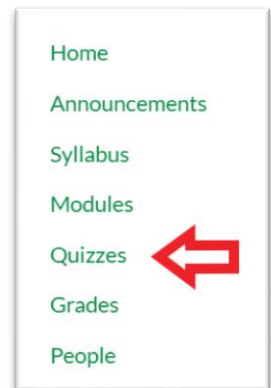# How to Work with Exams & Quizzes

Use quiz items in Canvas any time you need to present your learners with a series of questions. Differentiate your assessments with titles, point values, and grade weight.

Creating Quizzes

Create the quiz item. Set up the details that will be meaningful to your students before they see questions.

❏ Name the quiz with a title. (e.g. Lesson 1: Reading Check Quiz)
❏ Describe the quiz students are about to take (i.e. Where does the content of this quiz come from? What are your expectations? How will this help them?).
❏ Adjust the quiz settings to your preferences and class expectations (i.e. type of quiz, assignment group, options, restrictions, and due dates).
❏ Learn how: Canvas Guide: What options can I set in a quiz?

Importing Questions

From within Canvas

If you don't want to create questions one at a time, you can import questions from another Canvas course.

❏ Learn how to import questions from one course to another in the Canvas guides.
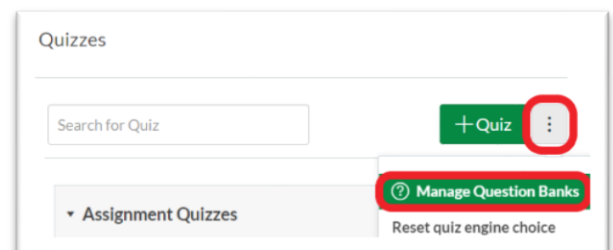
From Outside of Canvas

You can use Respondus to import questions from documents (e.g., Word files) into Canvas.

❏ Visit the CLEAR website for more information about using Respondus to import your test questions from other file types.

Using Question Banks in Canvas

Question banks are recommended for your quizzes.

❏ Create a question bank for every chapter or topic in your curriculum.
❏ Add groups of questions from one or more of those banks to any quiz you want (e.g. Quiz 1 questions come from chapter 1 bank, chapter 2 bank, and etc.).
❏ By using groups from a bank, you can even set how many questions are in each group from the specific banks (e.g. 5 questions from the chapter 1 bank, 10 questions from the chapter 2 bank, etc.)
❏ Give students different questions from the same bank to help mitigate cheating (e.g. each student gets 5 questions drawn at random from the chapter 1 bank of 20 questions).
❏ Share question banks within your department or between your courses.

Additional Tips

❏ Studies show feedback on quizzes about the source of correct answers (i.e. where to find the answer) is more helpful to students than simply giving the students correct answers in the feedback.
❏ Image only question prompts in Canvas are not accessible unless you use alternative texts to describe the image.
❏ Groups of questions from within large banks as well as open-ended questions can mitigate cheating just as well as any lockdown browser software you try to integrate.