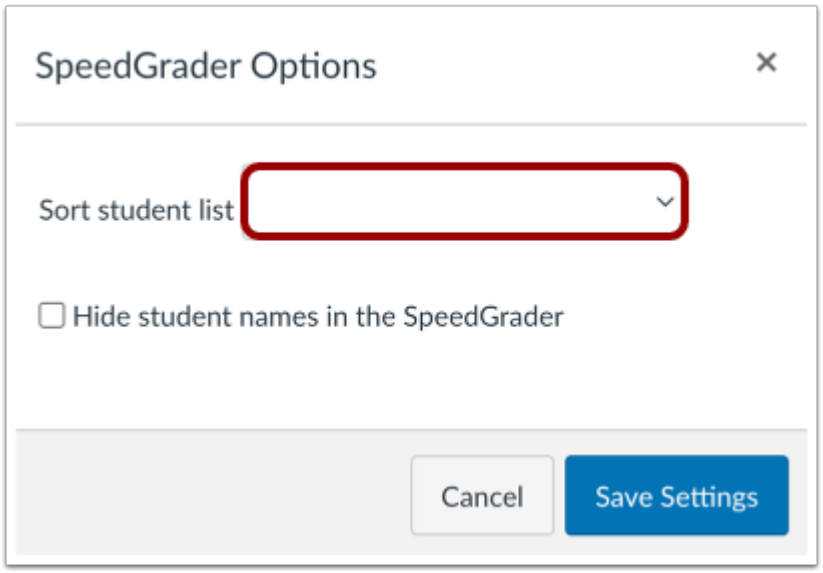
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open SpeedGrader Options



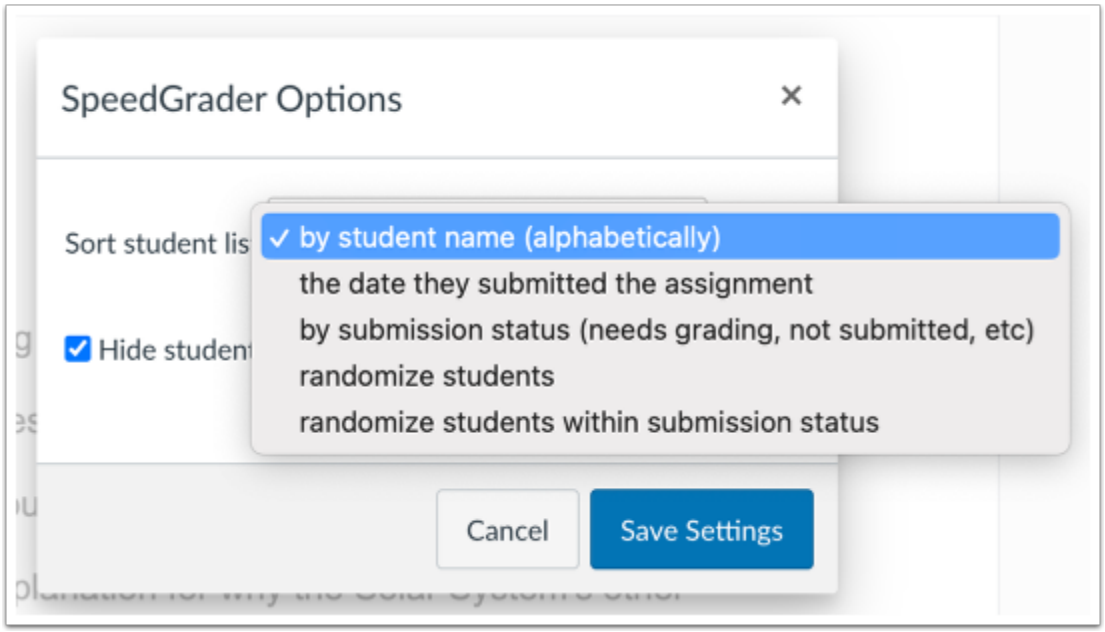
To open SpeedGrader options, click the **Settings** icon [1]. In the settings drop-down menu, click the **Options** link [2].

Sort Student List



To open the sorting options for the student list, click the **Sort student list** drop-down menu.

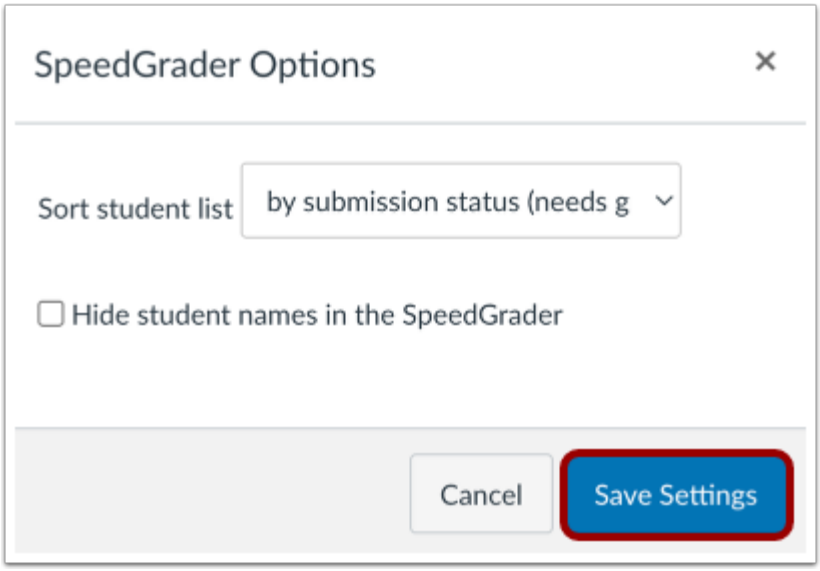
Select Sorting Option



Select the sorting option you prefer for the student list.

You can choose to sort by student name (alphabetically), the date they submitted the assignment, by submission status (needs grading, not submitted, etc.). You can also randomize the order of students or randomize students within a submission status.

Save Settings



To set the SpeedGrader Options, click the **Save Settings** button.

How do I view the details of a submission for a student in SpeedGrader?

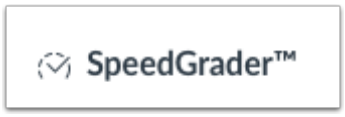
You can view the details of a student's submission in the SpeedGrader sidebar. If a student has resubmitted an assignment, you can view previous versions.

However, when anonymous grading is enabled, submission details are hidden in the submission sidebar until the assignment is unmuted or assignment grades are posted.

Notes:

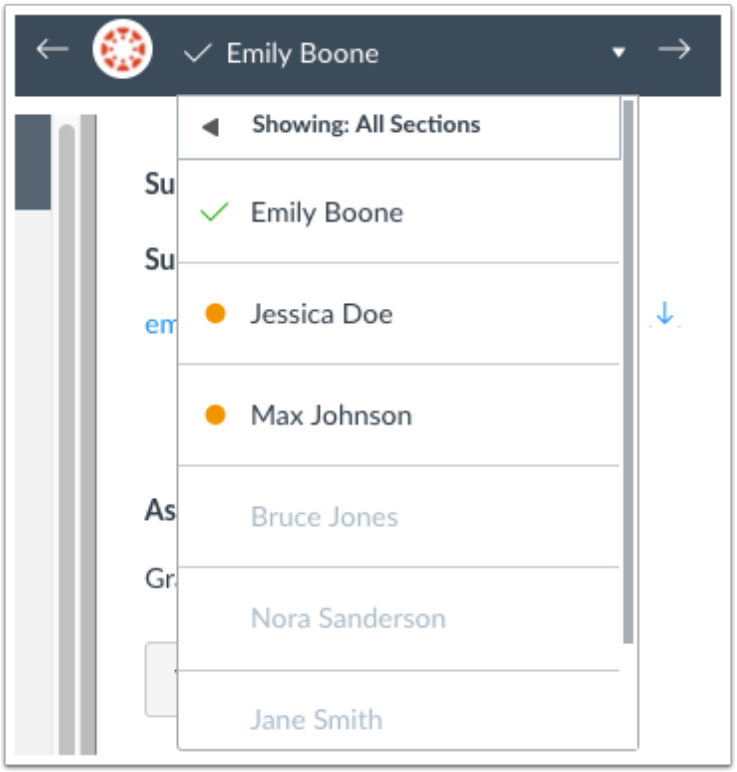
- Instructors cannot delete assignment submissions. If you need to delete an inappropriate assignment submission, contact your administrator.
- If a quiz includes more than 65 total submissions, individual attempts cannot be viewed in SpeedGrader.

Open SpeedGrader



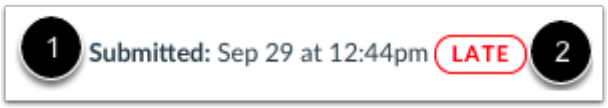
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

View Submission Details



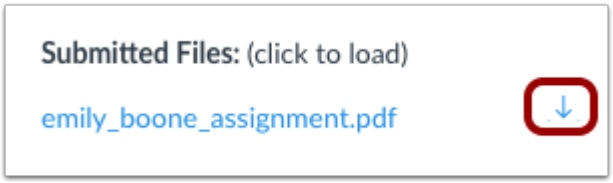
When you open SpeedGrader for a particular assignment, you will see each individual submission and the date and time that it was submitted [1]. If the assignment was submitted after the due date, you will see a late label [2].

Notes:

- When anonymous grading is enabled, submission details are hidden in the submission sidebar. Details will be visible when the assignment is either unmuted or assignment grades have been posted.

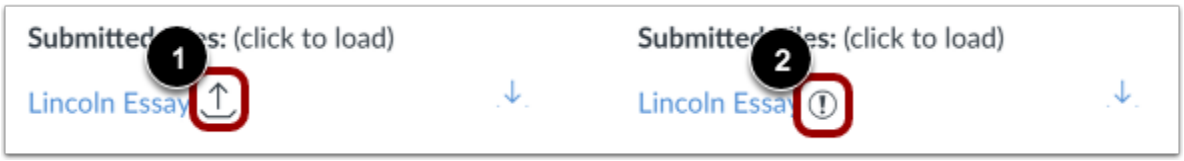
- If a student's quiz was submitted automatically, the submission time stamp reflects a five minute grace period that begins once the time limit and/or due date have passed and may not align with the allotted time.

Download Submission



If an assignment can be downloaded, you can view the name of the submission and a download link.

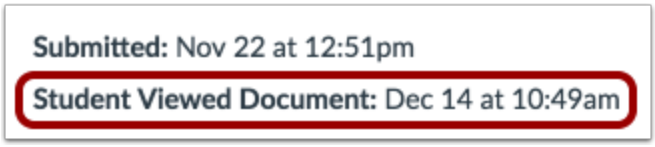
View Uploading and Failed Submission Details



If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* icon displays next to the assignment link [1].

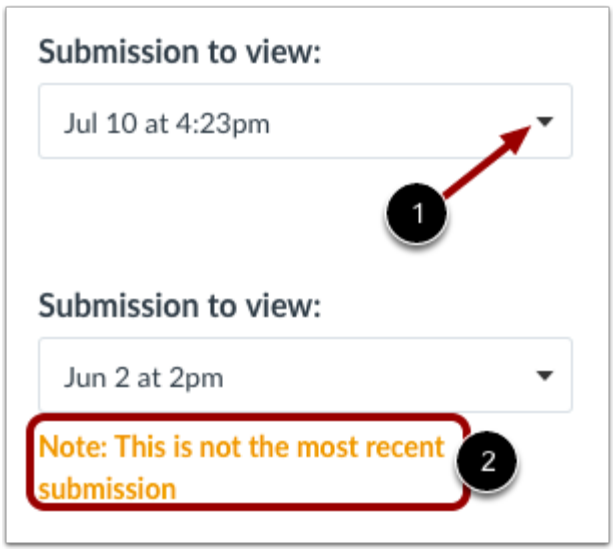
When a Google Drive or Microsoft Office 365 assignment submission fails to upload, an *Upload Failed* icon displays next to the assignment link [2].

Verify Student Annotation Views



If you add annotations to an assignment using Canvas DocViewer, you can view when the student viewed the annotations. SpeedGrader shows the date and time that the student opened the file and viewed your feedback.

Evaluate Multiple Submissions



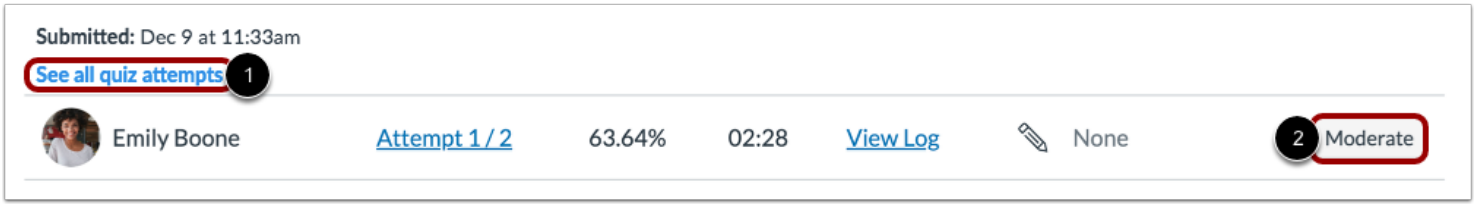
If a student has submitted more than one assignment, the submission view will include a drop-down menu [1] where you can view prior submissions.

By default, the date of the most recent assignment will always be shown first. Canvas will warn you if you are not viewing the most recent submission [2].

Notes:

- When anonymous grading is enabled, the submission menu displays submission by number (e.g., Submission 1, Submission 2).
- When the Allow Multiple file AGS submissions count as one submission is enabled, students can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

See All Quiz Attempts



If a quiz includes more than 65 total submissions, individual attempts cannot be viewed in SpeedGrader.

To view prior Classic Quiz attempts for a specific student, click the **See all quiz attempts** link [1].

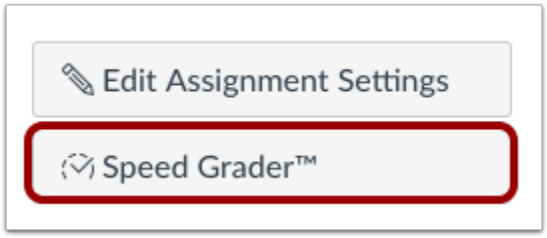
To view prior New Quiz attempts for a specific student, click the **Moderate** button [2].

How do I grade group assignments in SpeedGrader?

Before you can evaluate group work, you need to create a group assignment. Students can submit Google documents, pages, and other group work as an assignment.

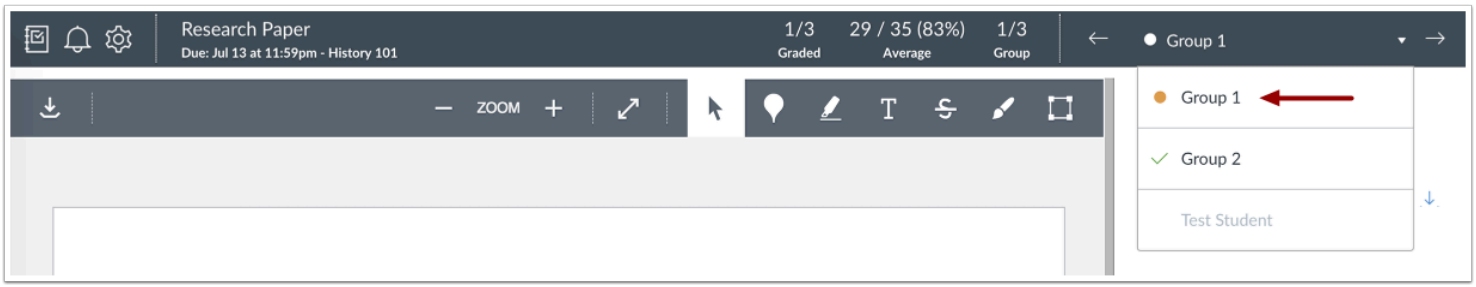
Note: Students should be assigned to groups before group assignments are published. Grades and submissions may be affected for students who were not in a group at the time of submission, were later added to a group, or students who were removed from a group.

Open SpeedGrader



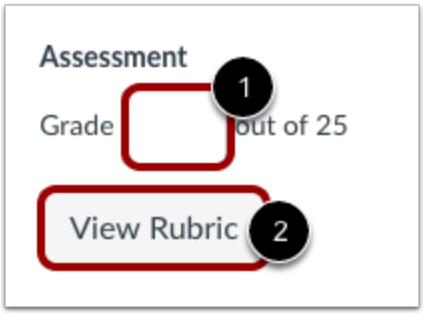
Open SpeedGrader from the group assignment.

View Group Submissions



When evaluating group assignments, the SpeedGrader drop-down menu displays the name of each group. Select the name of the group whose submission you want to view.

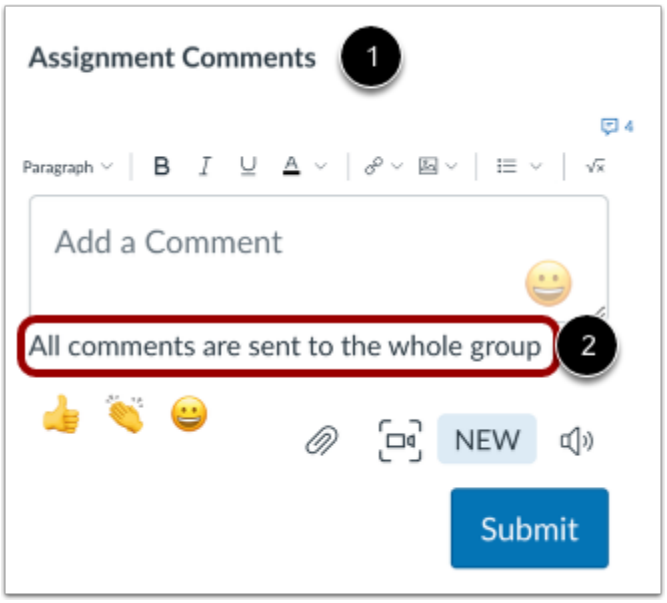
Grade Submission



To submit a grade for all members of the group, enter the grade in the **Grade** field [1].

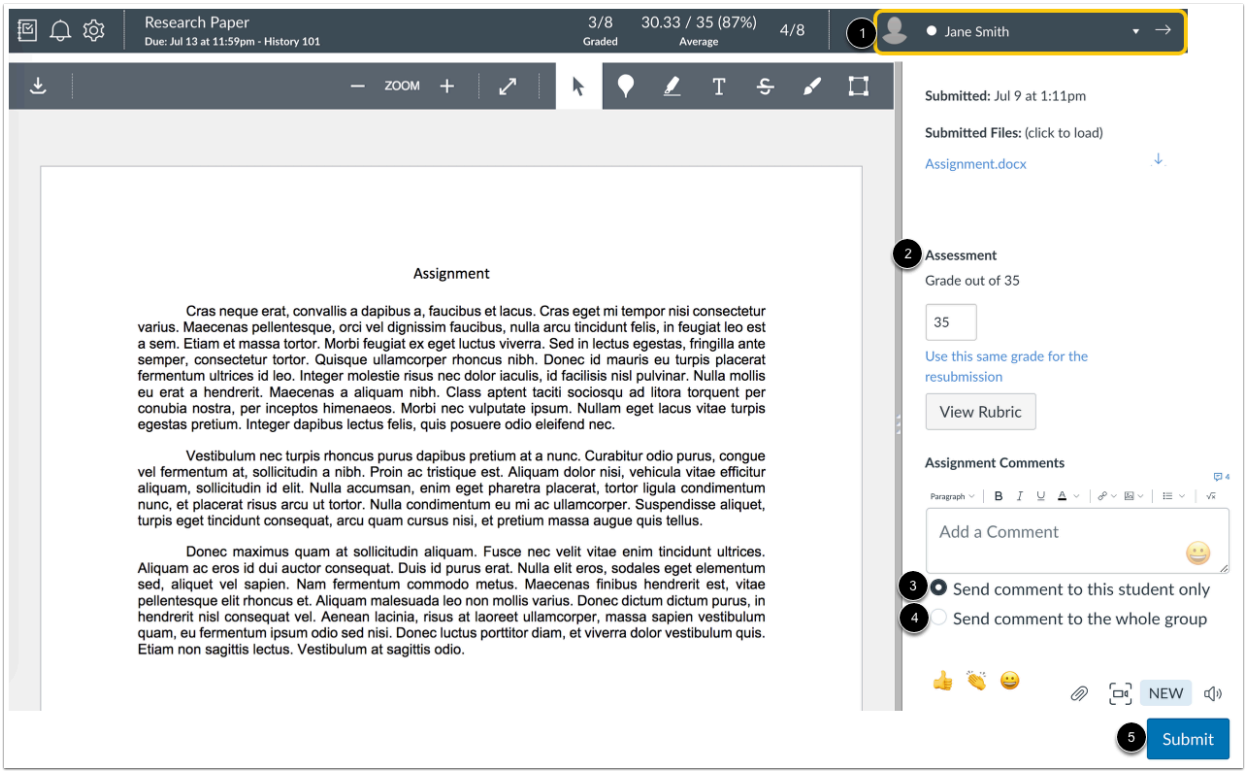
If a Rubric is attached to the assignment, you can view the rubric by clicking the **View Rubric** button [2]. If your rubric is set up for grading, the Grade field will automatically populate with the rubric grade results.

Send Group Feedback



You can leave feedback comments using the Assignment Comments section [1]. Comments made on group assignments that are not graded individually are sent to the whole group [2]. Assignment comments display as a new thread in Conversations.

View Group Submission with Individual Grading



If the group assignment was set up to assign grades to each student individually, the submission will still apply for each group member's assignment, but the drop-down menu displays the name of each individual student [1].

When grading the submission [2], the entered grade will only apply for the student whose submission you are viewing.

Individually graded group assignments include commenting options. To send your comment to one student in a group, select **Send comment to this student only** [3]. To send your comment to the whole group, select **Send comment to the whole group** [4]. Then, click the **Submit** button [5].

Individual comments also appear in the Submission Comments filter in Conversations.

How do I hide student names in SpeedGrader?

If you want to grade assignments without viewing student submission details, you can hide student names in SpeedGrader for anonymous grading. This option can be enabled on a per-user basis.

When you open SpeedGrader, you can hide names for your purposes only using the SpeedGrader options. The first student displayed in the SpeedGrader is always randomly generated for every assignment.

When you hide student names, no student submission details display in the SpeedGrader submission sidebar. However, student IDs still display in the SpeedGrader URL unless you enable anonymous grading. Additionally, students can still see their grades. To hide assignment grades, you may need to hide them manually.

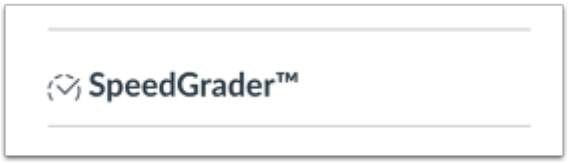
Anonymous Grading

This feature does not require the Anonymous Grading feature option to be enabled. However, assignments that have enabled Anonymous Grading display the following SpeedGrader options:

- If the checkbox to hide student names is not visible in SpeedGrader settings, anonymous grading has been enabled for the assignment.
- Grades of anonymous grading assignments are automatically hidden. Anonymity can be removed from each submission by editing the assignment and changing the anonymous options to allow graders to view student names. Submission details can only be viewed when assignment grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Anonymous grading in Canvas hides student names from graders throughout the interface. While Canvas masks student identity in the places graders interact with, it is not a full data anonymization, as the system must still be able to correctly associate submissions and grades with each student. This feature focuses on the grading experience rather than backend data-handling processes.

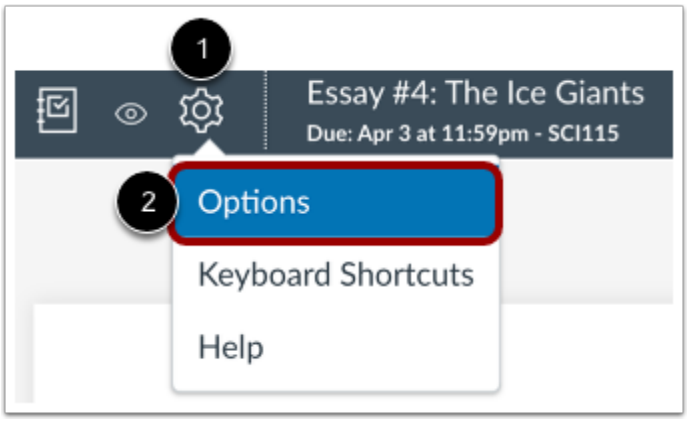
Note: Hiding names in SpeedGrader does not affect names in the Gradebook.

Open SpeedGrader



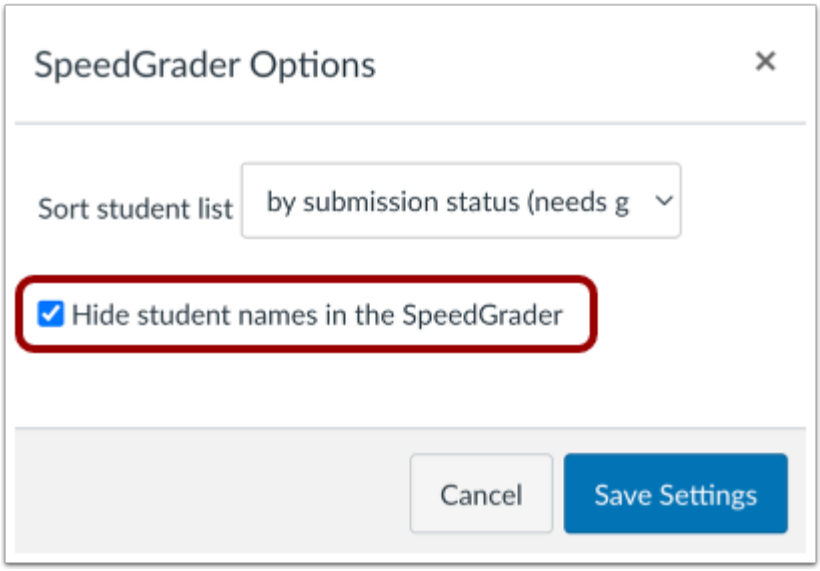
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open SpeedGrader Options



Click the **Settings** icon [1]. In the settings drop-down menu, click the **Options** link [2].

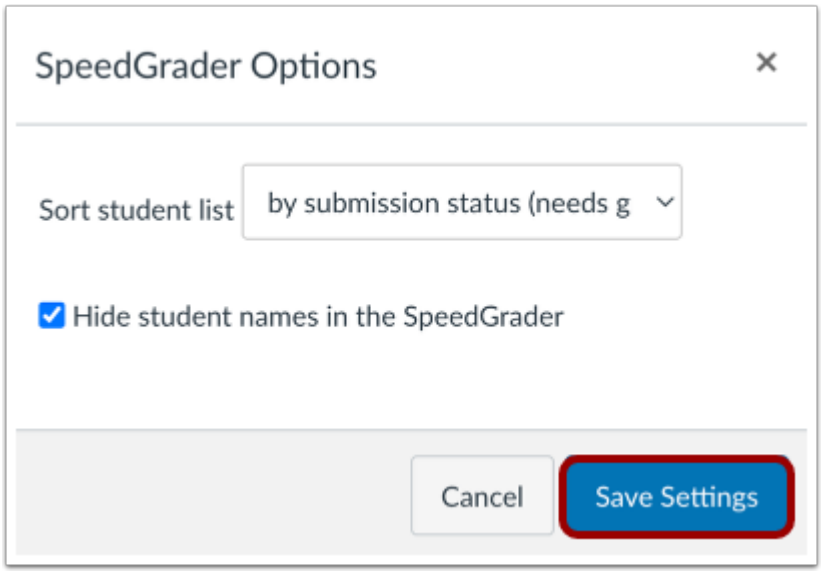
Hide Student Names



To hide the student names, click the **Hide student names in the SpeedGrader** checkbox.

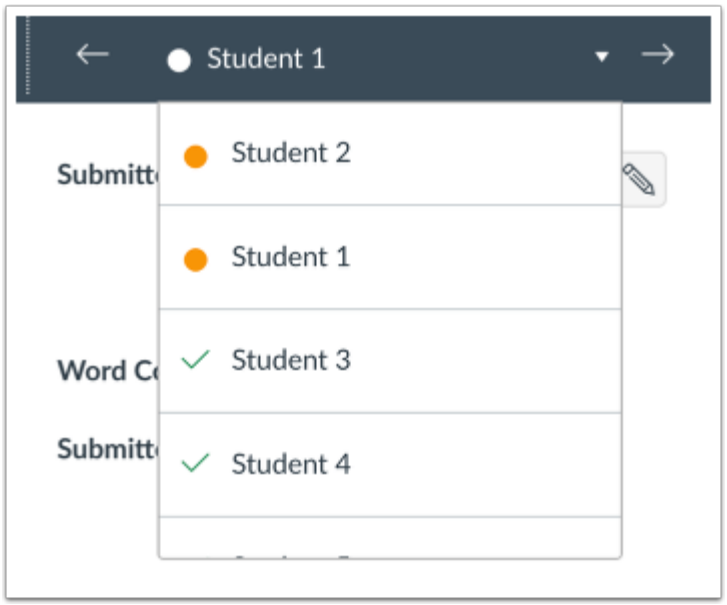
Note: If the checkbox to hide student names is not visible in SpeedGrader settings, anonymous grading has been enabled for the assignment.

Save Settings



Click the **Save Settings** button.

View Student Names



View the student drop-down menu and verify that all student names are hidden. Student names display as generic names such as Student 1, Student 2, etc.

How do I hide or post assignment grades in SpeedGrader?

The Hide Grades feature only affects previously posted grades for an assignment. Best practice suggests that instructors should use this feature sparingly (i.e. to hide grades posted in error). To hide all grades upon entry until you are ready to post them for student view, please set a manual posting policy for your assignment or set a posting policy for a course.

You can hide or post assignment grades from SpeedGrader. You can also hide grades or post grades from the Gradebook.

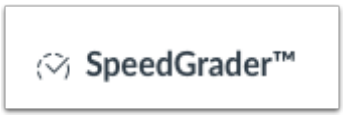
When assignment grades are hidden, students will not receive grade change or instructor comment notifications for the assignment. Students will also be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment. Students can still see and submit the assignment and will be informed on the student grades page that assignment grades are hidden.

When assignment grades are posted, you can select to post grades to everyone or post to students with graded submissions. When the Everyone option is selected, the Visibility icon will be removed from the Grades page for all students for this specific assignment. Learn more about managing grade visibility in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

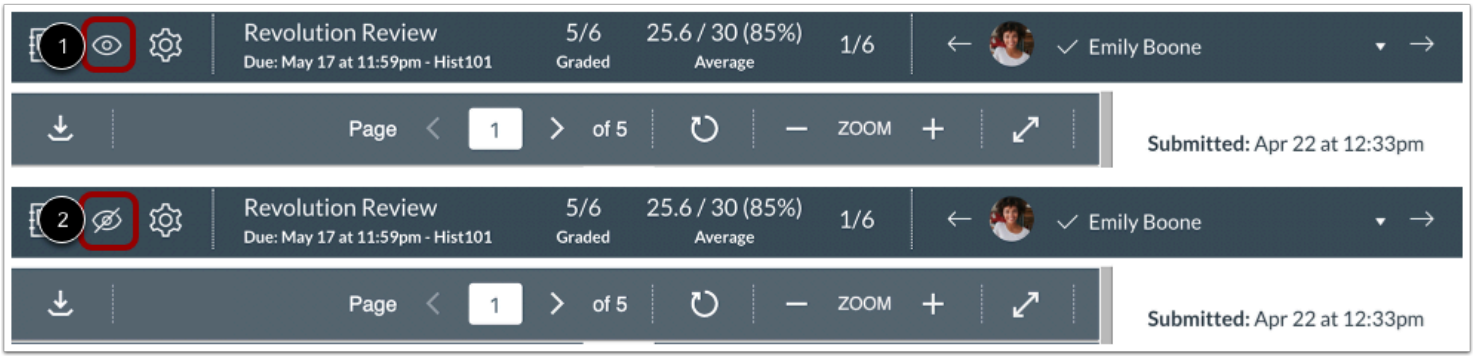
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments automatically default to a manual posting policy. Grades for moderated assignments cannot be posted until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.
- In New Quizzes, hiding grades does not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.
- If you have set an automatic post policy for an assignment or for your course, manually hiding grades only hides assignment scores already graded. Any scores added to SpeedGrader after manually hiding grades follow the selected post policy and are visible to students.

Open SpeedGrader



Open SpeedGrader from any assignment, graded discussion, or quiz.

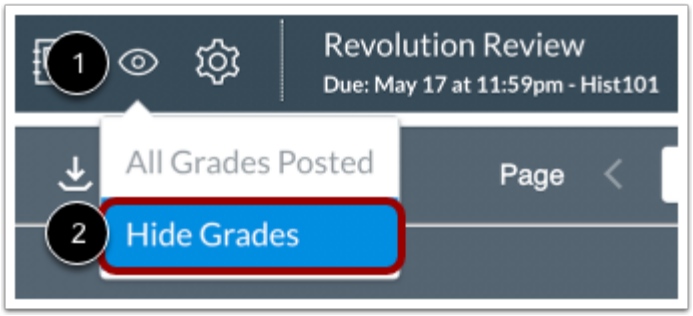
View Visibility Icons



The Visibility icon indicates if assignment grades are hidden or posted. Assignment visibility can be determined by course posting policies or assignment posting policies.

If assignment grades are posted for the assignment, the icon displays as the **Posted Visibility** icon [1]. If assignment grades are hidden, the icon displays as the **Hidden Visibility** icon [2].

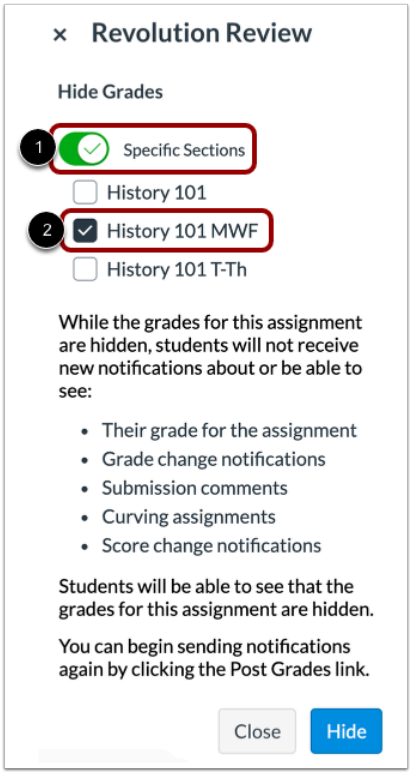
Hide Grades



To hide assignment grades, click the **Posted Visibility** icon [1] and select the **Hide Grades** option [2].

Note: Students will be unable to view their grades until the assignment is posted.

Select Sections



To hide grades for specific sections, click the **Specific Sections** button [1]. Then select the sections where you want to hide grades [2].

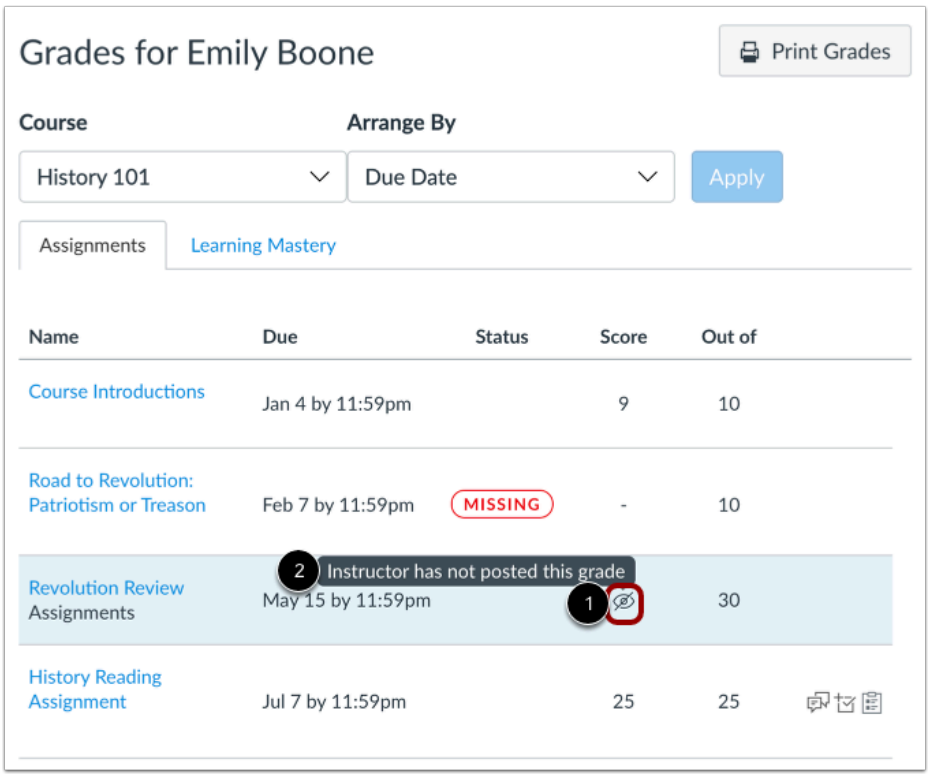
Note: You cannot hide grades for specific sections in anonymous assignments.

Hide Grades



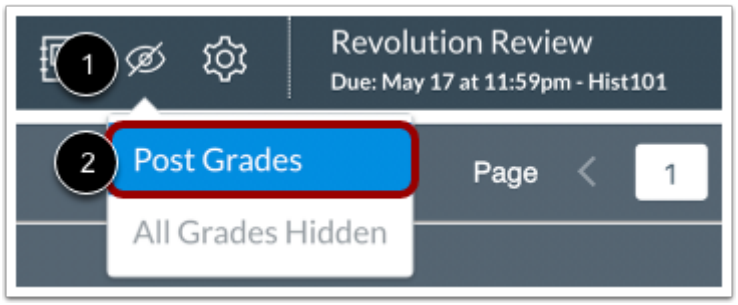
Click the **Hide** button.

Student View: Hidden Assignment



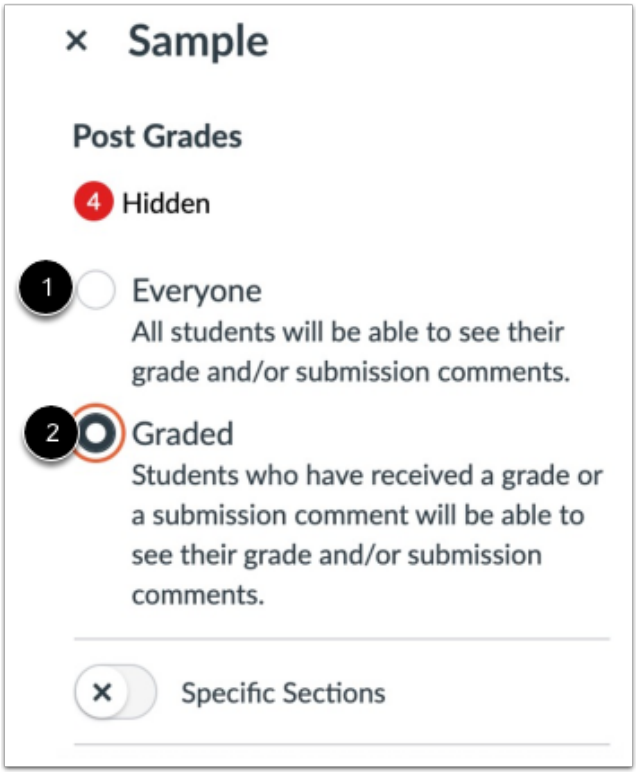
The **Visibility** icon will display next to the title of the assignment on the Grades page [1]. If a student tries to click on the icon, a popup dialog informs the student that the instructor has not posted the grade for this assignment [2].

Post Grades



To post assignment grades, click the **Hidden Visibility** icon [1] and select the **Post Grades** option [2].

Select Posting Option



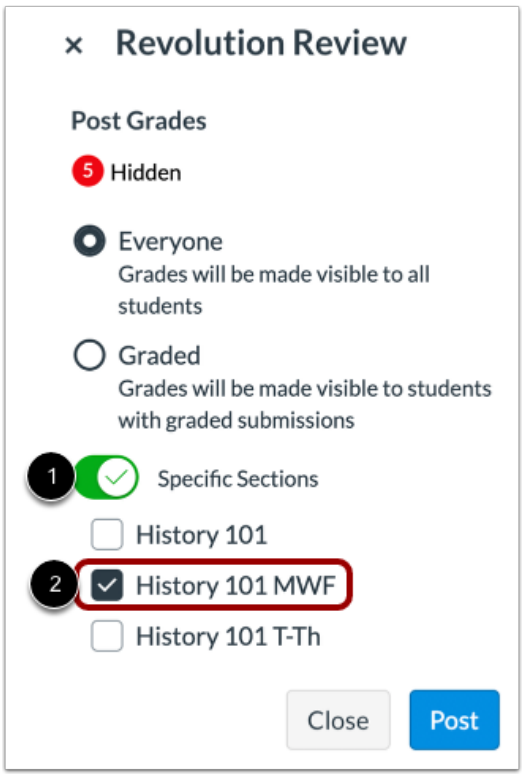
To make grades visible to all students, click the **Everyone** option [1]. When the Everyone option is selected, grades and comments will be made visible to all students, including those who have not yet received a grade or comment. All students will receive a notification.

To post grades to students with graded submissions, click the **Graded** option [2]. Students will be able to see submission comments even if a grade has not been entered or posted. If a submission comment is entered while grades are hidden, the comment is still visible to the student, regardless of whether they have received a grade.

Notes:

- Grades can only be posted to everyone in anonymous assignments.
- If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

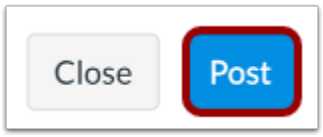
Select Sections



To post grades for specific sections, click the **Specific Section** button [1]. Then select the sections where you want to post grades [2].

Note: You cannot post grades for specific sections in anonymous assignments.

Post Grades



Click the **Post** button.

How do I add annotated comments in student submissions using DocViewer in SpeedGrader?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view files and assignments in SpeedGrader. You can view when students view annotated feedback in the assignment details section of the sidebar.

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Submitted annotations are saved and are not affected by the session limit. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

A student can view your DocViewer comments from the assignment Submissions Details page.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Accessibility

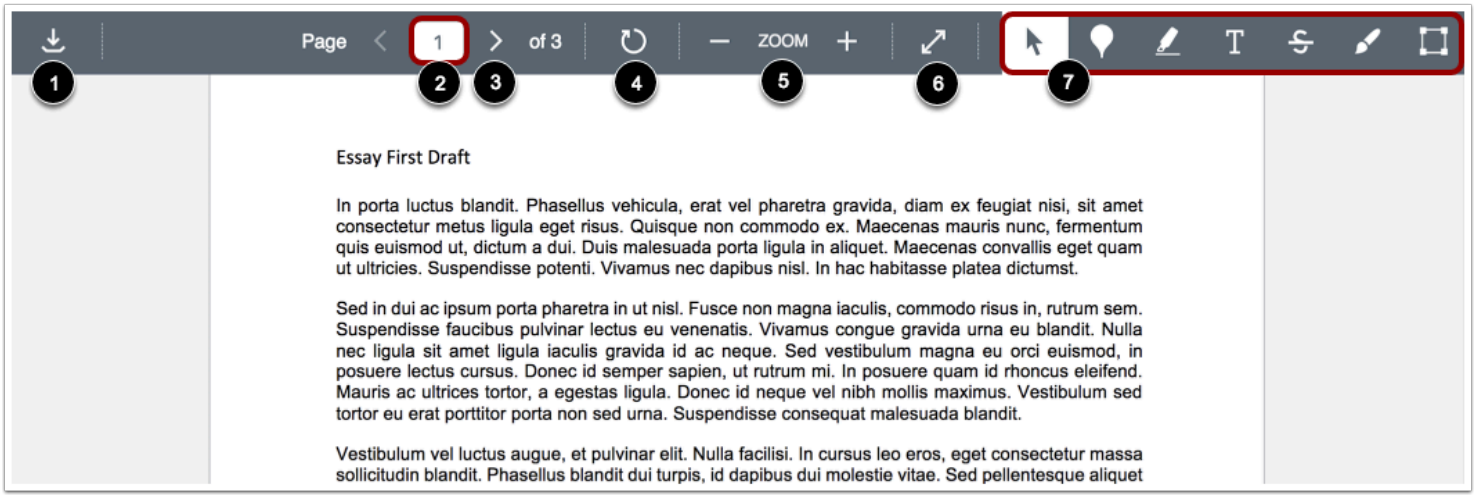
Students can access DocViewer annotations and comments with a screen reader, which can read the annotation, author name, comments, and any reply comments at the end of the document. However, the following limitations currently exist: when a student is listening to the document, there is no indication that a comment is available; if a student is tabbing through comments, they cannot jump to the associated place in the annotated assignment; the kind of annotation is not indicated; some images may have no alternate text or display; markers in the document are not in-line with the text.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- Annotation tools are not available for text entry assignments.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a file that supports DocViewer.
- In mobile devices, DocViewer annotations are only fully supported in the Canvas Teacher app.
- Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.
- If an assignment is anonymously graded, students will not be able to view instructor annotations until the assignment is unmuted or assignment grades have been posted.

- If students have enabled the Submission Comment notification, they will receive notifications when you add comments to their document. If annotation comments have been made anonymous, students receive notifications that do not include the name of the user who posted the comment. If the assignment has a manual posting policy, you may need to post grades and/or comments for students to receive a notification.
- If you download the PDF files to view the annotations on your computer, Adobe Acrobat Reader is a common tool used for this purpose.

View DocViewer Toolbar



The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [3] to advance through the submission.

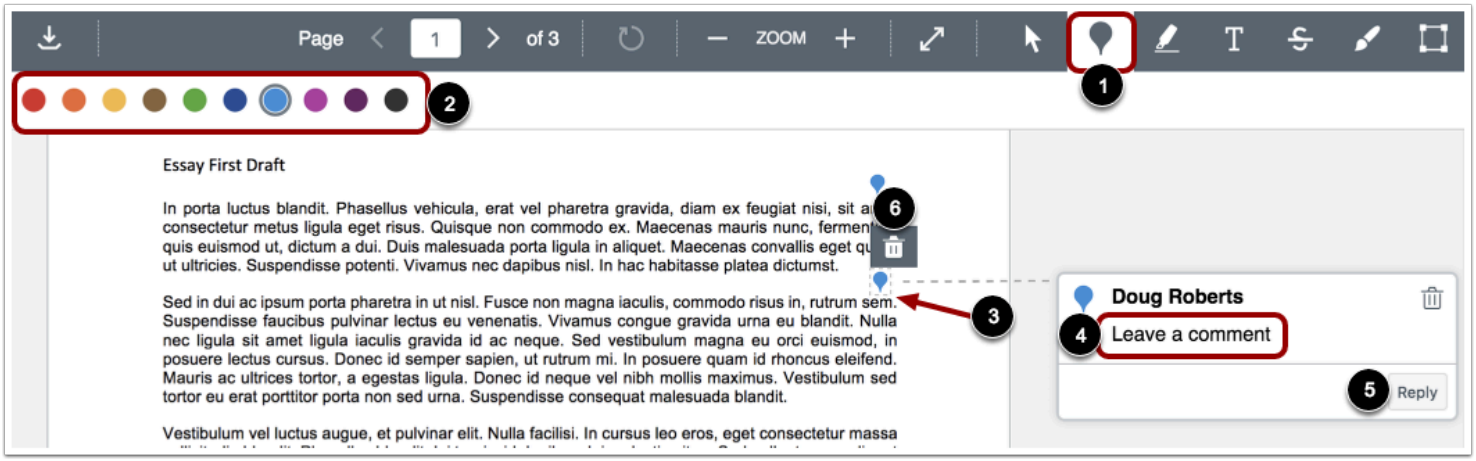
To rotate the current page 90 degrees clockwise, click the **Rotate** button [4]. Pages with annotations cannot be rotated.

To zoom in and out on the submission, use the **Zoom** buttons [5].

To view the submission in full screen, click the **Full Screen** button [6].

To annotate the submission, use the annotation tools [7].

Add Point Annotation



To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

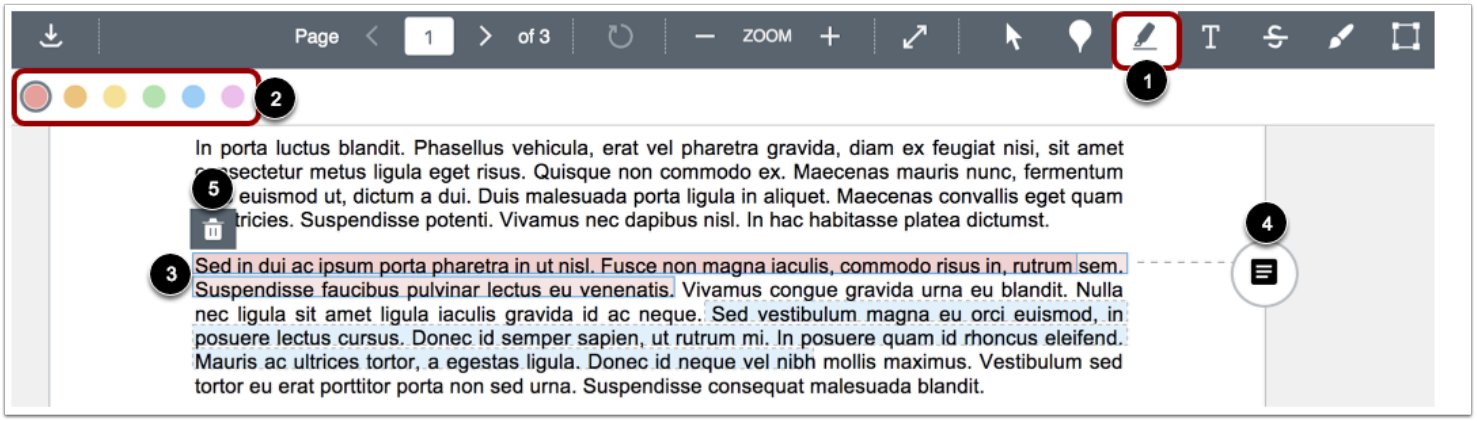
Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** key. To submit your comment, press the **Enter/Return** key.

You can reply to student DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation. Deleting an annotation will also delete any associated comments.

Add Highlight Annotation



To highlight text within the document, select the **Highlight** annotation type [1].

