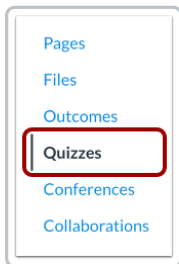


How to Build a Test in Canvas

Last Modified on 10/14/2020 1:04 pm EDT

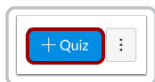
HOW TO BUILD A TEST IN CANVAS FROM THE QUESTION BANKS

1. Open Quizzes



In **COURSE NAVIGATION**, click the **QUIZZES** link.

Click the + **Quiz** button.

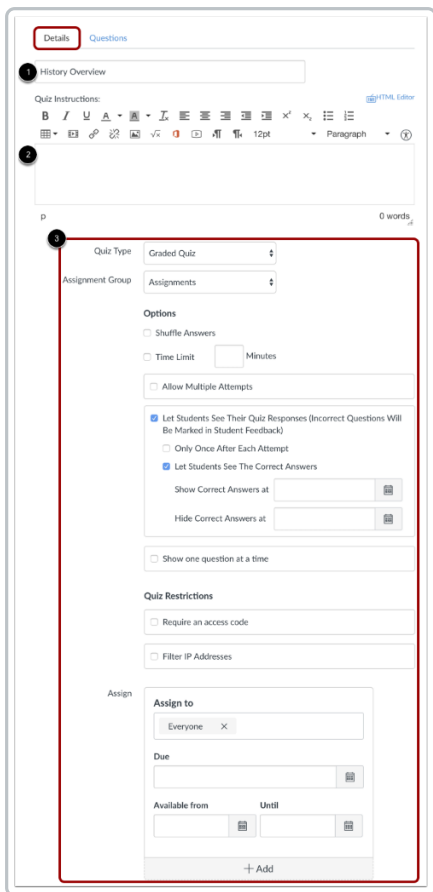


2. EDIT QUIZ DETAILS

In the **DETAILS** tab, **NAME** your TEST.

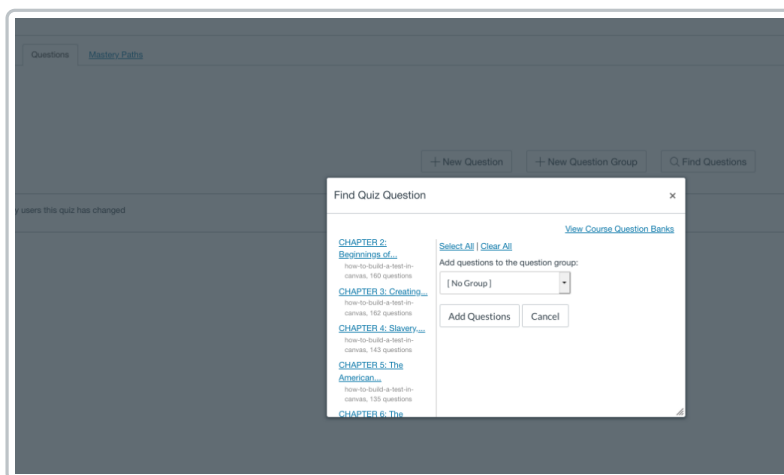
Select the **Quiz Type**, **Assignment Group**, the **number of attempts**, and **display options**.

SAVE.



3. ADD A MANUALLY SELECTED SET OF QUESTIONS FROM YOUR QUESTION BANKS

Click the **QUESTIONS** tab and then **FIND QUESTIONS**



Select a chapter, check off the questions you want to add from the chapter, then scroll to the bottom of the window and click on **ADD QUESTIONS**.

To select questions from multiple chapters, repeat this process.

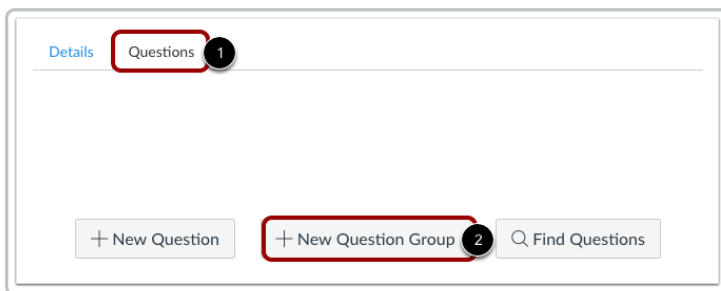
Review the questions; this is where you can edit, move or delete any of the items you've selected.

