Question Banks and Quizzes

Canvas Tip Sheet

This webinar will demonstrate how to find, create and manage Question Banks and Quizzes in Canvas.

Question Banks

- Question banks are accessed through the Quizzes Index page in the Course Navigation menu. To locate, click the **Three-Dot Menu** and click the **Manage Question Banks**. From here you can edit an existing question bank or build a new one.
- UMOnline recommends building out your Question Bank before adding questions to your quizzes.
- If you are working on a course that was part of the migration from Moodle, then your question banks were imported for you and should be visible on the Course Question Bank page.
- There are many different quiz question types, but the easiest to use are Multiple Choice, Multiple Answers, True/False, and Essay Question. All question types are automatically graded except for Essay Questions.

Quizzes

- As with Assignment and Discussions, you can manage Quizzes in the Quizzes Index page or add them to your course from within a Module.
- Use the Canvas Quiz tool to create and administer online quizzes and surveys. There are four types of quizzes to choose from: Graded Quiz, Practice Quiz, Graded Survey, and Ungraded Survey.
- When you create a quiz, you have a variety of quiz options to choose from within a quiz such as shuffling answers, setting a time limit, allowing multiple attempts, and more.
- Quizzes default to the option that allows students to see correct quiz answers after completing the quiz. So if you do not want students to see the correct answers, deselect the **Let Students See the Correct Answers** checkbox.
- After saving, click "Preview" to preview the quiz and ensure the quiz questions function as intended.

Things to Remember

- Delete empty answers for Multiple Choice questions, or students will be able to select a blank option.
- Canvas has two quiz activities: Classic Quizzes and New Quizzes. You can distinguish them by their icons. The icon for a Classic Quiz is an outline of a rocket ship, and the icon for a New Quiz is a solid rocket ship. At this time, our institution is only supporting the Classic Quiz.

For further assistance, please contact the UMOnline IDs (umonlineIDs@umontana.edu)

- 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.

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course,](#) you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.