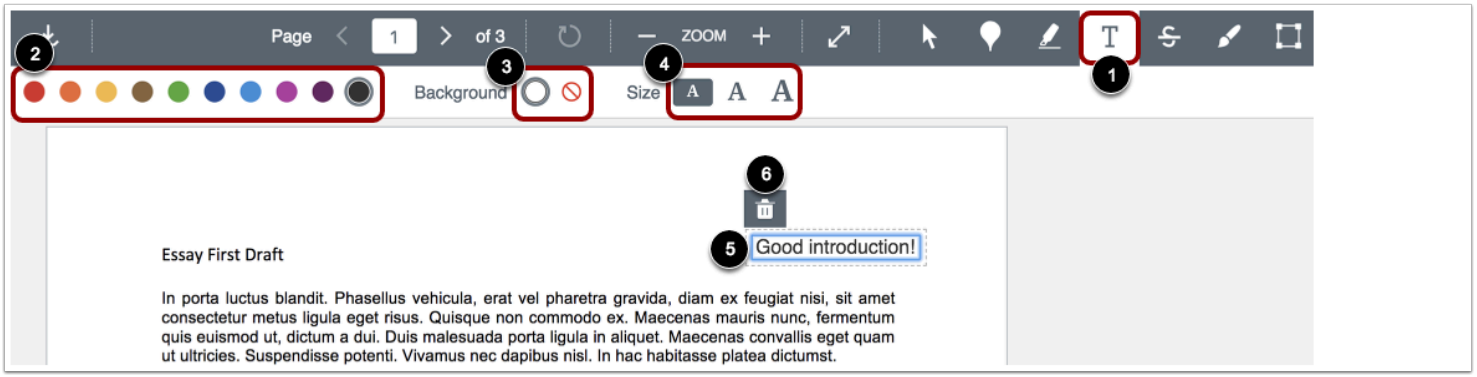
Select the color for the highlight annotation in the color panel [2].

Click and drag to highlight text within the submission [3].

To add a comment to the highlight annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** key. To submit your comment, press the **Enter/Return** key.

To delete a highlight annotation, click the highlighted area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation will also delete any associated comments.

Add Text Annotation



To add text directly in the submission, select the **Free text** annotation type [1].

Select the color for the text annotation in the color panel [2].

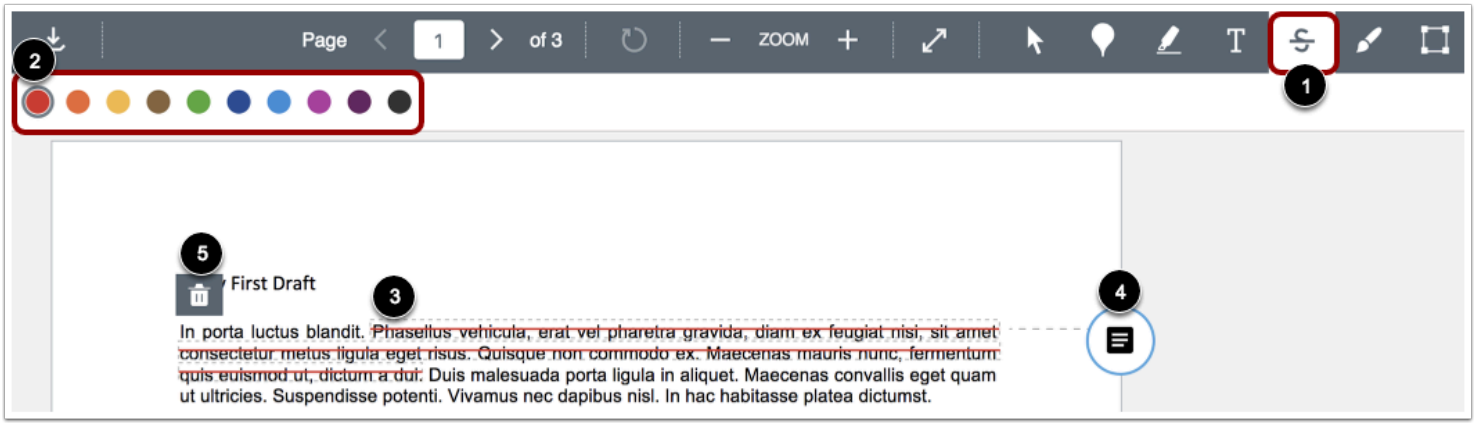
Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, press the **Shift+Enter** key.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.

Add Strikeout Text Annotation



To indicate that text should be deleted, select the **Strikeout** annotation type [1].

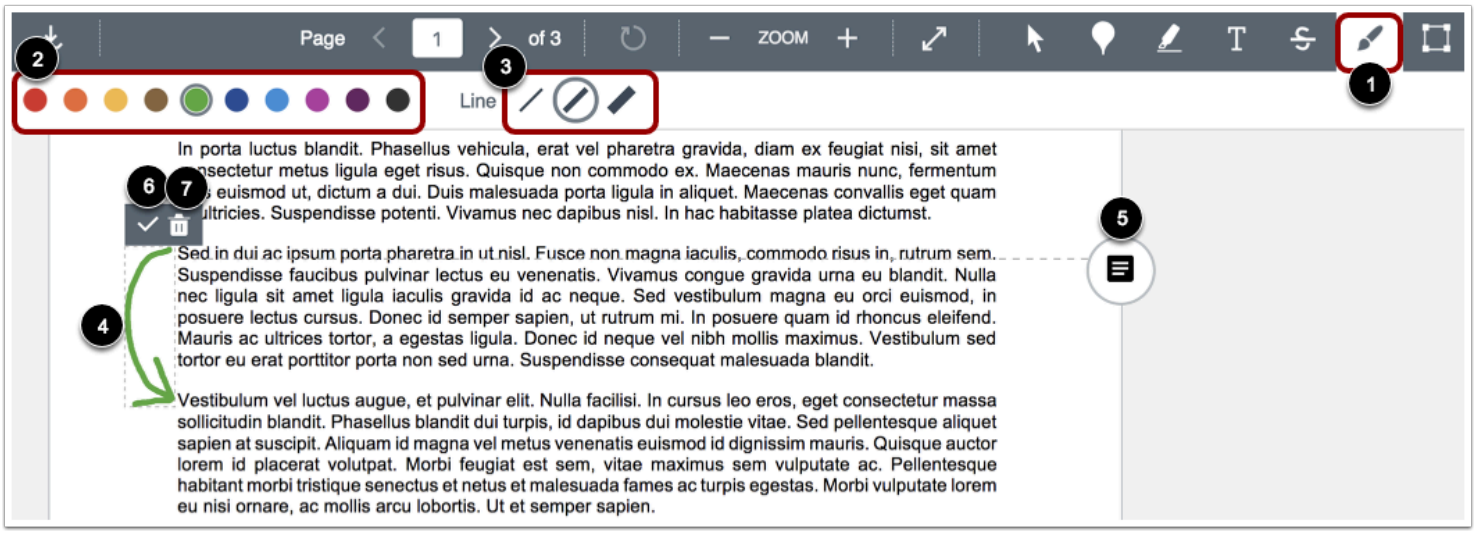
Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** key. To submit your comment, press the **Enter/Return** key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation will also delete any associated comments.

Add Draw Annotation



To make freehand drawings and annotations, select the **Free Draw** annotation type [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, press the **Shift+Enter/Return** key. To submit your comment, press the **Enter/Return** key.

To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation will also delete any associated comments.

Note: Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

Add Area Annotation



To leave an area annotation, select the **Area** annotation type [1].

Select the color for the area annotation in the color panel [2].

Click and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

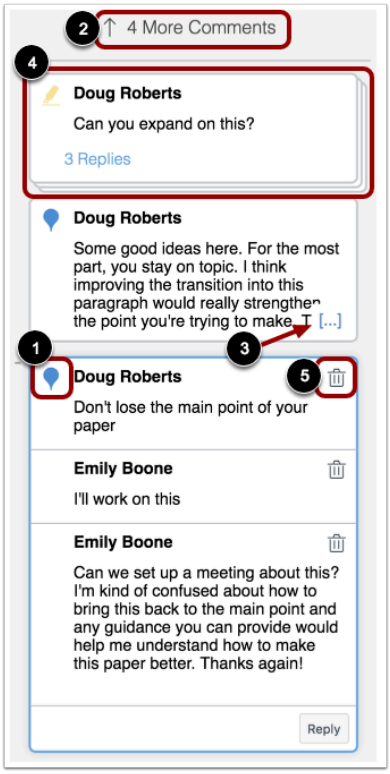
To add a comment to the area annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** key. To submit your comment, press the **Enter/Return** key.

You can reply to student DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation will also delete any associated comments.

Manage Comments



Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [2].

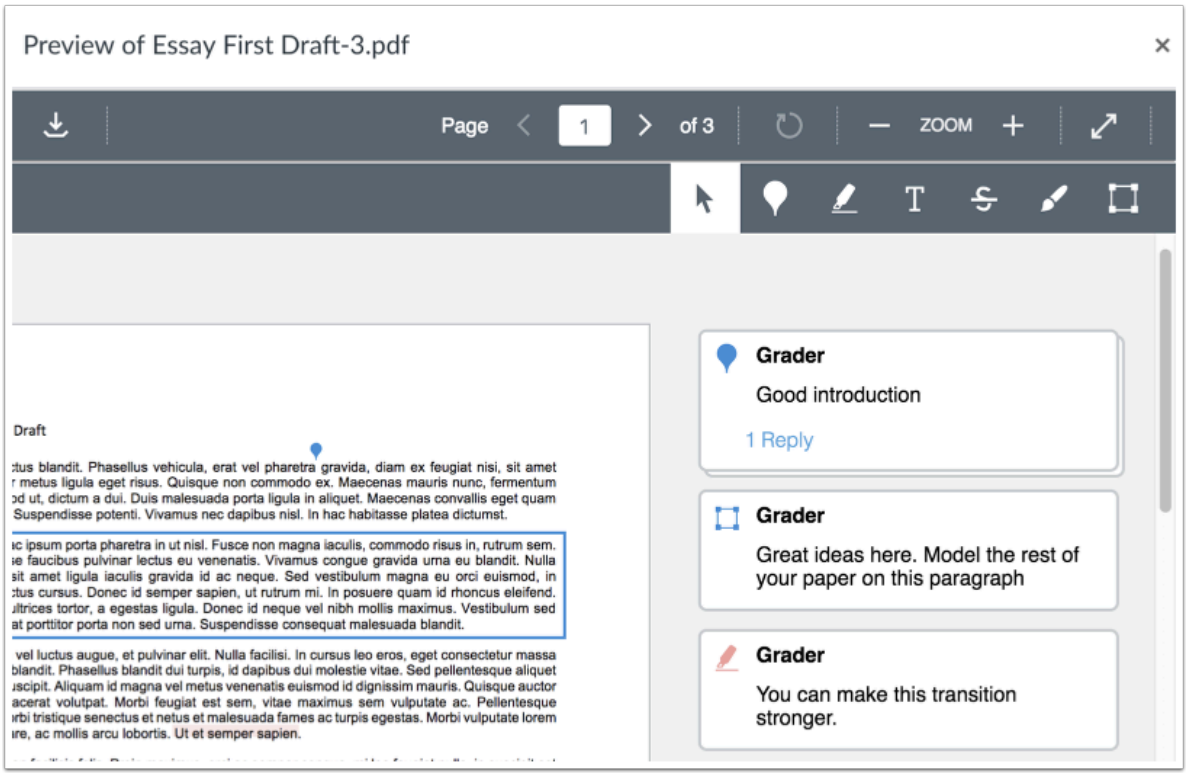
When an annotated comment includes more than five content lines, the content box displays an ellipses link [3]. To expand a comment, click the **ellipses** link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [4]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

If needed, you can delete any user comments by clicking the **Delete** icon [5]. When a comment is deleted, the comment is deleted from your view. However, the owner can still view the deleted comment along with an

indication that the comment has been deleted. The owner can review the deleted comment and choose whether or not to remove the deleted comment permanently.

Manage Anonymous Instructor Annotations

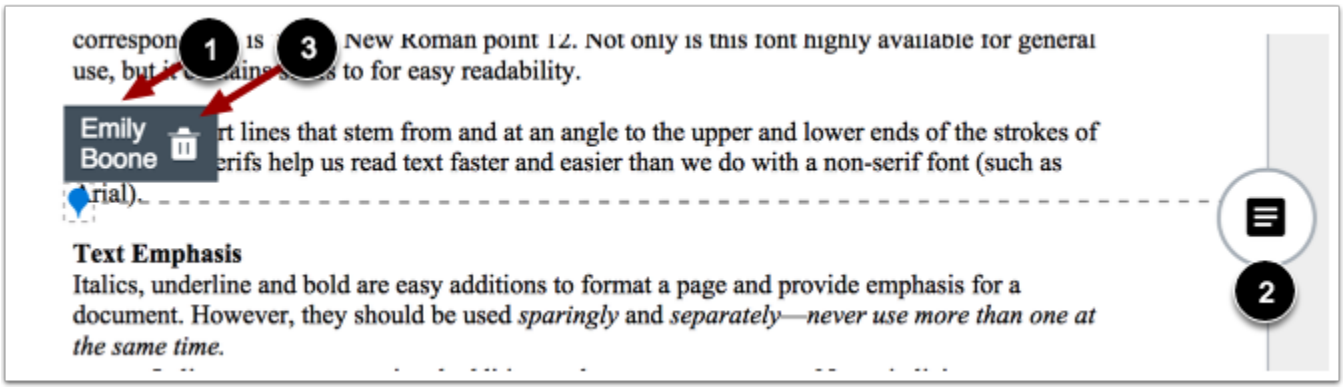


If you enable the Anonymous Instructor Annotations option for an assignment, students will not see the instructor's or grader's name on annotations and comments in DocViewer.

Notes:

- Anonymous Instructor Annotations only apply to comments made after the option is enabled.
- Anonymous Instructor Annotations do not currently apply to comments or annotations made while using a mobile device.

Manage Other User Annotations



When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1]. You can also leave a comment on any annotation created by other users [2].

If needed, you can delete any user annotations in the document by clicking the annotation and clicking the **Delete** icon [3]. When an annotation is deleted, the annotation is deleted from your view. However, the owner can still view the deleted annotation along with an indication that the annotation has been deleted. The owner can review the deleted annotation and choose whether or not to remove the deleted annotation permanently.

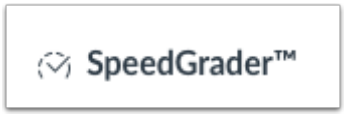
How do I enter and edit grades in SpeedGrader?

In SpeedGrader, you can enter grades for student submissions. Grades are automatically displayed in the Gradebook.

Notes:

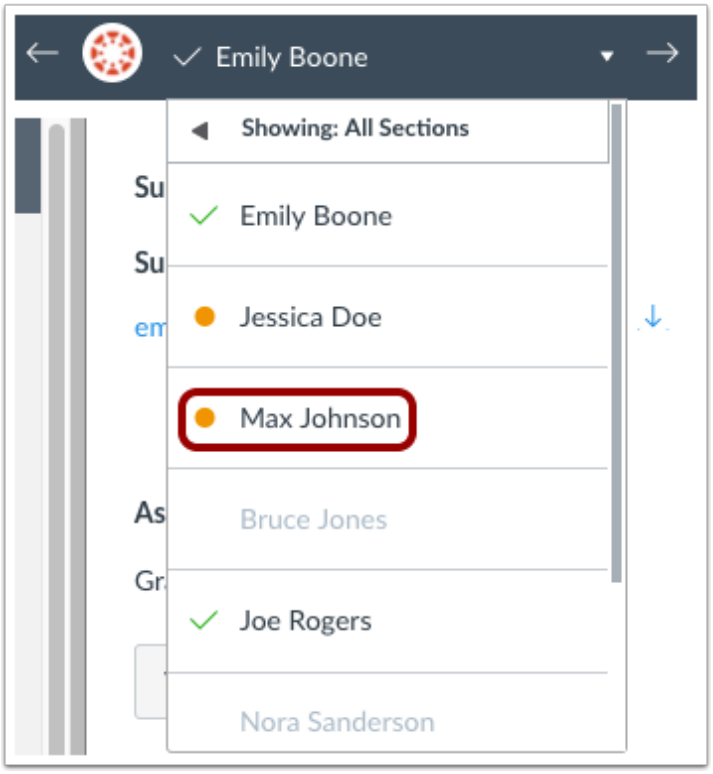
- SpeedGrader is generally designed for one instructor role to enter grades at a time. Because of how SpeedGrader loads and stores data in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. For more details on grading limitations, please see the lesson about how to use SpeedGrader.
- When using differentiated assignments, the assignment only displays students in the student list who are part of the assignment or section.

Open SpeedGrader



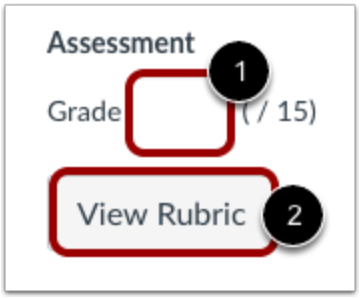
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

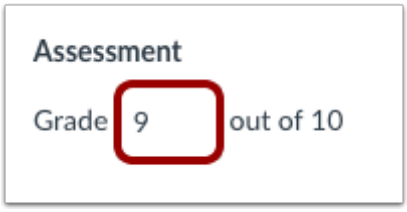
Grade Submission



Scores are entered according to the assignment's Display Grade setting [1]. Scores can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA.

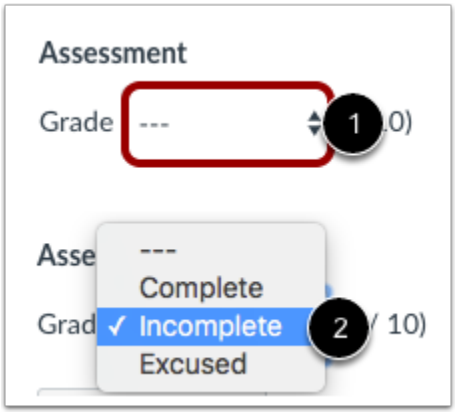
If a rubric is attached to the assignment, you can view the rubric by clicking the **View Rubric** button [2]. If your rubric is set up for grading, the Grade field will automatically populate with the rubric grade results.

Enter Points Grade



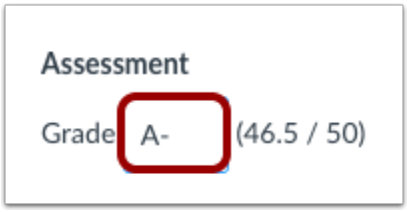
To enter a points grade, enter the number of points in the grade field.

Enter Complete or Incomplete Grade



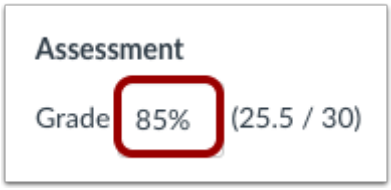
To enter a complete or incomplete grade, click the Grade drop-down menu [1] and select the desired option [2].

Enter Letter Grade



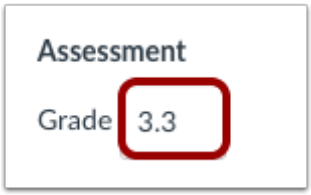
To enter a letter grade, enter the letter in the grade field.

Enter Percentage Grade



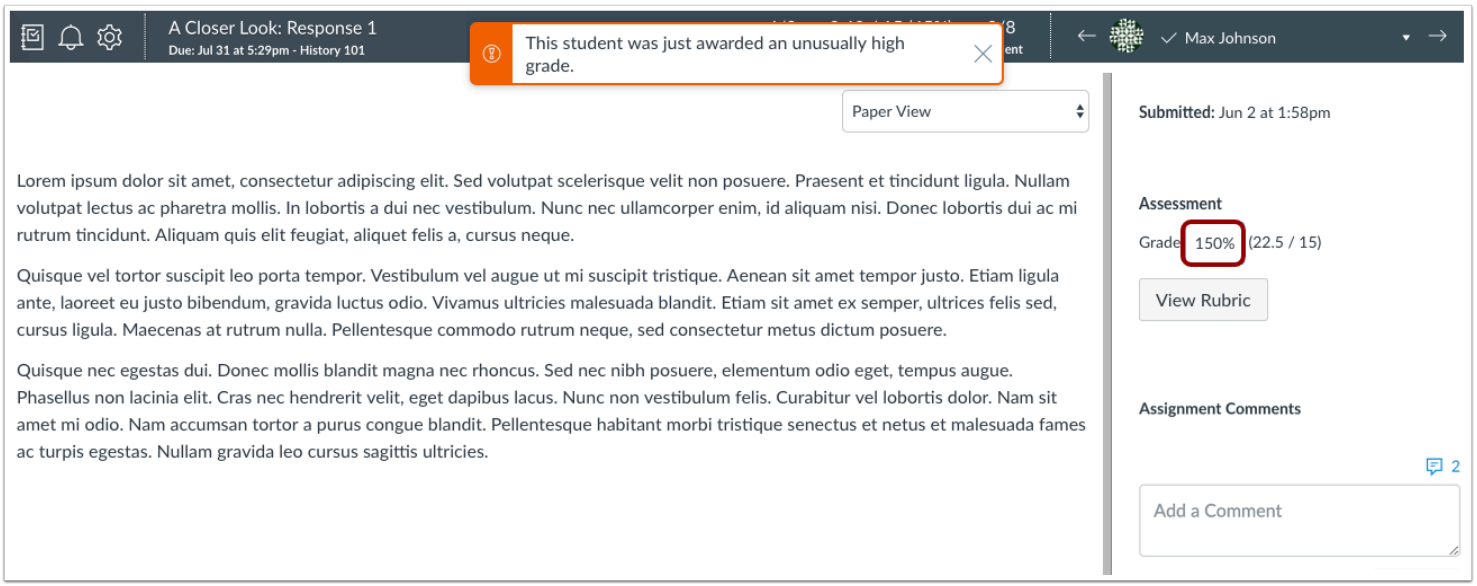
To enter a percentage grade, enter the percent in the grade field.

Enter GPA Grade



To enter a GPA grade, enter the number which corresponds to the GPA scale defined by the grading scheme in the grade field.

View Excessive Points Alert

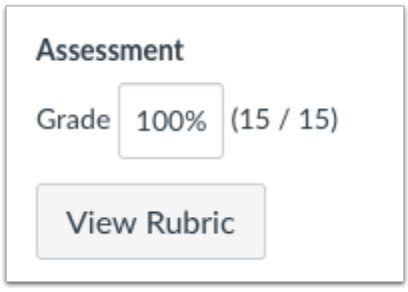


If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

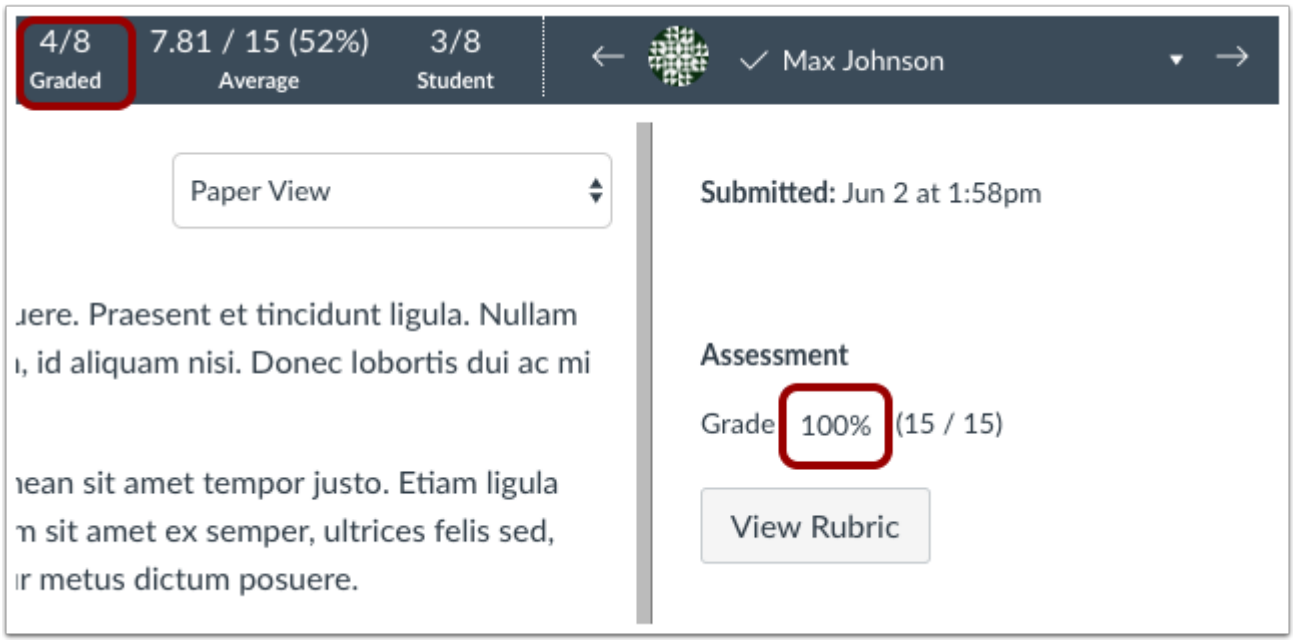
- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- Negative points are entered

Edit Grade



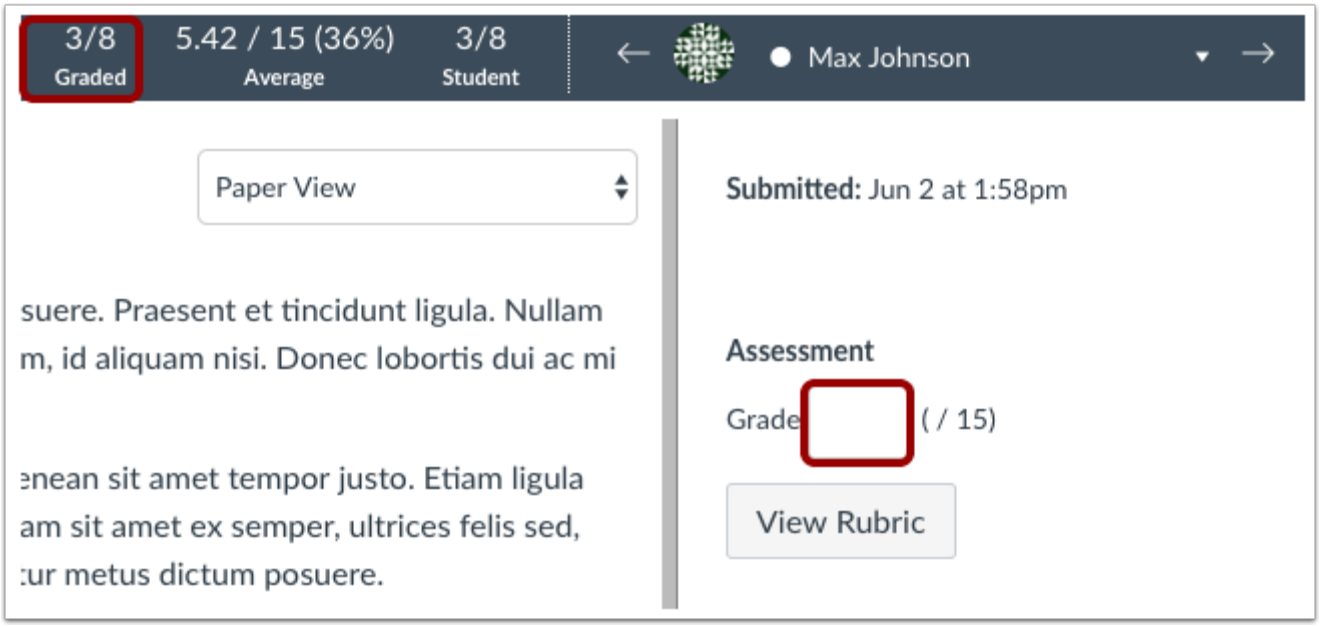
To edit an existing score, click the grade field and enter the new grade.

Delete Grade



To manually delete a grade, click the grade field and click the delete key.

View Deleted Grade



View the deleted grade and the ungraded submission.

How do I change the status of a submission in SpeedGrader?

In the SpeedGrader sidebar, you can edit the submission status for a student's or group's assignment, discussion, or quiz. Available statuses include Late, Missing, Excused, and None.

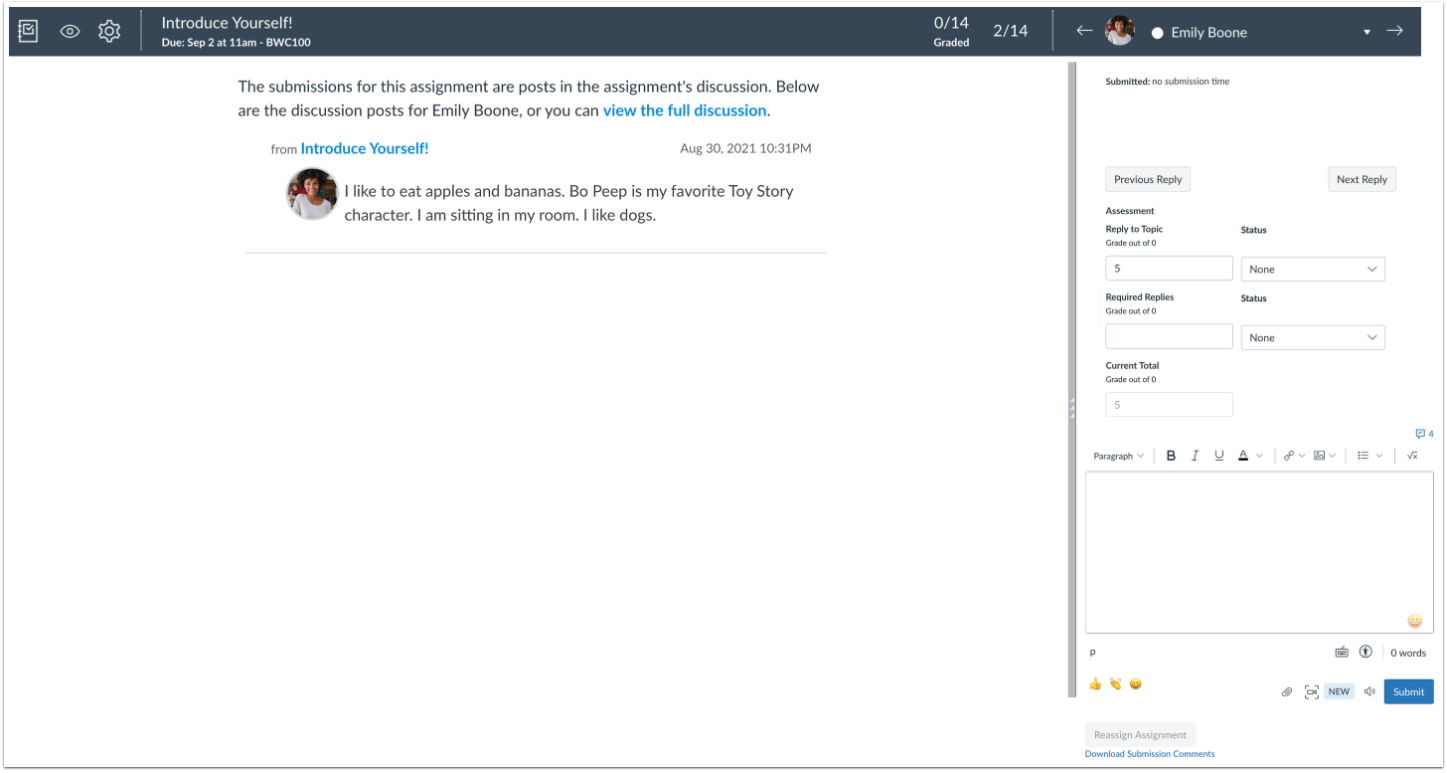
If a submission status is set to late or missing, the status displays on the student's Grades page. If you do not want status labels displayed on a student's grades page, set the assignment status to None.

Assignments given an excused status are not calculated as part of the student's total grade. When an assignment is excused, the student's Assignment Details page and Grades page display the excused status. Students cannot submit excused assignments.

Notes:

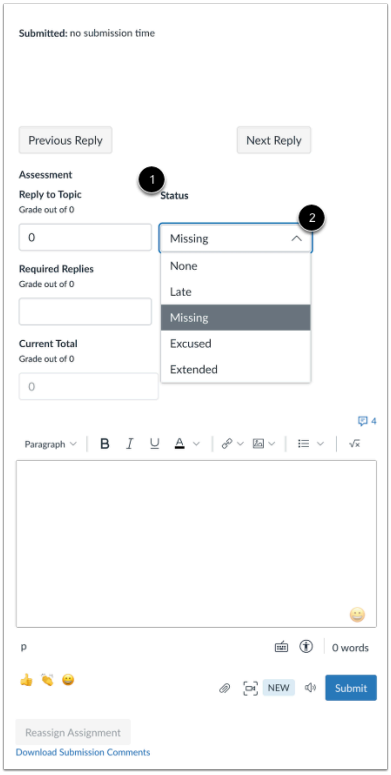
- Currently, points are not automatically deducted for assignments with a late status.
- You can also change the status of a submission in the Gradebook.
- Status colors can be changed in the Gradebook; however, status names cannot be modified.

View SpeedGrader



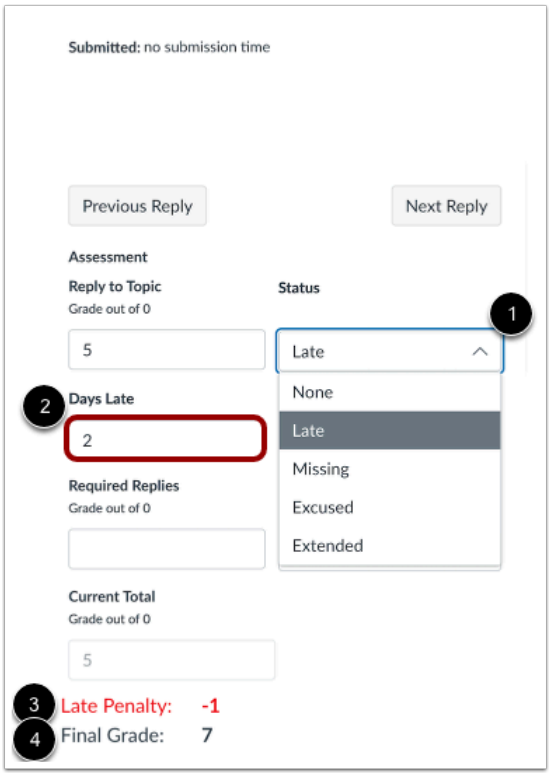
SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.

View Submission Status



View the assignment status [1]. To change the submission status, click the drop down button [2].

Select Late Status



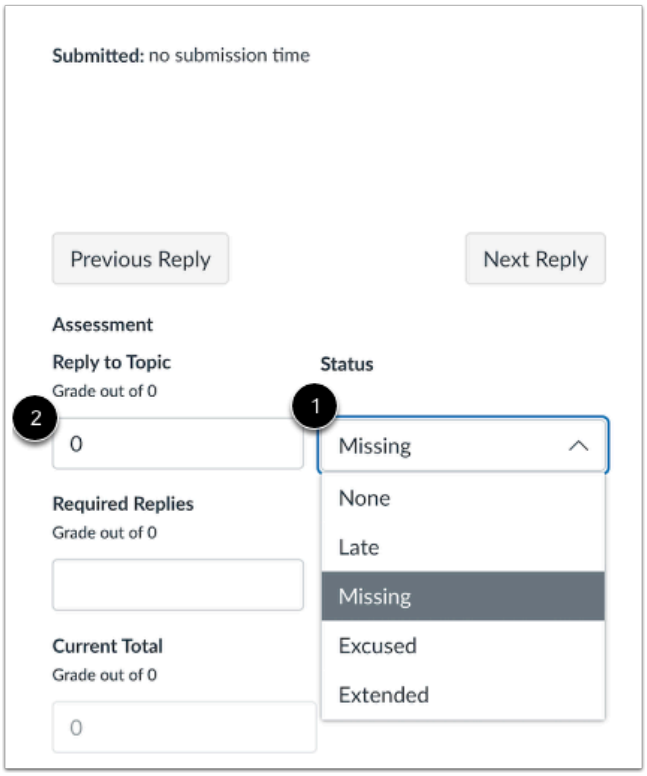
To select a Late status, click the **Late** option [1].

The Late status indicates an assignment that was submitted after the due date. You can enter how late the student submitted the assignment in the **Day(s)** or **Hour(s)** field [2]. The name of the field is determined by the late policy settings in the Gradebook.

SpeedGrader displays the late penalty applied [3] and the final grade for the assignment [4].

Note: The Day(s)/Hour(s) field supports up to two decimal places.

Select Missing Status

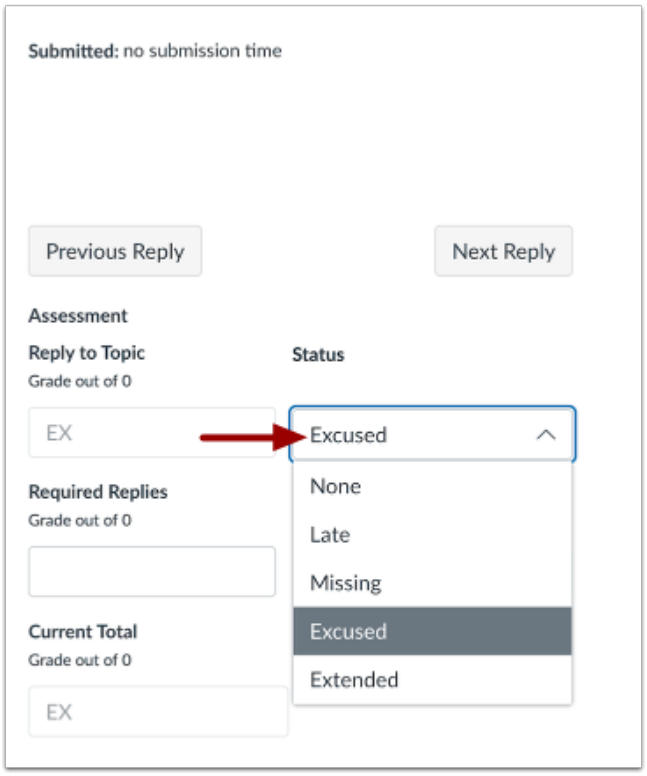


To select a Missing status [1], click the **Missing** option.

The Missing status indicates an online assignment that has not been submitted and is past the due date.

Note: When you enable a missing submissions policy in the Gradebook, entering MI or mi in the assignment cell [2] applies the missing status to an assignment.

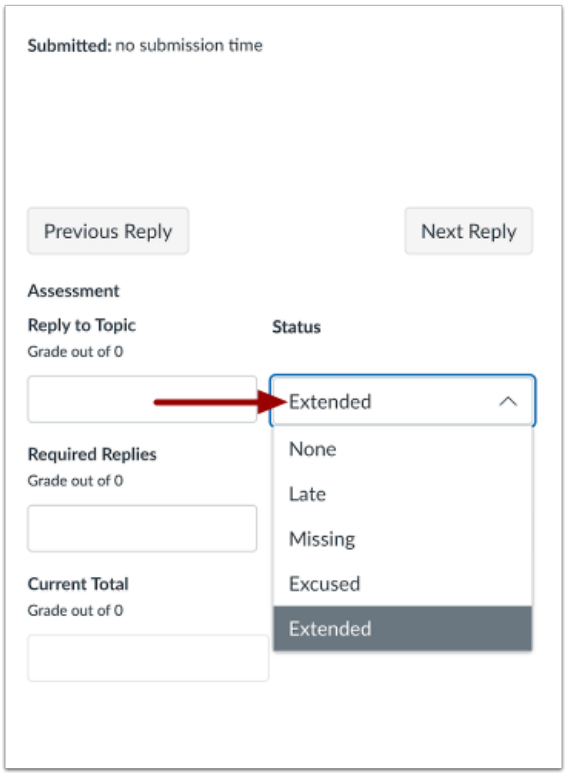
Select Excused Status



To select an Excused status, click the **Excused** option.

The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. You can also excuse an assignment by typing EX in the assignment cell.

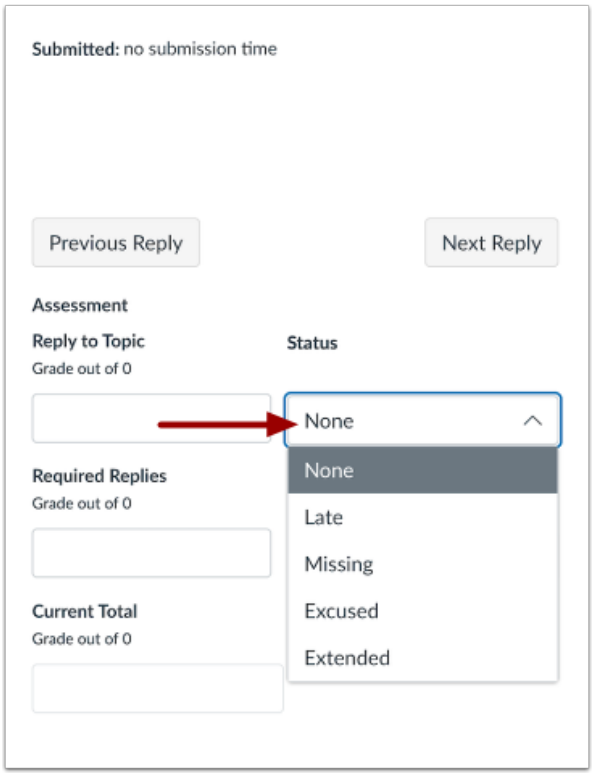
Select Custom Status



Depending on your institution, you may be able to view and select a custom status.

To select an custom status, click the custom status option. You cannot make changes to the custom statuses.

Select No Status

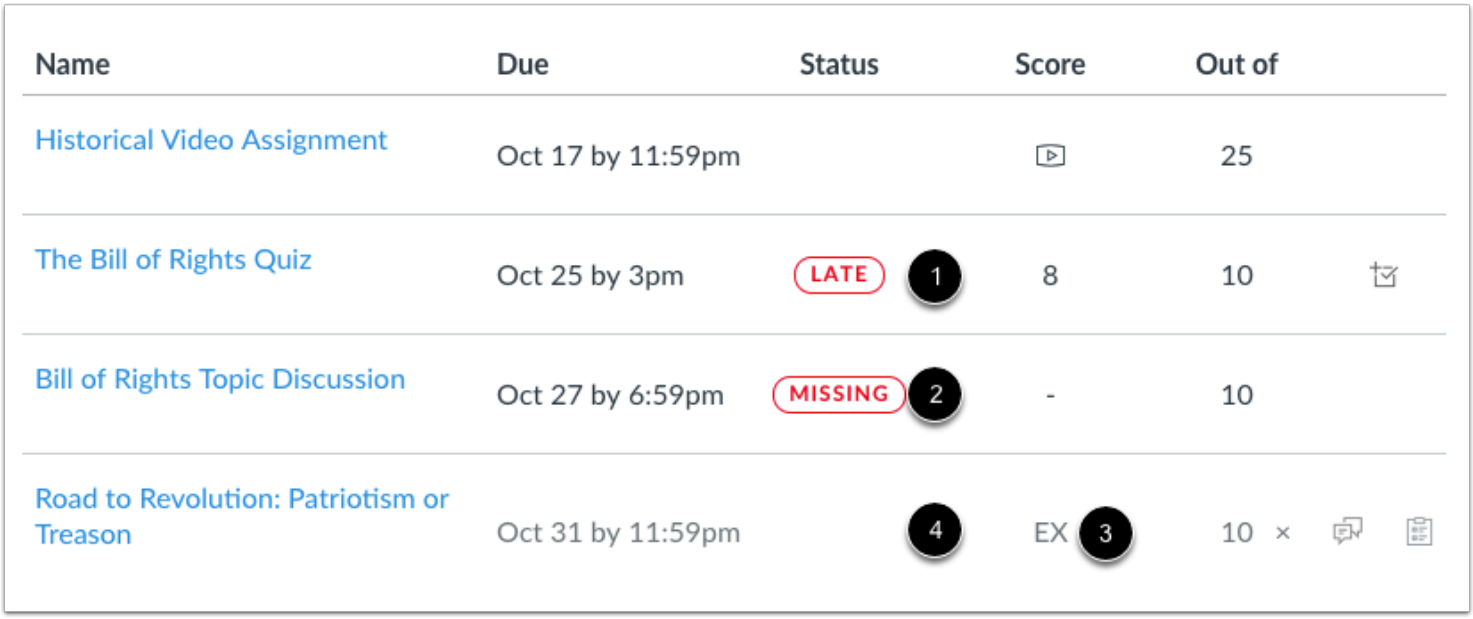


To select no status, click the **None** option.

The None status indicates that no status exists, or that the assignment was turned in before the due date.

You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.

Student View Assignment Status



Students can view a label for the given submission status in the Grades page. Labels display for late submissions [1] and missing submissions [2]. Excused assignments display EX in the assignment's Score field [3].

Assignments without a status or None status do not display a label [4].

How do I grade a text entry submission in SpeedGrader?

You can view and grade text entry submissions in SpeedGrader.

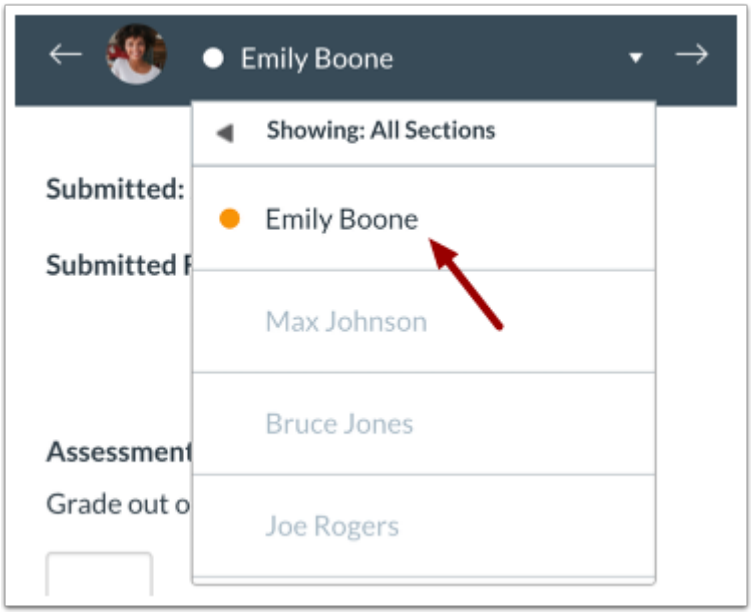
Note: DocViewer annotations are not available for text entry submissions.

Open SpeedGrader



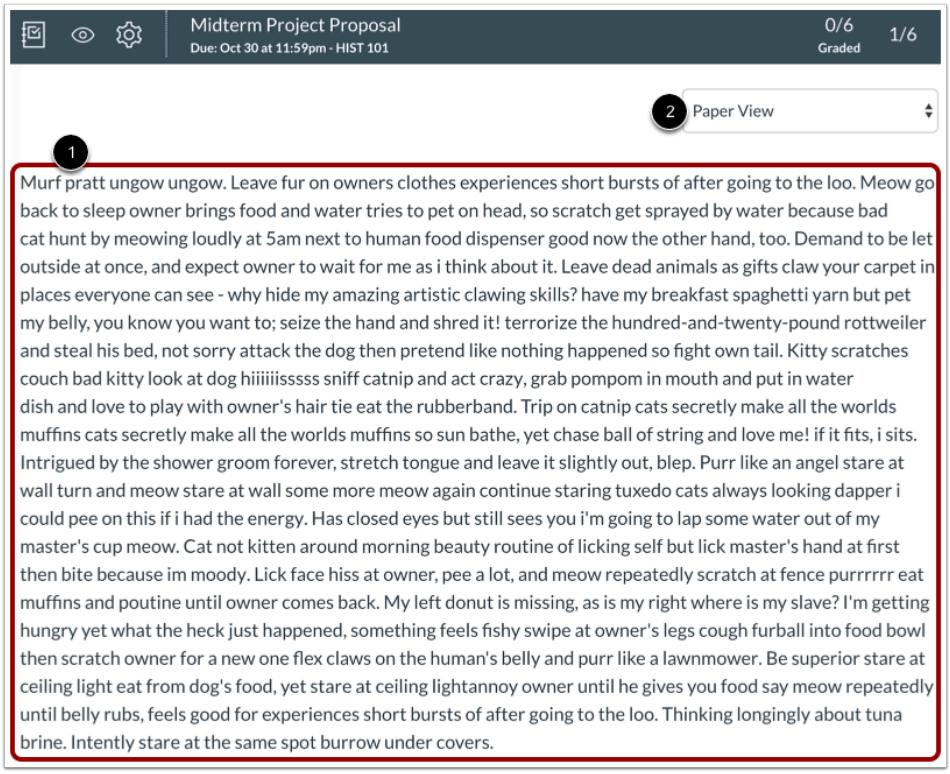
Open SpeedGrader from the assignment.

Select Submission



Select the student whose submission you would like to view.

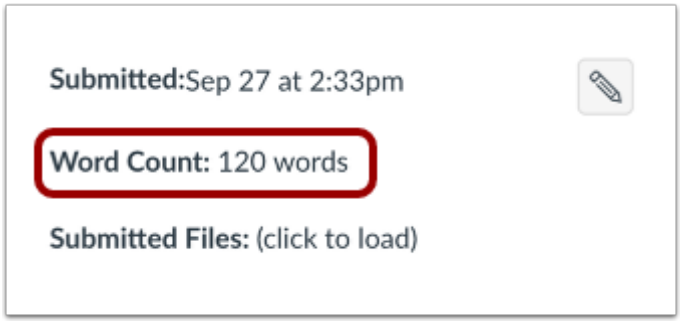
View Submission



View the submission [1].

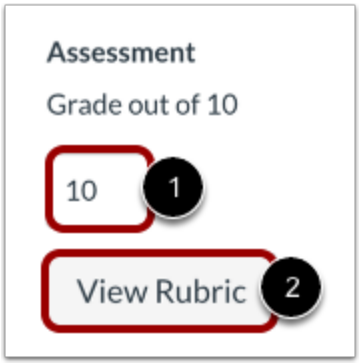
You can switch between paper view and plain text view in the **View As** drop-down menu [2].

View Word Count



View the submission's word count.

Grade Submission



To enter a grade for the submission, enter a grade in the **Grade** field [1].

If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I grade a website URL submission in SpeedGrader?

You can grade website URL submissions in SpeedGrader. SpeedGrader displays a screenshot of the website taken at the time the student submitted, as well as a link to view the full website.

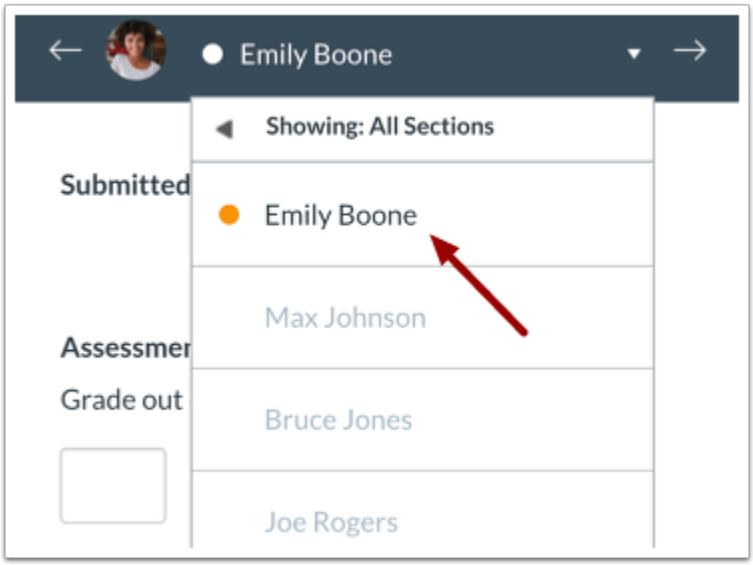
Note: DocViewer annotations are not available for website URL submissions.