When you have all your questions selected, click on **SAVE & PUBLISH**.

4. DRAW FROM A RANDOM SET OF QUESTIONS

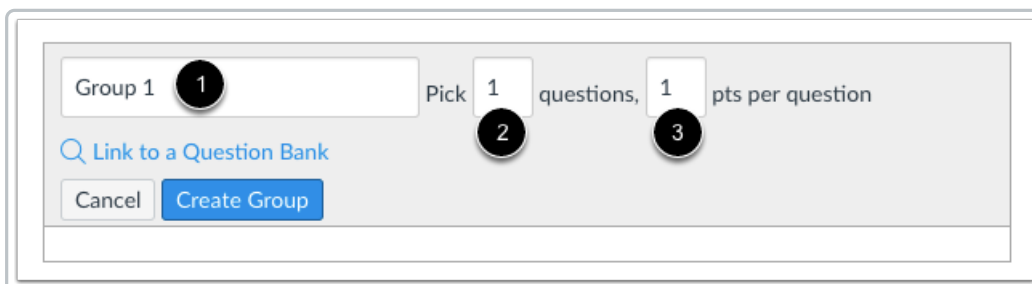
You can optionally add random questions to a test.
Creating a question group randomizes questions within a quiz.

ADD NEW QUESTION GROUP



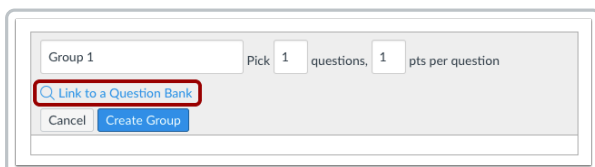
1. Click the Questions tab.
2. Click the New Question Group button.

CREATE GROUP DETAILS

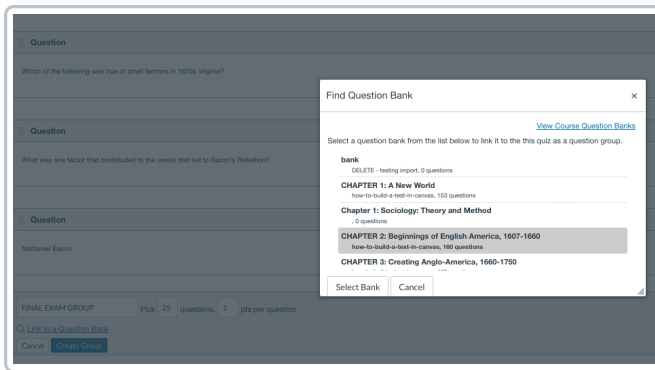


1. **TITLE** your question group.
2. Enter the **NUMBER OF QUESTIONS** you want pulled and **POINTS** per question.
3. You can either link to a Question Bank or select individual questions to add to a group.

LINK TO A QUESTION BANK



If you want to link a question bank to the question group, click **LINK TO A QUESTION BANK**.
In the pop-up window, select the chapter you want to draw from, and then click on **SELECT BANK**.



Click the **CREATE GROUP** button.

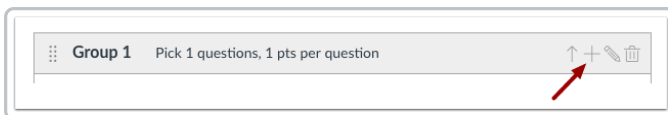
You can repeat this function to pull questions from several chapters.

When finished, click **SAVE AND PUBLISH**.

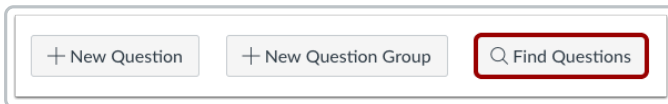
ADD INDIVIDUAL QUESTIONS TO GROUP

Create or open a saved **GROUP**.

To add individual questions to the group, click the Add icon.

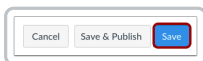


FIND QUESTIONS FROM QUESTION BANK



Select the chapter and then individual questions to add to the **GROUP**.

SAVE QUIZ



Click the Save button to save your work and preview the quiz. If it is final, select **SAVE AND PUBLISH**.