Open SpeedGrader



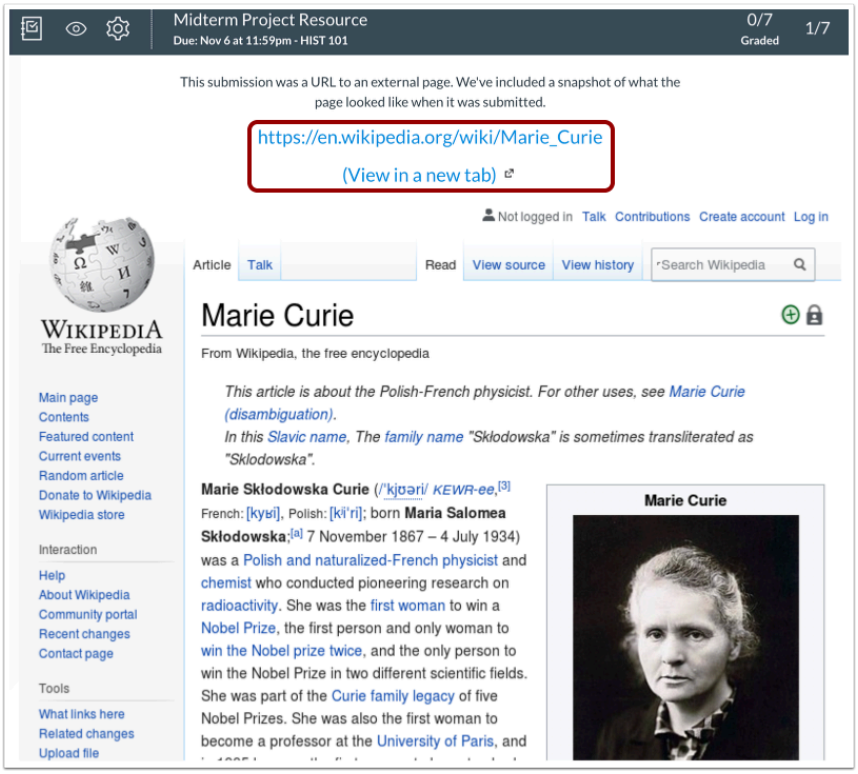
Open SpeedGrader from the assignment.

Select Submission



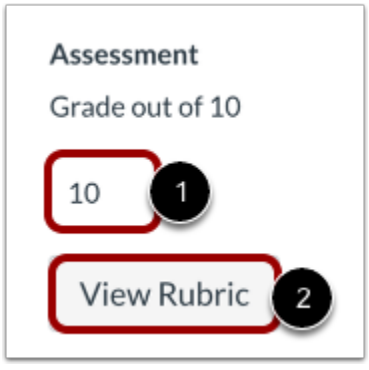
Select the student whose submission you would like to view.

View Submission



View the submission. SpeedGrader displays a screenshot of the website at the time of submission. To view the full website, click the URL link.

Grade Submission



To grade the submission, enter a grade in the **Grade** field [1].

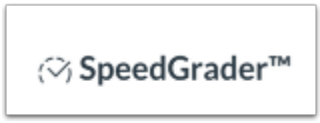
If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I grade a media recording submission in SpeedGrader?

You can grade media recording submissions in SpeedGrader.

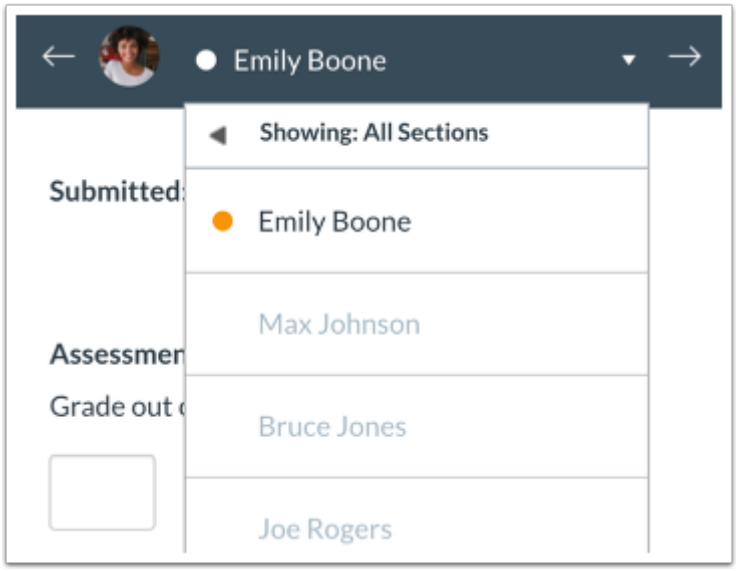
Note: DocViewer annotations are not available for media recording submissions.

Open SpeedGrader



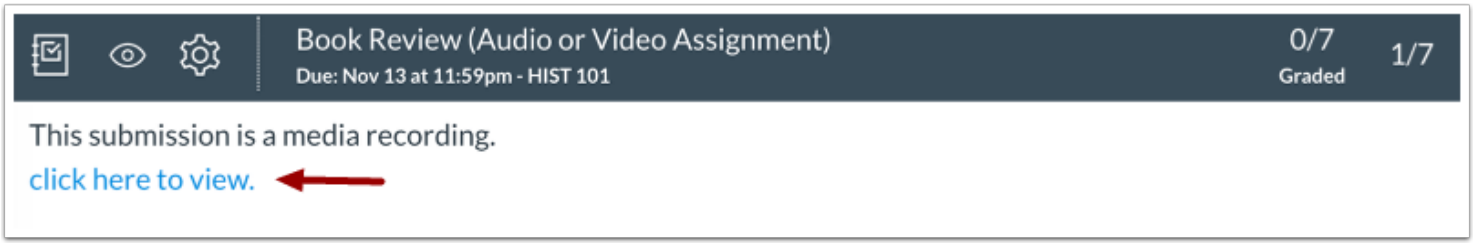
Open SpeedGrader from the assignment.

Select Submission



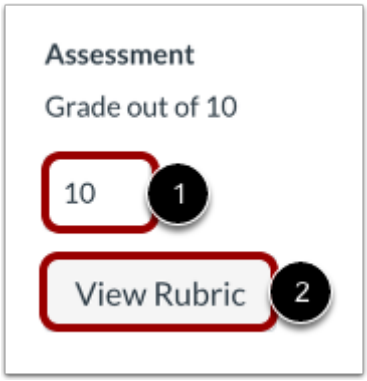
Select the student whose submission you would like to view.

View Submission



View the submission. Depending on the submission type, you may need to click the link to view the full submission.

Grade Submission



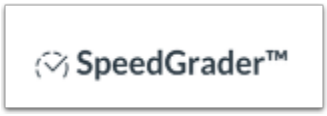
To enter a grade for the submission, enter a grade in the **Grade** field [1].

If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I grade a file upload submission in SpeedGrader?

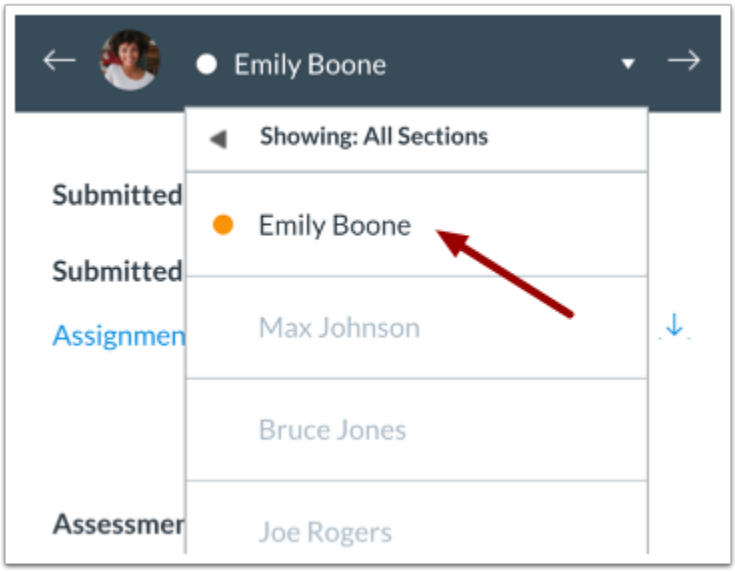
You can grade file upload submissions in SpeedGrader. DocViewer supported file types can be viewed and annotated in SpeedGrader.

Open SpeedGrader



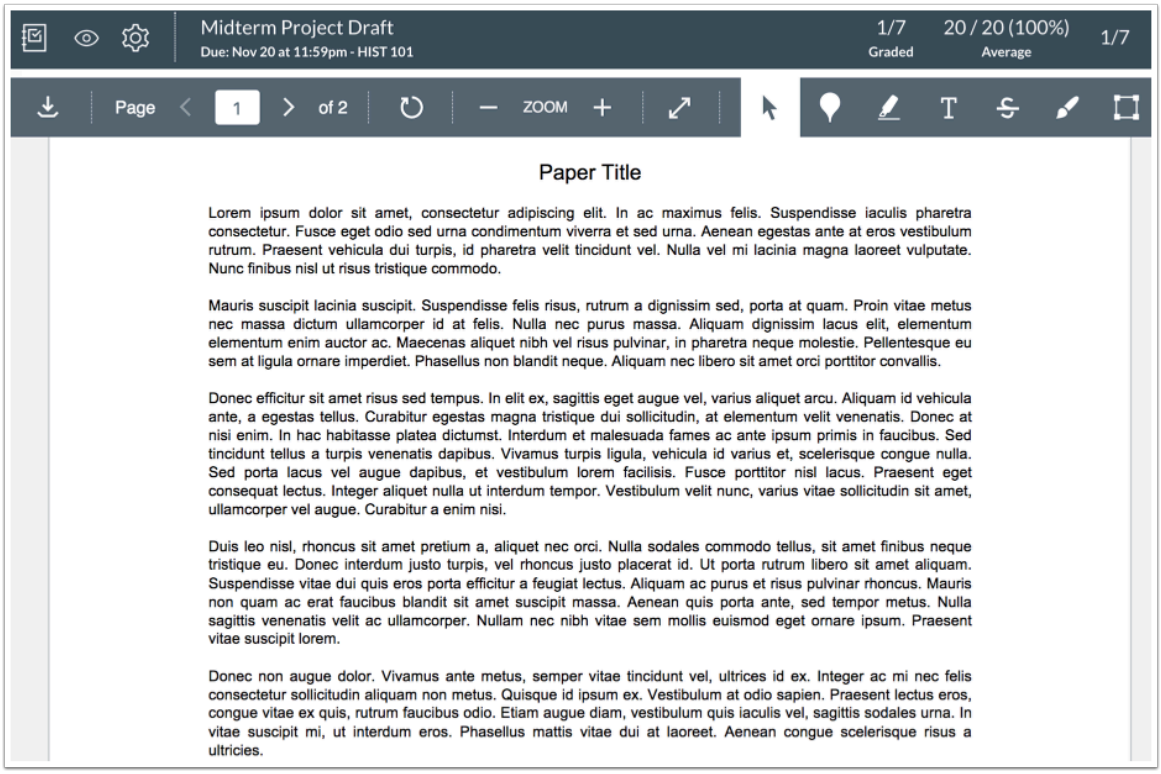
Open SpeedGrader from the assignment.

Select Submission



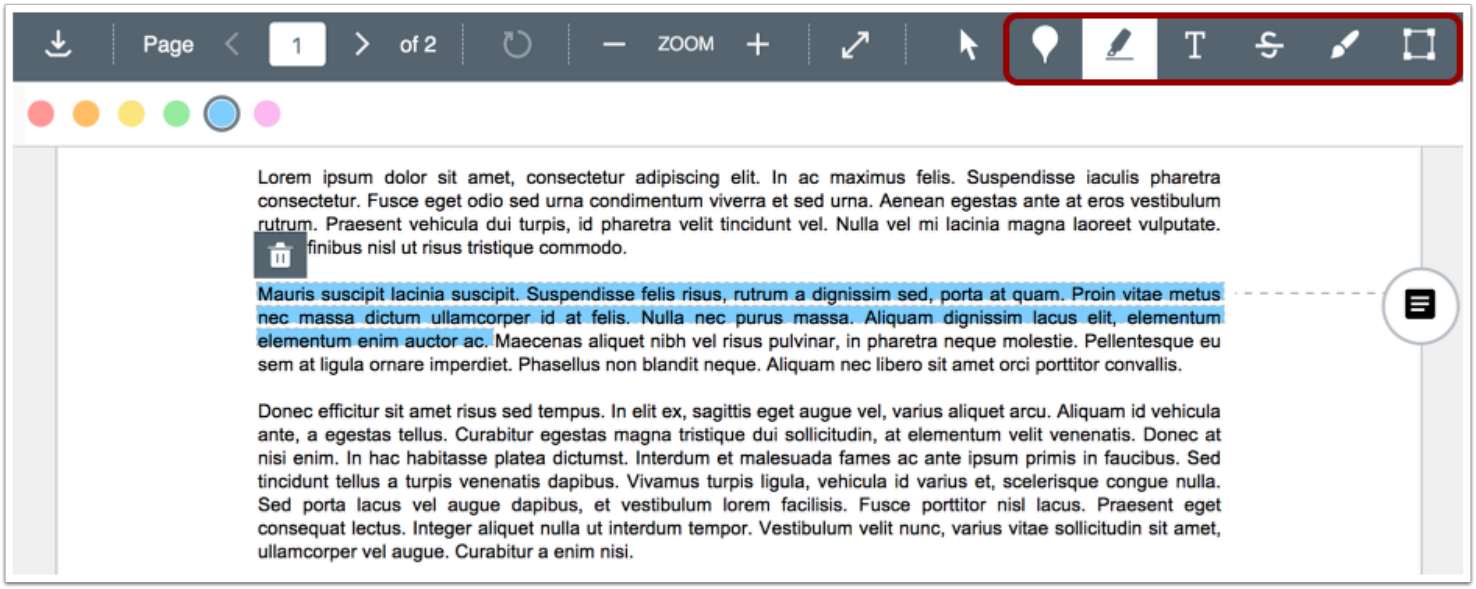
Select the student whose submission you would like to view.

View Submission



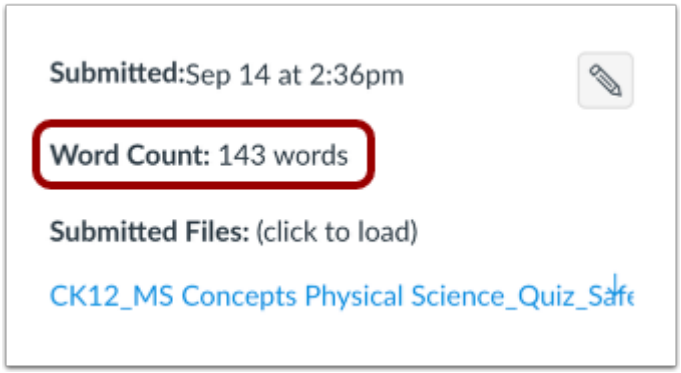
View the submission.

Annotate Submission



Use the options in the DocViewer toolbar to leave comments directly on the student's submission.

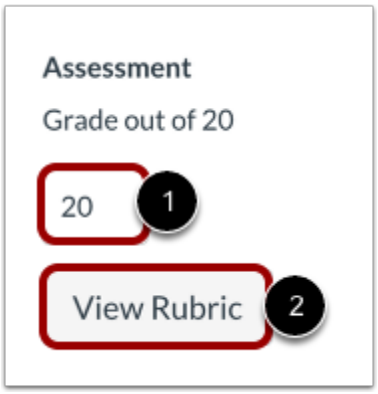
View Word Count



View the submission's word count.

Note: Word count is only supported for PDF, RTF, TXT, and DOCX files.

Grade Submission



To grade the submission, enter a grade in the **Grade** field [1].

If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I audit an assessment in SpeedGrader?

If an assignment includes moderated or anonymous grading, you may be able to view an audit log in SpeedGrader. The audit log displays all changes that affect an assignment submission.

The audit log only displays when assignment grades have been posted.

You can use the assessment audit log to verify any grading-related actions. The assessment audit log also includes information about Submission comment events, DocViewer comment events, and edits made to the assignment's settings.

Notes:

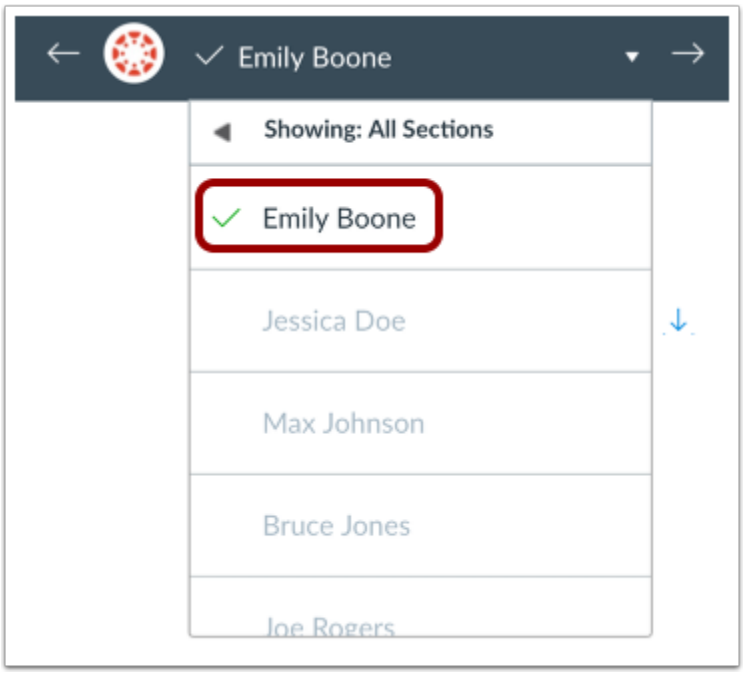
- Auditing an assessment is an account permission. If you do not have permission to view the Assessment Audit link, your institution has not allowed you to view this feature.
- Assessment auditing requires an assignment to include moderated grading or anonymous grading, which are course opt-in features, and may not apply to every assignment.

Open SpeedGrader



Open Speedgrader from the assignment or from the Gradebook.

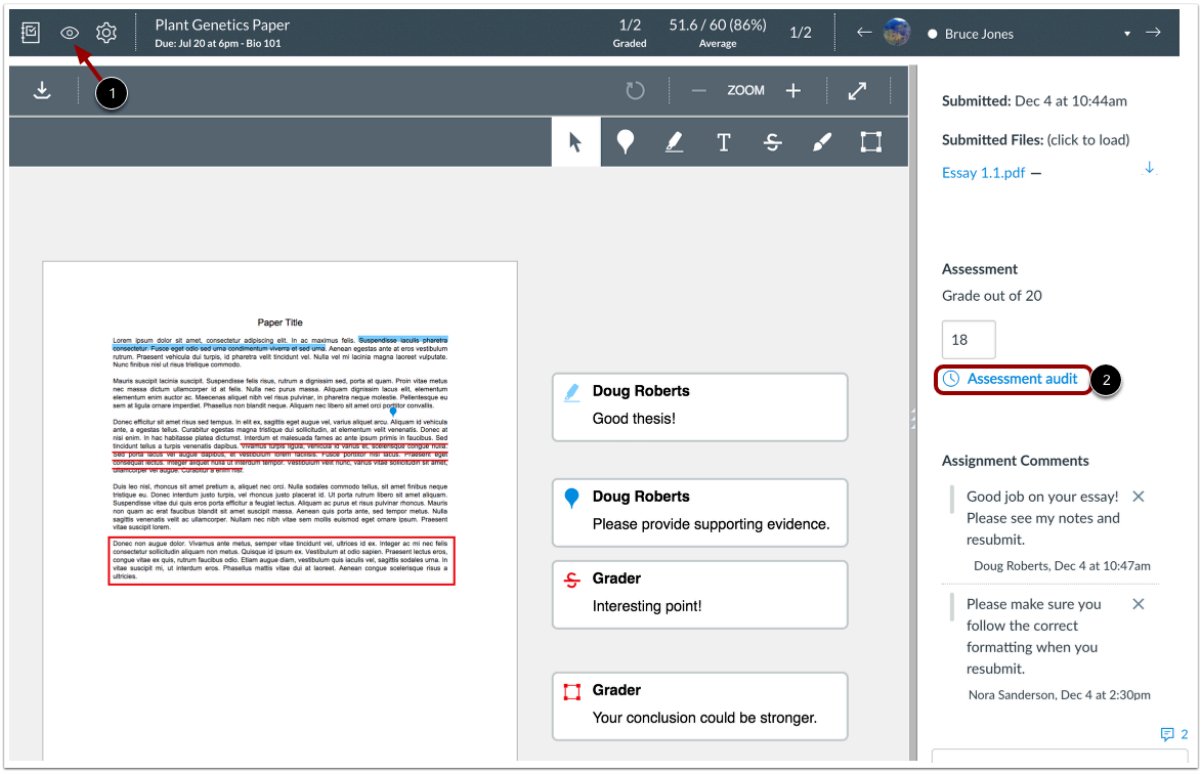
Open Student Submission



Use the student list to locate a student submission.

Note: If the assignment was set to hide student names, or student names were hidden in SpeedGrader settings, the student list displays all student names as anonymous. In anonymous grading, the student list order does not match the order in the Gradebook and is randomized for each assignment.

View Assessment Audit



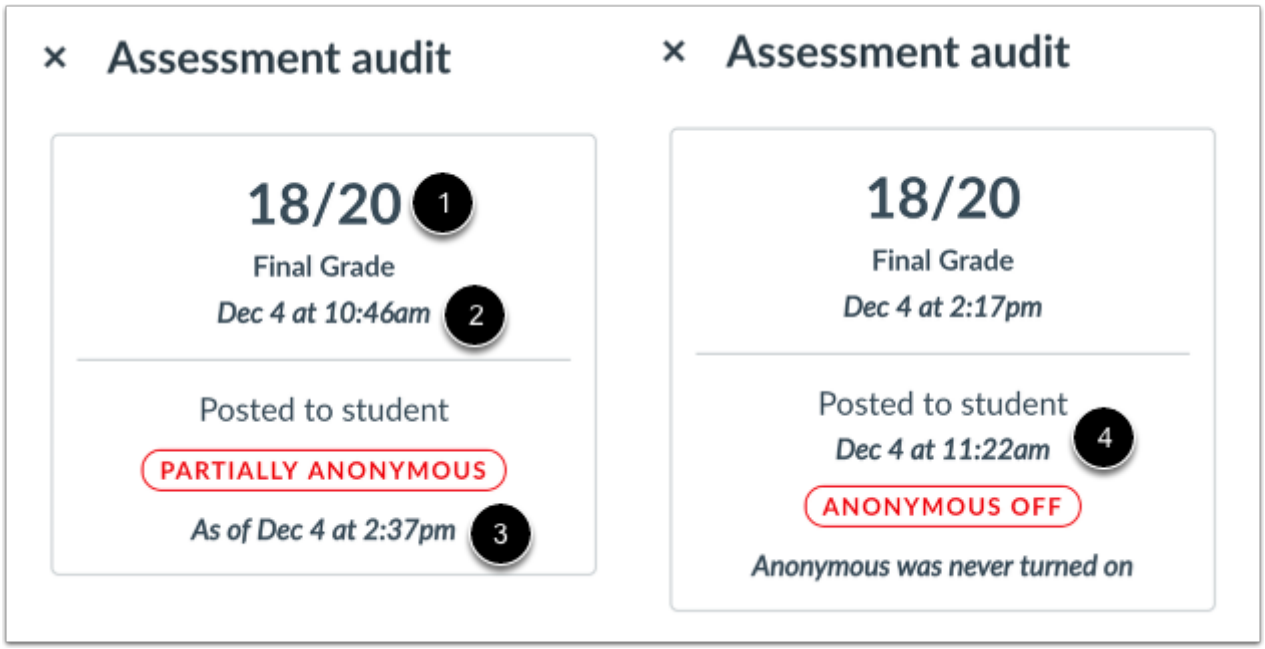
SpeedGrader toolbar icons will appear differently depending on the version of the Gradebook you are using.

Confirm that the assignment grades have been posted [1]. Then click the **Assessment audit** link [2].

Notes:

- The **Assessment Audit** link only displays once assignment grades have been posted.
- Moderated assignments cannot post grades to the New Gradebook until final grades have been posted.

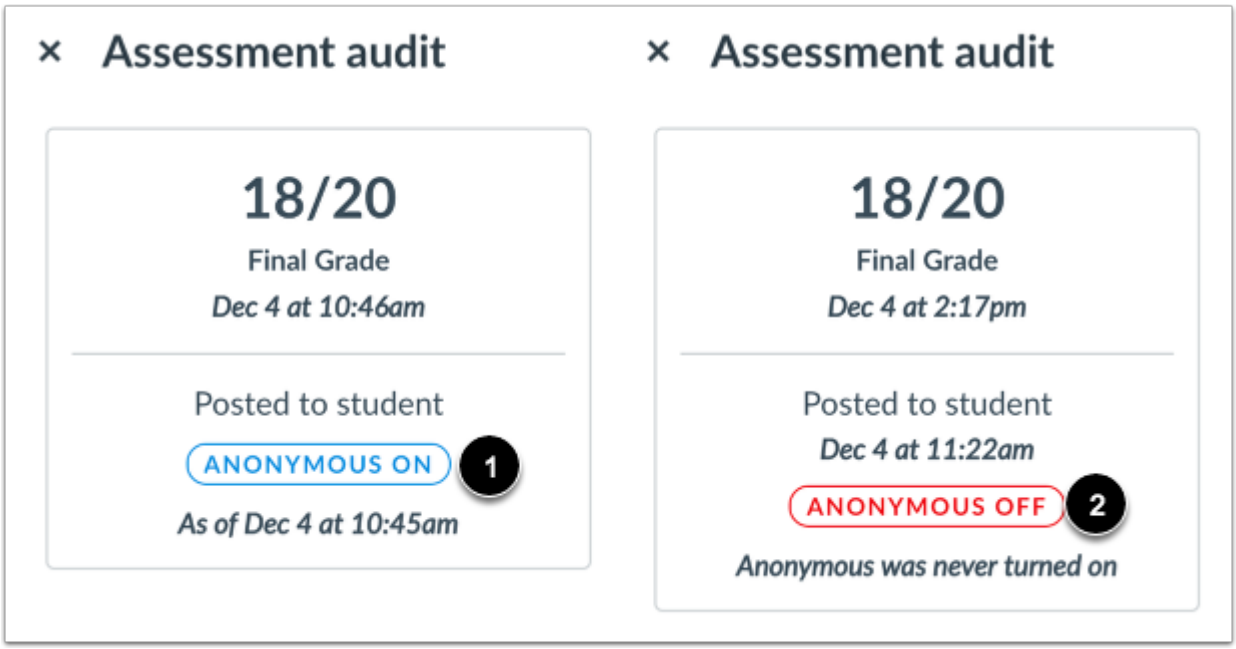
View Submission Details



The Assessment Audit tray displays details about the submission, including the final grade [1] and a timestamp of when the submission was graded [2].

The tray displays a timestamp showing when grades for a non-moderated assignment were posted to the Gradebook [3]. If an assignment is moderated, the tray displays the time the grade was posted to the student [4].

View Anonymity Status

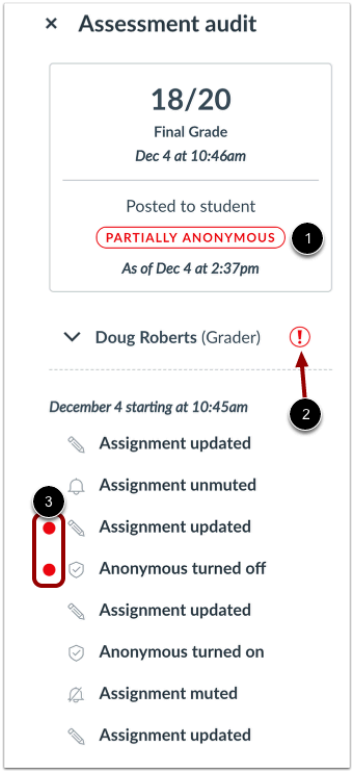


The sidebar also displays the anonymity status of the assignment.

If the entire assignment was graded anonymously, the sidebar displays the Anonymous On status [1].

If the assignment was only moderated and was not graded anonymously, the sidebar displays the Anonymous Off status [2].

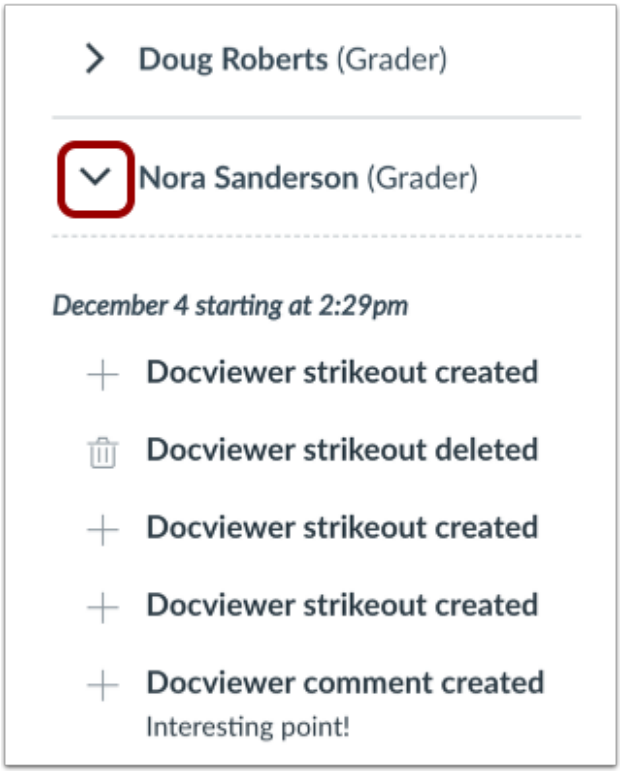
View Partially Anonymous Assignment



If anonymity was turned off during the grading process, the anonymity status displays as Partially Anonymous [1]. Partially anonymous means that anonymity was turned off and back on for any of the three levels of anonymity during the grading process—student anonymity, grader-to-grader anonymity, or grader-to-final grader anonymity.

Additionally, if a grader updated the assignment at any time, the name of the grader displays an alert icon [2], and the audit trail displays the modified actions [3].

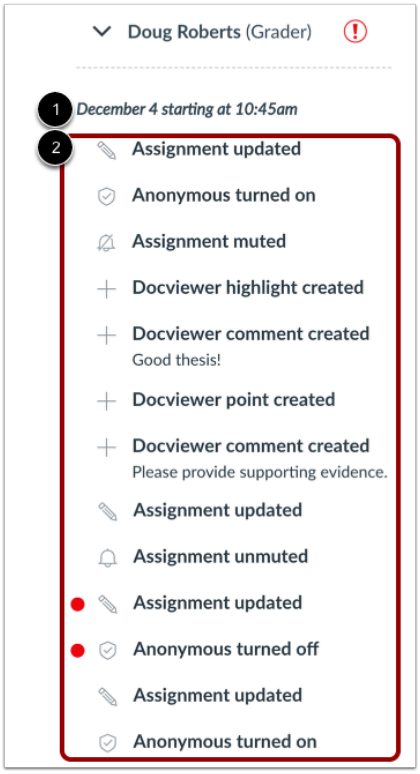
View Grader Details



If there is more than one grader for the assignment, each grader will display in the sidebar.

To view the audit trail for a user, click the arrow icon next to the user's name.

View Event List



The event list displays the start date and time of the audit trail [1] and a list of events the user took while interacting with the submission [2].

The event list may include events related to the following:

- Assignment created or updated
- Submission created or updated
- Anonymity status changed
- Grades posted or hidden
- Muted status changed
- DocViewer annotations and comments created
- Submission comments created

How do I use a rubric to grade submissions in SpeedGrader?

If you have added a rubric to an assignment, you can assess the rubric in SpeedGrader.

Use Rubric for Grading

If you want to use the rubric to calculate a grade, be sure you have selected the Use this rubric for assignment grading checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions.

If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

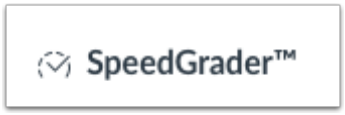
Outcomes Extra Credit

If your rubric includes outcomes, you may be able to assign extra points for the outcome criterion if this feature is enabled for your course. Learn how to manage feature options in the course features lesson.

Notes:

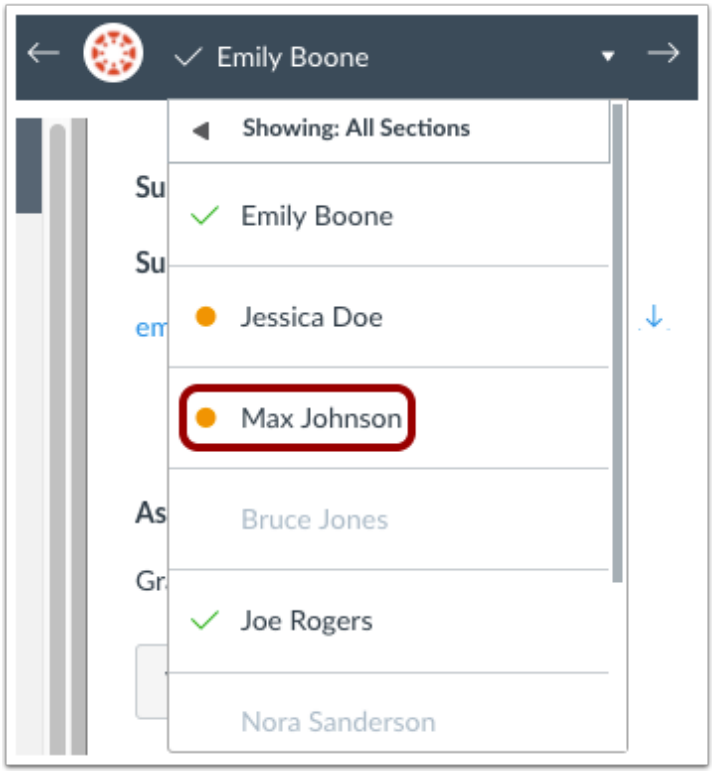
- If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.
- If your rubric does not contain any point values, you should grade the rubric as a non-scoring rubric.
- If the steps in this lesson do not match what is displayed in your account, learn how to use a rubric to grade submissions in the Enhanced Rubrics interface.

Open SpeedGrader



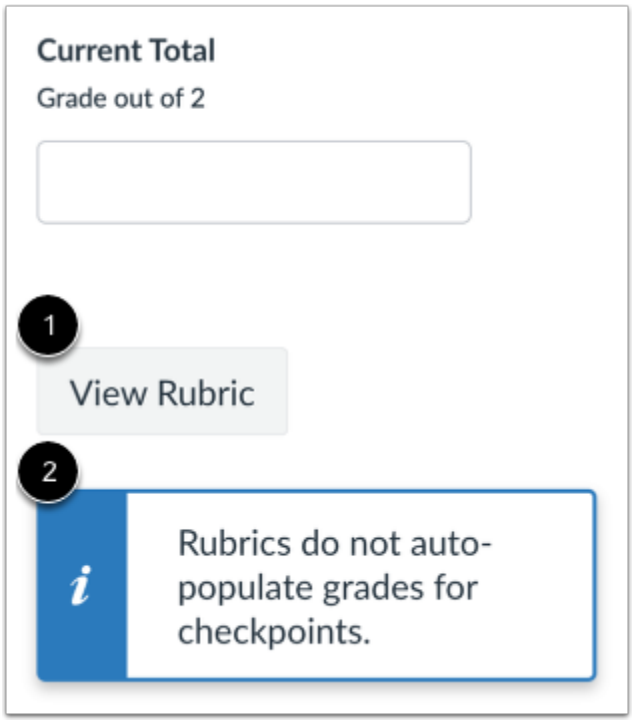
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



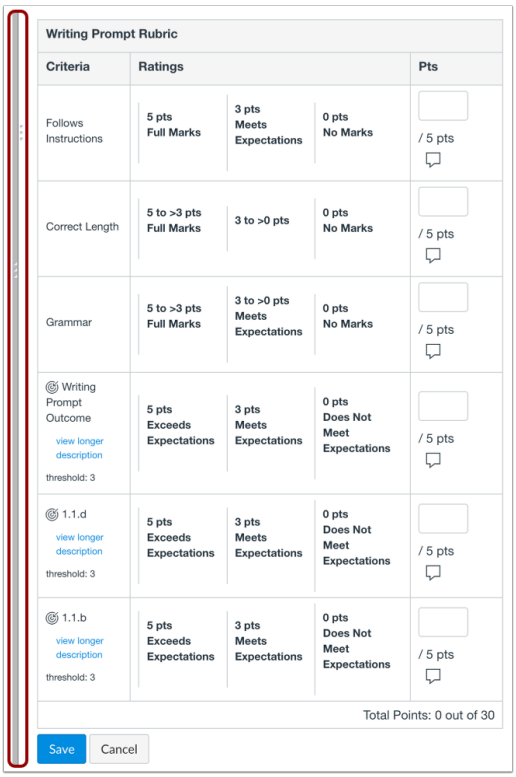
Use the student list to locate a student submission.

View Rubric



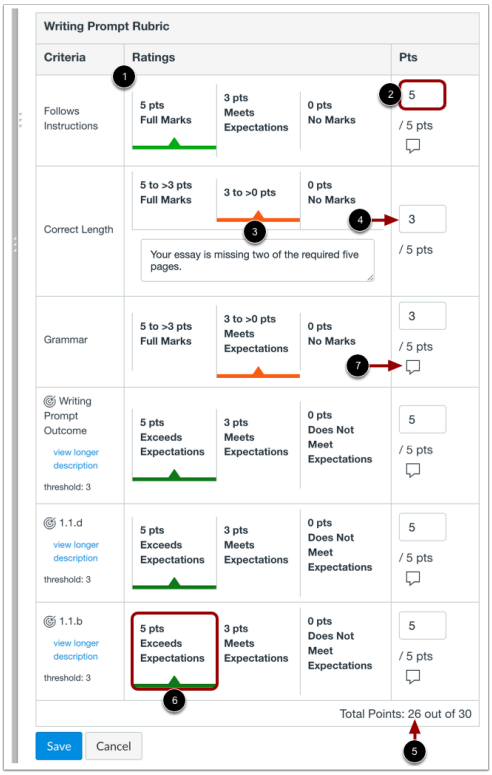
Click the **View Rubric** button [1]. If you enabled the Discussion Checkpoints feature option, a message displays stating that rubrics do not auto-populate grades for checkpoints [2].

Resize Rubric



To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

Complete Rubric



For each criterion, click the rating that applies to the student's submission [1]. The selected rating displays the rating value in the **Points** field [2]. If a criterion includes a range, clicking a rating selects the entire range and defaults to the highest value in the range [3].

To select a different value within a range, type the value into the **Points** (pts) field [4]. You can manually enter points above the criterion maximum point value. Each criterion value adds to the student's total points [5].

To deselect a rating and revert the point value assigned, click the rating assigned [6].

Outcomes may also be able to support additional points. If additional points on outcomes are not retained after the rubric is saved, this feature has not been enabled for your course.

You can also add a comment for each rubric criterion by clicking the **Comment** icon [7].

Save Rubric



Click the **Save** button.

View Score



If you set your rubric for grading, the rubric points will be automatically populated in the Grade field. Otherwise, you can enter the grade from the rubric manually.

Note: If you enabled the Discussion Checkpoints feature option, the rubric points do not auto-populate in the Grade field.

How do I use a rubric to grade submissions in SpeedGrader using Enhanced Rubrics?

If you have added a rubric to an assignment, you can assess the rubric in SpeedGrader.

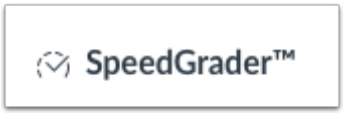
Outcomes Extra Credit

If your rubric includes outcomes, you may be able to assign extra points for the outcome criterion if this feature is enabled for your course. For more information, refer to the course features lesson.

Notes:

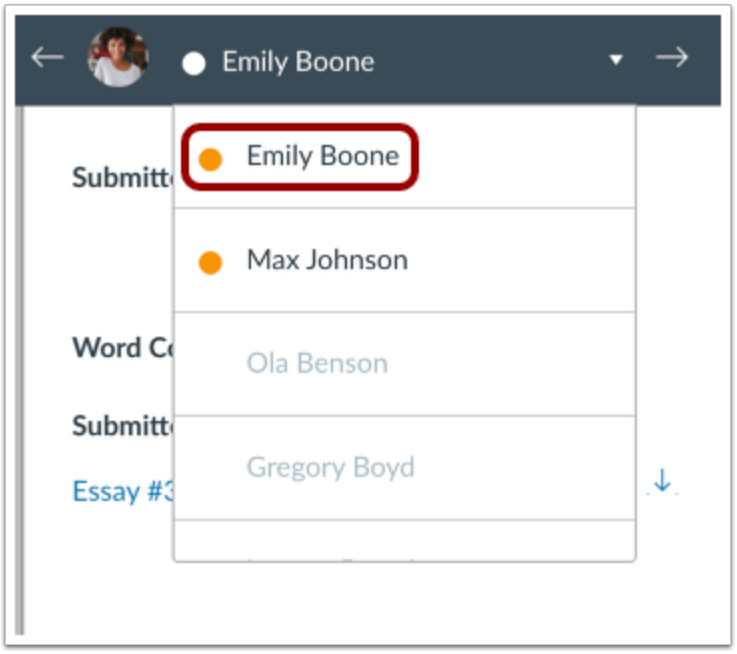
- By default, rubrics open in the Traditional view. If you change the view, it stays the same as you move between students. The view resets only when you leave or refresh the SpeedGrader page.
- Points must be submitted to save.
- The Assignment Enhancements feature option must be enabled for students to view the updated rubric interface with Enhanced Rubrics.
- If the steps in this lesson do not match what is displayed in your account, refer to our guide on using a rubric to grade submissions in the Classic Rubric interface.

Open SpeedGrader



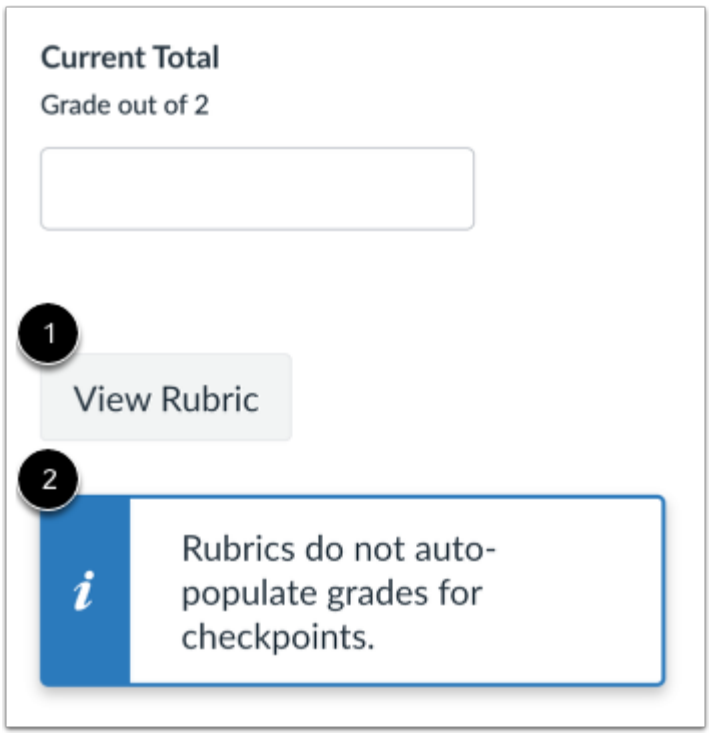
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



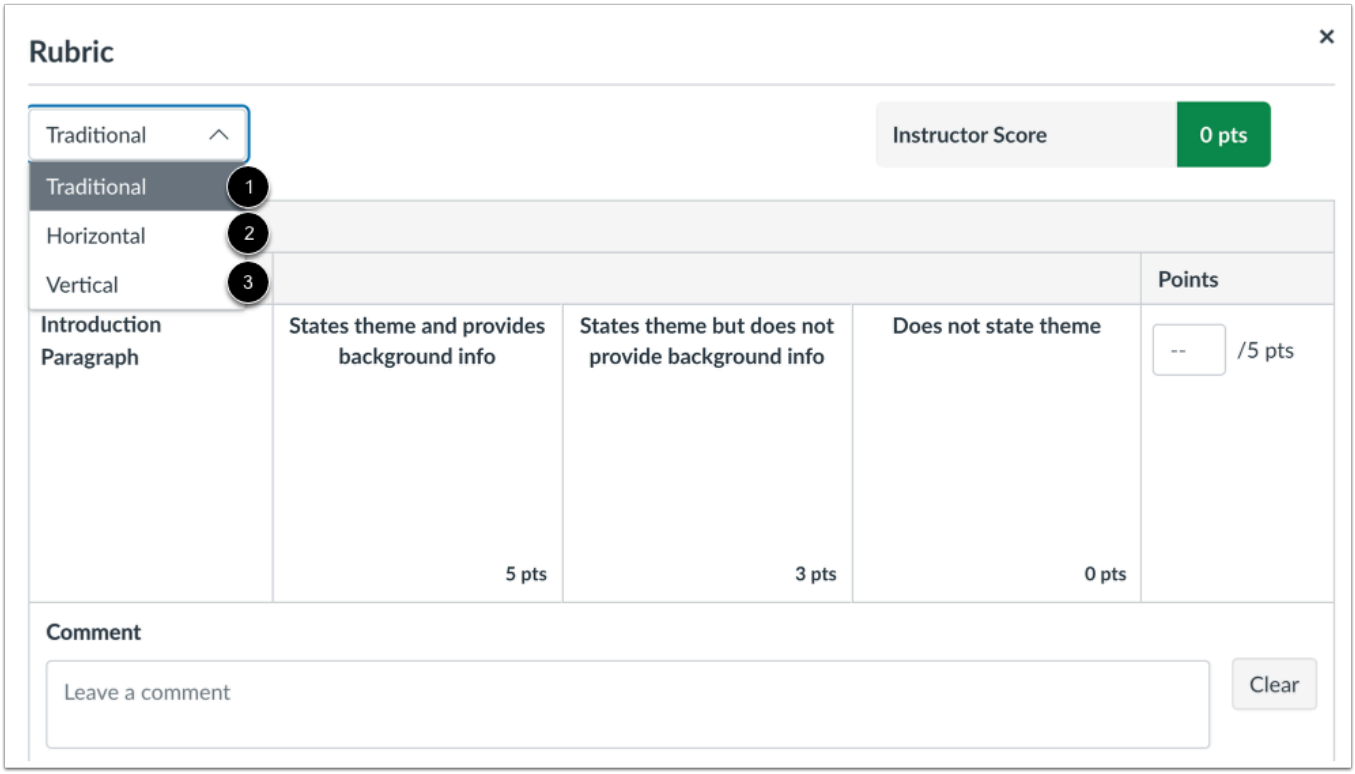
Use the student list to locate a student submission.

View Rubric



Click the **View Rubric** button [1]. If you enabled the Discussion Checkpoints feature option, a message displays stating that rubrics do not auto-populate grades for checkpoints [2].

Select Rubric View

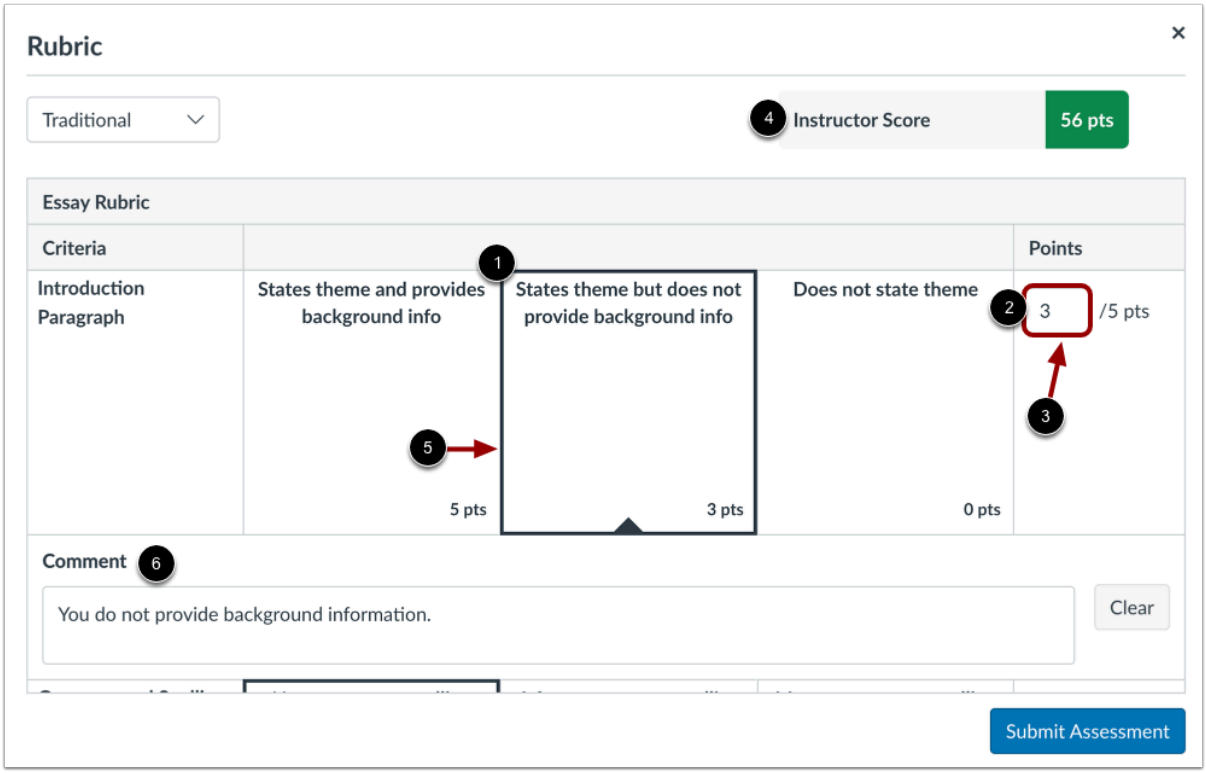


By default, a rubric is displayed in the Traditional view.

To change views, click the drop-down menu and select **Traditional** [1], **Horizontal** [2], or **Vertical** view [3].

Note: Your selected view stays the same as you move between students. The view resets only when you leave or refresh the SpeedGrader page.

Complete Rubric



For each criterion, click the rating that applies to the student's submission [1]. The selected rating displays the rating value in the **Points** field [2]. If a criterion includes a range, clicking a rating selects the entire range and defaults to the highest value in the range.

To select a different value within a range, type the value into the **Points** (pts) field [3]. You can manually enter points above the criterion maximum point value. Each criterion value adds to the student's total points [4].

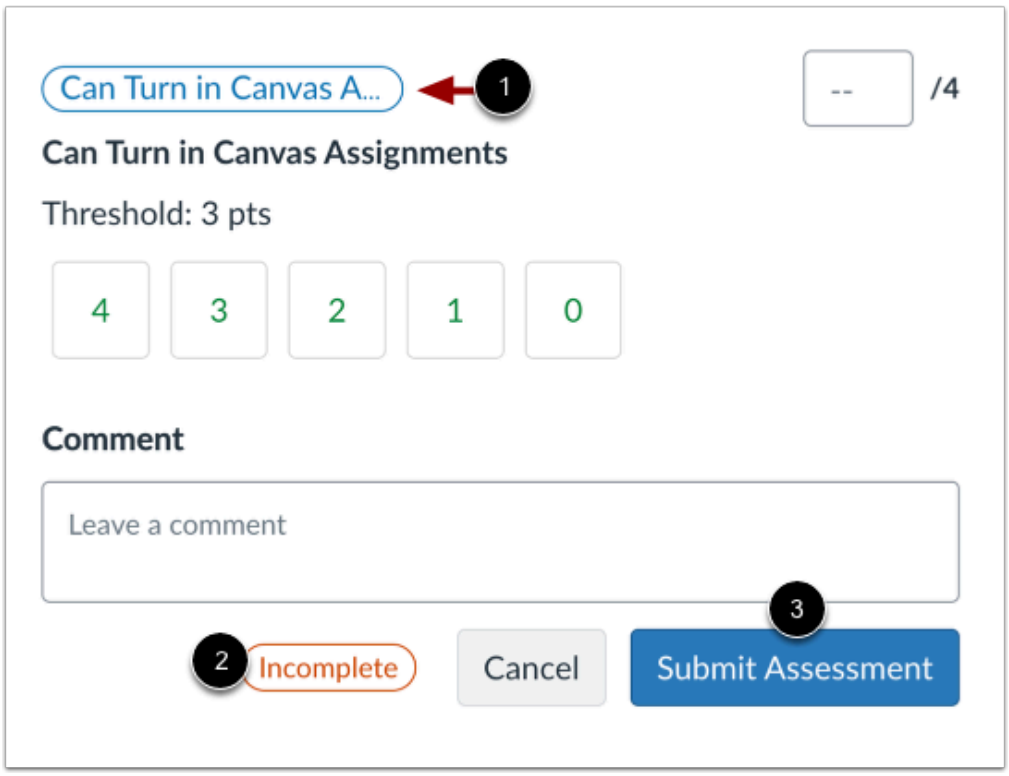
To deselect a rating and revert the point value assigned, double-click the rating assigned [5].

Outcomes may also be able to support additional points. If additional points on outcomes are not retained after the rubric is saved, this feature has not been enabled for your course.

You can also add a comment for each rubric criterion by entering text in the **Comment** field [6].

Depending on your selected view, your rubric may display differently.

Submit Assessment

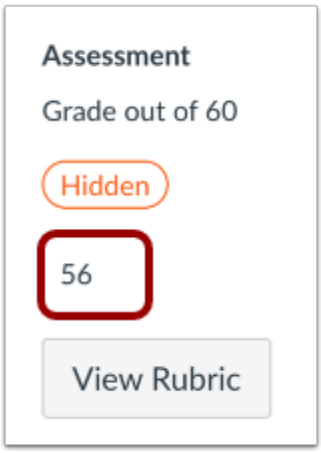


If the rubric includes an outcome, you can view its details in a pop-up by clicking the outcome link [1].

If one or more criteria have not been scored, an Incomplete label displays [2]. Once all criteria are scored, the label changes to Complete.

Click the **Submit Assessment** button [3].

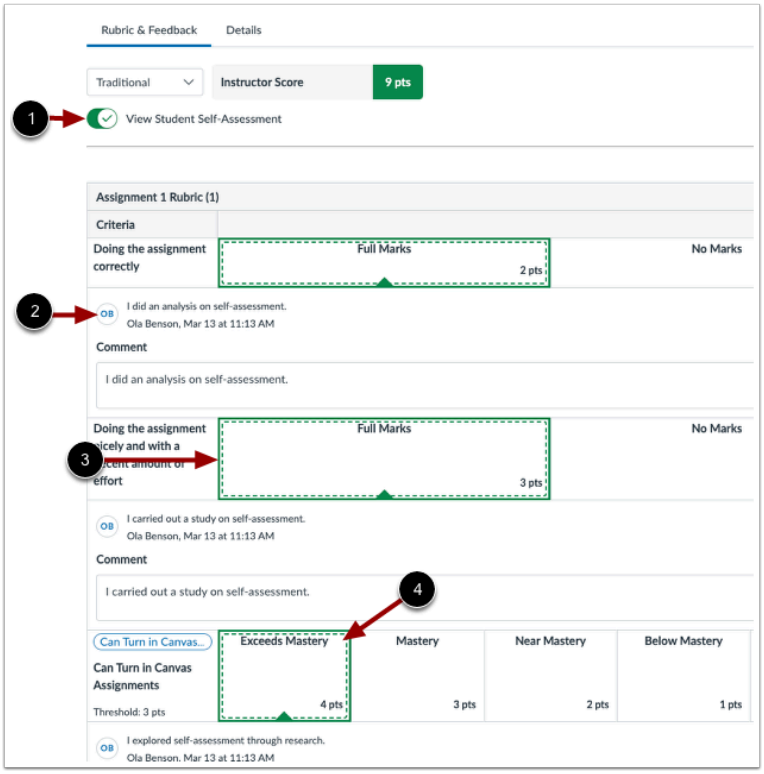
View Score



If you set your rubric for grading, the total rubric points are automatically populated in the Grade field. Otherwise, you can enter the grade from the rubric manually.

Note: If you enabled the Discussion Checkpoints feature option, the rubric points do not auto-populate in the Grade field.

View Student's Self Assessment



If you set the rubric Self-Assessment feature, the **View Student Self Assessment** toggle is enabled [1]. You can view student comments [2], the students self-assessment (with green solid line) [3], and your assessment for the submission (with green broken line) [4].

Note: By default, the **View Student Self Assessment** toggle is disabled.

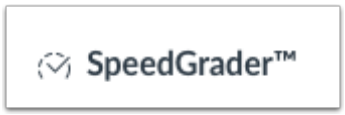
How do I use free-form comments instead of ratings in a rubric in SpeedGrader?

When modifying a rubric, you can choose to enable free-form comments instead of using a ratings scale for each criterion. This allows you to write and leave comments related to the specific criterion. Please note that this option hides all ratings for each criterion, even for ratings within outcomes.

To use free-form comments, make sure you have selected the free-form comments checkbox when adding a rubric to an assignment. *Make sure this checkbox is selected before you begin grading submissions*. This option is only available for rubric criteria that use individual point values; range values are not supported in free-form comments.

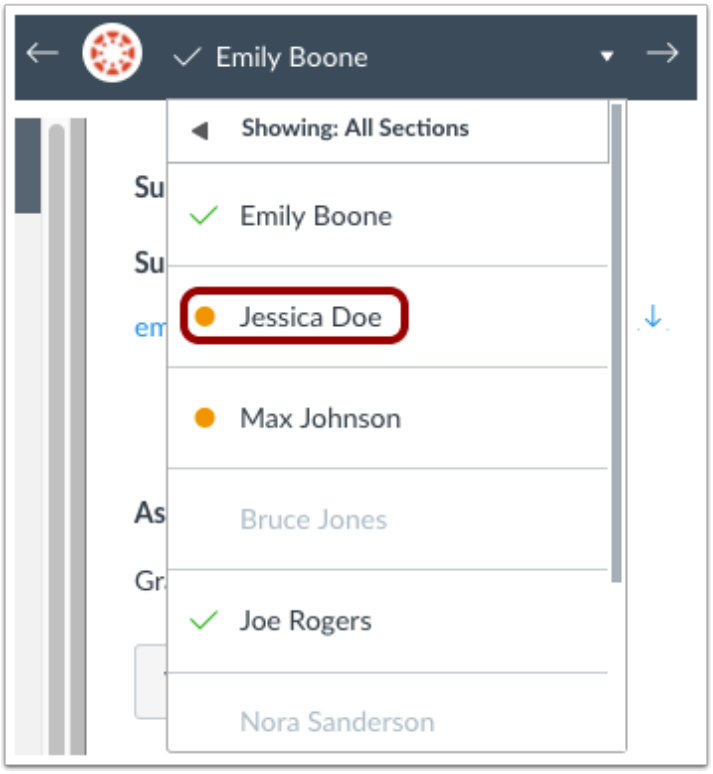
You can use free-form comments *with* the option to use the rubric for grading. If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

Open SpeedGrader



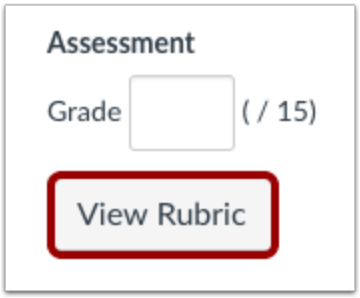
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



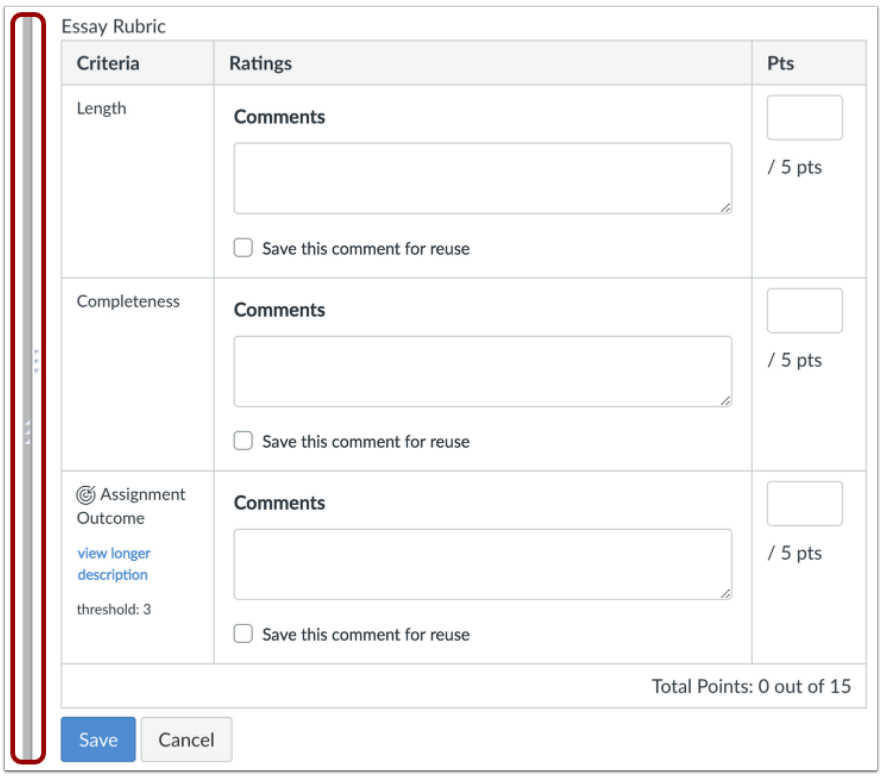
Use the student list to locate a student submission.

View Rubric



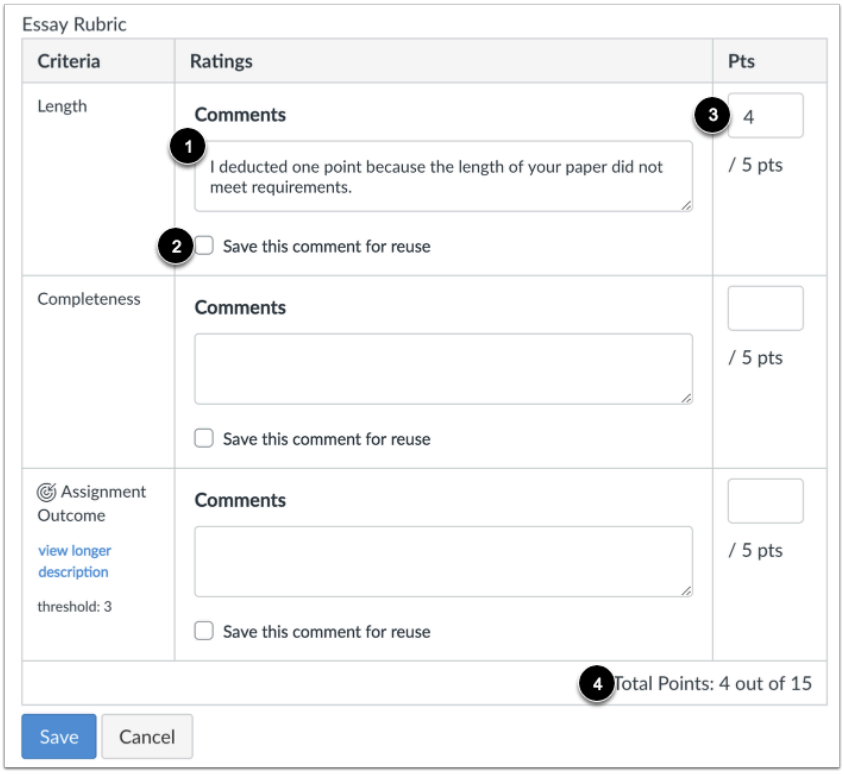
Click the **View Rubric** button.

Resize Rubric



To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

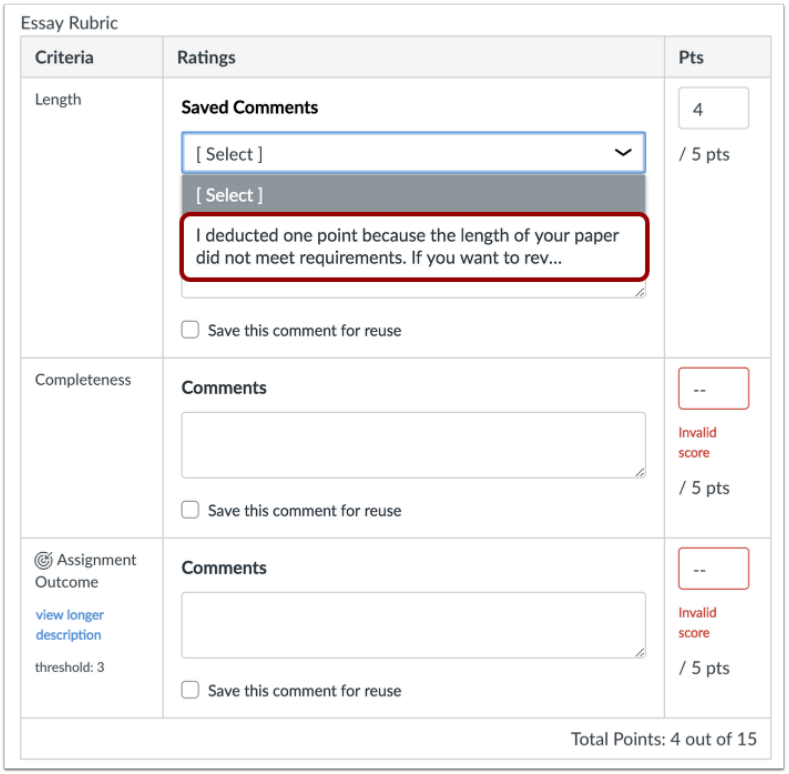
Complete Rubric



In the Ratings column, enter a comment for the criterion [1]. If you want to save the comment to use again for other students, select the **Save this comment for reuse** checkbox [2].

In the points column, enter a score for the criterion [3]. Each score will create the total points for the assignment [4].

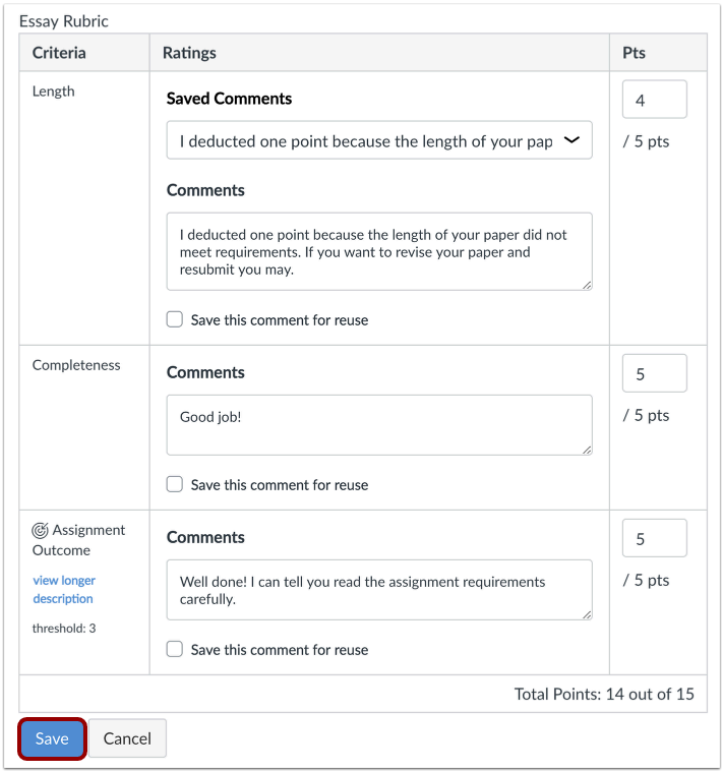
Reuse Comments



If you select your comment for reuse, in your next student assessment, the comment displays as an option in a comments drop-down menu.

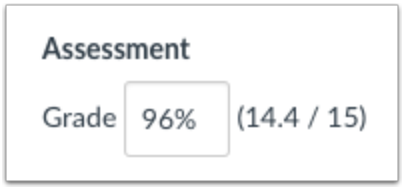
Note: Comments saved for reuse cannot be edited or deleted.

Save Rubric



Click the **Save** button.

View Rubric



If you set your rubric for grading, the rubric points will be automatically populated in the grade field. Otherwise, you can enter the grade from the rubric manually.

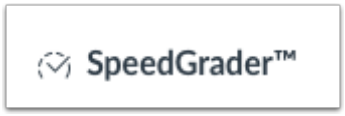
How do I use a non-scoring rubric to assess submissions in SpeedGrader?

If you have added a non-scoring rubric to an assignment, you can assess the rubric in SpeedGrader. Non-scoring rubrics contain rating criterions without point values. Unlike regular rubrics, non-scoring rubrics are not used for grading.

Be sure you have selected the **Remove points from rubric** option when adding a rubric to an assignment. *Be sure this checkbox is selected before you begin grading submissions.*

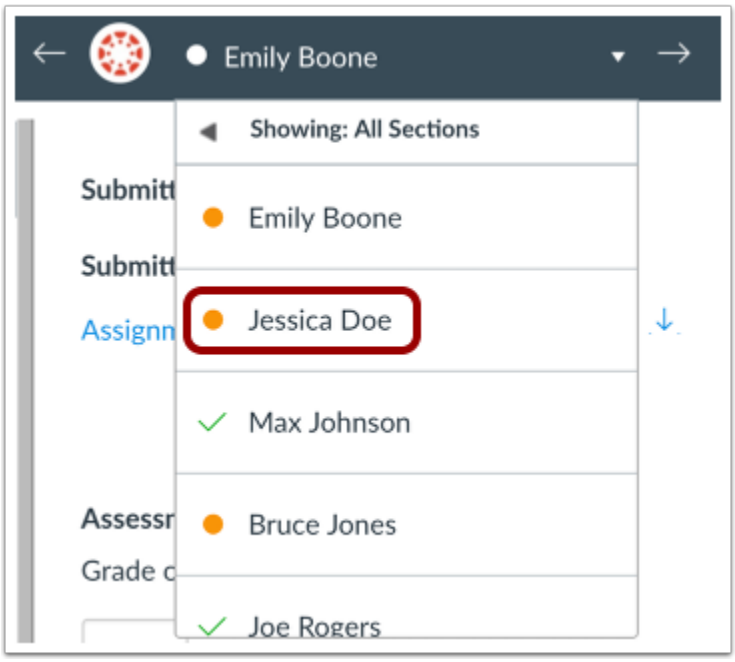
Note: If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.

Open SpeedGrader



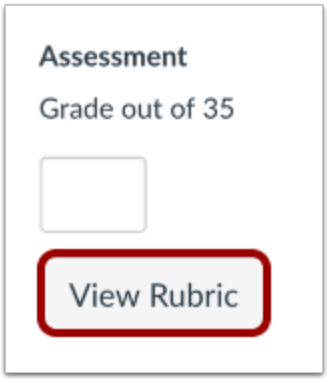
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



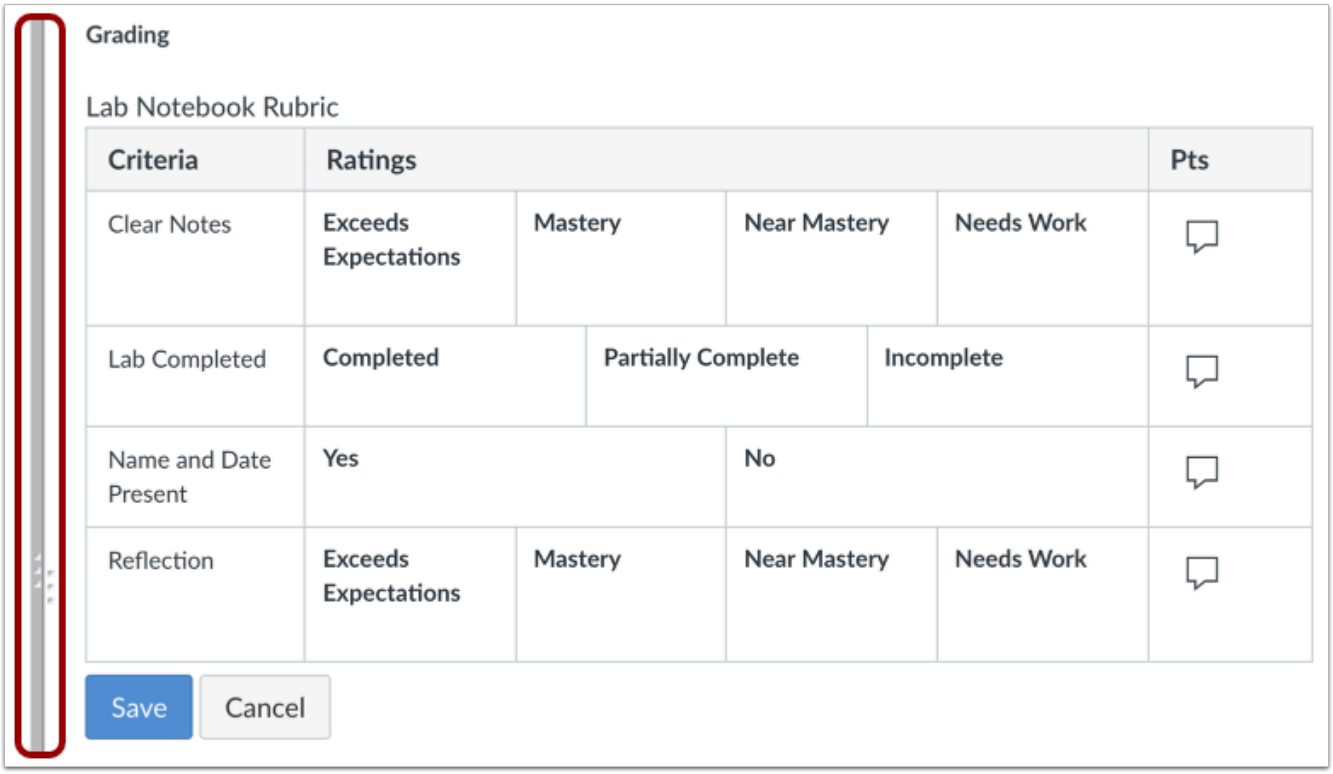
Use the student list to locate a student submission.

View Rubric



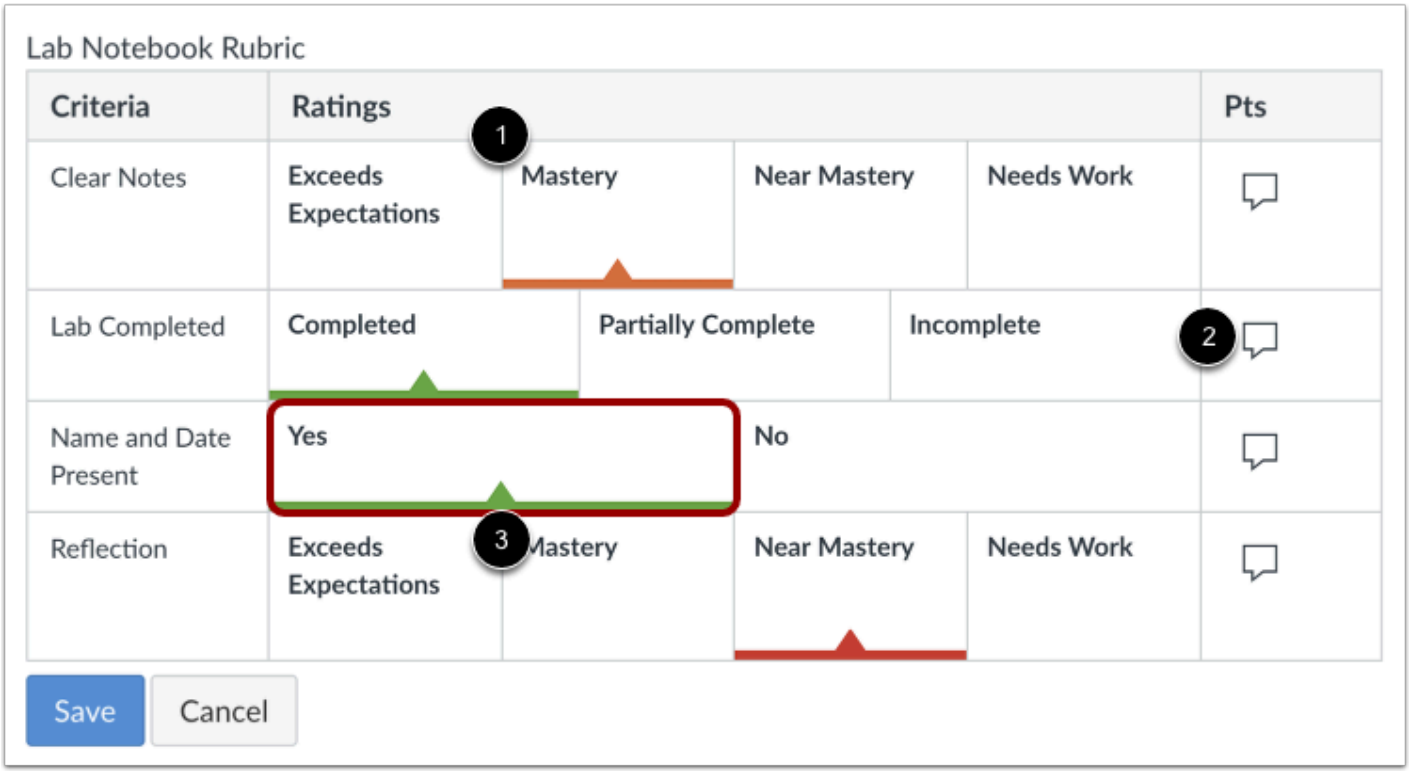
Click the **View Rubric** button.

Resize Rubric



To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

Complete Rubric



For each criterion, click the rating that applies to the student's submission [1].

You can also add a comment for each rubric criterion by clicking the **Comment** icon [2].

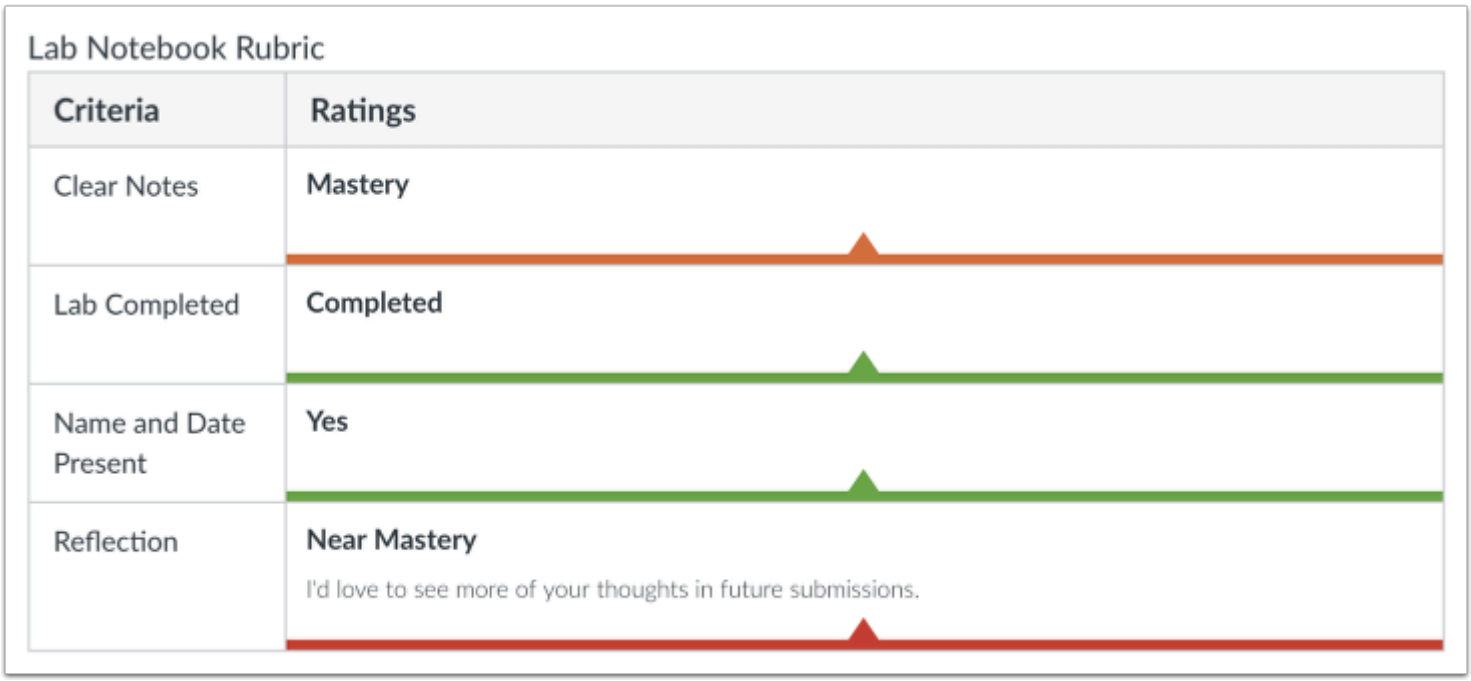
Note: To deselect a rating, click the rating assigned [3].

Save Rubric



Click the **Save** button.

View Rubric Ratings



View the rubric ratings.

How do I use the Comment Library in SpeedGrader?

The Comment Library allows instructors to save and reuse commonly used text feedback in SpeedGrader. As an instructor, you can add new comments and delete existing comments in the Comment Library. Comments you have added to the Comment Library are accessible from each course in which you are enrolled as an instructor.

Notes:

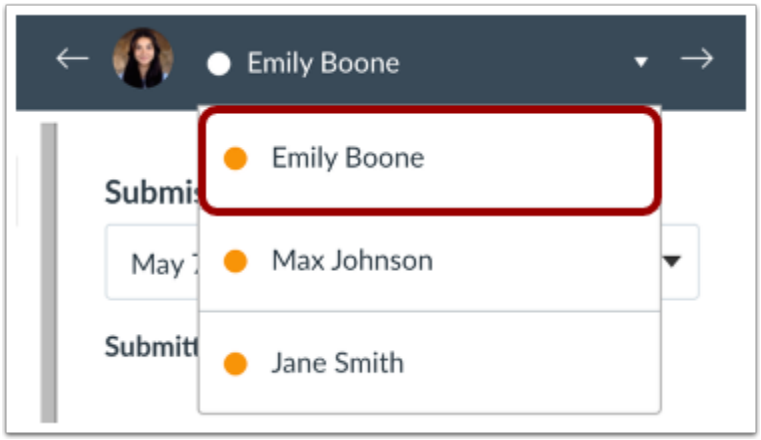
- The Comment Library functionality is not supported in the assignment submission details page.
- If you enter an assignment score, the score will automatically submit to the Gradebook when navigating to a new submission in SpeedGrader. However, assignment comments must be submitted manually before they can be viewed by students.
- To ensure that students can't access submitted assignment grades and comments until you are finished grading, select a manual posting policy for the assignment.

Open SpeedGrader



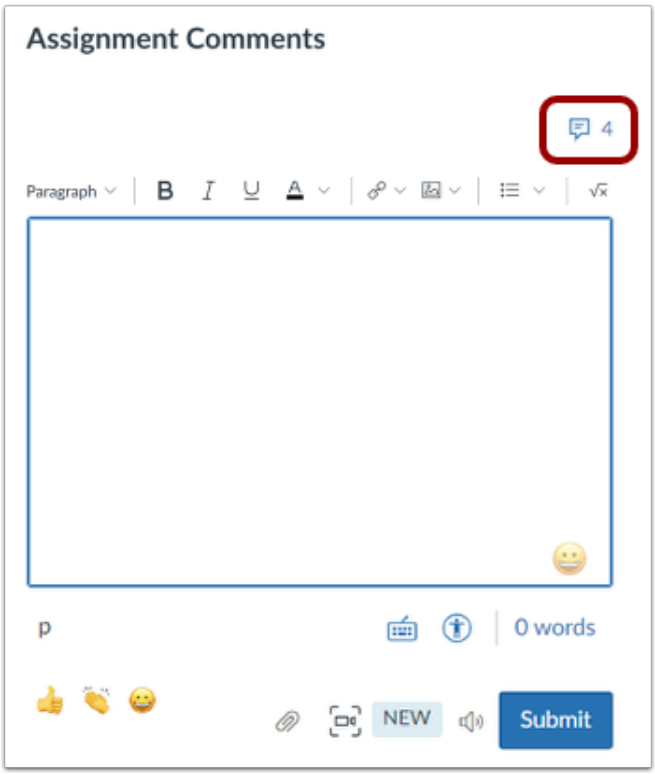
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

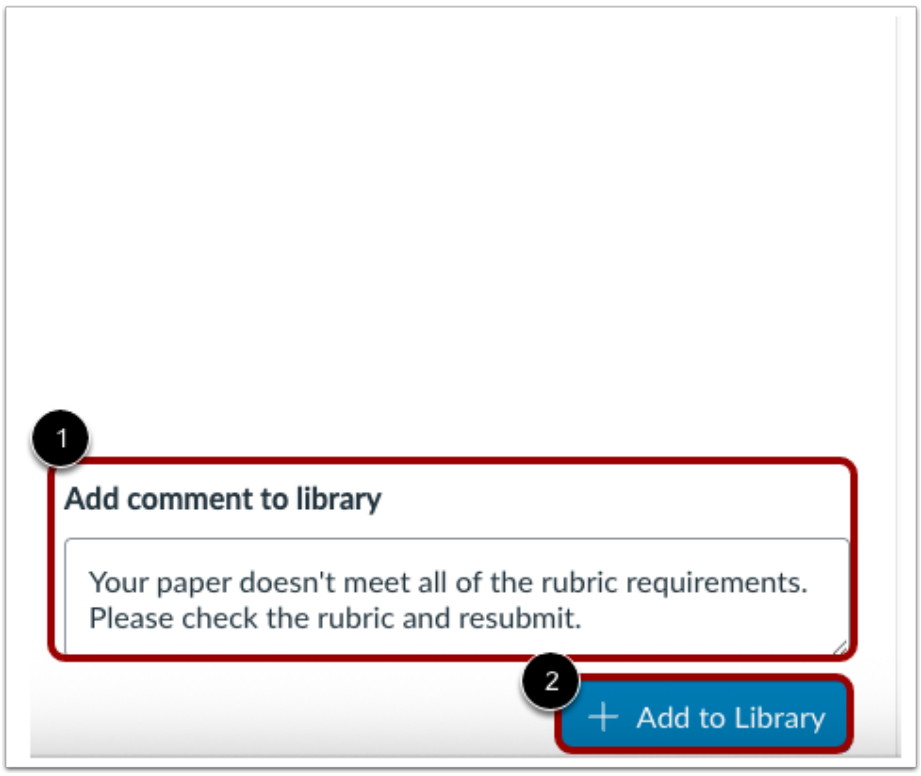
Open Comment Library



To open the Comment Library, click the **Comment Library** icon.

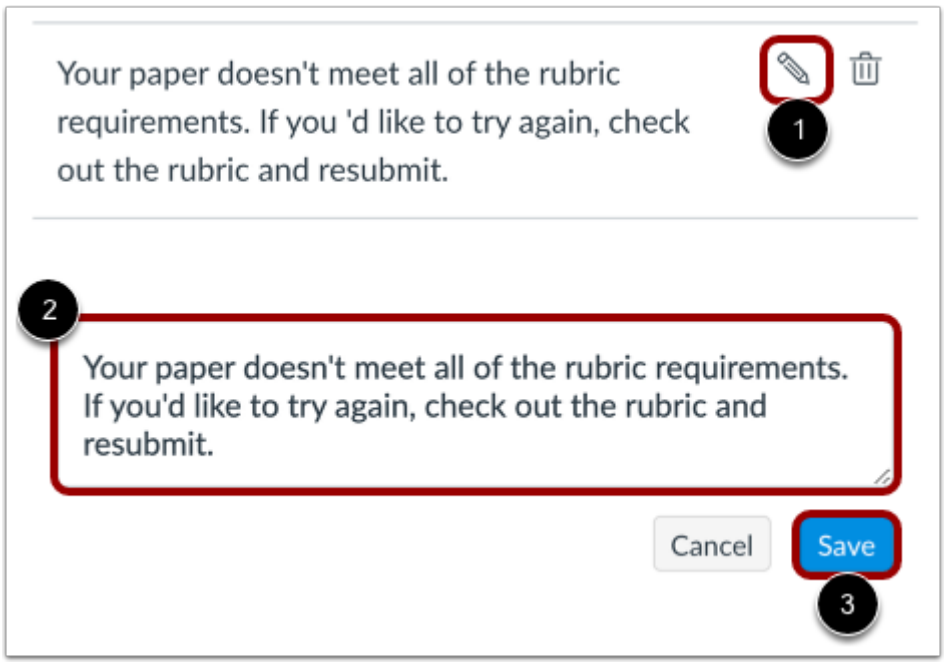
Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

Add Comment to Library



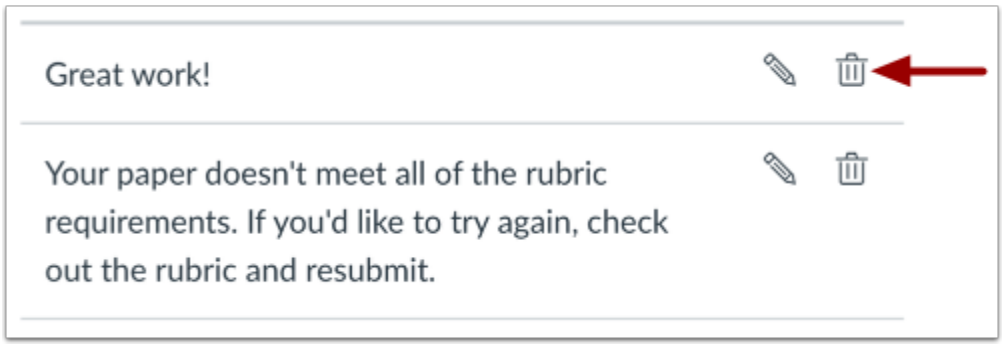
To add a new comment to the Comment Library, type your comment in the **Add comment to library** field [1]. Then, click the **Add to Library** button [2]. To filter comments, click the **Show saved comments for** drop-down menu [3].

Edit Comment in Library



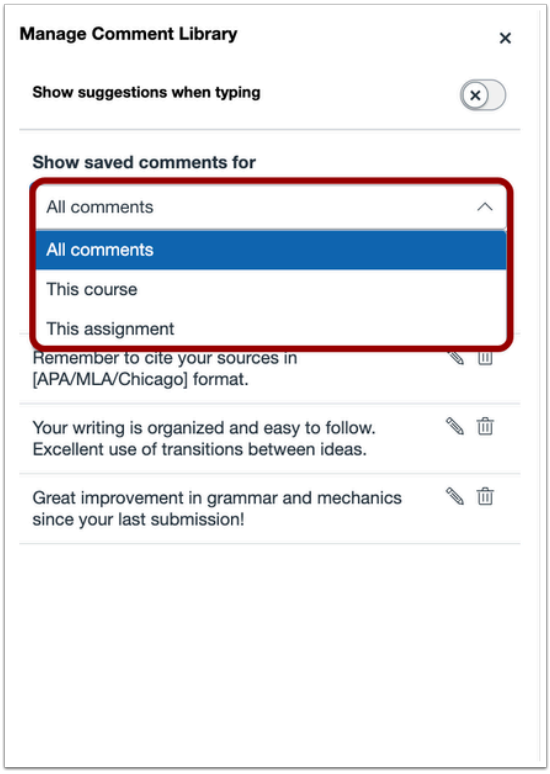
To edit an existing comment from the Comment Library, click the comment's **Edit** icon [1]. Make changes using the comment field [2] and click the **Save** button [3] to save your changes.

Delete Comment from Library



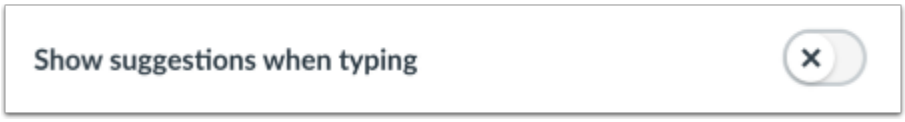
To delete an existing comment from the Comment Library, click the comment's **Delete** icon.

Filter Comments



To filter comments, click the **Show saved comments for** drop-down menu.

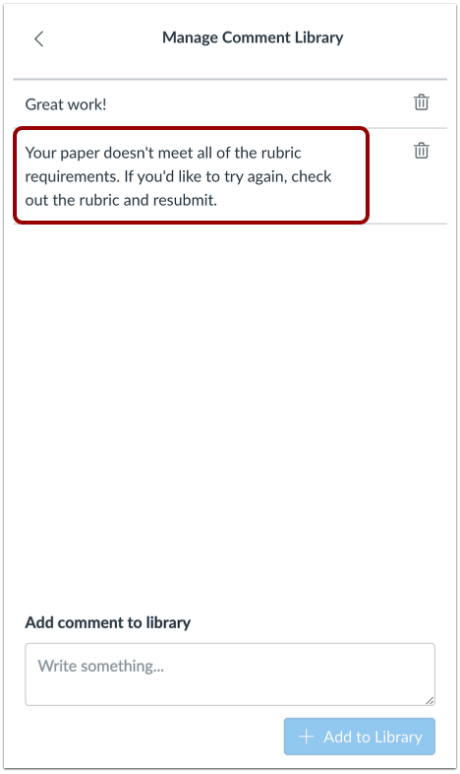
Manage Comment Suggestion Setting



To enable or disable suggestions from appearing when typing in the SpeedGrader comments field, use the **Show suggestions when typing** toggle.

Note: Suggestions appear when the first three characters typed in the SpeedGrader comment field match the first three characters of a comment in the Comment Library.

Add Comment from Comment Library



To add an existing comment to the student's submission in SpeedGrader, click the applicable comment.

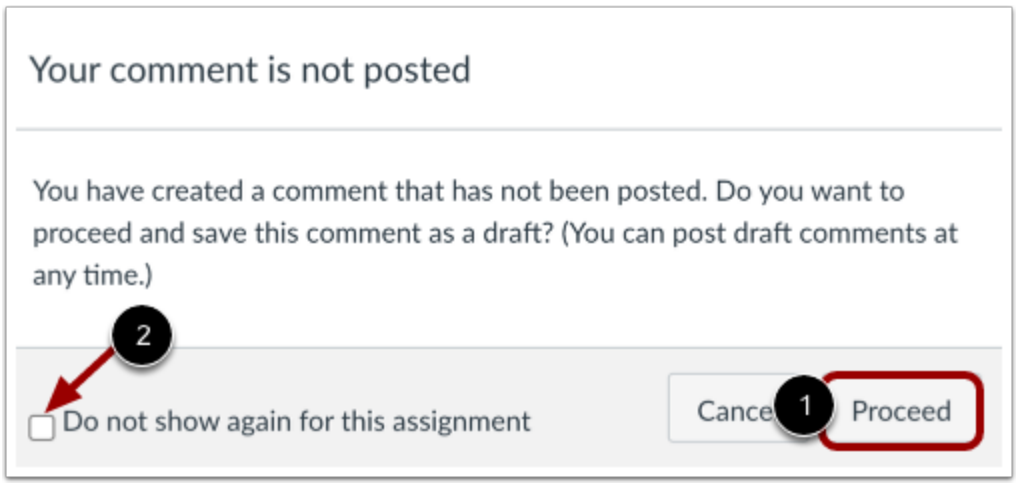
Add Comment from SpeedGrader



If you have enabled comment suggestions, comment suggestions display when at least the first three characters of a comment in the Comment Library are typed in the Assignment Comments field in SpeedGrader [1].

To insert a suggested comment into the Assignment Comments field, click the suggested comment [2].

View Unposted Comment Warning



When you create a text, media, or audio comment and try to advance to the next student or a previous student for the assignment, you are notified that the comment has been created but not posted.

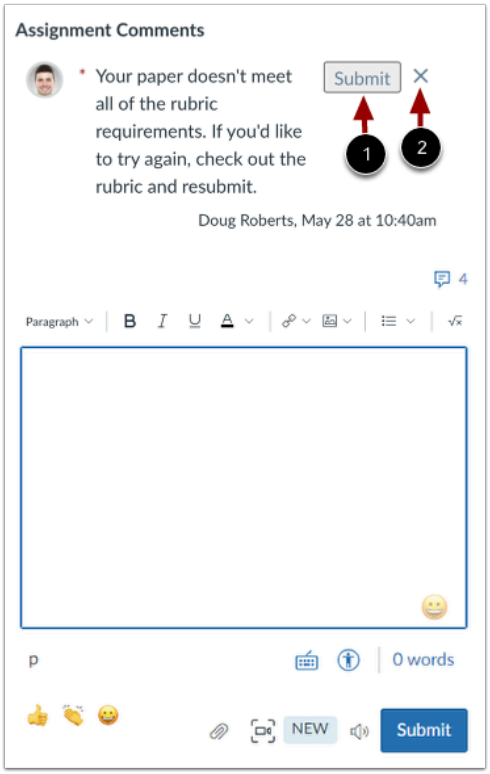
To save the comment as a draft for the submission, click the **Proceed** button [1].

You can choose to not be notified for comments that have not been posted by clicking the **Do not show again for this assignment** checkbox [2].

Notes:

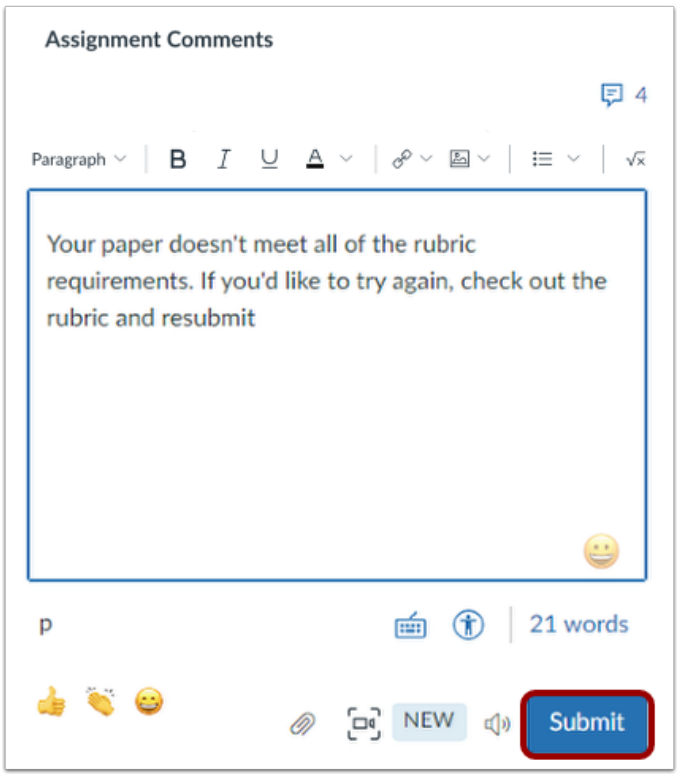
- The option to not show the warning applies on a per-assignment basis. Viewing another assignment and navigating between students before posting a comment also displays the warning.
- The option is also stored on a per-browser basis, so viewing an assignment in a different browser also displays the warning.

View Draft Comment



If you navigate away from the SpeedGrader page or view another student submission before submitting your comment, Canvas notifies you that your comment has been saved as a draft. You can return to the submission at any time and submit [1] or delete [2] the draft comment. Comments cannot be viewed by students until they are submitted.

Submit Comment



To submit the comment, click the **Submit** button.

How do I leave feedback comments for student submissions in SpeedGrader?

You can leave feedback for your students using text, an attached file, video, or audio. If enabled by your institution, you can also add emojis.

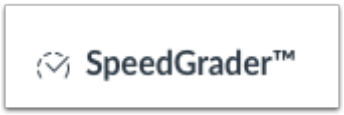
Assignment comments also display as a new thread in the Inbox.

If your students submitted a writing assignment and you want to leave comments in the document, learn how to use Canvas DocViewer in SpeedGrader. A student can view your DocViewer comments from the assignment Submission Details page.

Notes:

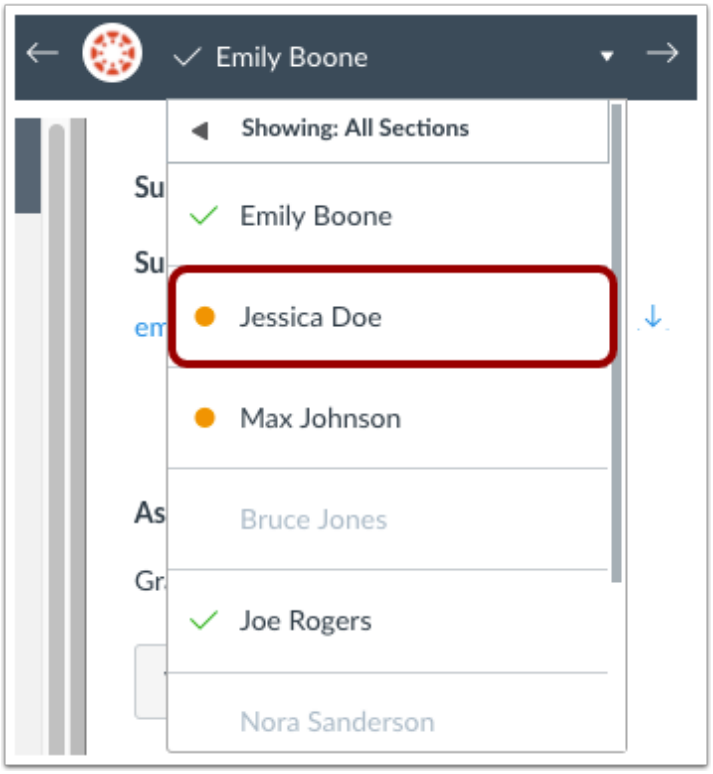
- If you enter an assignment score, the score will automatically submit to the Gradebook when navigating to a new submission in SpeedGrader. However, assignment comments must be submitted manually before they can be viewed by students.
- To ensure that students can't access assignment grades and comments until you are finished grading, select a manual posting policy for the assignment.

Open SpeedGrader



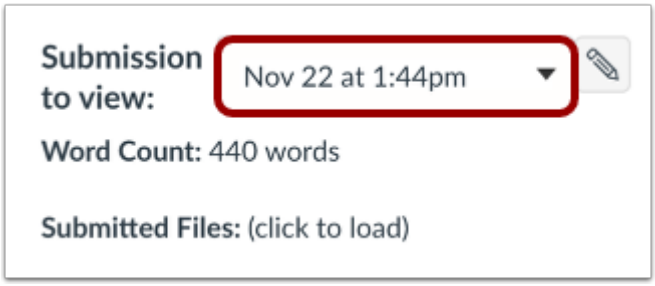
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



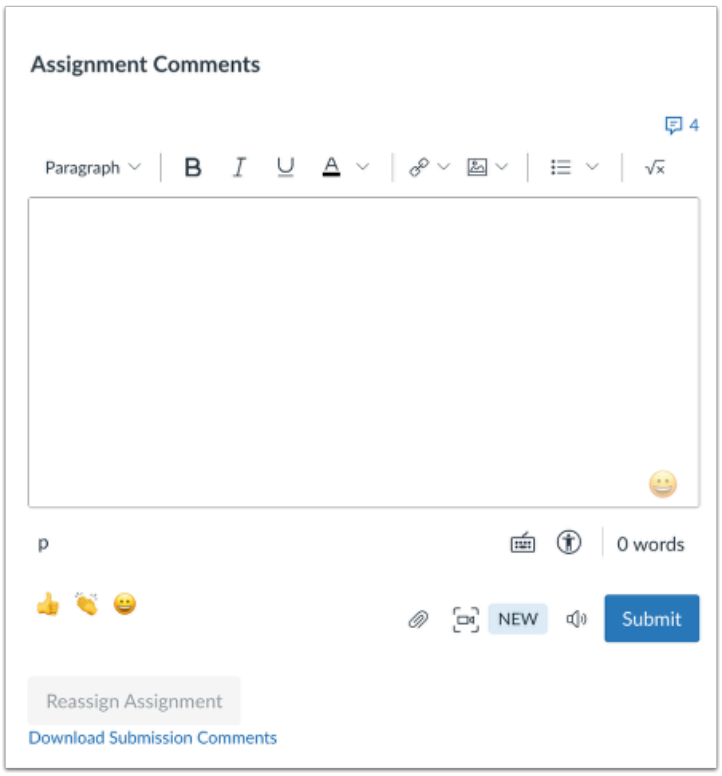
Use the student list to locate a student submission.

Select Submission



If a student has submitted multiple attempts for the assignment, you can select which submission to view and add feedback. To select a submission, click the **Submission to view** drop-down menu and select a submission. Submissions are ordered by date submitted.

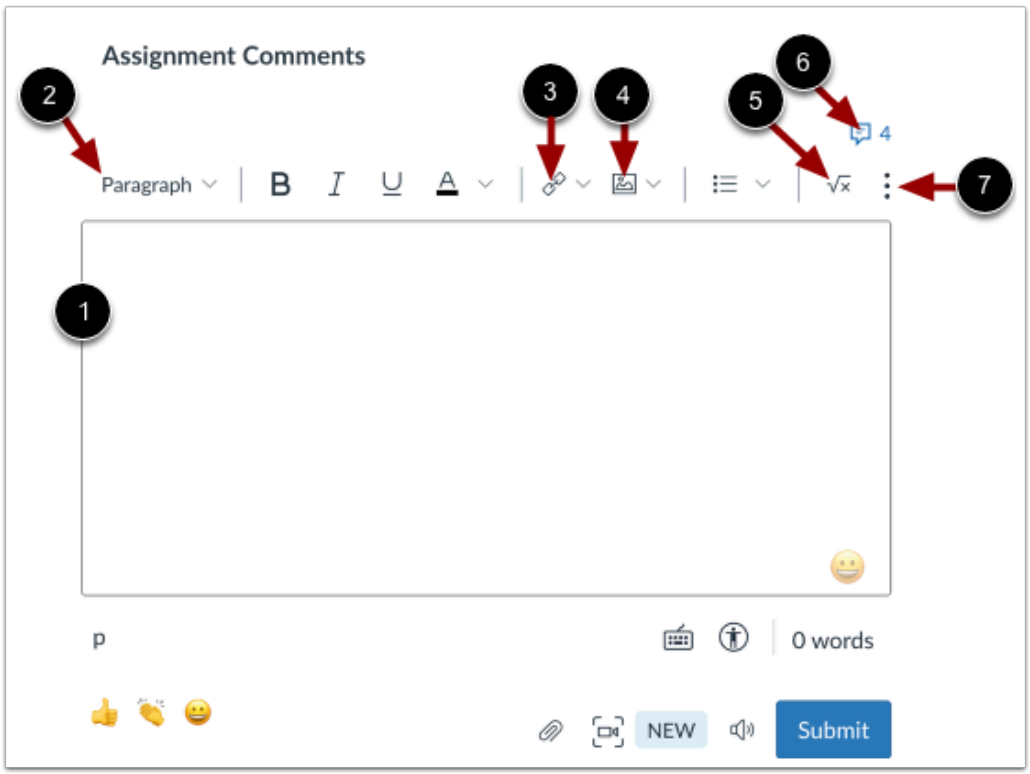
View Comments Area



In the Assignment Comments section, you can post feedback comments to the student. Any comments that have been made by the student also display in this section.

Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

Add Comment



To add a comment to the assignment, enter text in the **Comment** field [1].

To format a comment, use the Rich Content Editor formatting options [2].

To add an external course link [3].

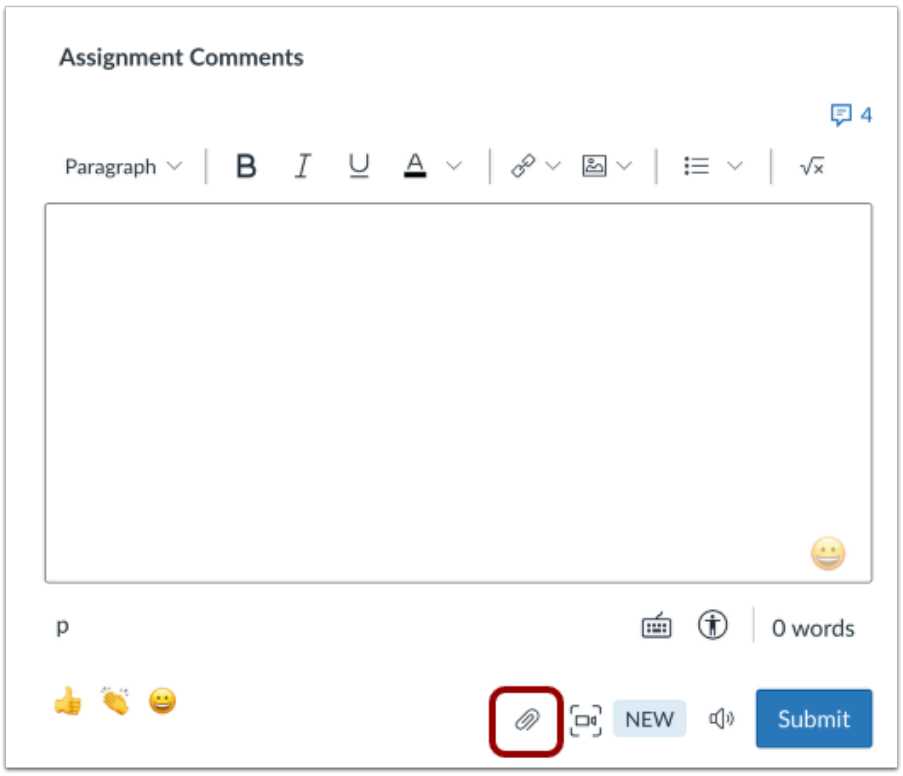
To upload an image [4].

To use the math Equation Editor, click the **Insert MathEquation** icon [5].

To use a comment from the Comment Library, click the **Comment Library** icon [6].

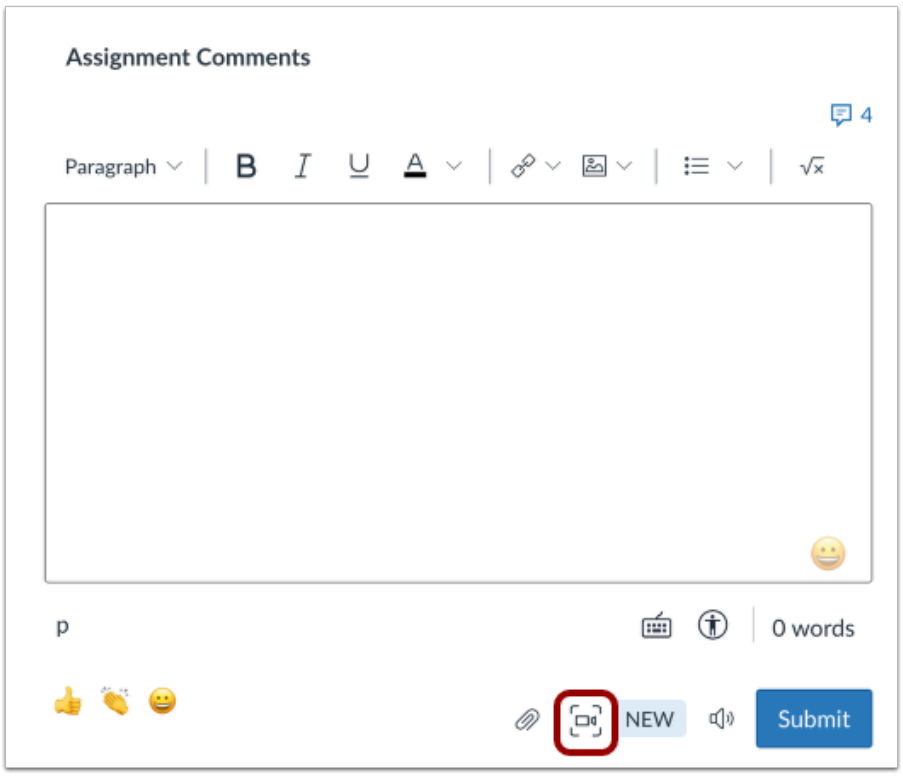
Note: To view all formatting options, you may need to click the **Options i**con [7].

Add File Comment



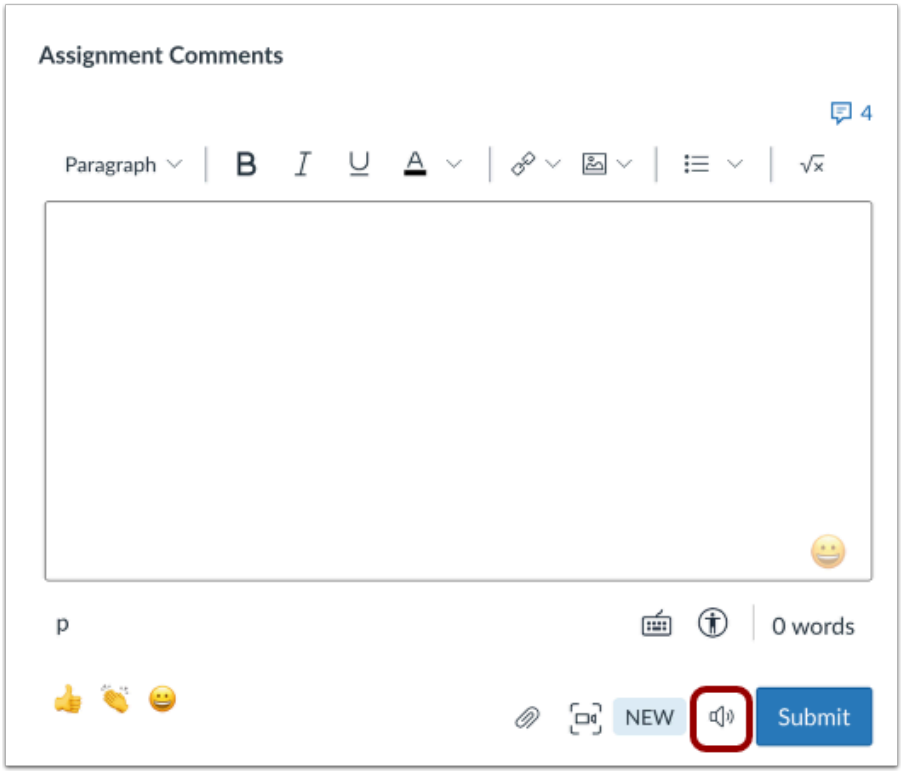
To attach a file to the comment, click the **Attach** icon.

Add Media Comment



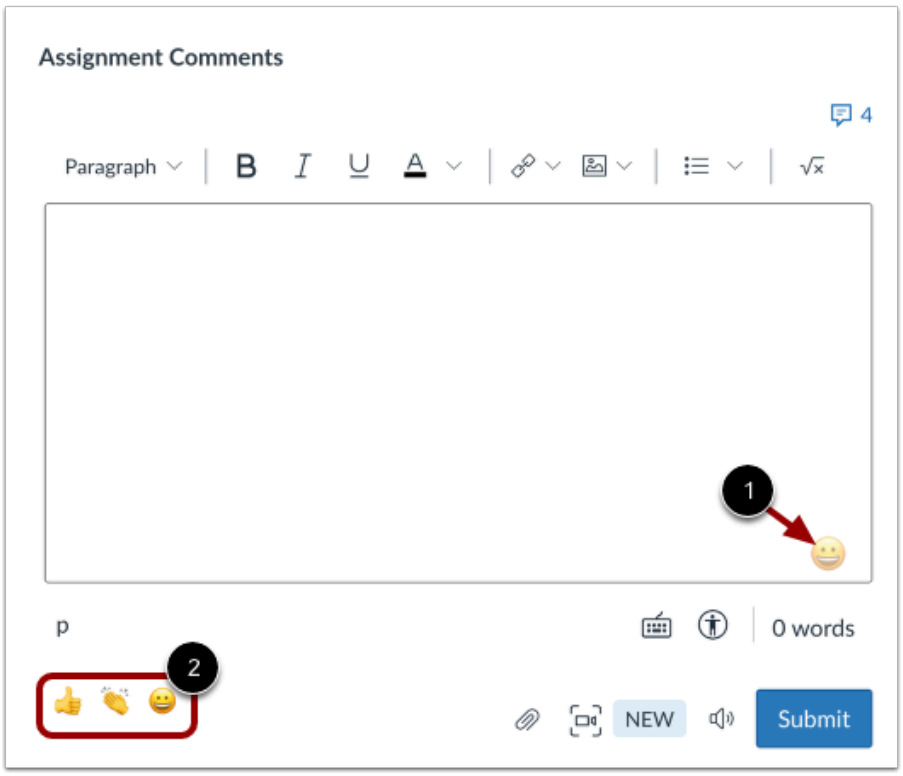
To record a webcam video, screen capture, audio comment, or to upload a media file, click the **Media** icon.

Use Chrome Speech Recognition



If you are using Google Chrome, you can use the speech recognition tool to leave comments.

Add Emoji

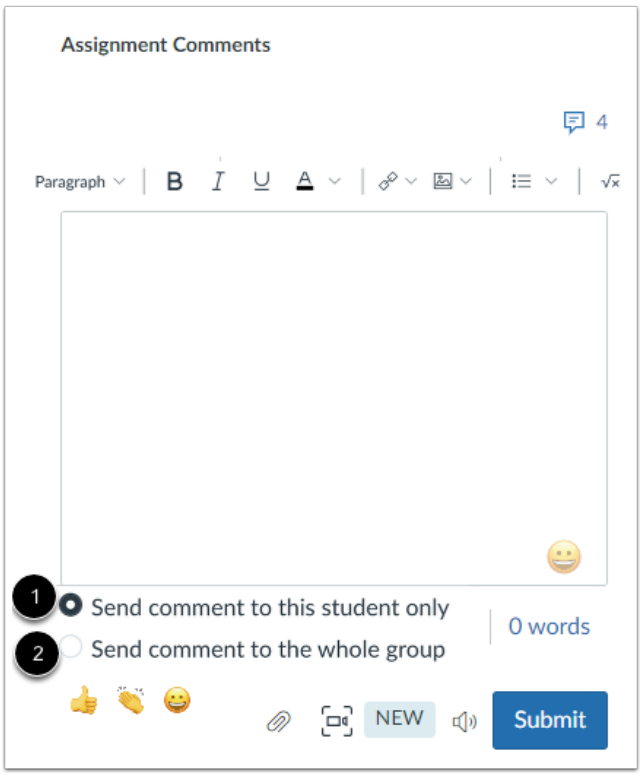


If enabled by your institution, you can add emojis to submission comments.

To select an emoji, click the **Emoji** icon [1].

To use a recently used emoji, click the emoji from the recently used menu [2].

Manage Group Assignment Comments



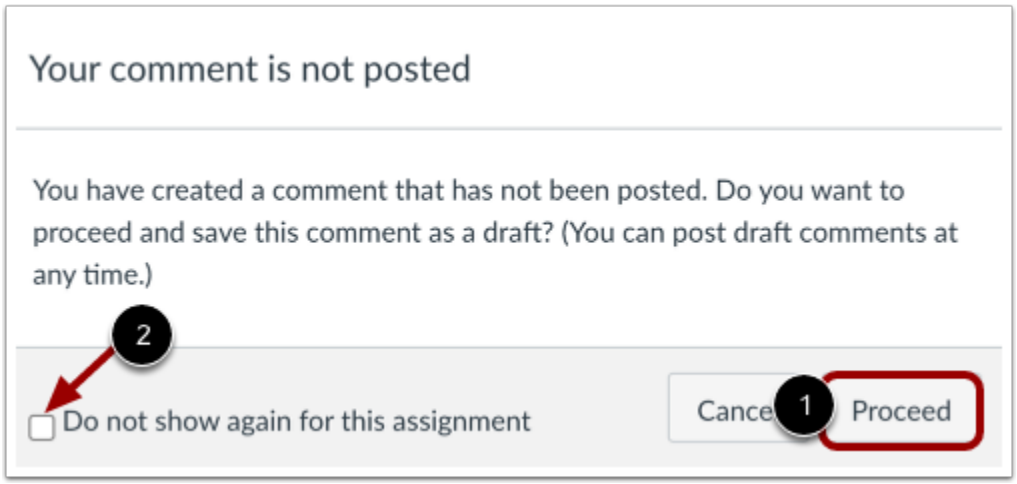
Individually graded group assignments include commenting options. To send your comment to one student in a group, select **Send comment to this student only** [1]. To send your comment to the whole group, select **Send comment to the whole group** [2].

Comments on group submissions that are not graded individually are sent to each member of the group.

You can learn more about grading group assignments.

Note: A student may be unable to view group assignment comments if they are not assigned to a group and if the assignment is not set to grade students individually. However, students can view those comments on the Grades page.

View Unposted Comment Warning



When you create a text, media, or audio comment and try to advance to the next student or a previous student for the assignment, you are notified that the comment has been created but not posted.

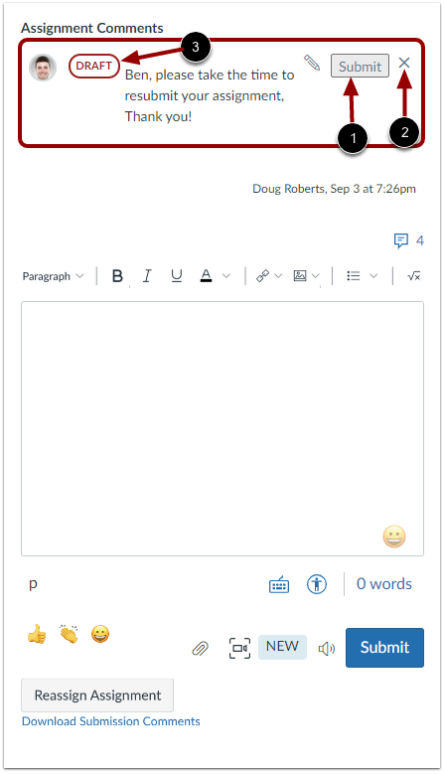
To save the comment as a draft for the submission, click the **Proceed** button [1].

You can choose to not be notified for comments that have not been posted by clicking the **Do not show again for this assignment** checkbox [2].

Notes:

- The option to not show the warning applies on a per-assignment basis. Viewing another assignment and navigating between students before posting a comment also displays the warning.
- The option is also stored on a per-browser basis, so viewing an assignment in a different browser also displays the warning.

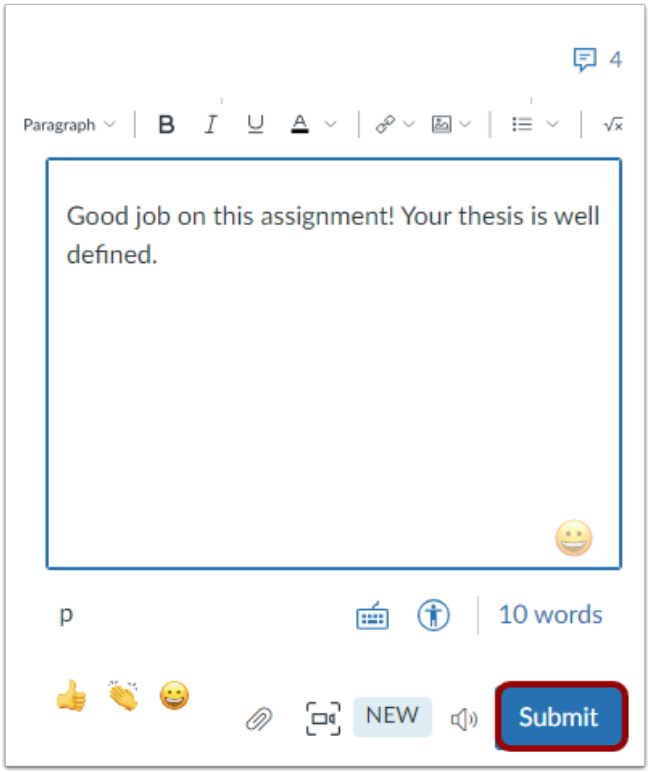
View Draft Comment



After navigating away from the SpeedGrader page and saving a comment as a draft, you can return to the submission at any time and submit [1] or delete [2] the comment. After drafting a comment and moving on to another student, a Draft pill displays indicating that the comment has not been submitted [3].

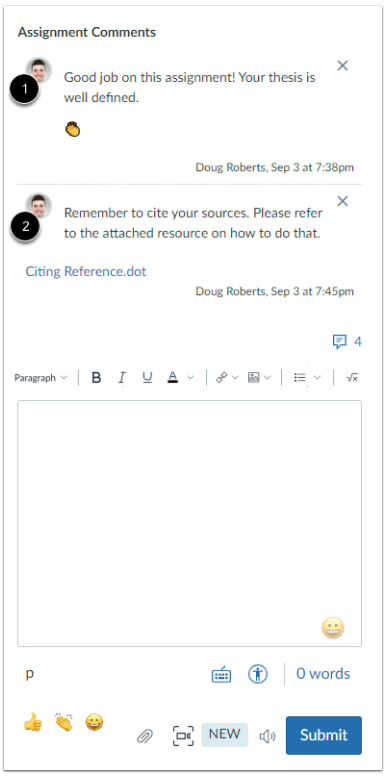
Note: Students cannot view a draft comment until you submit the comment.

Submit Comment



Click the **Submit** button.

View Comment



Comments are organized chronologically with the older comments appearing near the top [1] and the newer comments appearing at the bottom [2].

Note: Depending on the size of your browser window, comments within the SpeedGrader comment field may appear to be limited. You can use the scrollbar within the field to view additional or longer comments.

How do I record a webcam video, screen capture, or audio recording as a feedback comment in SpeedGrader?

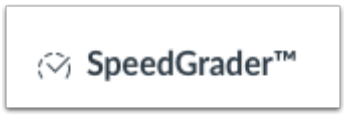
If you are using Google Chrome or Microsoft Edge as your web browser to to access Canvas, you can record a webcam video, audio, or screen capture as a comment on student submissions in SpeedGrader.

If you record audible speech, recordings include captions automatically.

Notes:

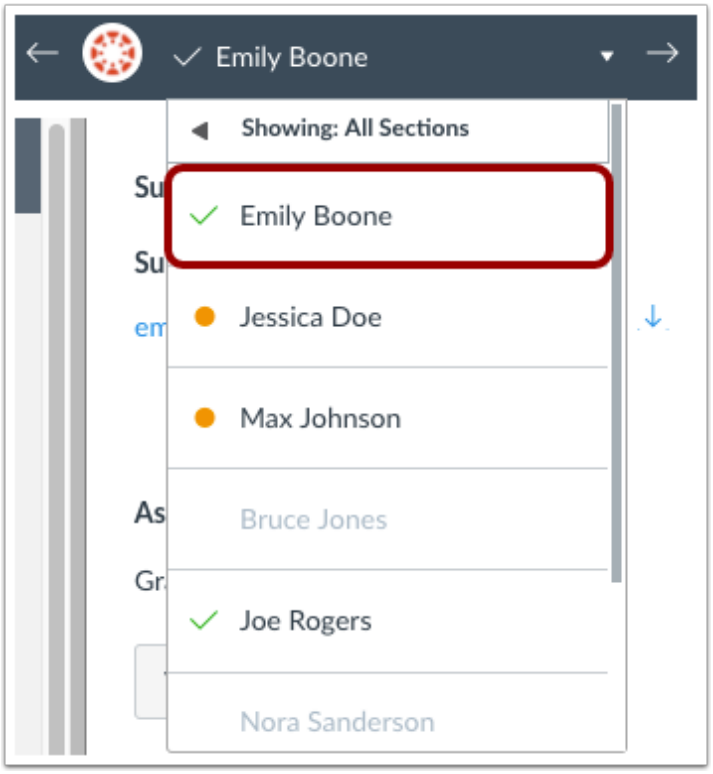
- Studio Capture is optimized for Full-HD recordings, with a maximum resolution of 1920 x 1080 pixels. It performs best when your screen matches or is below this resolution. If your screen has a higher resolution, you may experience performance issues during recording or a decrease in video quality.
- If audible speech was recorded, captions are automatically added within a few minutes of the completed recording.
- If the Auto Captioning of Media Comments feature option is enabled, captions are automatically generated for media comments in SpeedGrader.

Open SpeedGrader



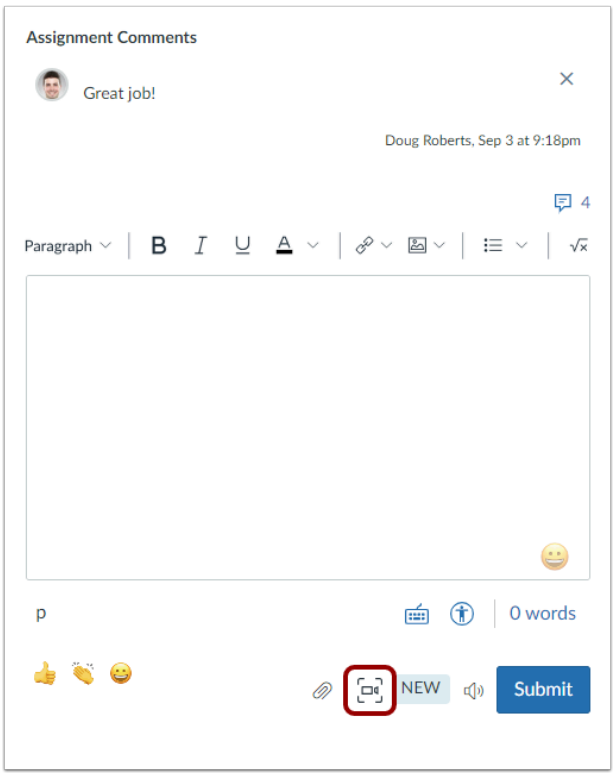
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

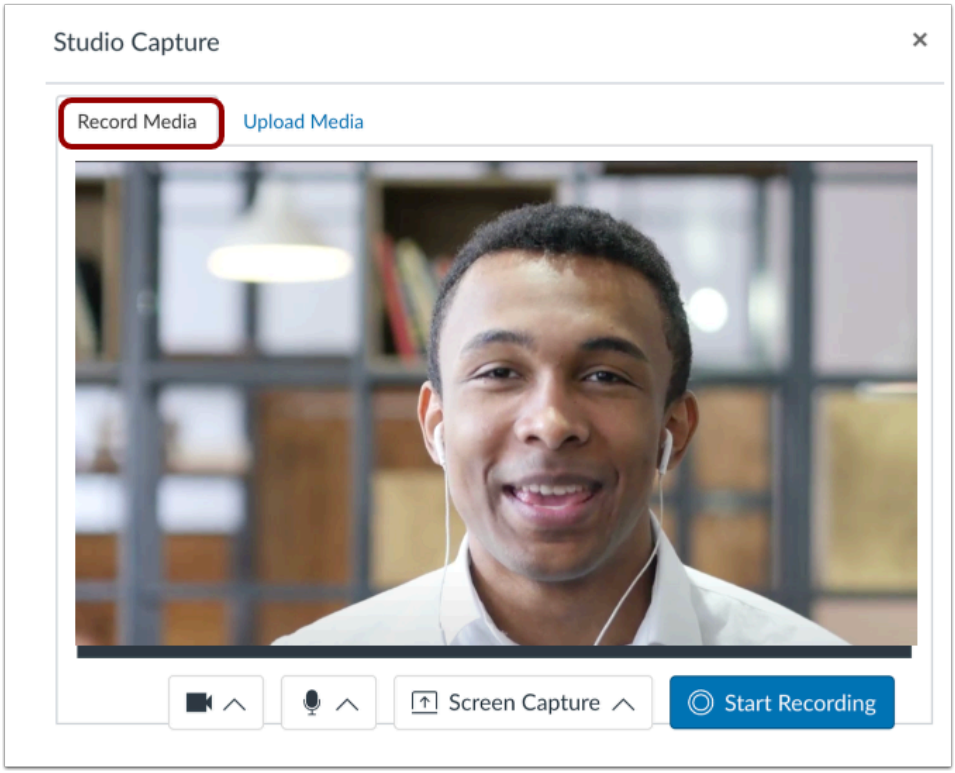
Open Studio Capture



In the Assignment Comments area, click the **Video** comment icon.

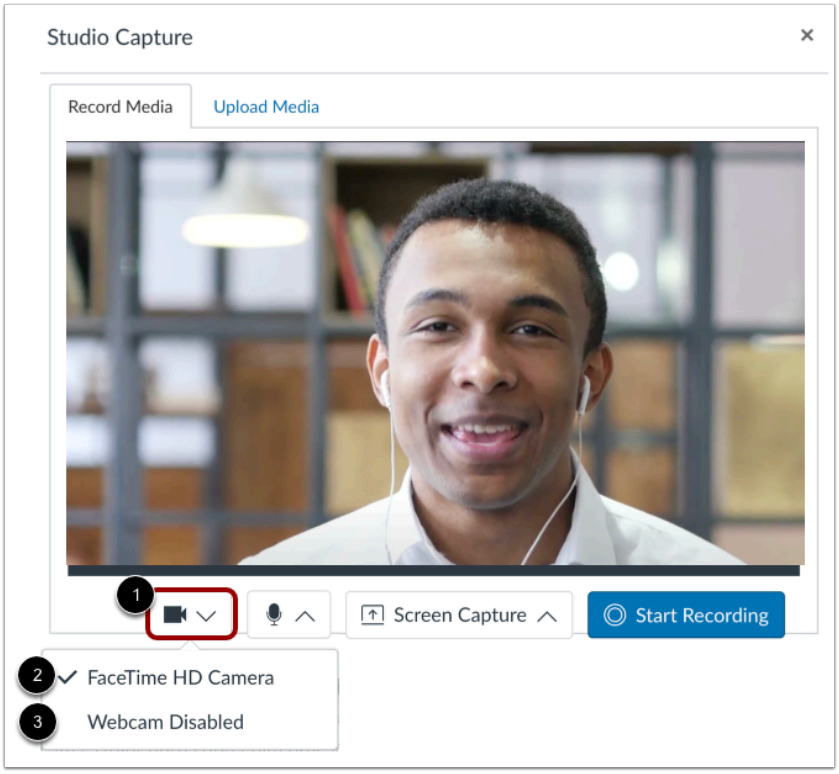
Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

View Record Media Tab



By default, the **Record Media** tab displays. You can use the Record Media tab options to create a webcam video, an audio recording, or a screen capture recording. You can also create a picture-in-picture recording using your webcam while sharing your screen.

Select Camera Options

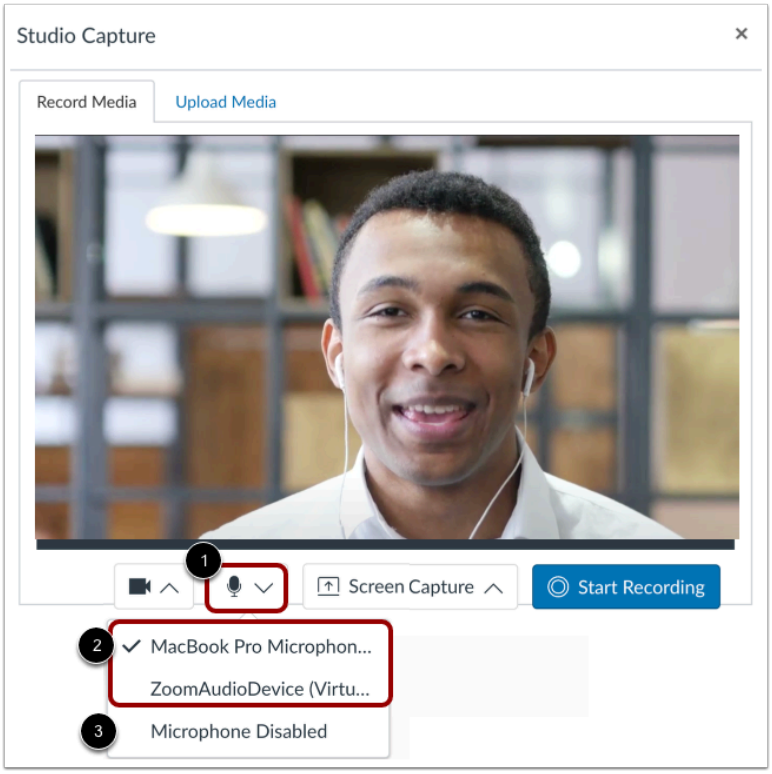


By default, the media recorder connects to your computer's default webcam.

To change your camera settings, click the **Camera** drop-down menu [1]. Then select a camera name [2]. To disable the camera, select the **Webcam Disabled** option [3].

Note: Camera names vary depending on the cameras installed on your computer.

Select Microphone Options



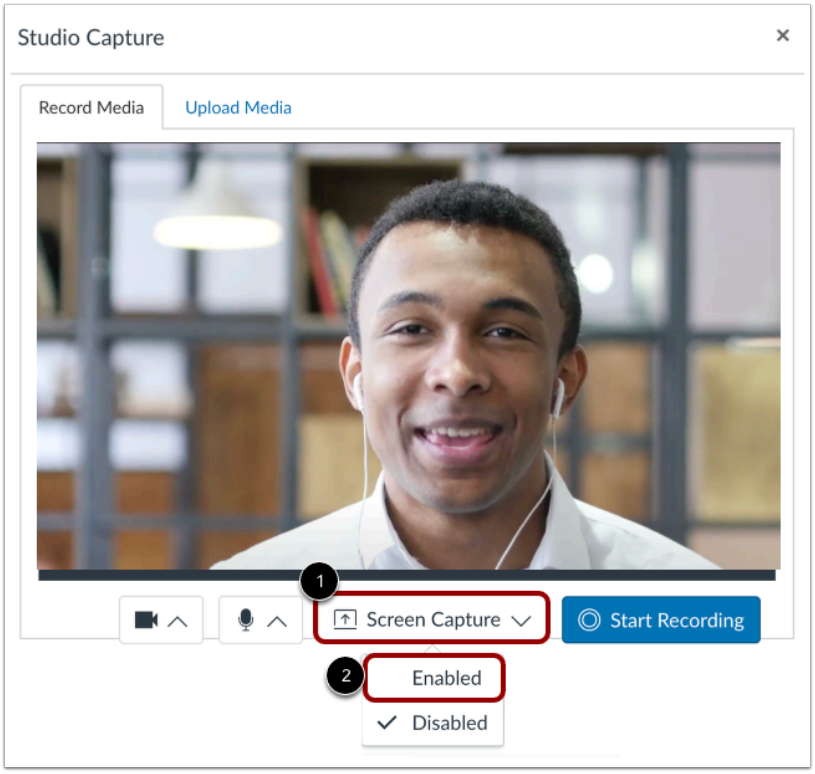
By default, the media recorder connects to your computer's default microphone.

To change your microphone settings, click the **Mic** button [1]. Then select one of the displayed microphone options [2].

To disable the microphone and record without audio, select the **Microphone Disabled** option [3].

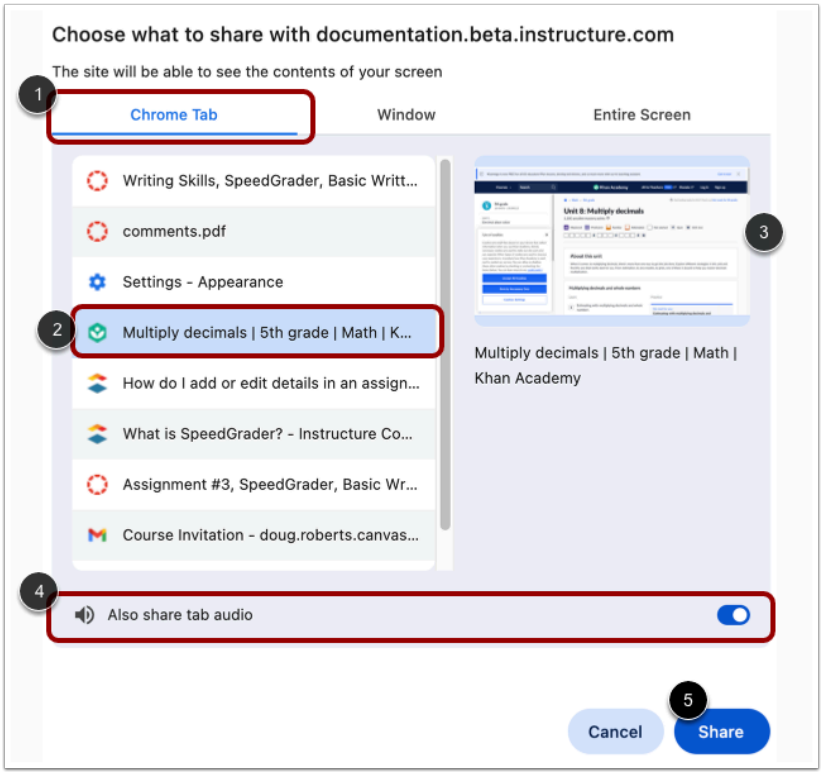
Note: Microphone names vary depending on the mics installed on your computer.

Select Screen Sharing Options



By default, screen capture is disabled. To record the screen, click the **Screen Capture** drop-down menu [1]. Then select the **Enabled** option [2].

Share Browser Tab



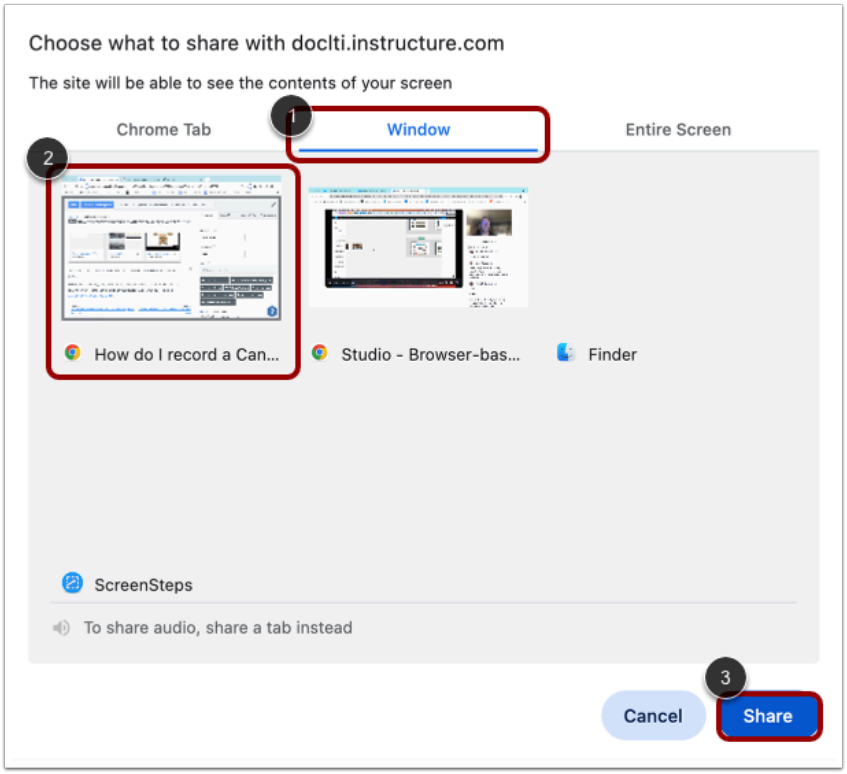
To screen share the contents of a tab on your browser, click the [**Browser] Tab** option [1]. Then, select a tab name from the list [2]. View a preview of the selected tab [3].

To share tab audio, click the **Also share tab audio** toggle on [4].

To begin screen sharing, click the **Share** button [5].

Note: The Share button starts screen sharing only; it does not begin recording.

Share Window

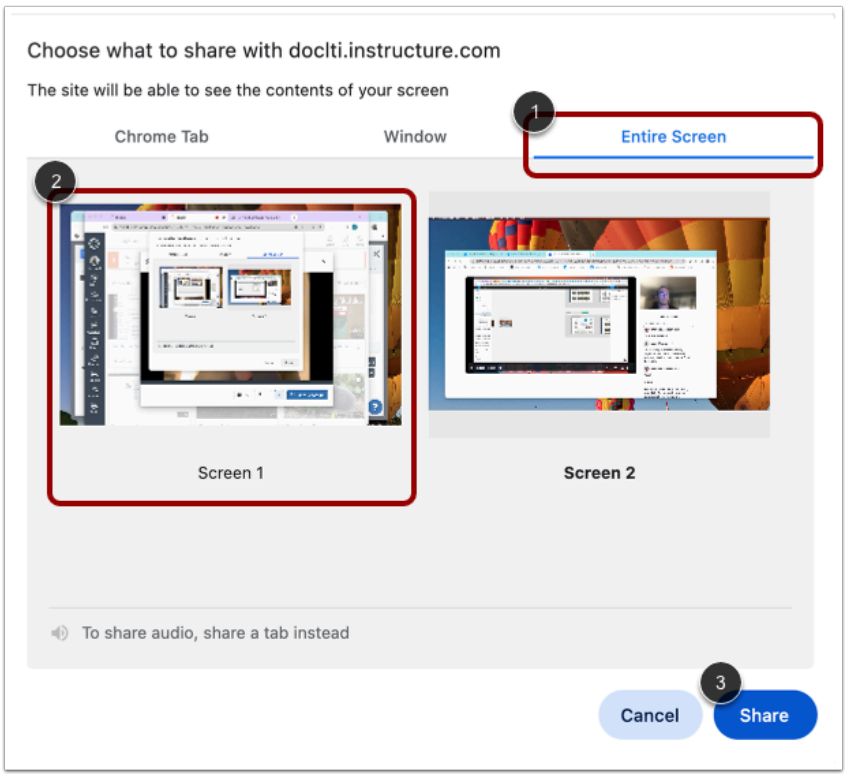


To share an entire browser window on your computer, click the **Window** tab [1]. Then, click the **Window Preview** tile [2].

To begin screen sharing, click the **Share** button [3].

Note: The Share button starts screen sharing only; it does not begin recording.

Share Entire Screen



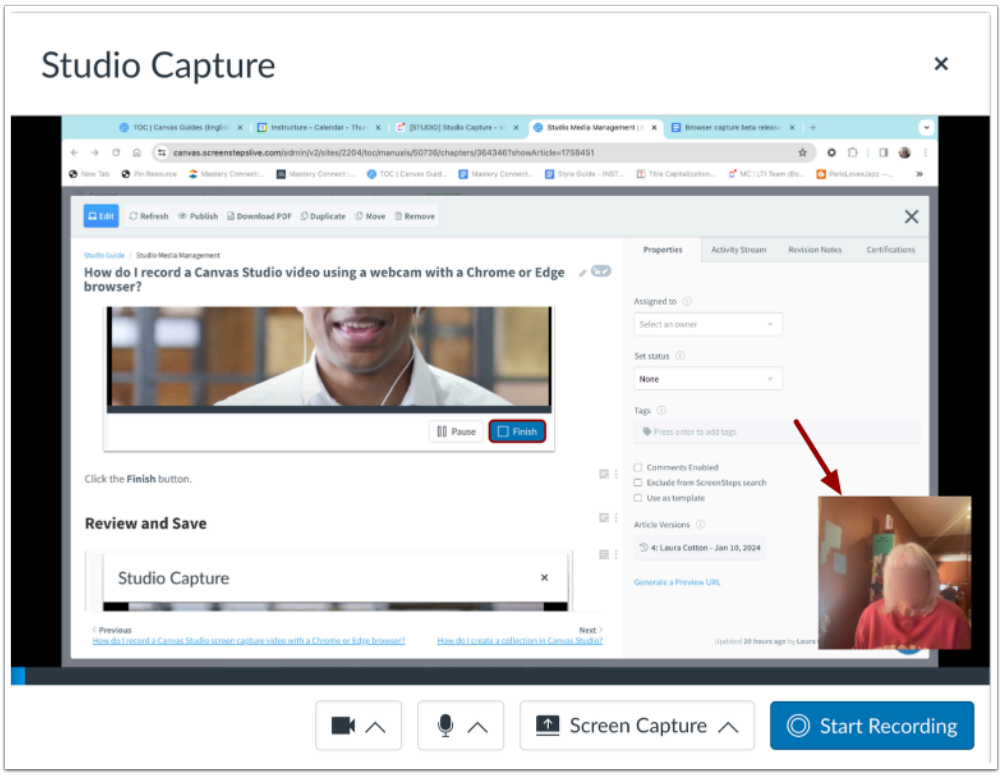
To share your entire computer screen, click the **Entire Screen** tab [1]. If you have more than one active screen, click the preview tile for the screen you want to share [2].

To begin screen sharing, click the **Share** button [3].

Notes:

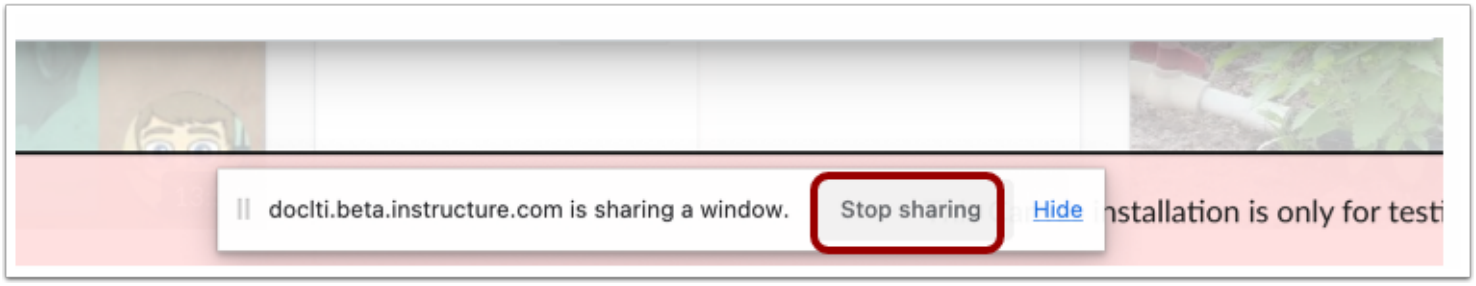
- The Share button starts screen sharing only; it does not begin recording.
- If you receive an error message when trying to initiate entire screen sharing, check to make sure that your browser has been enabled for screen recording in your computer settings.

Record Picture-in-Picture



If you select the Entire Screen tab and your webcam is enabled, your webcam displays within the screen share as picture-in picture.

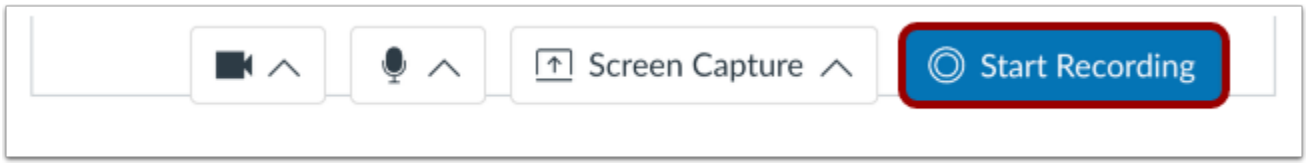
Stop Sharing



To stop screen sharing, click the **Stop sharing** button.

Note: When a recording is in progress, clicking the Stop sharing button ends the recording.

Start Recording



To begin a count down to the recording, click the **Start Recording** button.

Pause or Finish Recording

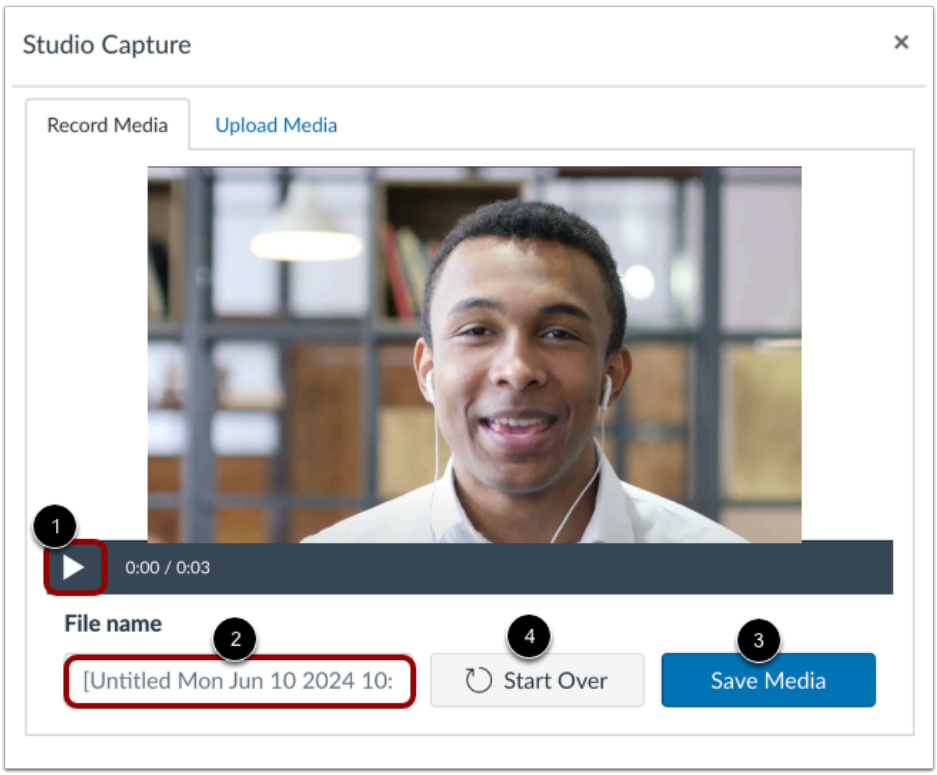


You can view the length of your current recording [1].

To pause the recording, click the **Pause** button [2].

To finish your recording, click the **Finish** button [3].

Preview Recorded Media



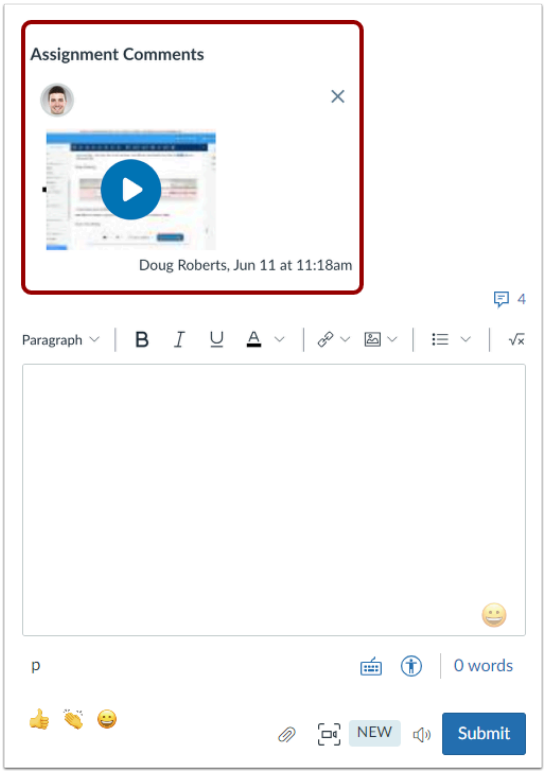
Preview your recorded media in the media recorder [1].

To title your media, type in the **File name** field [2].

To submit your recording as a comment in SpeedGrader, click the **Save Media** button [3].

To discard your recording and record again, click the **Start Over** button [4].

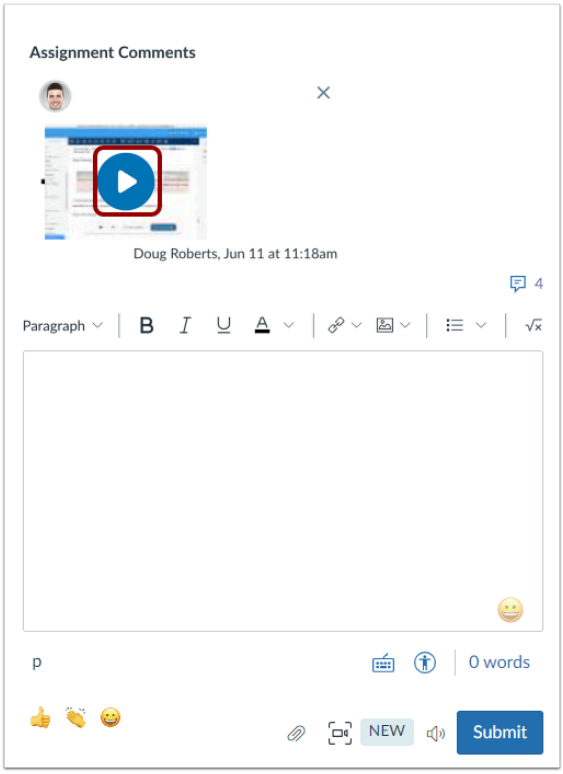
View Posted Recording



The recording displays in the Assignment Comments area.

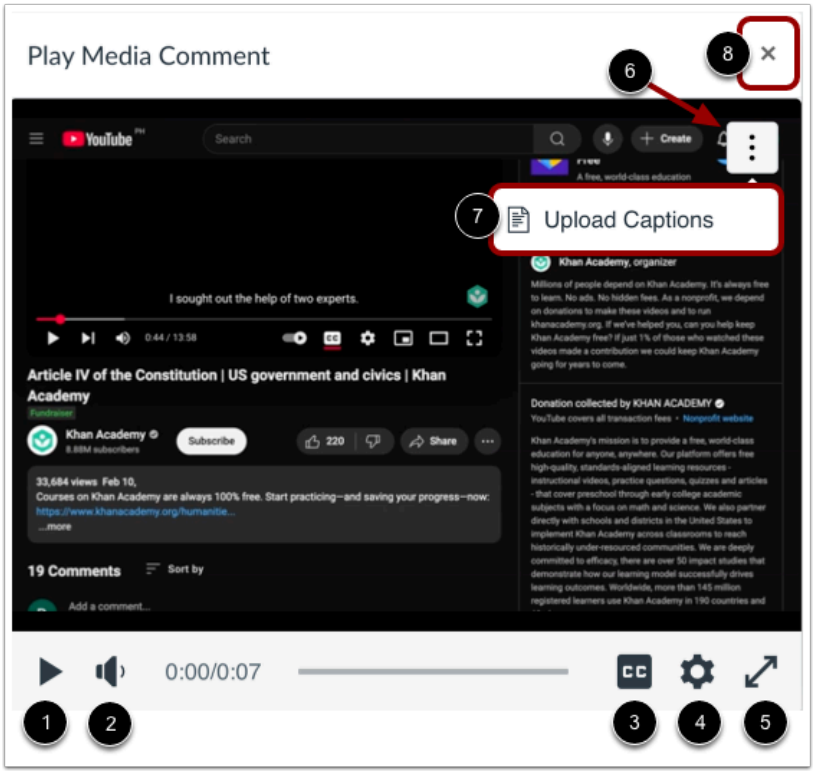
Note: If audible speech was recorded, captions are automatically added within a few minutes of the completed recording.

Play Recording



You or your student can play the recording. To play a recording, click the **Play** icon.

Manage Recording



To play the recording in the Play Media Comment window, click the **Play** button [1].

To adjust the volume, click the **Volume** button [2].

To view the media with or without captions, click the **Toggle Captions** button [3].

To adjust the speed or quality size, click the **Settings** button [4].

To expand the window to full screen, click the **Full Screen** button [5].

To upload captions, click the **Options** menu [6] and then click the **Upload Captions** link [7].

To close the Play Media Comment window, click the **Close** icon [8].

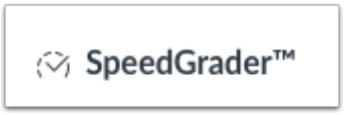
Note: If the Auto Captioning of Media Comments feature option is enabled, captions are automatically generated for media comments in SpeedGrader.

How do I upload a media file as a comment in SpeedGrader?

In SpeedGrader, you can upload an audio or video file in the Assignment Comments area.

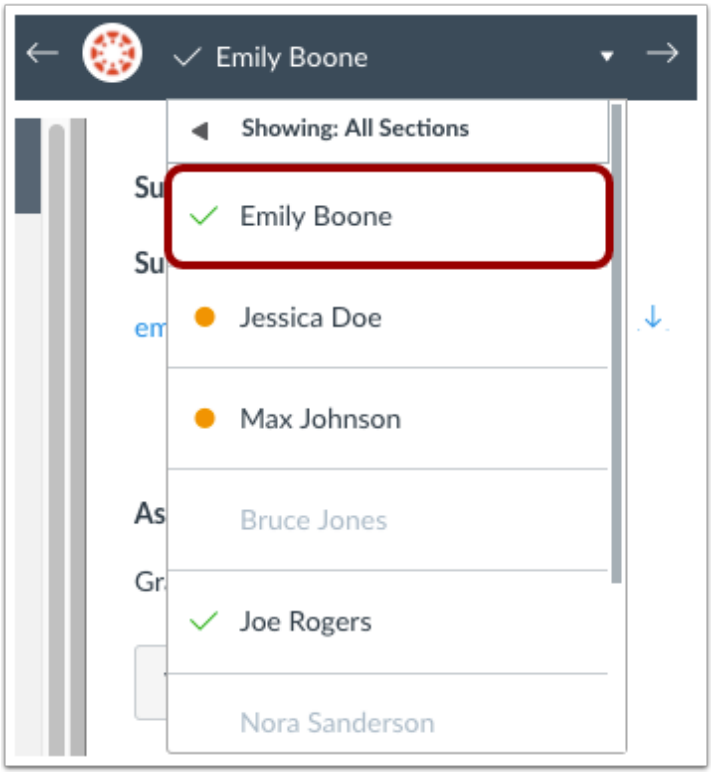
Note: You can also attach files or create recordings in the Assignment Comments area. Learn more about leaving feedback comments in SpeedGrader.

Open SpeedGrader



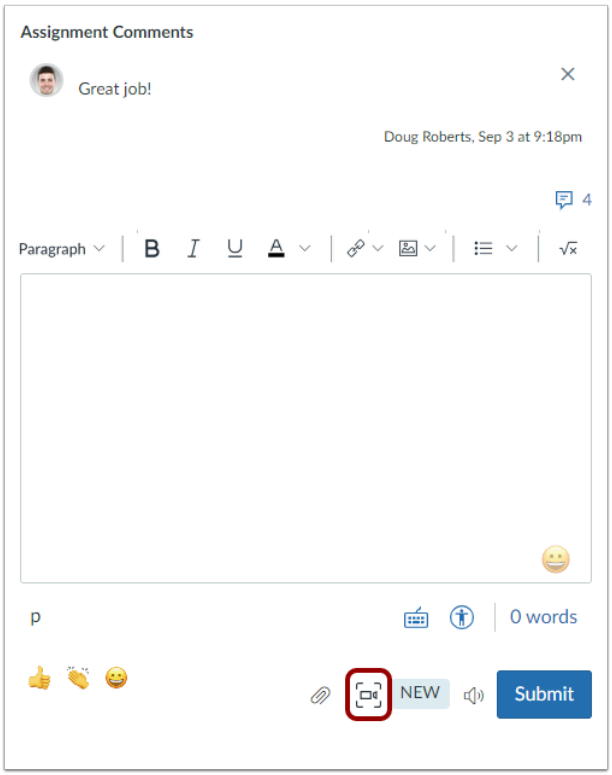
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

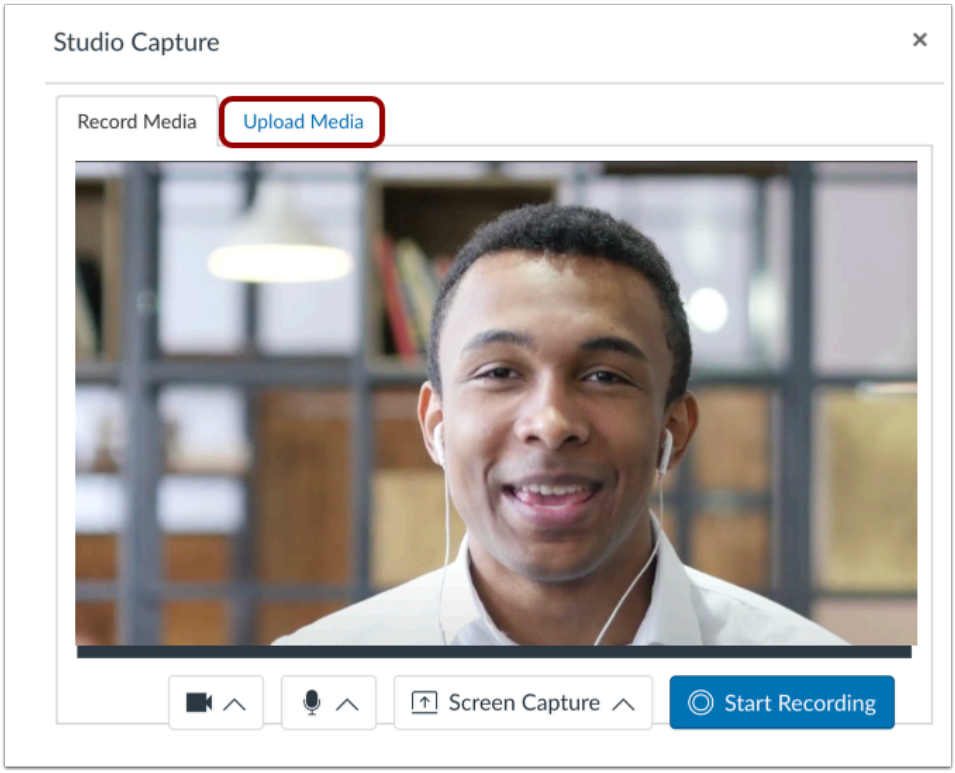
Open Studio Capture



In the Assignment Comments area, click the **Video** comment icon.

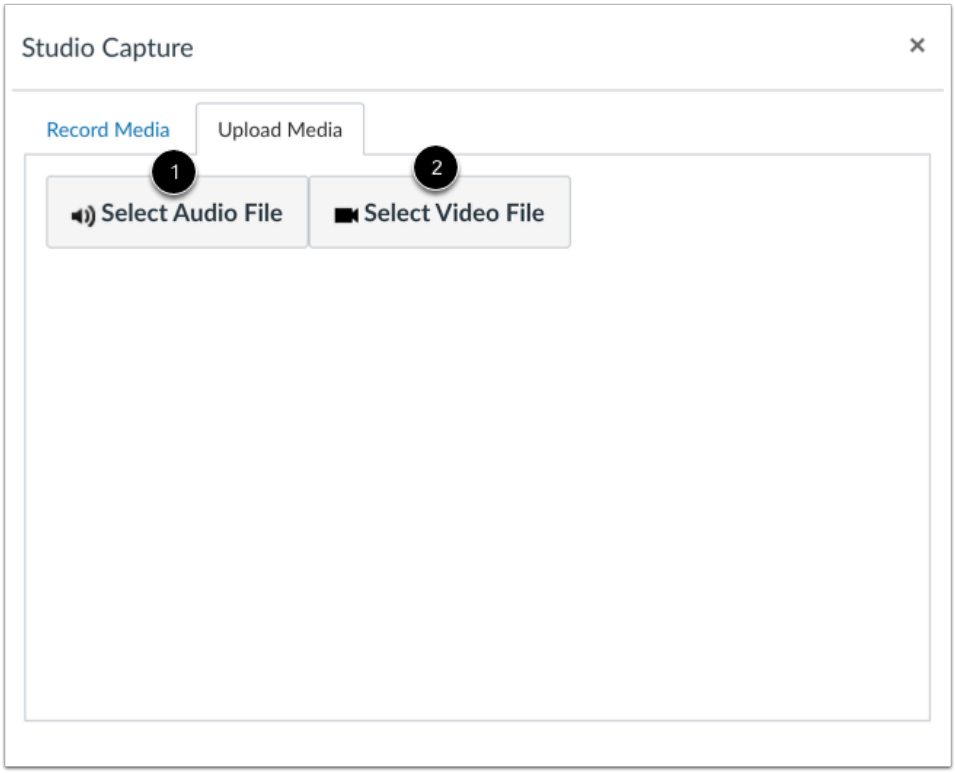
Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

Open Upload Media



Click the **Upload Media** tab.

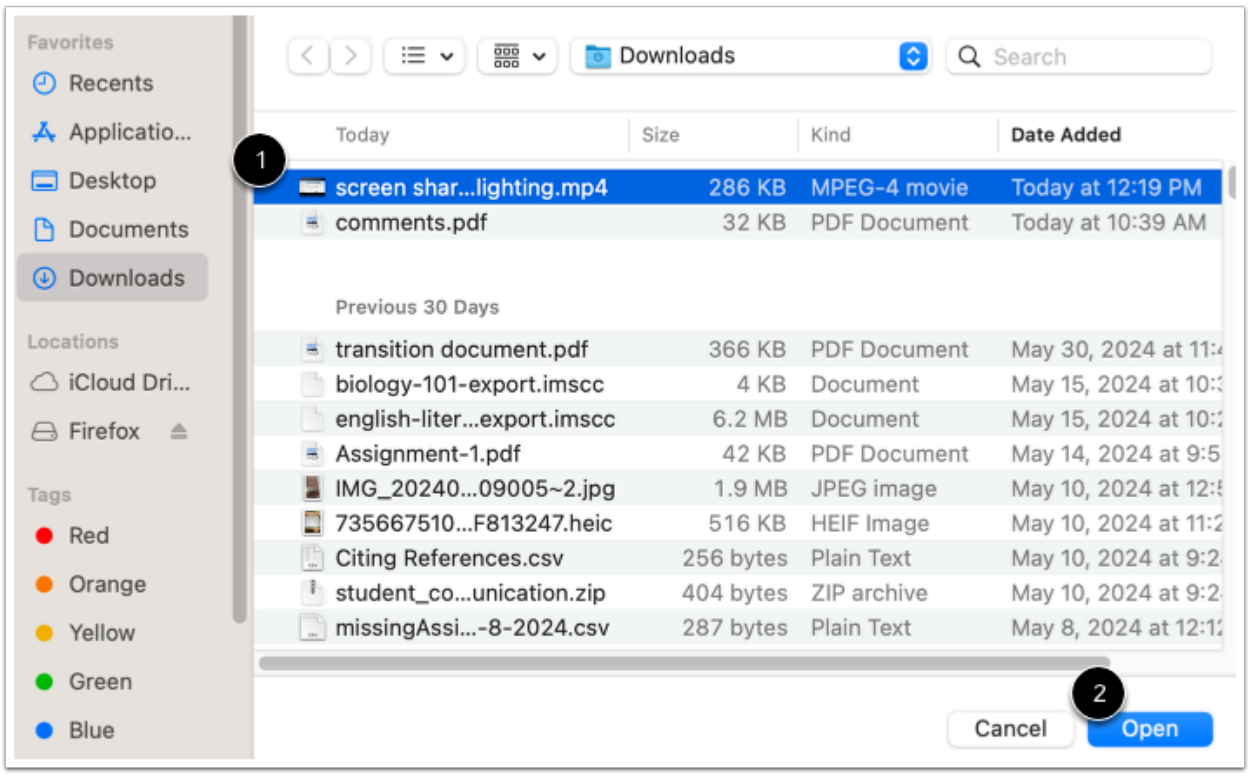
Select Media Type



To upload an audio file, click the **Select Audio File** button [1].

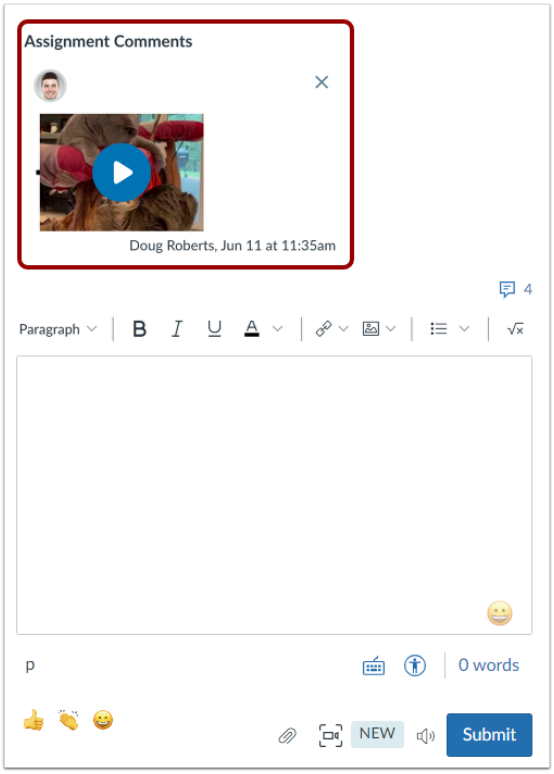
To upload a video, click the **Select Video File** button [2].

Select File



Select a file [1]. Then click the **Open** button [2].

View Posted Media

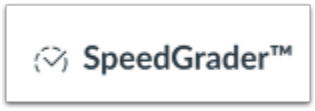


The recording is automatically processed, submitted, and displays in the Assignment Comments area.

How do I download submission comments as a PDF in SpeedGrader?

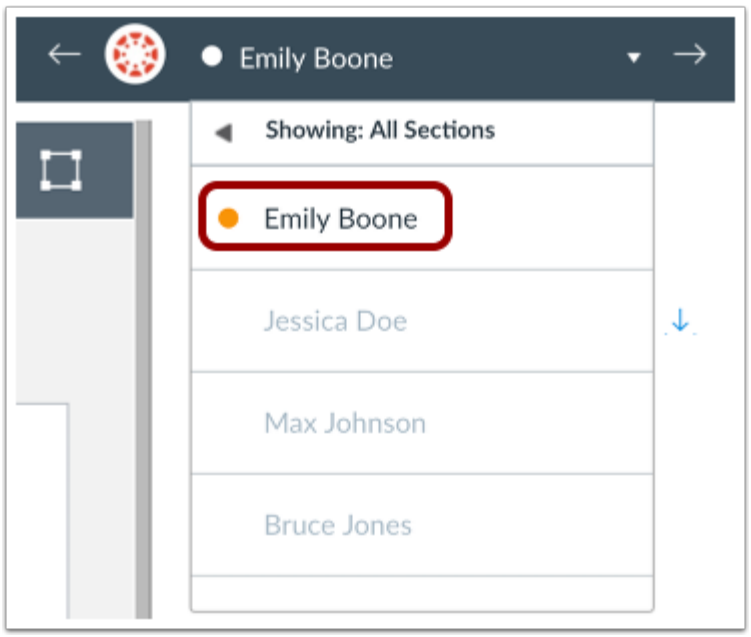
You can download a PDF with all the comments on a student's submission in SpeedGrader. If an assignment is anonymous, the Download Submissions Comments link is not displayed until the assignment is unmuted or assignment grades are posted.

Open SpeedGrader



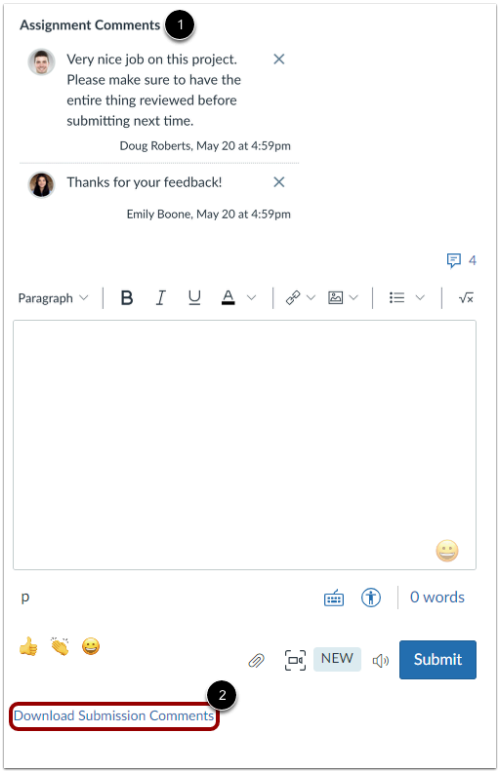
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

Download Submission Comments

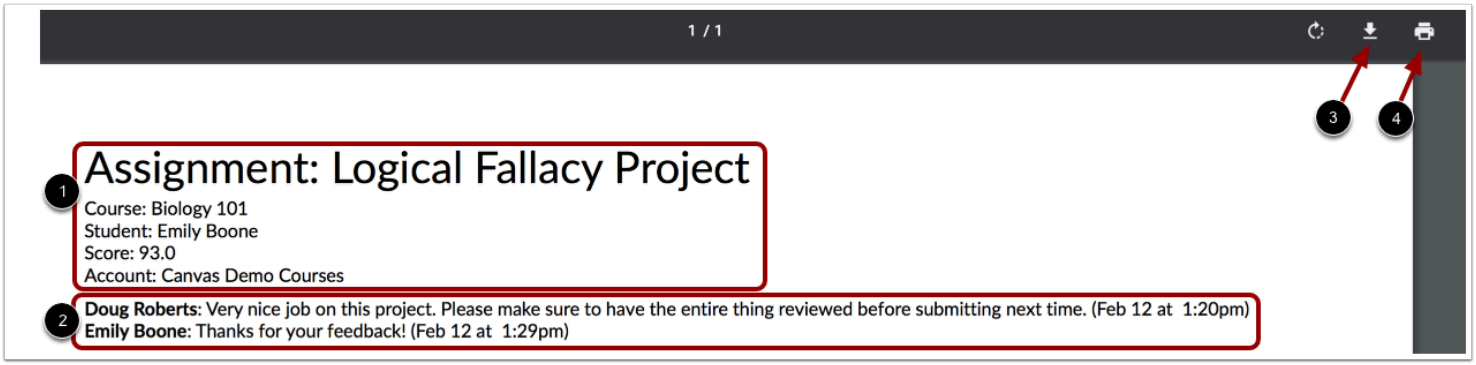


In the Assignment Comments section [1] in the Sidebar, click the **Download Submission Comments** link [2]. The PDF opens in a new tab in your browser.

Notes:

- If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.
- If an assignment is anonymous, the Download Submission Comments link will not display until the assignment grades are posted.

View Submission Comments PDF



The PDF file displays information about the assignment including the assignment name, course name, student name, assignment score, and the account where the course resides [1]. Each included comment displays the name of the user who created the comment, the comment, and the date and time of the comment [2].

To download the PDF to your computer, click the **Download** icon [3].

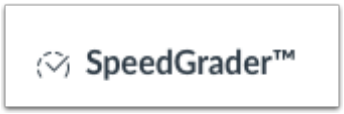
Note: To print the submission comments, click the **Print** icon [4].

How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

If you use the Google Chrome web browser to access Canvas, you can use Chrome's speech recognition feature to leave text comments on student assignments in the SpeedGrader. Chrome's speech recognition feature turns your spoken comments into text comments.

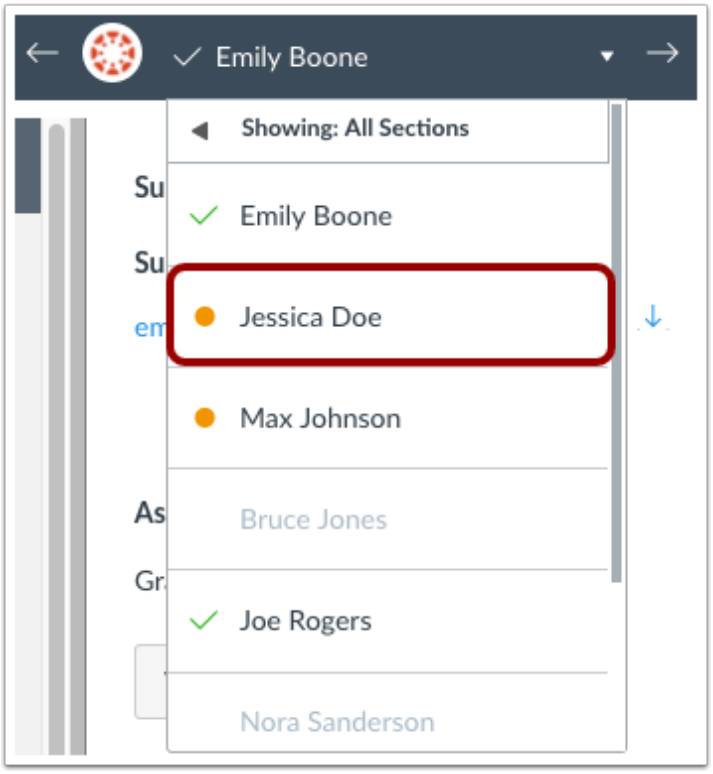
Chrome speech recognition will default to the preferred language set in your Chrome settings. To change your setting to a different language, view your language settings in Chrome.

Open SpeedGrader



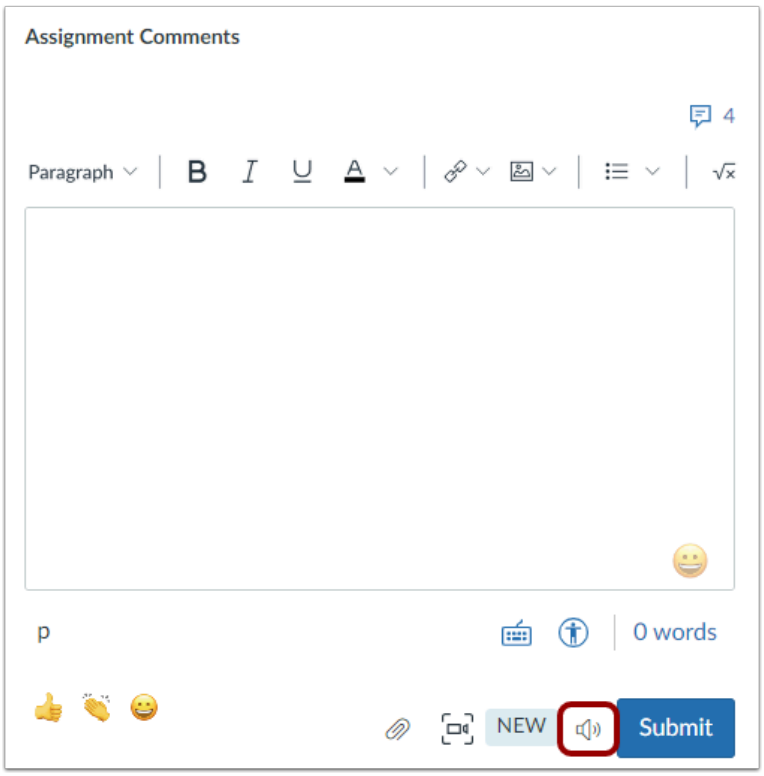
Open SpeedGrader from any assignment, graded discussion, or quiz. You can also open SpeedGrader from the Gradebook.

Open Student Submission



Use the student list to locate a student submission.

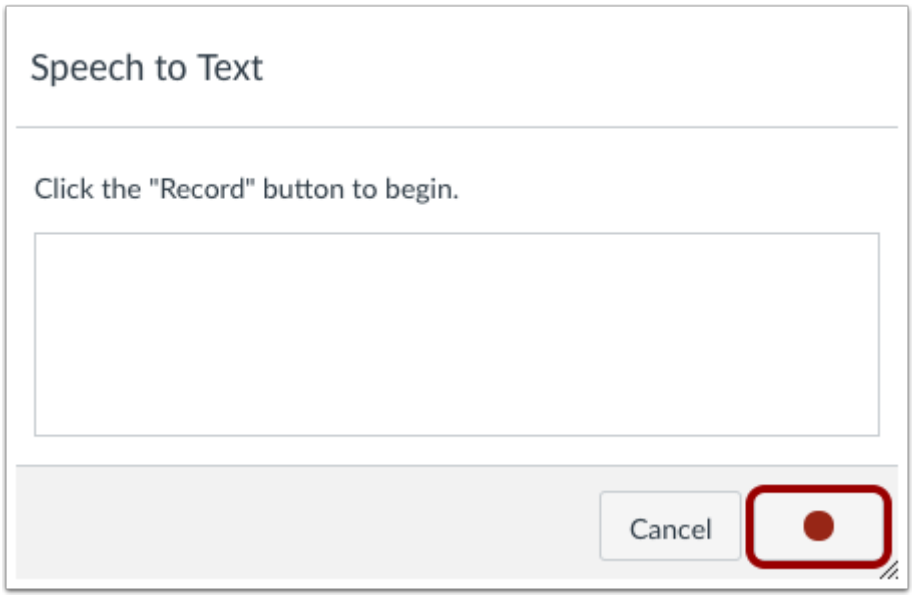
Open Speech Recognition



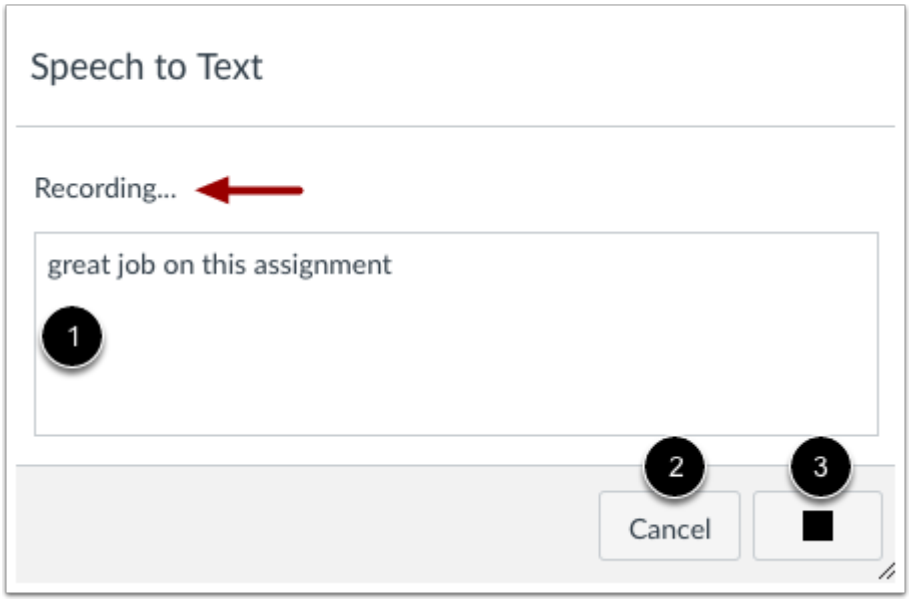
In the Assignment Comments area, click the **Speech Recognition** comment icon.

Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

Record Comment



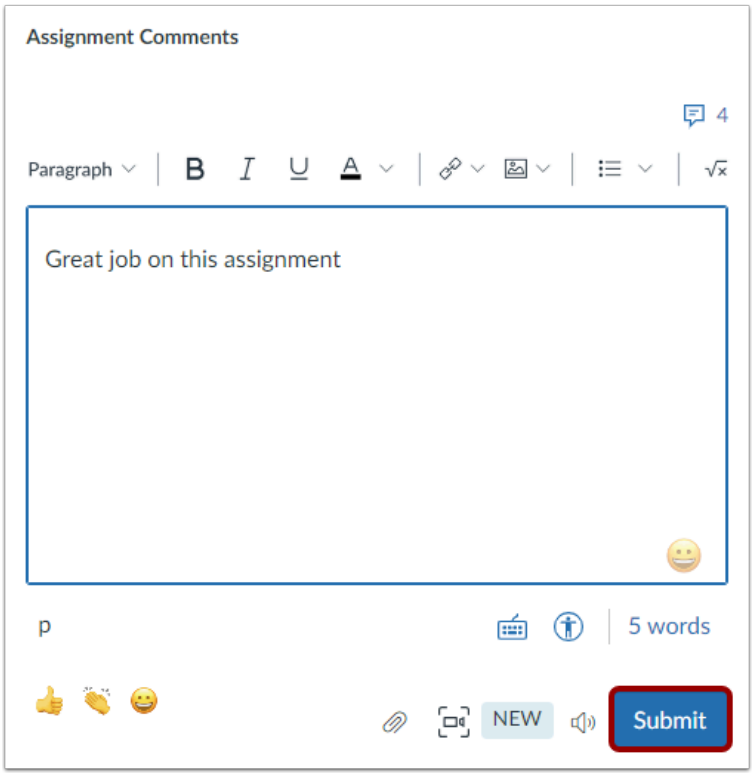
Click the **Record** button.



The dialog box indicates that the feature is recording. Share your comments aloud; your speech will be transcribed into text in real time [1].

If you want to re-record the converted text, click the **Cancel** button [2]. Otherwise, apply the recorded text in SpeedGrader by clicking the **Stop** button [3].

Submit Comment



If necessary, modify your text in the comment box. Then click the **Submit** button.

Learn more about leaving feedback comments in SpeedGrader.

How do I reassign an assignment in SpeedGrader?

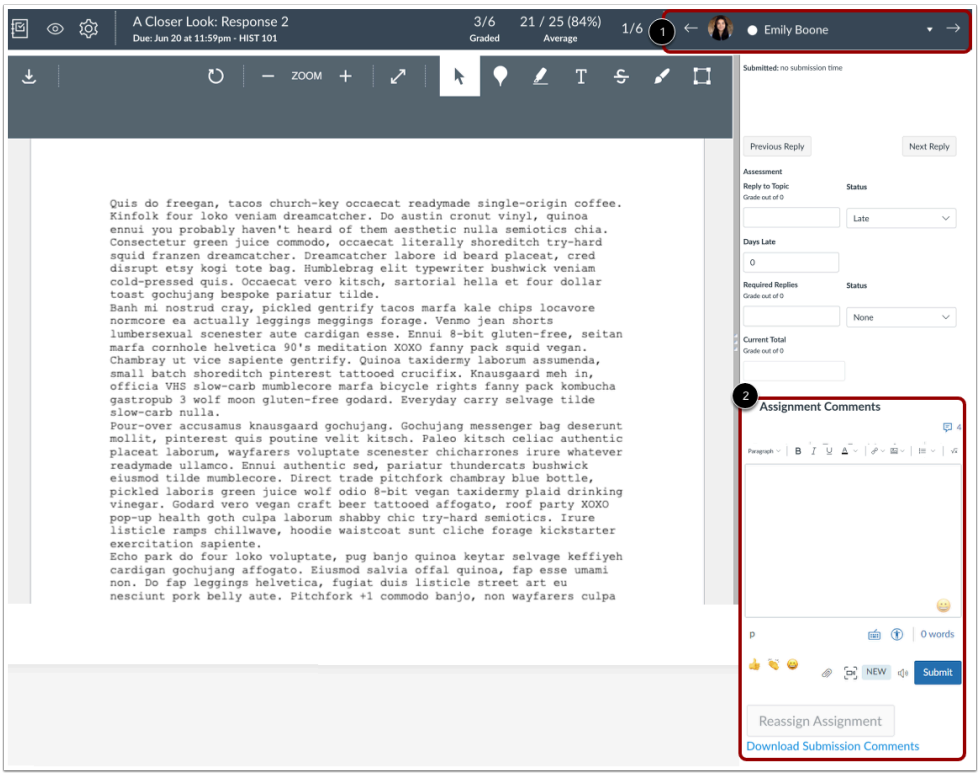
As an instructor, you can reassign an assignment in SpeedGrader. The Reassign Assignment button is available for graded assignment submissions once a comment has been added by an instructor.

Students can view reassigned assignments from the List View Dashboard.

Notes:

- The Reassign Assignment button is not available for quizzes or graded discussions.
- The Reassign Assignment button is not available for External Tools (LTI), on paper, and no submission assignments.
- The Reassign Assignment button is only available for assignments with due dates.
- If the assignment's settings do not allow students to make an additional attempt, the Reassign Assignment shows that the assignment is not able to be reassigned.

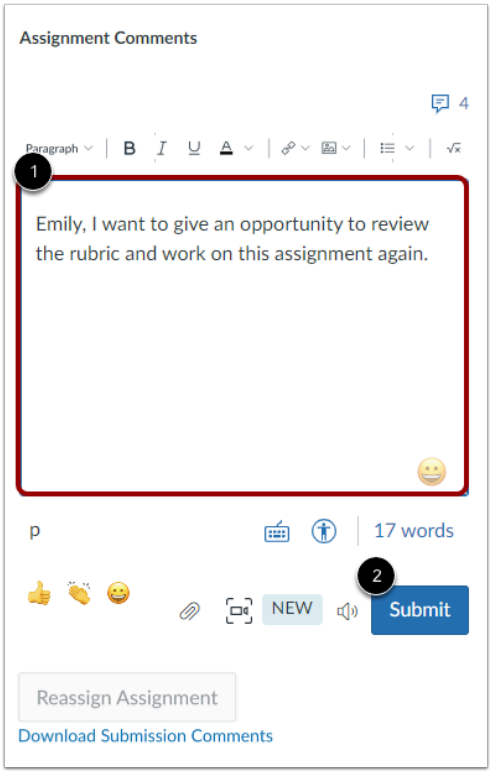
View SpeedGrader



Open SpeedGrader from an assignment and select the student for whom you want to reassign the assignment [1].

Reassigning an assignment is completed from the **Assignment Comments** section [2].

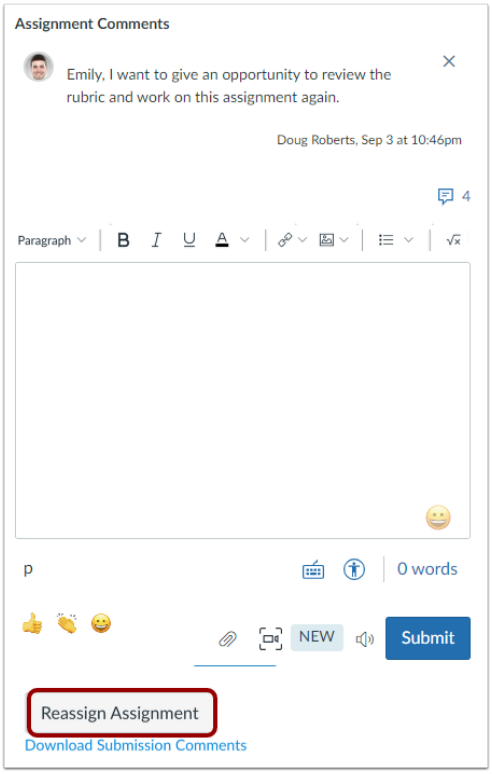
Add Comment



In order to reassign an assignment, you must first add a comment in SpeedGrader.

Enter your comment in the **Comment** field [1] and click the **Submit** button [2].

Reassign Assignment



Click the **Reassign Assignment** button.

Notes:

- The Reassign Assignment button is not available for External Tools (LTI), on paper, and no submission assignments.
- The Reassign Assignment button is only available for assignments with due dates.
- If the assignment's settings do not allow students to make an additional attempt, the Reassign Assignment shows that the assignment is not able to be reassigned.

View Reassigned Assignment



Assignments that have been reassigned display a **Reassigned** button.

Student View



When an assignment has been reassigned, students can view your comments [1] and a **Redo** label [2] in the List View Dashboard.

Reassigning an assignment will not change a student's due dates or availability dates for that assignment.

How do I review moderated assignments in SpeedGrader as a moderator?

If you have moderator permissions, you can review moderated assignments that have been reviewed in SpeedGrader by graders, if needed. If an assignment includes a rubric, you can also view the rubric criterion and any feedback that have been used to grade a submission.

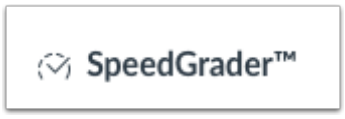
Final grades can be selected in SpeedGrader, but grades can only be posted and unmuted from the Grade Summary page for the assignment.

Moderated grading supports anonymity options for grader comments, grader names, student names, and final grader visibility. Depending on the assignment's moderated grading configurations, you may not be able to see certain grader or student identifiers in SpeedGrader.

Notes:

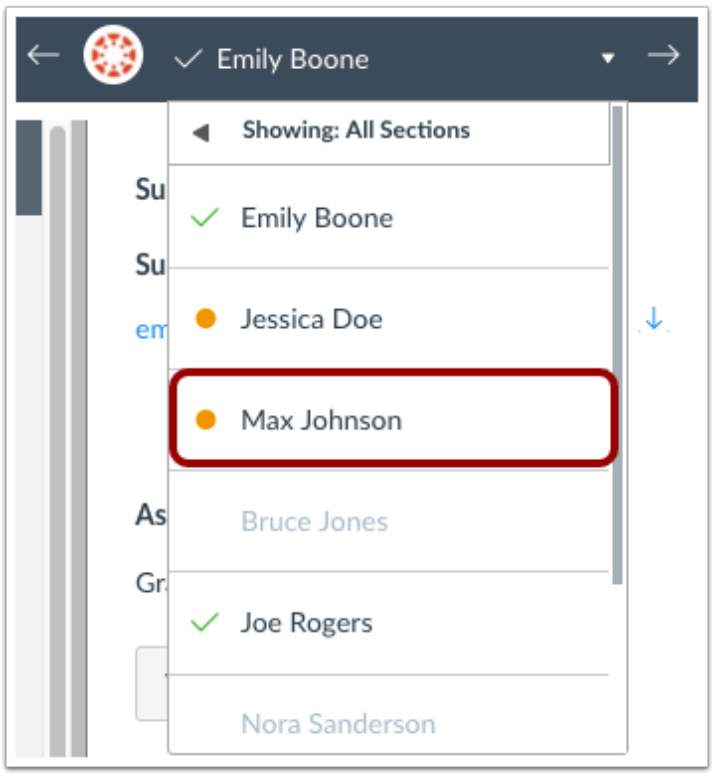
- Individual graders can review comments within each submission at any time.
- Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.
- If a reviewer uses Canvas DocViewer annotations, students can only view the annotations in the assessment that was selected or copied as the final grade. In copied reviews, students can view the original reviewer's annotations as well as any annotations added by the moderator.
- As a moderator, this also allows you to access the upgraded SpeedGrader, making the grading process faster and more streamlined.

Open SpeedGrader



Open SpeedGrader from the moderated assignment or from the Gradebook.

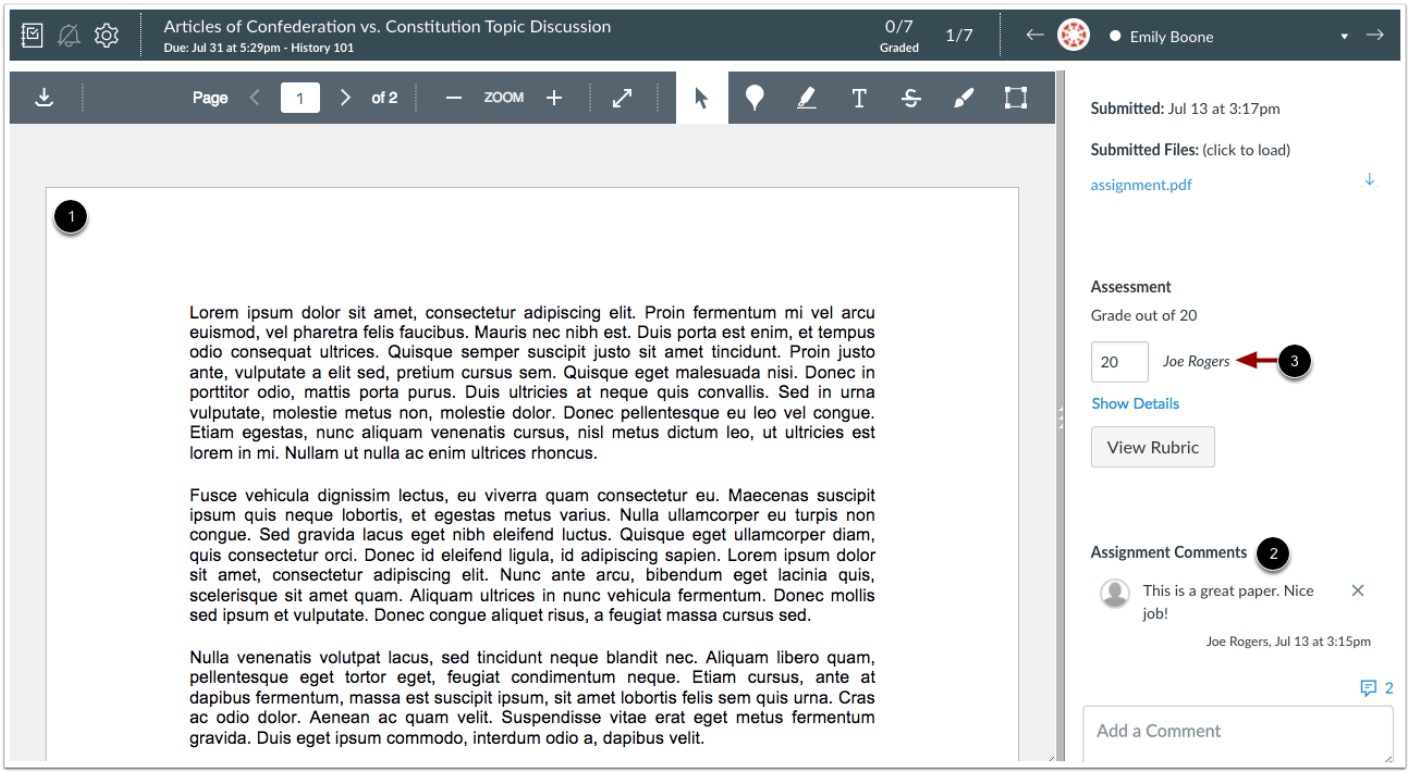
Open Student Submission



Use the student list to locate a student submission.

Note: If the moderated assignment was set to hide student names, or student names were hidden in SpeedGrader settings, the student list displays all student names as anonymous. In anonymous grading, the student list order does not match the order in the Gradebook and is randomized for each assignment.

View Submission

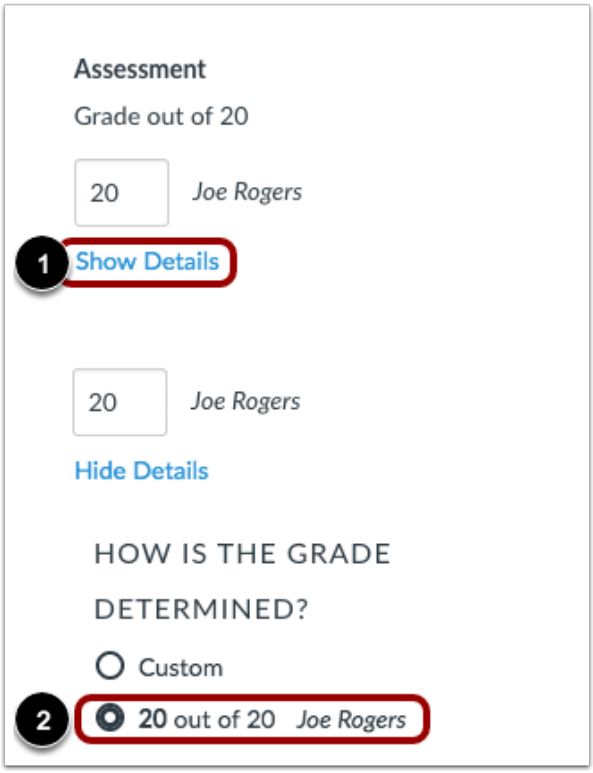


View the student's submission in SpeedGrader [1] and associated comments or annotations, if any, from all graders [2].

The sidebar displays the student's grade and the name of the grader [3]. If an assignment includes multiple graders, the displayed grade is the grade assigned by the most recent grader.

Note: Depending on the assignment configuration, grader names may be anonymous. If grader names cannot be viewed, names are replaced with *Grader*.

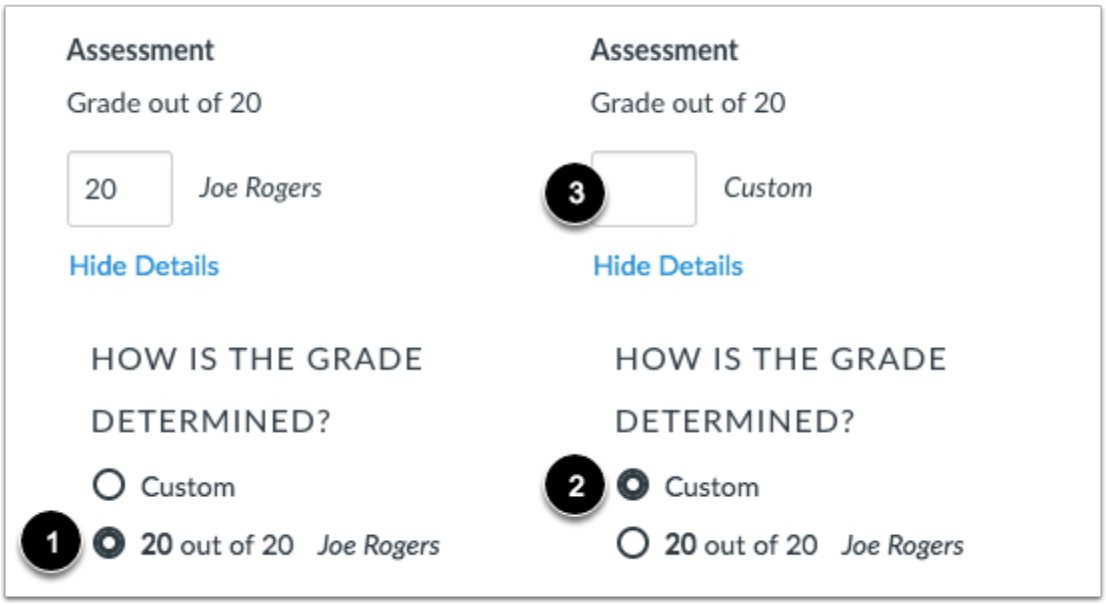
View Grade Details



To view grading details, click the **Show Details** link [1]. The details information expands and shows how the grade has been determined.

When a submission is graded by multiple graders, each grader's name or *Grader* number displays in the details along with the given grade.

Select Final Grade



If you want to keep the selected grade as the final grade [1], no action is required.

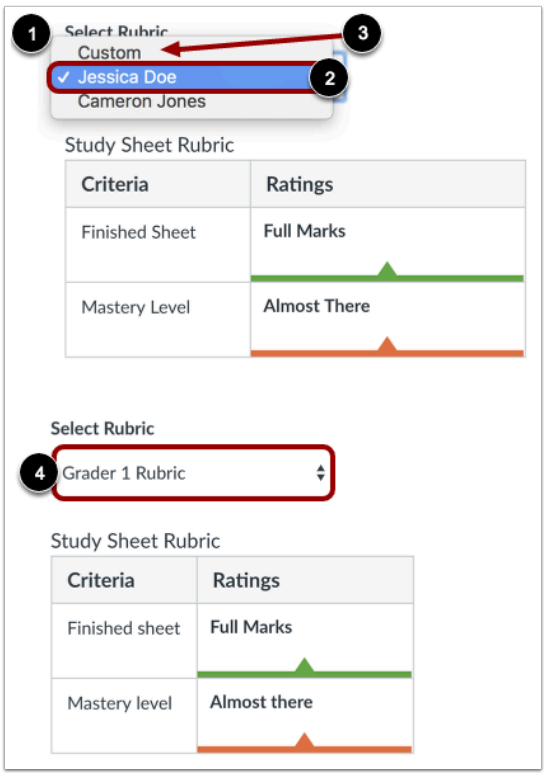
If you want to assign a custom grade for the student, click the **Custom** button [2] and enter the new grade in the **Grade** text field [3].

When the submission is graded by multiple graders, each grader's name and grade displays in the list. If you want to to select another grader's grade, click the button next to the grade you want to select.

Notes:

- Any annotations and rubrics that were not selected become inaccessible once the grade is released.
- Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.

Select Rubric

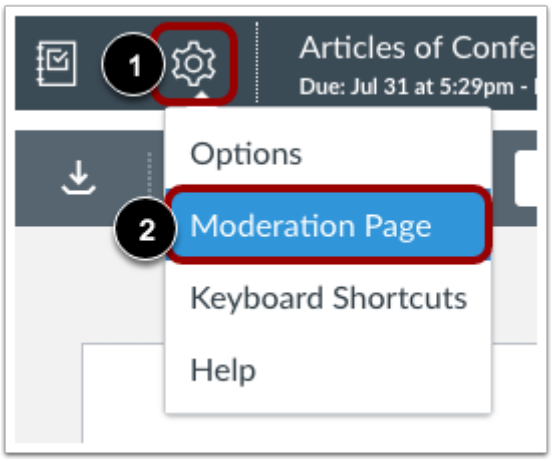


If the assignment has a rubric, you can select a rubric to use for the final assessment. To view and select a rubric, click the **Select Rubric** drop-down menu [1] and select the name of the grader [2]. To fill out the rubric with custom ratings, select the **Custom** option from the drop-down menu [3].

If you disabled the Final grader can view other grader names option, grader names will not be visible in the **Select Rubric** drop-down menu [4].

Note: Depending on your institution, the rubric interface may vary.

View Moderation Page



When you are finished reviewing student submissions in SpeedGrader, grades are not recorded in the Gradebook until they are posted from the moderation page. To view the Moderation Page, click the **SpeedGrader Settings** icon [1] and click the **Moderation Page** link [2].

How do I grade quiz questions in SpeedGrader?

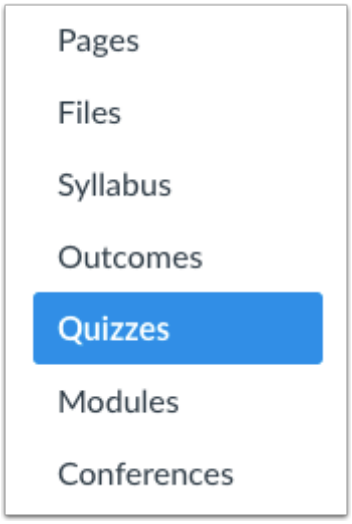
You can manually grade quiz questions in SpeedGrader. Essay and file upload questions require manual grading. However, you may also revise scores for automatically graded questions.

If you want to grade the same quiz question individually for each student, learn how to grade one quiz question at a time.

Notes:

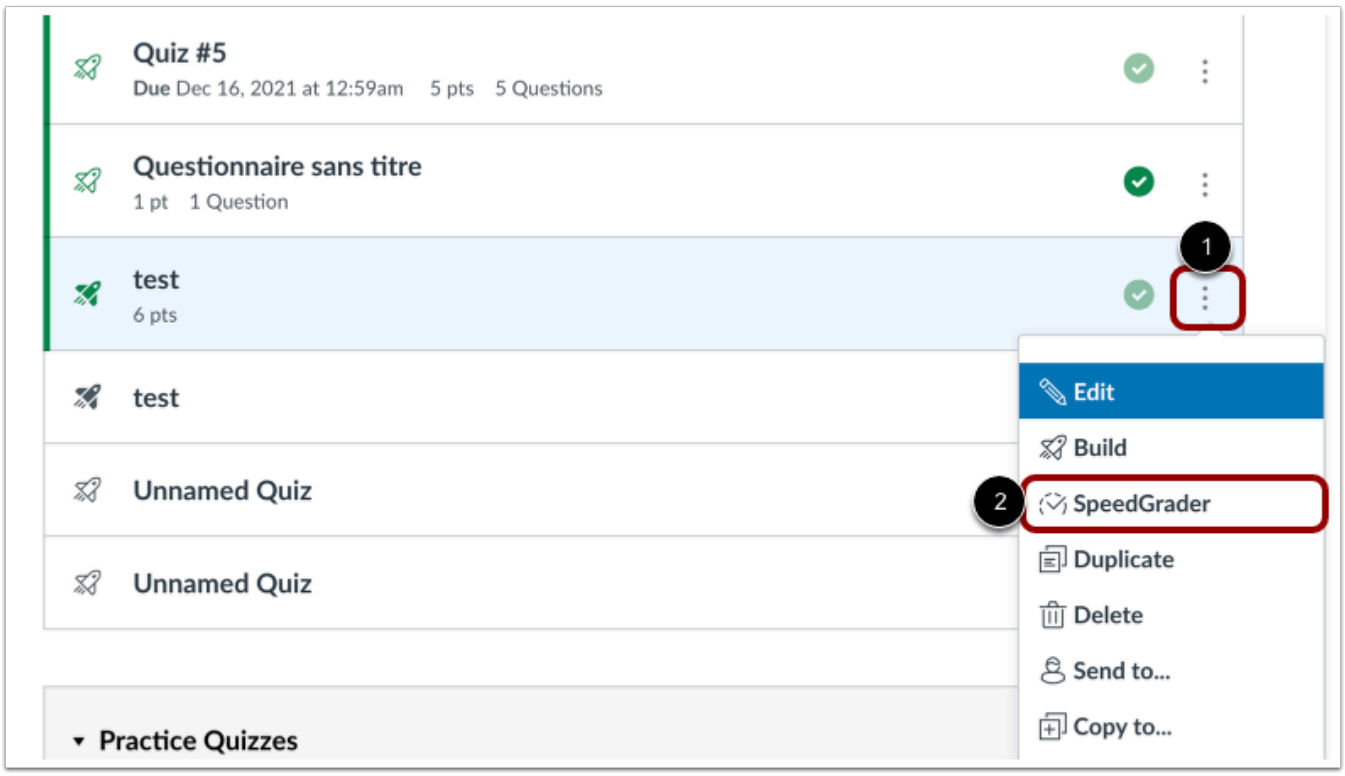
- Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.
- Quiz grading will not be marked as complete and notifications will not be sent to students until each question for the quiz includes an entered point value. If the value earned for the question is zero, the question must be manually changed from the default unscored value to a score of zero.
- Currently, you can only access SpeedGrader through the Gradebook with New Quizzes.
- When using a rubric with New Quizzes, make sure to grade the individual questions first before completing the rubric. If the rubric is graded first, updating the quiz scores will overwrite the rubric grade with the total of the question scores.

Open Quizzes



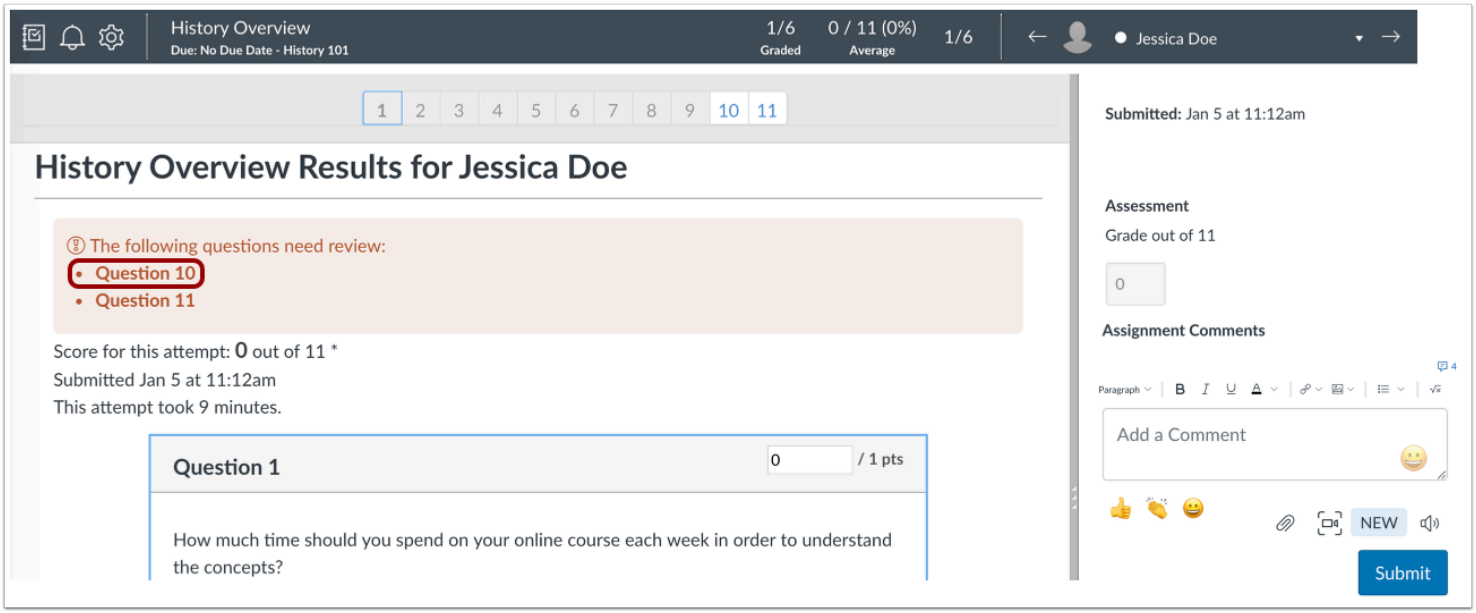
In Course Navigation, click **Quizzes**.

Open SpeedGrader



In the Quizzes page, click the **Options** icon of the quiz you want to grade [1]. Then click the **SpeedGrader** link [2].

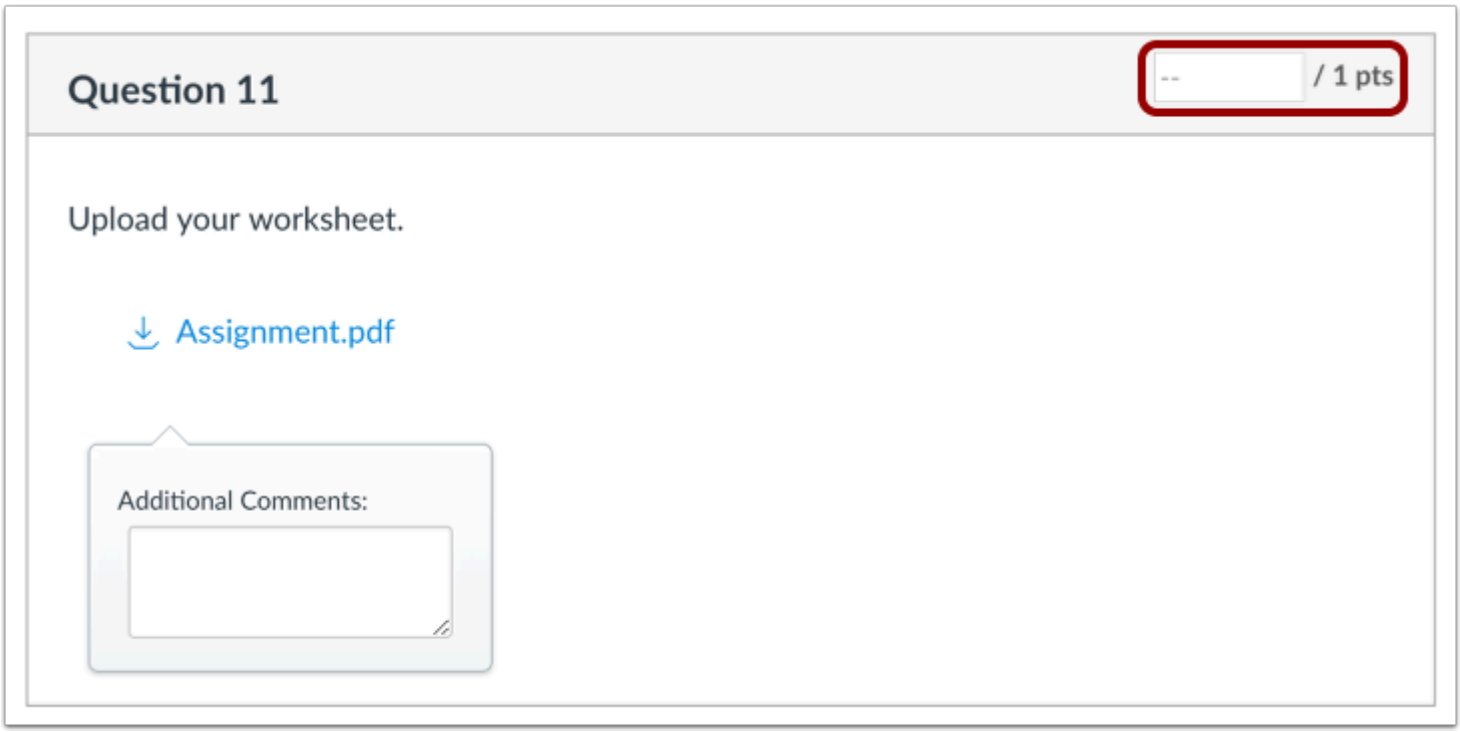
View Question



To view a question, scroll down the quiz to locate the quiz question you want to view.

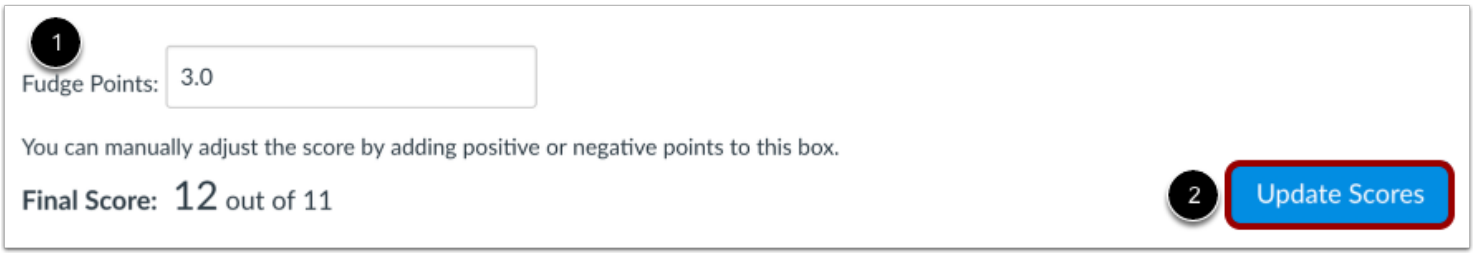
If a question needs to be manually graded, you can click the question number directly within the notification window.

Assign Score



In the points field, enter the score for the question.

Assign Grade



You may also enter fudge points to adjust a student's score for the entire quiz [1]. To assign a quiz score, click the **Update Scores** button [2].

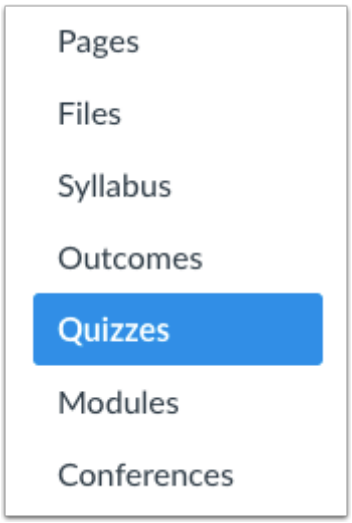
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?

Fudge points allow you to manually add or remove points from a student's overall quiz score. This feature is only available in SpeedGrader.

Notes:

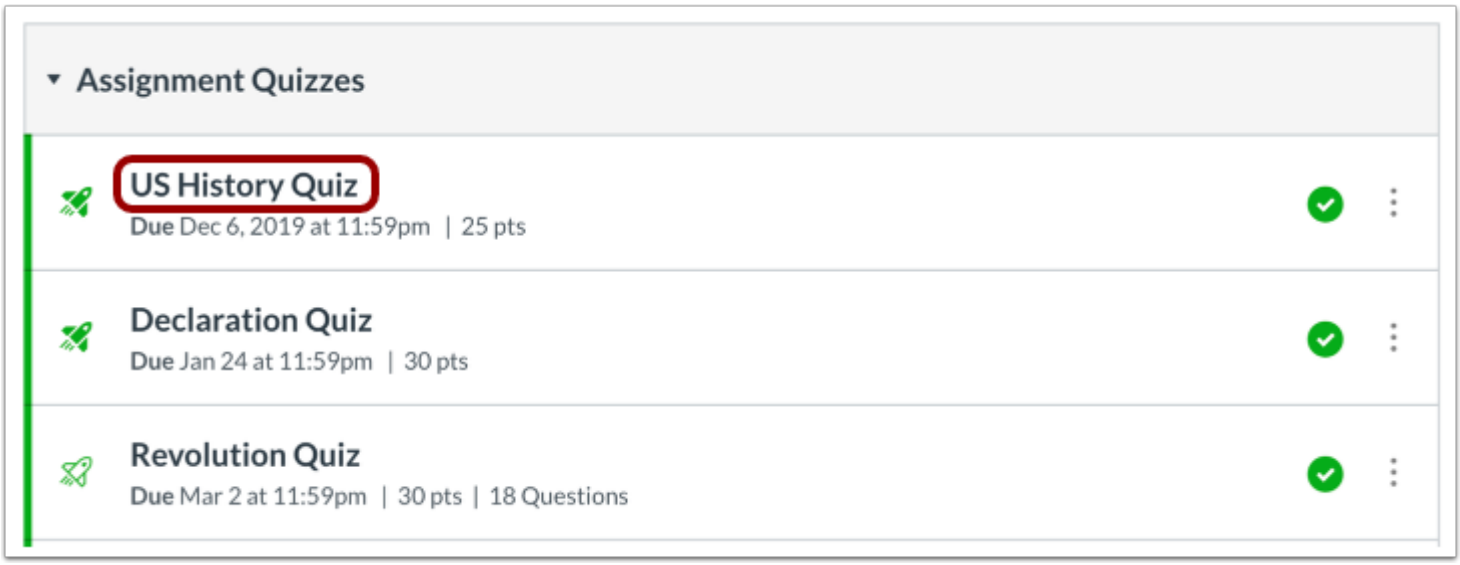
- If you want to adjust points for a specific question within the quiz, you may want to use the quiz regrade feature.
- Grade changes to Classic Quiz submissions made via Gradebook import may display as fudge points in SpeedGrader.
- Graded survey quizzes do not support the use of fudge points.
- You can also regrade a question for a quiz in New Quizzes using SpeedGrader.

Open Quizzes



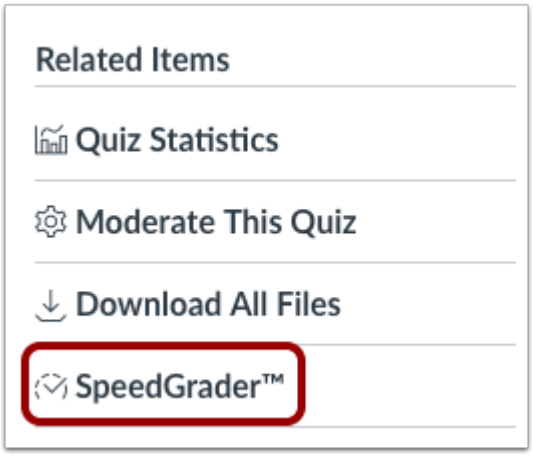
In Course Navigation, click the **Quizzes** link.

Open Quiz



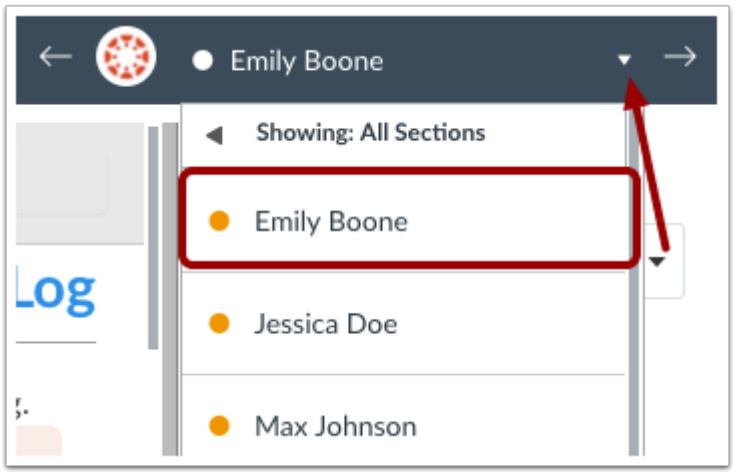
Click the name of the quiz you want to open.

Open SpeedGrader



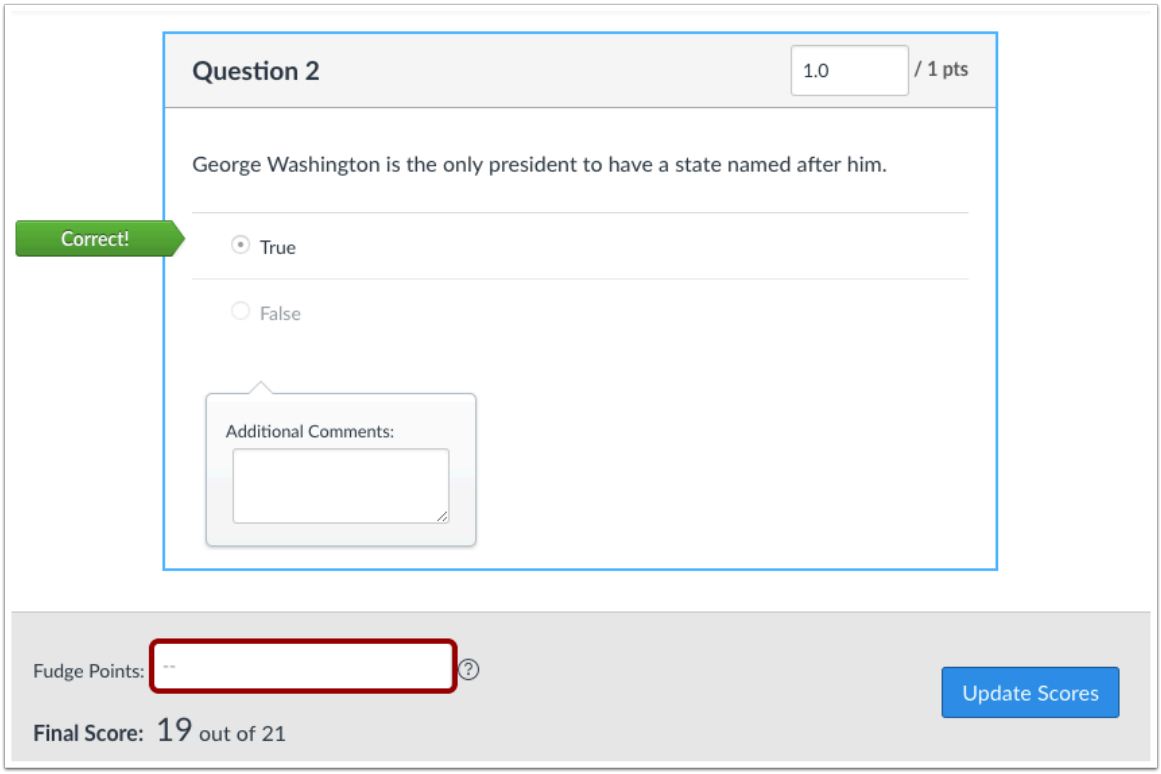
In the sidebar, click the SpeedGrader link.

Select Student



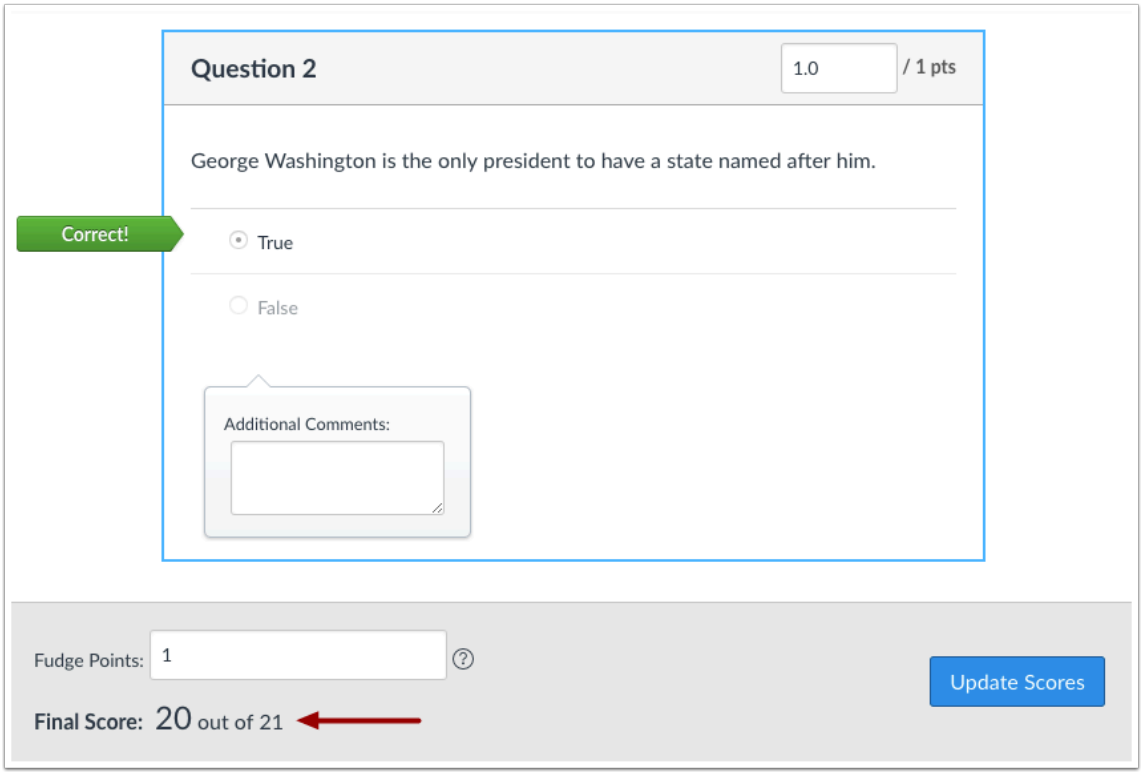
In the Student drop-down menu, select the name of the student whose quiz you want to view.

Assign Fudge Points



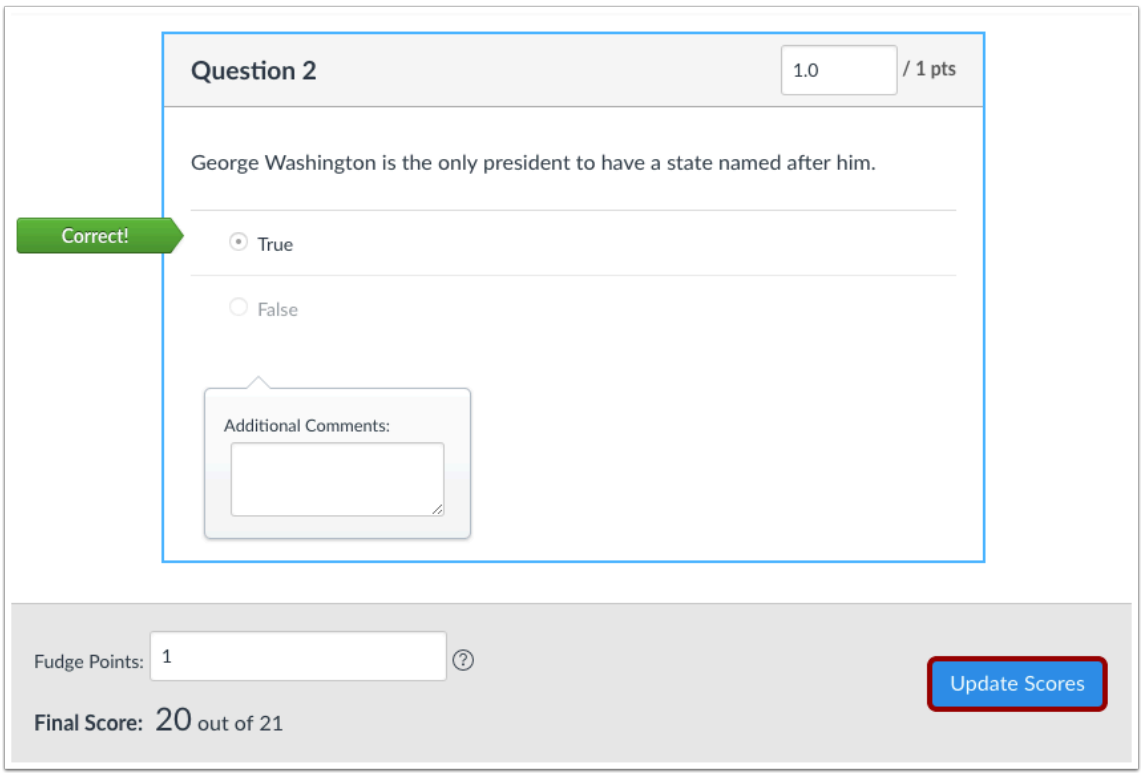
In the Fudge Points field at the bottom of the window, enter the number of points you want to add to the overall quiz score. You can also enter negative points.

View Fudge Points



The Final Score area will show you what the final score would look like based on the number of fudge points.

Update Quiz Score



When you are ready to change the student's quiz score, click the **Update Scores** button.

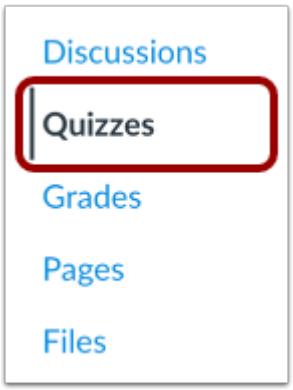
How do I grade one quiz question at a time in SpeedGrader?

If your quiz was created using the Classic Quizzes tool, you can choose to manually grade the same quiz question for each student before viewing student submissions for a different quiz question. Essay and file upload questions always require manual grading, but any quiz question type may be manually graded in SpeedGrader.

Notes:

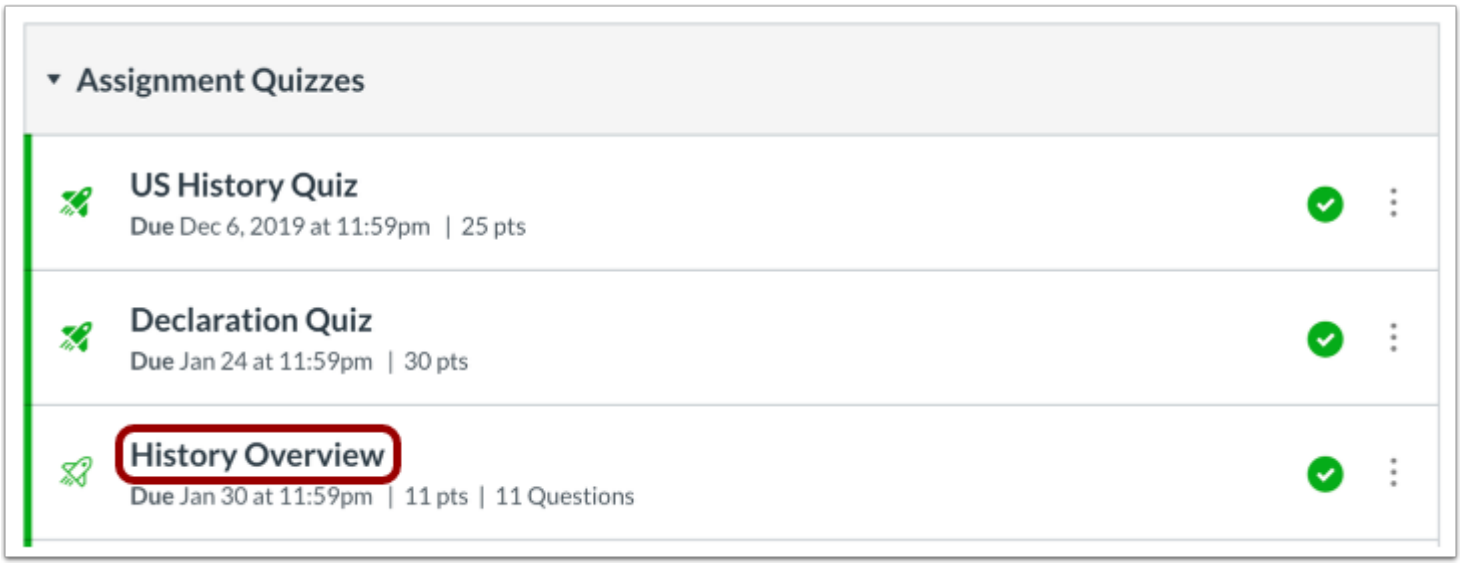
- Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.
- If you are using New Quizzes, learn how to grade one quiz question at a time.

Open Quizzes



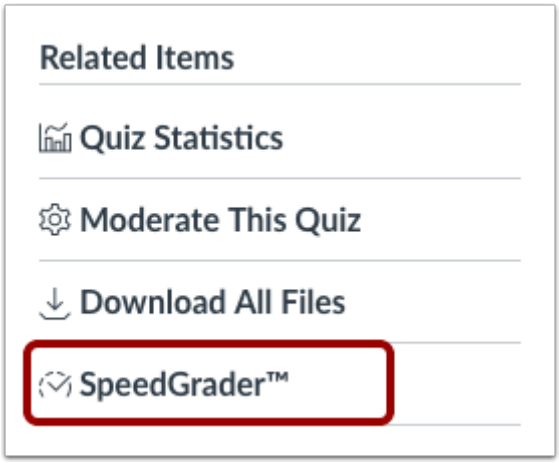
In Course Navigation, click the **Quizzes** link.

Open Quiz



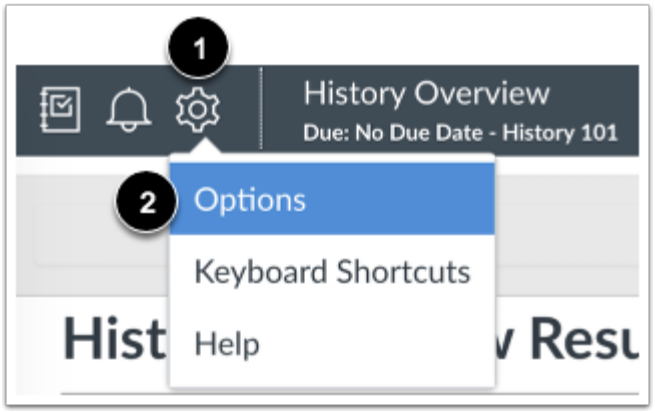
Click the name of the quiz you want to open.

Open SpeedGrader



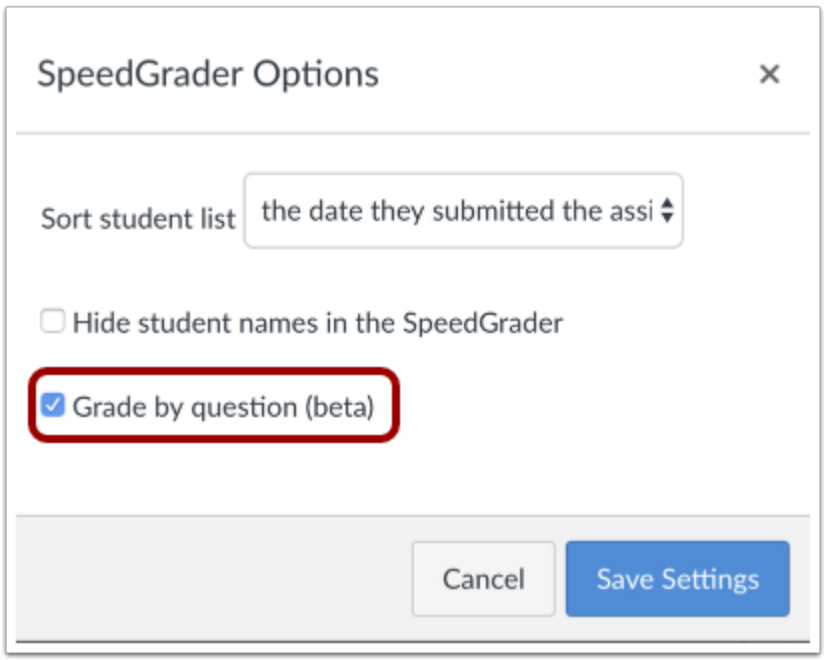
In the Sidebar, click the **SpeedGrader** link.

Open SpeedGrader Options



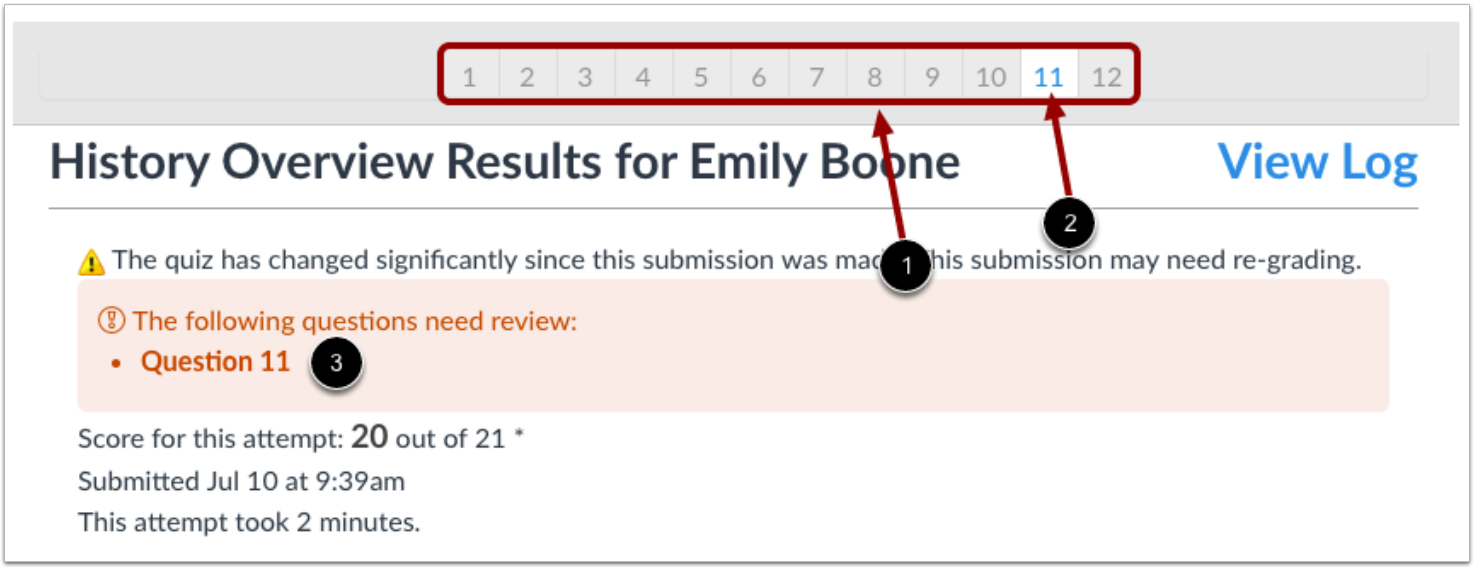
To enable question grading, click the SpeedGrader settings icon [1] and select **Options** from the drop-down menu [2].

Select Grade by Question



Select the **Grade by question (beta)** checkbox.

View Number Bar



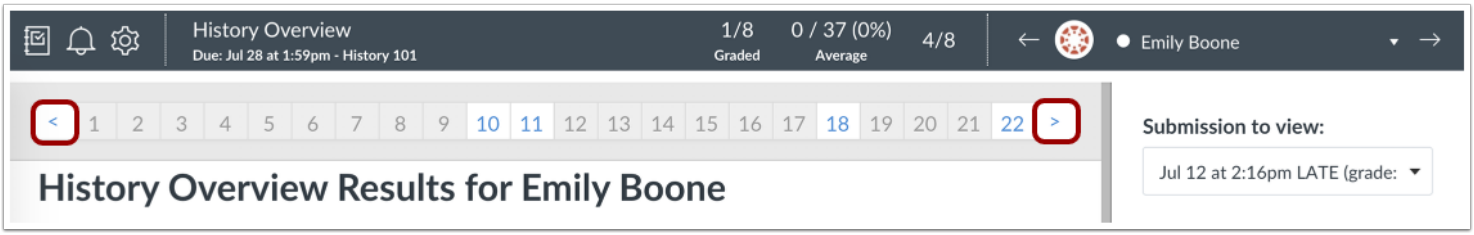
When question grading is enabled, Canvas will display a number bar above the quiz view panel to represent each question in your quiz.

Numbers in gray boxes with gray numbers [1] represent questions that have already been graded. These are multiple-choice, true/false, and other types of questions where instructors can assign the answer and have Canvas grade the quiz automatically.

Numbers in white boxes with blue numbers [2] represent questions that need to be graded manually. Canvas will also display a red notification bar [3] with the quiz questions that need to be reviewed and assigned a grade.

Note: Manually graded questions will turn gray in the question bar once a score is entered and updated for a student.

View Additional Questions

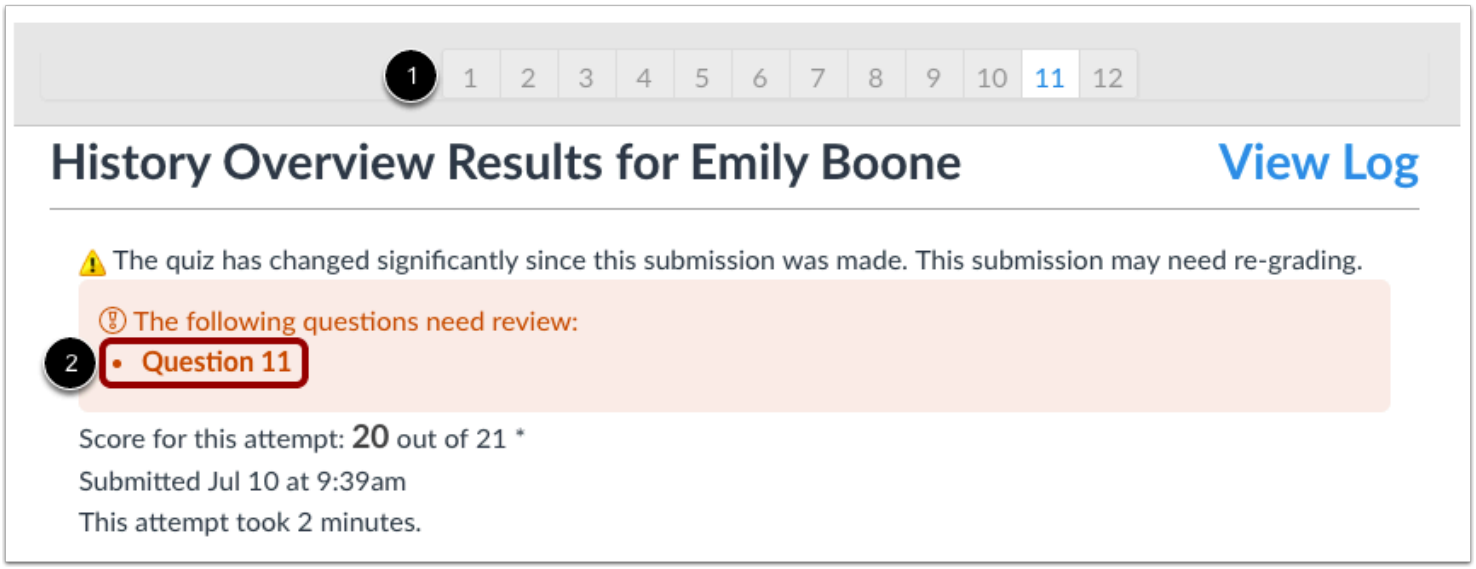


If the number of questions in your quiz exceeds the width of the number bar, you can use the arrows at either end of the number bar to advance to additional questions.

You can also scroll down the quiz to locate the quiz question you want to view. The number bar will adjust automatically as you scroll.

Note: The question bar is dynamic according to the size of your browser view. Zooming into your browser's window will decrease the number of questions in the number bar, while zooming out will increase the number of questions. The minimum number of questions that will appear within the largest zoom view is 18.

Select Questions

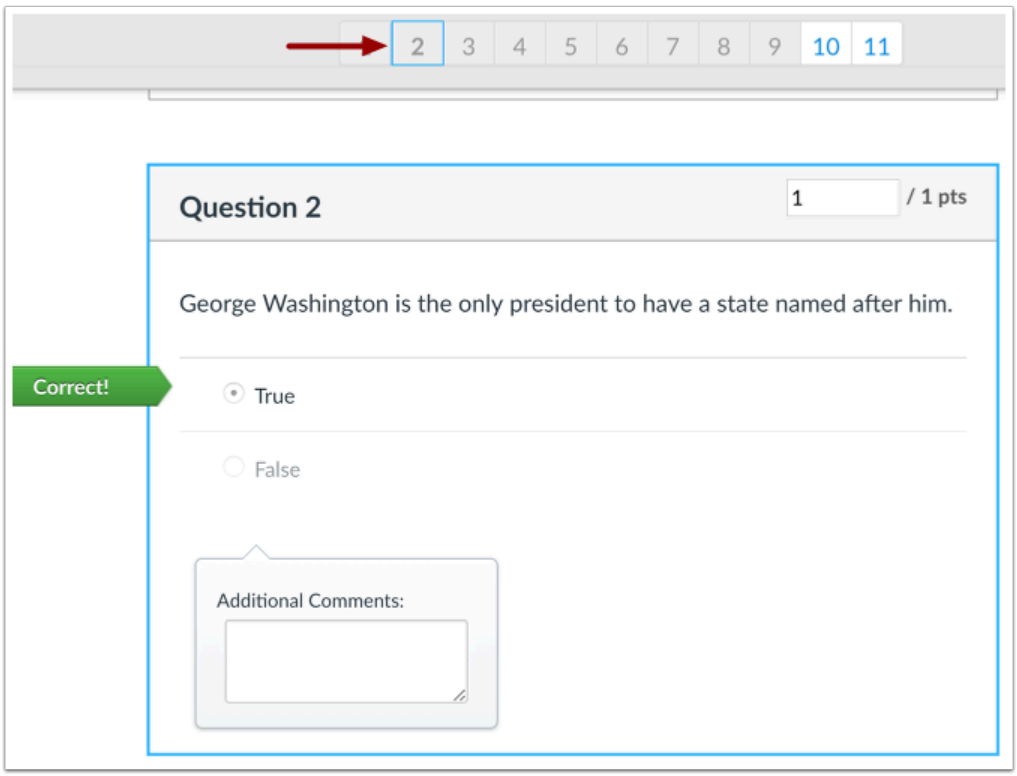


To view a question, click the question number in the number bar [1].

If a question needs to be manually graded, you can click the question number directly within the notification window [2].

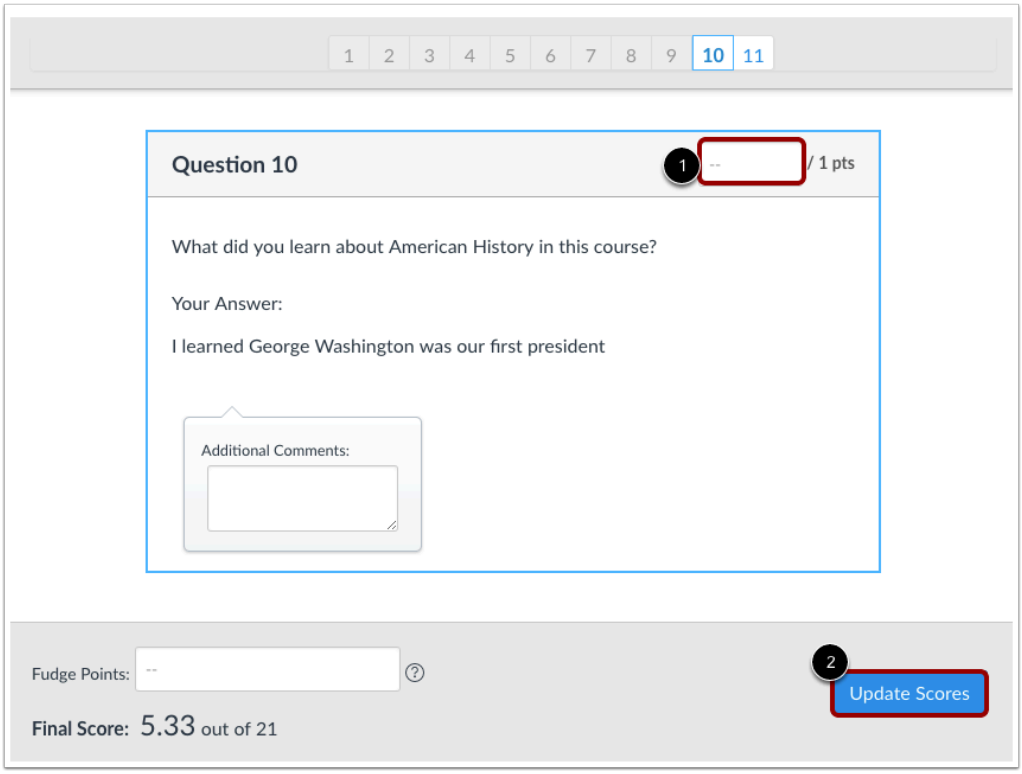
Note: When hovering over any box in the number bar, the box will temporarily fill with a light gray color to indicate which quiz number you want to select.

View Blue Outline in Number Bar



Once you begin to view the quiz, a blue outline around the number will identify the question you are currently viewing. A blue outline will also appear around the entire question.

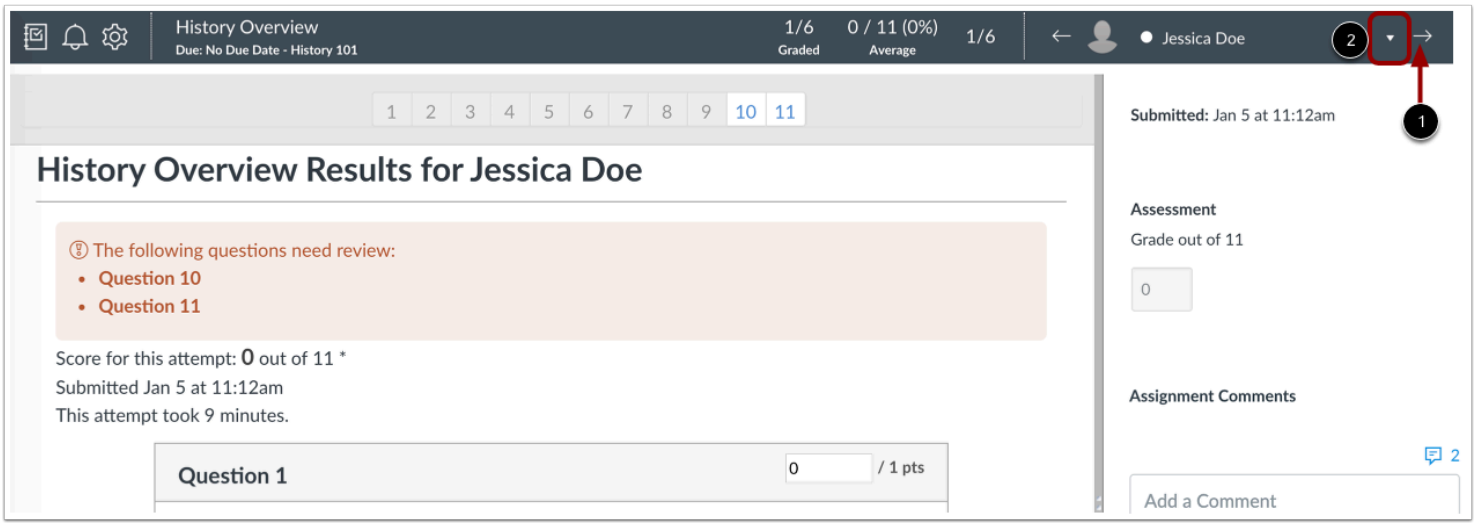
Assign Grade



To assign a grade for a question or to revise the grade for an automatically graded question, enter the score in the points field [1], then click the Update Scores button [2].

Note: You may also enter fudge points to adjust a student's score for an entire quiz.

Advance to Next Student



To grade a student submission for the same question, click the arrow in the student menu [1] or click the drop-down menu and select a student from the student list [2]. SpeedGrader will show the same quiz question for the next student.

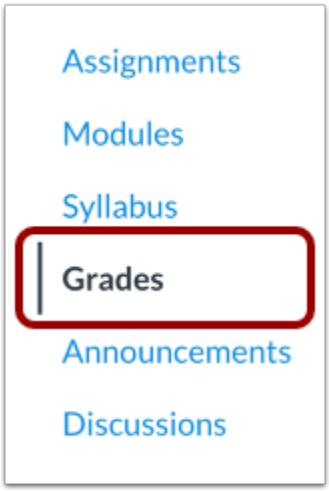
How do I grade a New Quizzes quiz question one at a time in SpeedGrader?

You can grade individual New Quizzes questions using SpeedGrader. Most quiz items are graded automatically after a student submits the quiz. However, essay and file upload questions must be graded manually.

Notes:

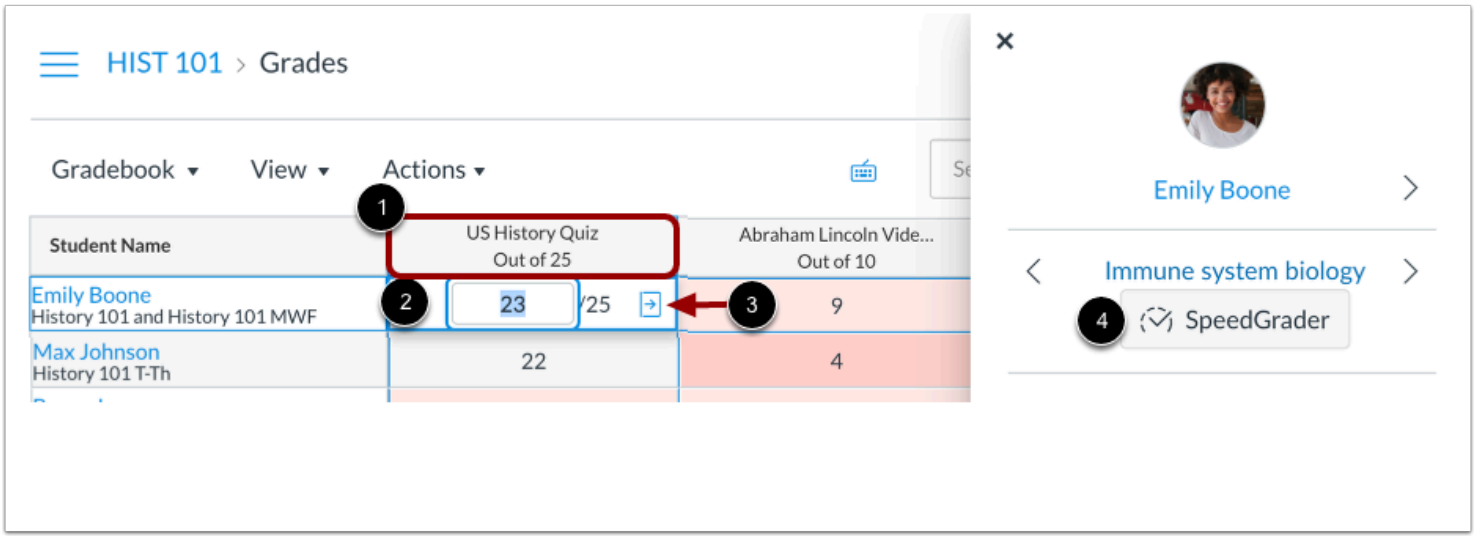
- Quizzes that pull questions from an item bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.
- If you are using Classic Quizzes, learn how to grade one quiz question at a time.

Open Grades



In Course Navigation, click the **Grades** link.

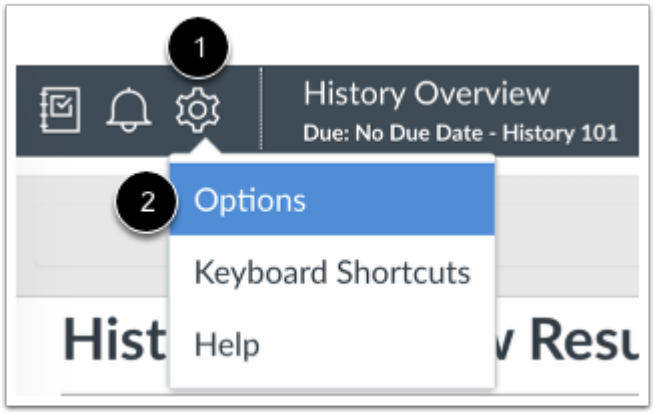
Open SpeedGrader



Find the quiz you want to grade [1]. Then click any grade cell for the quiz [2].

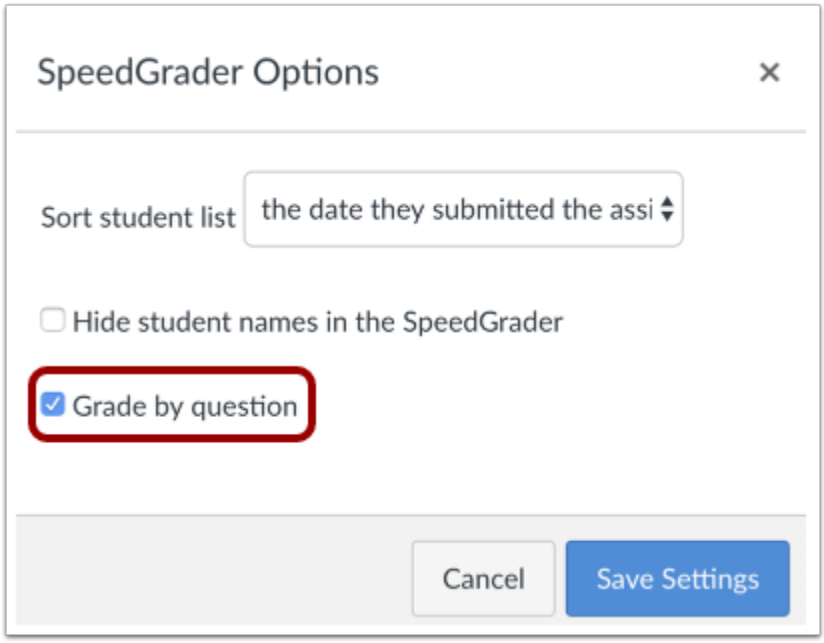
To open the Grade Detail Tray, click the **Grade Detail Tray** icon [3]. Then click the **SpeedGrader** link in the Grade Detail Tray [4].

Open SpeedGrader Options



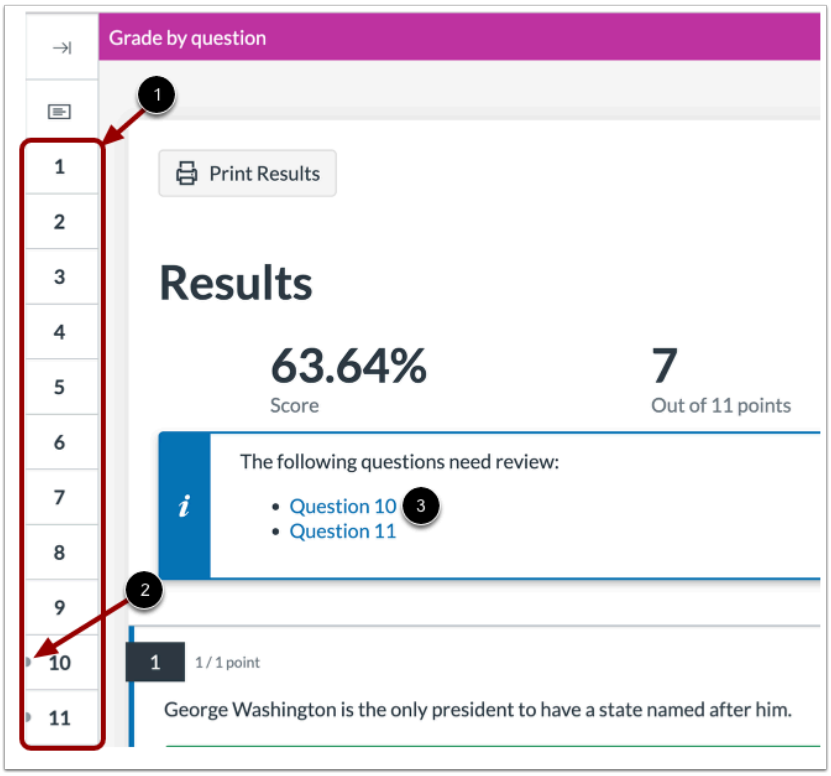
To enable grading by one question at a time, click the **SpeedGrader Settings** icon [1] and click the **Options** link [2].

Select Grade by Question



Click the**Grade by question** checkbox [1]. Then click the **Save Settings** button [2].

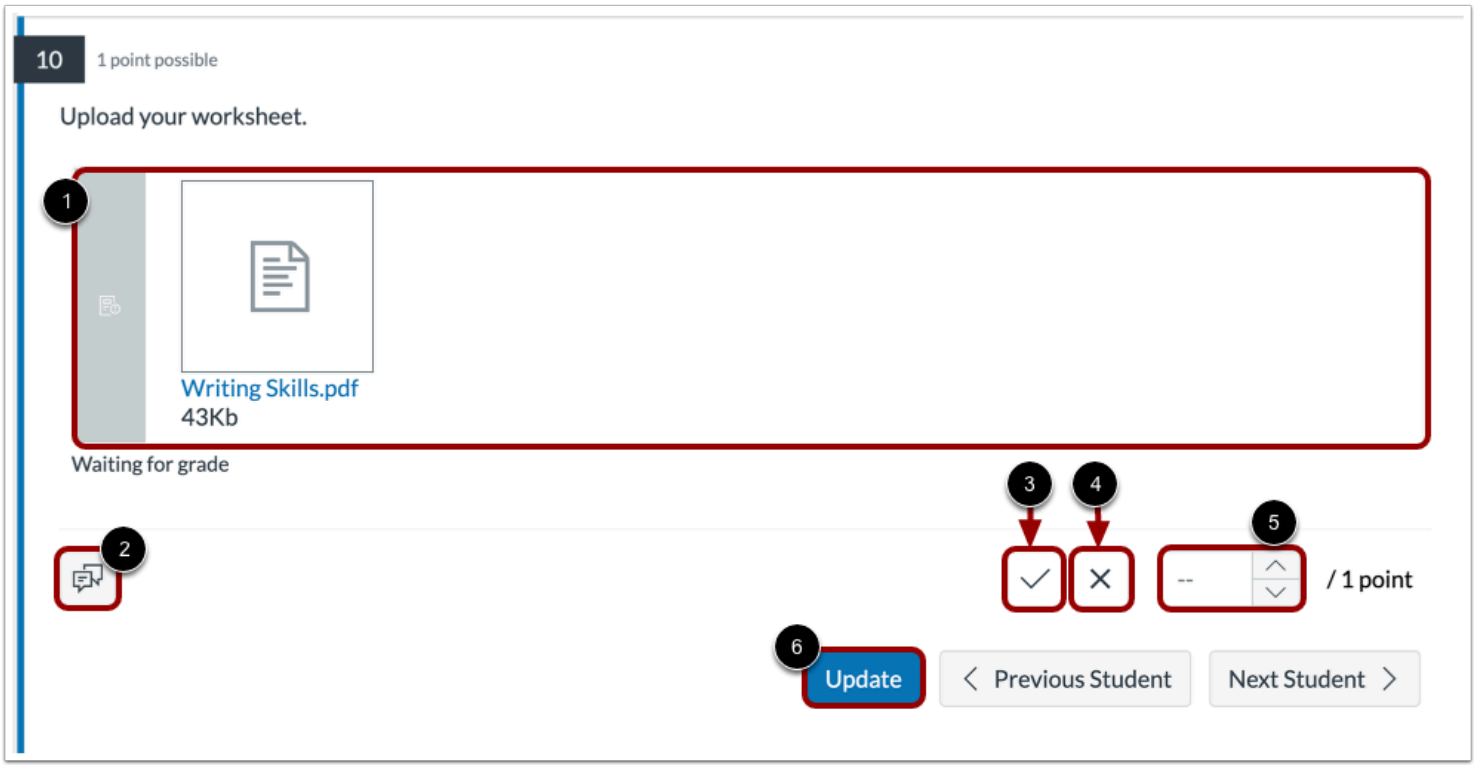
View Number Bar



When grading by one quiz question at a time enabled, Canvas displays a number bar next to the quiz view panel to represent each question in your quiz [1].

Numbers with an indicator represent questions that need to be graded manually [2]. Canvas also displays a notification bar with the quiz questions that need to be manually reviewed and assigned a grade [3].

Assign Grade

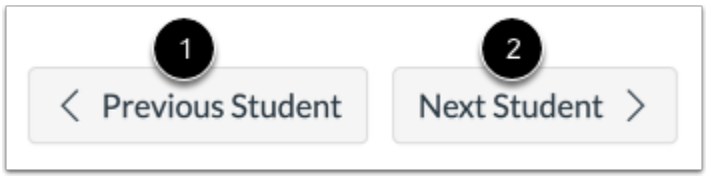


Questions that require manual grading display a border and Waiting for grade text [1].

To leave additional comments on the question, click the **Comment** icon [2]. To give a student full points for an answer, click the **Correct** button [3]. To give a student no points for an answer, click the **Incorrect** button [4]. You can also use the **Arrow** buttons to increase or decrease the score [5].

To save the score for the question, click the **Update** button [6].

Advance to Next Student



To grade a student submission for the same question, click the **Next Student** button [1].

To go to a previous student, click the **Previous Student** button [2]

Note: SpeedGrader displays the same quiz question for the next student.

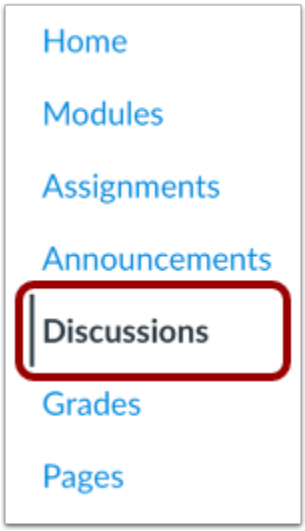
How do I grade a graded discussion in SpeedGrader?

You can grade and provide feedback on graded discussion and graded group discussion in SpeedGrader. Discussion replies will display individually, but the replies can also be viewed in the context of the full discussion in SpeedGrader.

Notes:

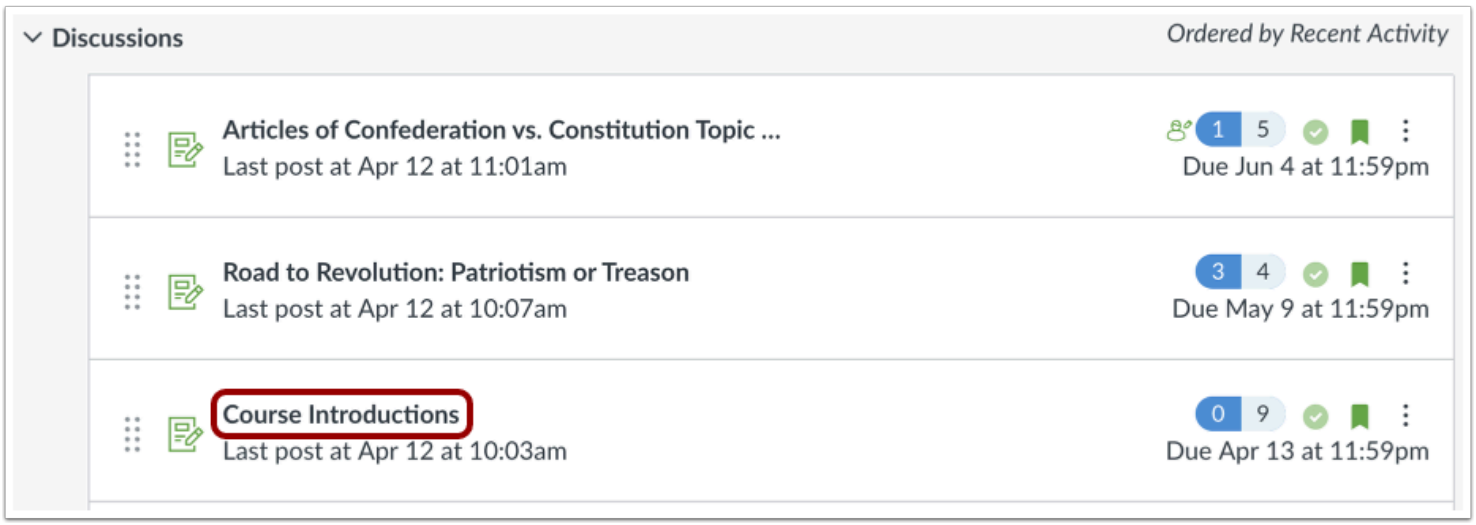
- When Discussion Checkpoints is enabled, the full discussion thread is displayed, with students' individual replies highlighted—even in non-checkpointed discussions.
- You will not be notified in the Gradebook of additional posts to discussions after a grade has been entered.

Open Discussions



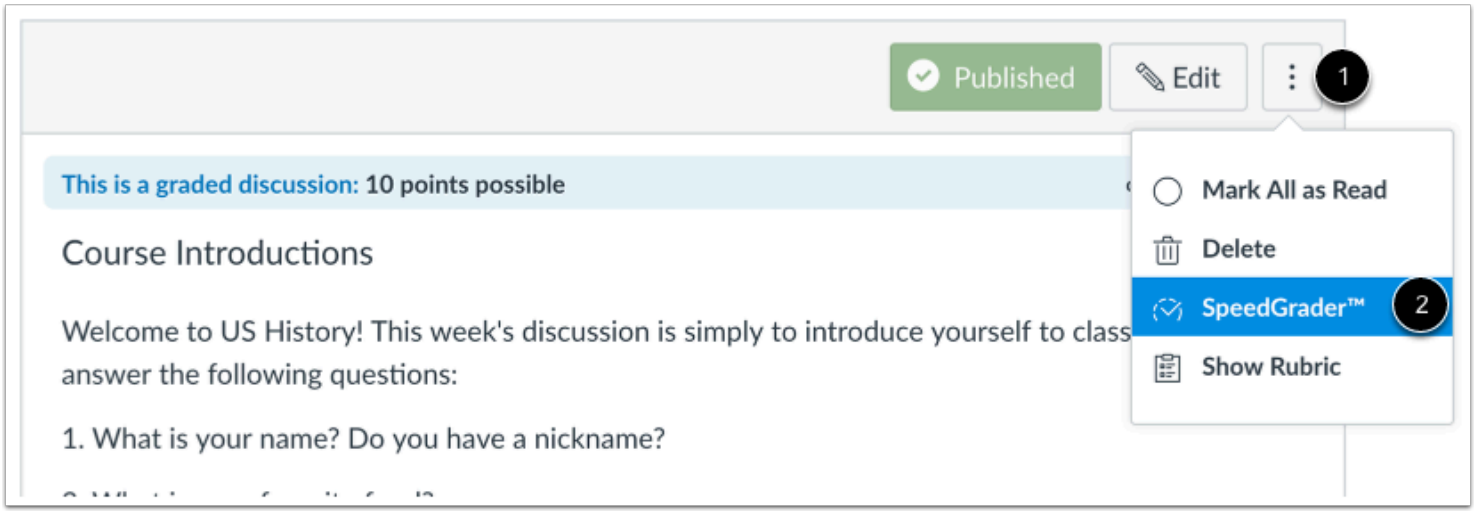
In Course Navigation, click the **Discussions** link.

Open Discussion



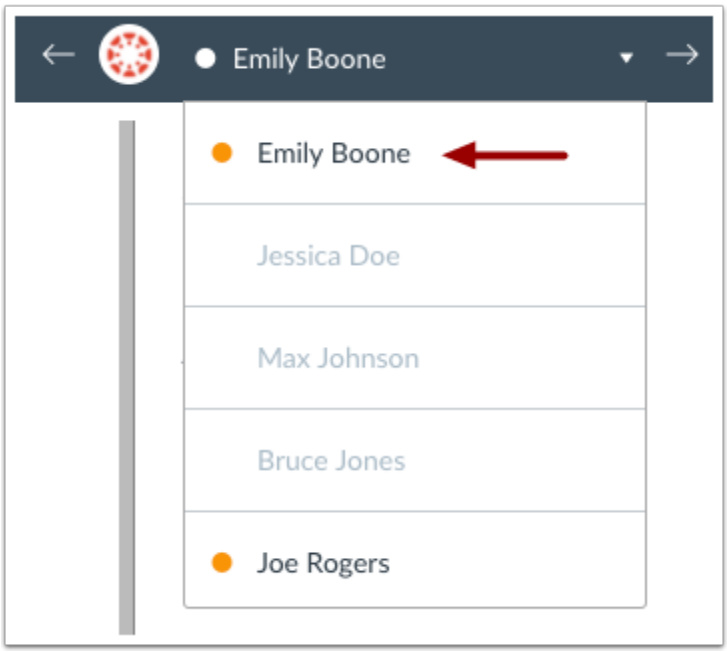
Click the name of a discussion.

Open SpeedGrader



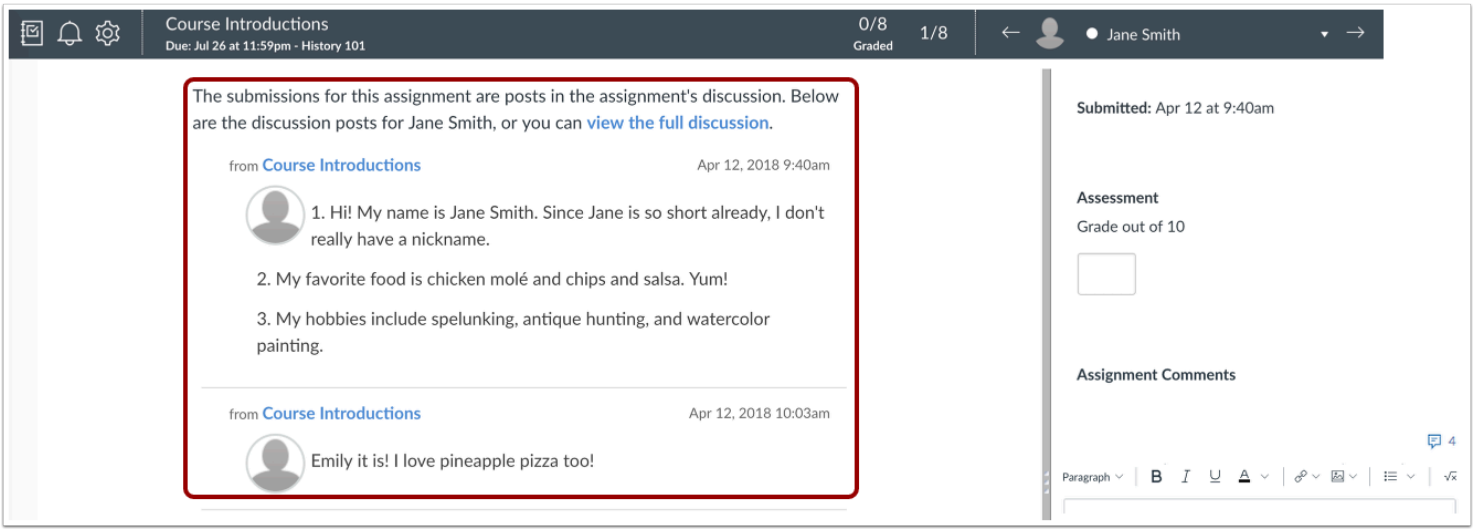
Click the **Options** icon [1] and then click the **SpeedGrader** link [2].

Select Student



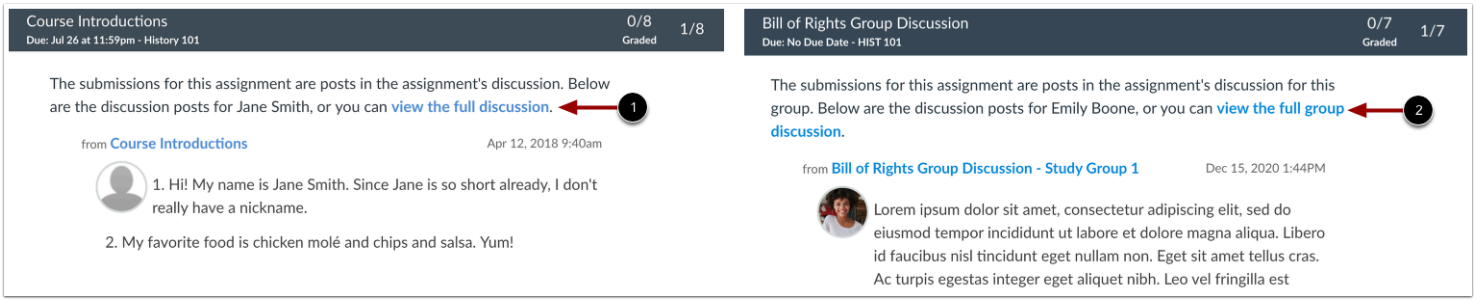
Use the student list to locate a student submission.

View Submission



View the student's discussion replies. Older replies are listed at the top with newer replies listed below.

View Full Discussion

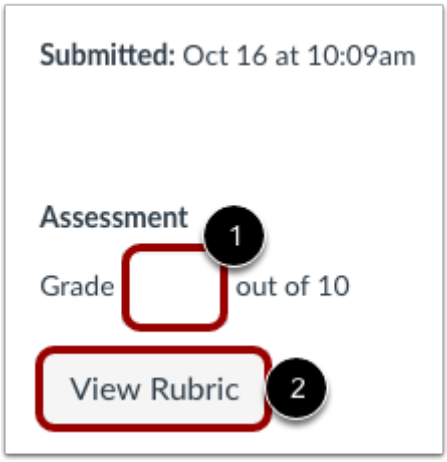


To view the discussion replies in the context of the full discussion, click the **view the full discussion** link [1].

If the discussion replies are part of a graded group discussion, you can view the discussion replies in the context of the full group discussion by clicking the **view the full group discussion** link [2].

Note: To return to SpeedGrader from the full discussion, use your internet browser's back button.

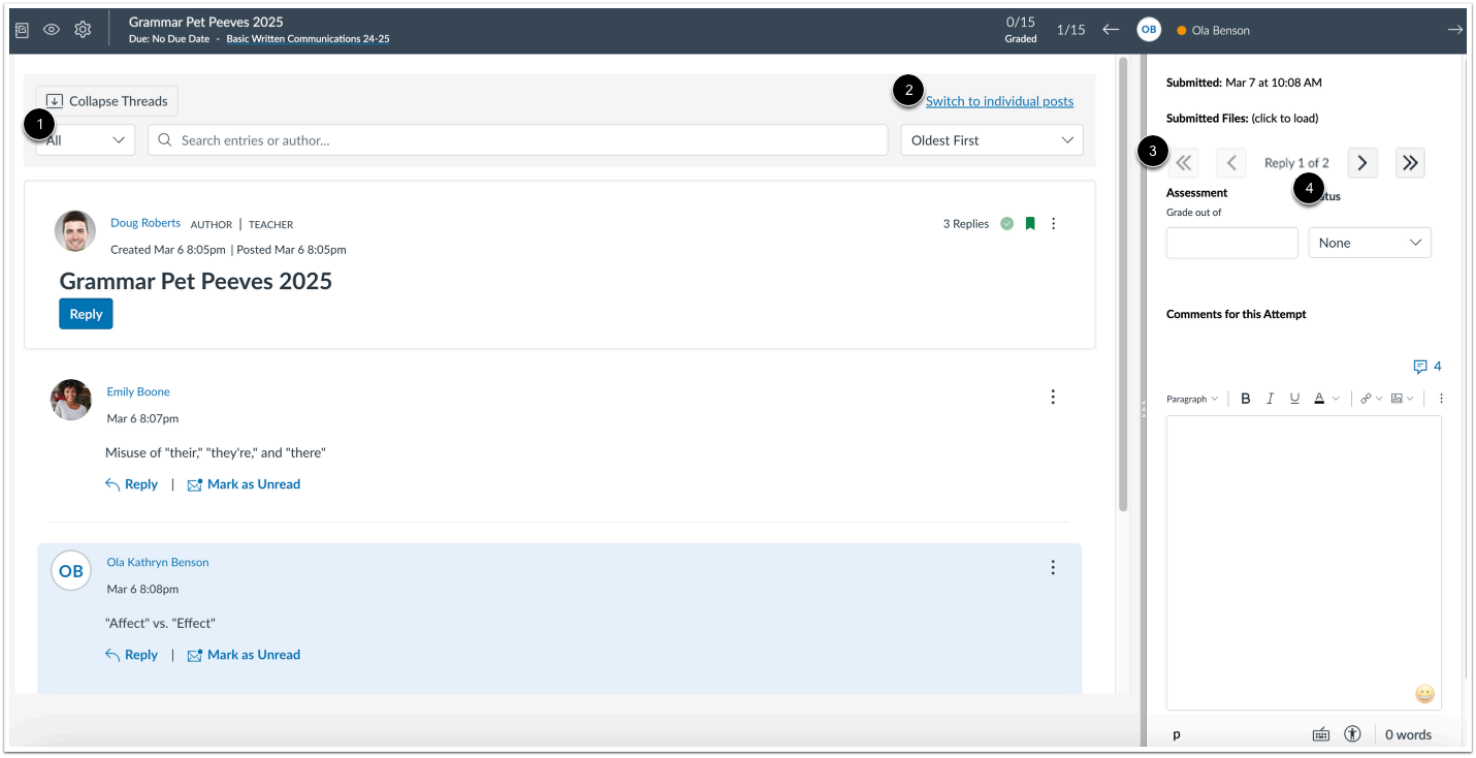
Grade Submission



To enter a grade for the submission, enter the grade in the **Grade** field [1].

If you added a rubric to the discussion, you can view the rubric by clicking the **View Rubric** button [2].

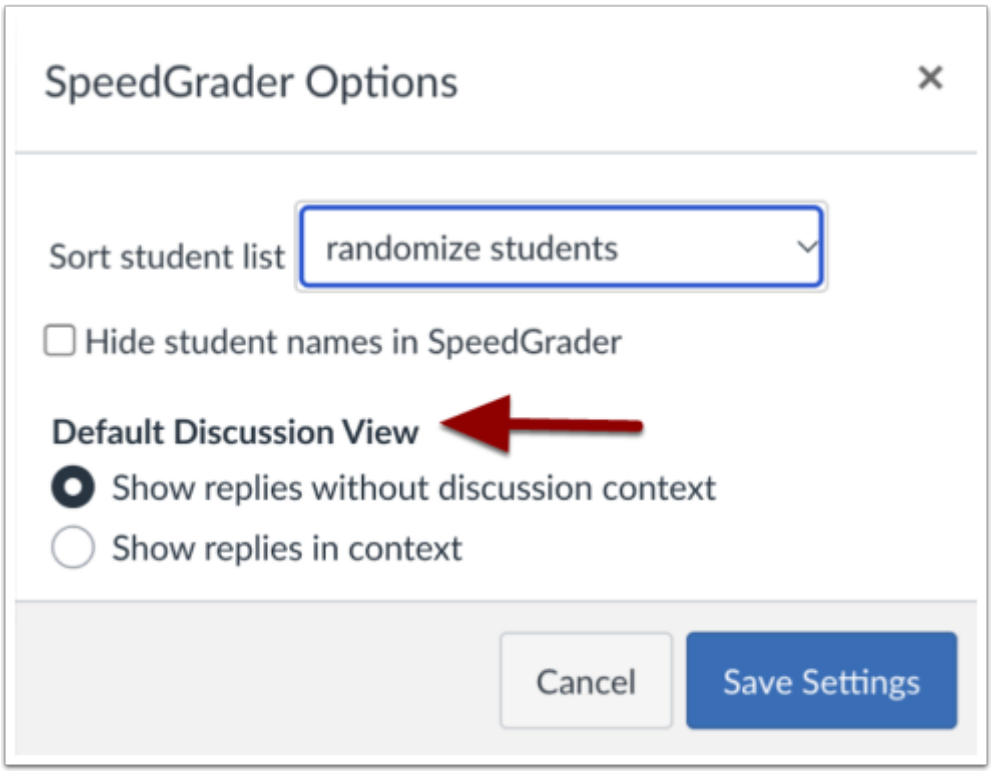
Grade Discussion Checkpoint Submissions



If you enabled the Assign graded checkpointsoption when you created the discussion, more options display in SpeedGrader.

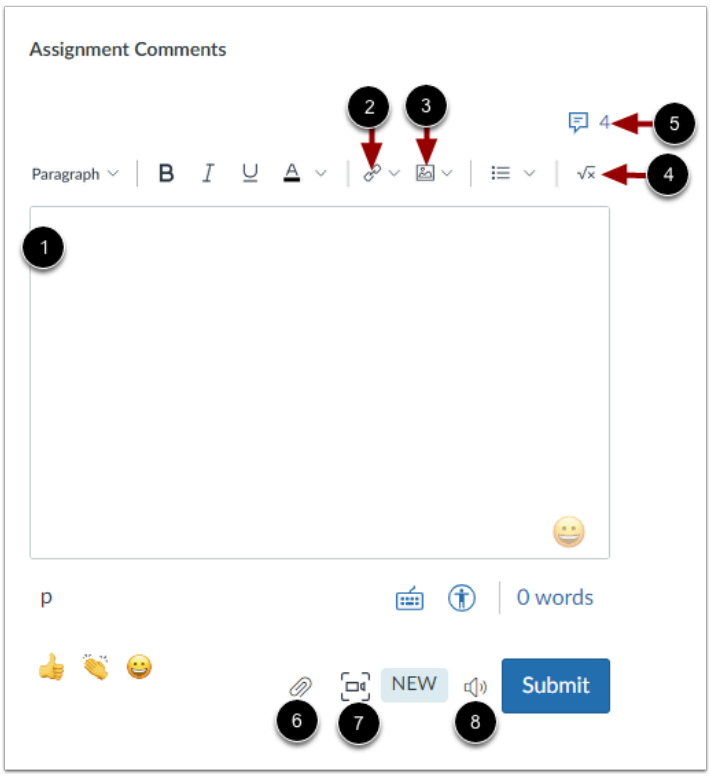
When viewing discussions in SpeedGrader the header remains sticky [1], a link allows instructors to switch back to individual posts [2], student navigation buttons include First, Last, Previous, and Next [3] and instructors can view the number of replies added compared to the required number of replies [4].

Default Discussion View



In SpeedGrader Options, instructors can set the **Default Discussion View**.

Add Feedback



In the Assignment Comments section, you can post comments to the student. Any comments made by the student also appear in this section and in the Submission Comments filter in Conversations.

To add a comment to the assignment, enter text in the **Comment** field [1], can add an external course link [2], upload an image [3], or insert an equation [4].

To use a comment from the Comment Library, click the **Comment Library** icon [5].

To attach a file to the comment, click the **Attach** button [6].

To record a video or audio comment, click the **Media** button [7].

If you are using Chrome, you can use the speech recognition tool to leave comments [8].

Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

Save Grade & Feedback



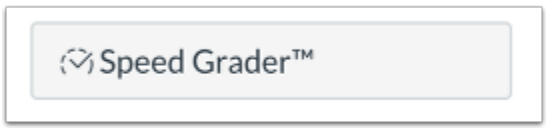
To save the student's grade and any added feedback, click the **Submit** button.

How do I view plagiarism assignments in SpeedGrader?

If your institution has enabled a third-party plagiarism detection tool, you may be able to view plagiarism and originality details in SpeedGrader. DocViewer supported file types can be viewed and annotated in SpeedGrader.

Note: Canvas does not provide its own plagiarism detection tool. For information or support with using your plagiarism detection tool, contact your institution or the provider of the tool.

Open SpeedGrader



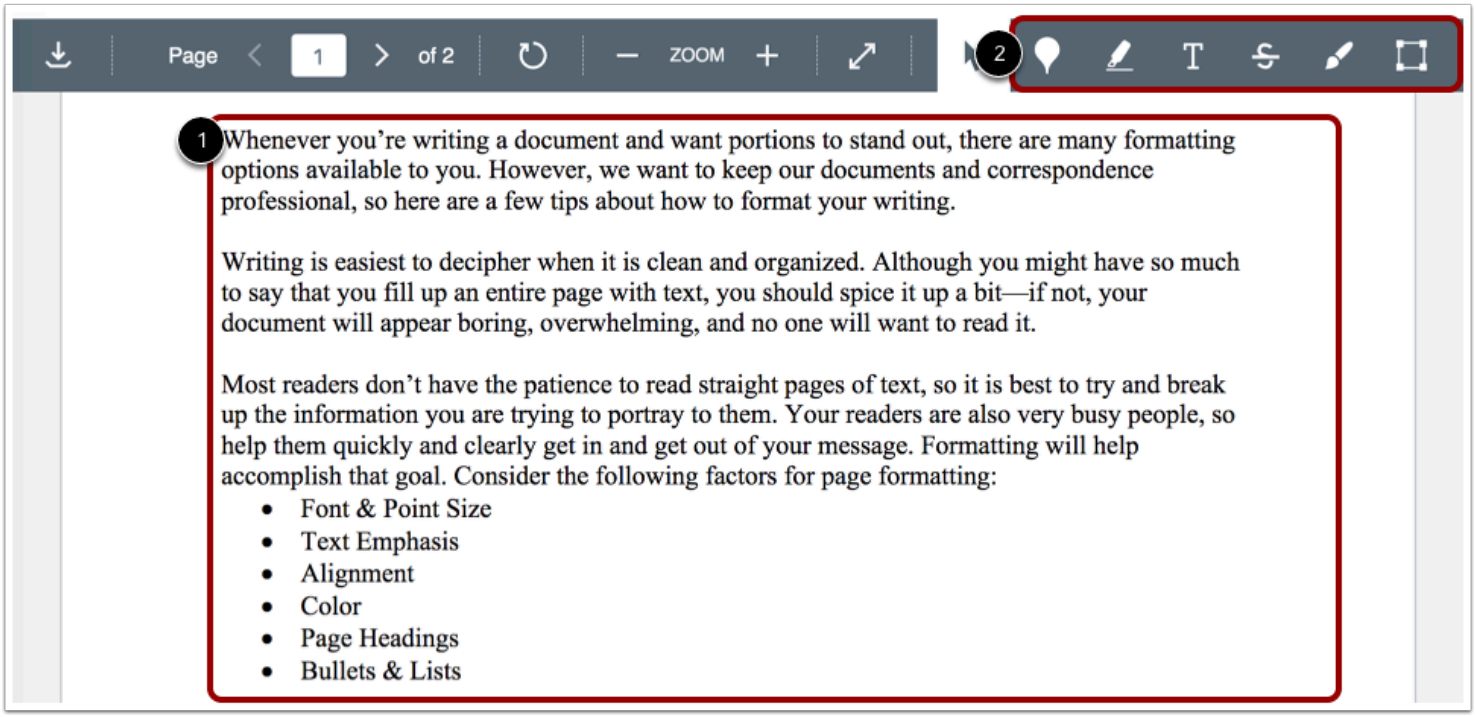
On the assignment, click the **SpeedGrader** button.

Select Submission



Select the student whose submission you would like to view.

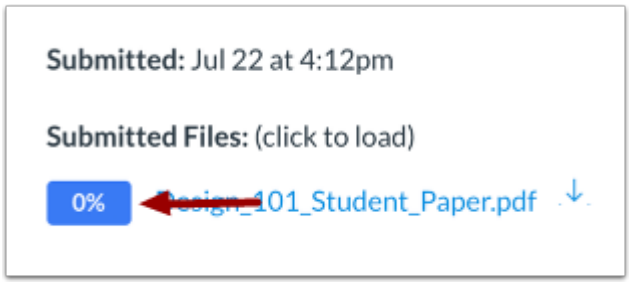
View Submission



View the submission in the SpeedGrader submission pane [1].

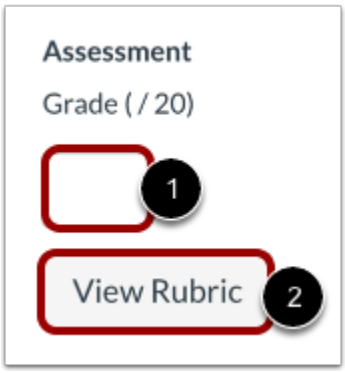
If the submission is a supported DocViewer preview type, you can use the DocViewer annotation tools [2] to add comments to the student's submission.

View Similarity Score



The SpeedGrader sidebar displays the student's similarity score. To view the full originality report, click the **Originality Score** icon.

Grade Submission



To grade the submission, enter a grade in the **Grade** field [1].

If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I apply Submission Stickers in SpeedGrader?

The Submission Stickers feature option allows instructors to add stickers to individual and group assignment submissions per attempt, offering an engaging way to provide feedback.

Once enabled at the account or course level, instructors can apply stickers through the Traditional Gradebook tray, Individual Gradebook, and SpeedGrader.

Stickers are also supported for anonymous assignments, ensuring privacy. For moderated assignments, stickers can be added once they are published. Stickers follow post policies, meaning grades must be posted for students to view them.

Notes:

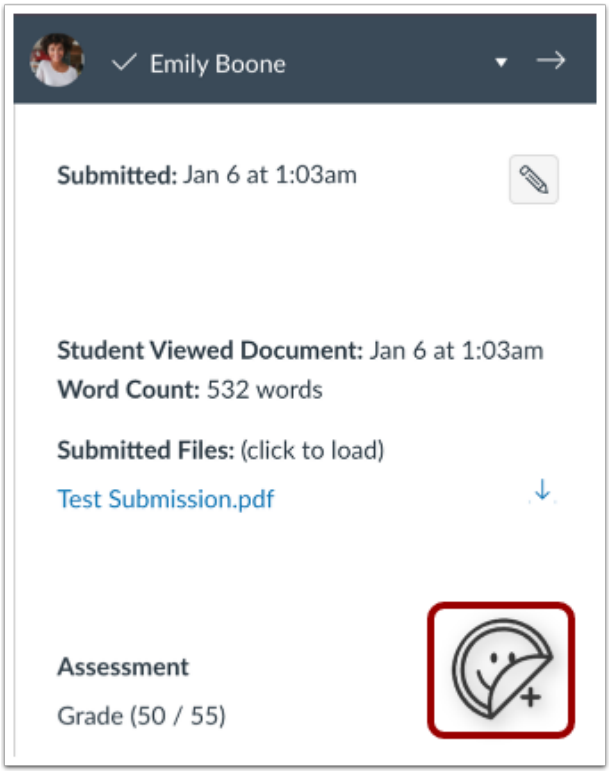
- Submission Stickers only work in courses that have also enabled the Assignment Enhancements feature option.
- The Submission Stickers feature option is disabled by default.
- Submission Stickers are not compatible with the Modernized SpeedGrader feature option at this time.

Open SpeedGrader



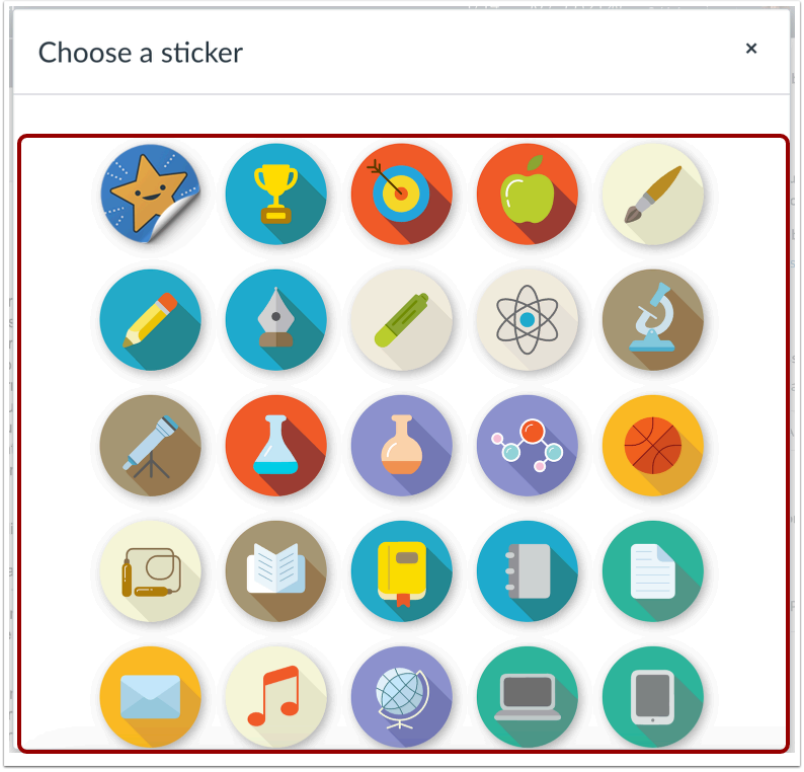
You can access SpeedGrader through: Assignments, Quizzes, Graded Discussions, and Gradebook.

Add Submission Sticker



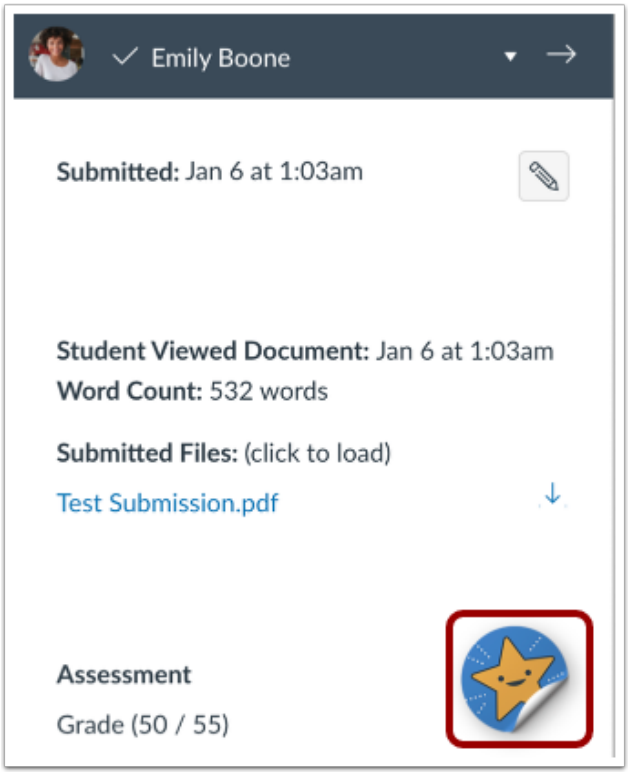
In the SpeedGrader sidebar, click the **Submission Sticker** icon.

Choose Sticker

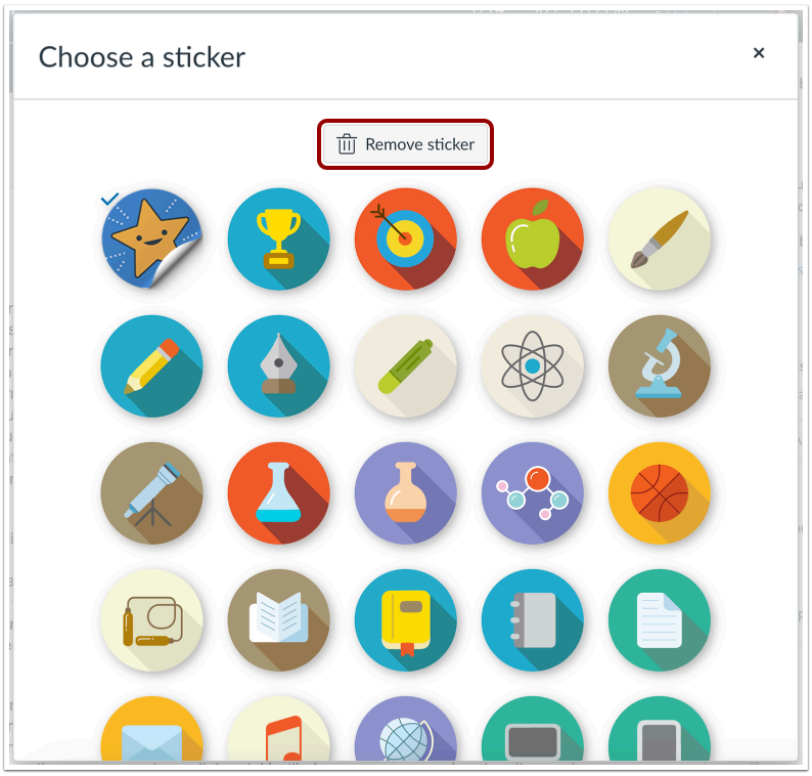


In the Choose a sticker pop-up window, select a sticker.

Remove Submission Sticker



To remove the Submission Sticker, click the sticker.



In the Choose a sticker pop-up window, click the **Remove Sticker** button.