

ICON (powered by Canvas) Quizzes

Today's Session:

1. ICON Quiz Tool – Overview
2. Online Help – How to Find and Use It
3. Exercises — Hands on and Demo
4. Individual Work Time

Getting Ready:

1. Go to <https://icon.uiowa.edu/>
2. Click on the Canvas Home tab. If you have a notification banner at the top of your page, click to Accept. Go to your assigned training course.

Follow up:

If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to
<https://teach.its.uiowa.edu/events/upcoming>.

Quizzes in Canvas are online quizzes and surveys. There are many reasons to use online quizzes, even when teaching in a face to face classroom. Quizzes can be used to assess comprehension of course material, and to reveal areas that students may need to focus on to improve classroom performance.



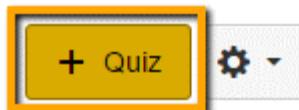
EXERCISE ONE — Creating a Quiz

In this practice session, we'll be creating a quiz.

1. In the course navigation, click the **Quizzes** link.

The Course Navigation menu can be customized. If “Quizzes” is active, students can access this menu option. If it is faded, students will have to access course quizzes through another method, either Modules or Assignments.

The Quizzes Index page allows you to view all the quizzes within a course. The quizzes will be displayed grouped by quiz type.



2. Click the **Add Quiz** button.
3. Enter the name of your quiz.

The screenshot shows a 'Quiz' settings page. At the top, it says 'Points 0' and 'Not Published'. Below that is a text input field containing 'Example Quiz', which is also highlighted with a yellow box. At the bottom of the page are two buttons: 'Settings' (highlighted with a yellow box) and 'Questions'.

4. In the Quiz Instructions Content Editor, introduce your quiz with text, images, video, or sample equations.

The screenshot shows the 'Quiz Instructions' content editor. It has tabs for 'Settings' (highlighted with a yellow box) and 'Questions'. The main area contains a rich text editor toolbar with various icons for bold, italic, underline, etc. Below the toolbar is a text area containing the placeholder text 'This is an example quiz, which will have three questions.' There is also an 'HTML Editor' link at the top right of the text area.

5. Go on to **Exercise Two** below to complete the rest of the quiz settings.



EXERCISE TWO — Selecting Quiz Settings

1. While still on the Settings tab select the **Quiz Type: Graded Quiz**.

The screenshot shows the 'Quiz' settings page again. It has sections for 'Quiz Type' (set to 'Graded Quiz') and 'Assignment Group' (set to 'Assignments').

There are four types of quizzes available.

- a. Graded Quiz: The most common type of quiz,
- b. Practice Quiz: Do not appear in the grade book. Can be used as a learning tool.
- c. Graded Survey: Allows for points to be given to students for completing a survey, even

when the survey is set to accept anonymous submissions..

d. Ungraded Survey: Allows for voluntary data collection from students.

Canvas automatically creates a column in the grade book for any graded quizzes or surveys once they are set as Published. Practice Quizzes and Ungraded Surveys do not appear in the gradebook, or the course calendars, even if Due Dates are entered.

2. Select the **Assignment Group** in which you wish to have the quiz score placed.
3. Next we will select all of the options you wish to include with your quiz.

The screenshot shows the 'Options' tab of the Canvas Quiz setup. There are seven numbered callouts pointing to specific features:

- 1. Shuffle Answers
- 2. Time Limit Minutes
- 3. Allow Multiple Attempts
- 4. Let Students See Their Quiz Responses
- 5. Only Once After Each Attempt
- 6. Let Students See The Correct Answers
 - Show Correct Answers at
 - Hide Correct Answers at
- 7. Show one question at a time

- 1) Shuffle Answers: Will shuffle the answer choices for each question.
- 2) Time Limit: Limit how long the student has to complete the quiz once it has been opened. The quiz is autosubmitted when time expires.
- 3) Allow Multiple Attempts: Will give students more than one opportunity to complete the quiz.
- 4) Quiz Responses: Allows students to see their own answers.
- 5) Only Once After Each Attempt: Students will *only be able to view the results immediately after they have completed the quiz.* This may not be an appropriate selection for quizzes students are expected to take multiple times.

- 6) Correct Answers: This setting will allow students to see the correct answer to the question. This is a default setting, so if you do not want students to see the correct answers you will need to uncheck this box. You can set a specific window of time for the correct answers to be available using this option.
 - 7) One Question at a Time: Quiz will display one question at a time and lock questions once the student has answered.
4. **Quiz Restrictions** will allow you to restrict the quiz so it can only be taken in specific situations.

The screenshot shows the 'Quiz Restrictions' section with two main options:

- Require an access code:** A checkbox is checked, and a text input field contains "ex: Password85".
- Filter IP Addresses:** A checkbox is checked, and a text input field contains "ex: 192.168.217.1".

- 1) Require an access code: Allows the instructor to create a password students must input in order to complete the quiz.
- 2) Filter IP Addresses: Allows the instructor to allow access to the quiz from specific devices.

5. The **Assign** section can be used to set dates of availability for the quiz, as well as whether the quiz should be for everyone in the course, for specific sections, or for individual students.

The screenshot shows the 'Assign' section with the following fields:

- Assign to:** Set to "Everyone".
- Due:** A date input field with a calendar icon.
- Available from:** Two date input fields separated by a "until" button. The first field has a calendar icon, and the second field also has a calendar icon.
- + Add:** A button at the bottom right for creating additional assignments.

If no dates are specified in the Assign area, quiz attempts are never marked late, and are only submitted when the course is concluded.

The “until” date will automatically close access to the quiz. This will also submit any student quiz attempts that are still in progress.

If a due date *and* until date are set, quiz attempts are marked late at due date, but not submitted until the course is concluded.

If a due date *and* until date are set, open quiz attempts are marked late at the due date, and submitted at the until date. Only the due date is displayed on the course calendar.

Until dates cannot be set before the due date, and will result in an error notification.

If a time limit *and* until date are set, the quiz is auto submitted when time expires *unless* the until date expires first

If you are looking to change quiz dates for an individual student, click the +Add button to create a differentiated assignment. Students can only view quizzes that are assigned to them, and the gradebook will have greyed out cells for students who are not included in an assignment.

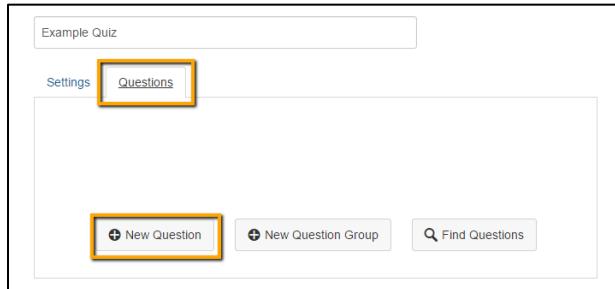
The ability to add additional time or attempts for a student or group of students is available in the “Moderate this Quiz” area.



EXERCISE THREE — Creating Quiz Questions

In this practice session, we'll be creating three quiz questions in the example quiz.

1. Click the **Questions** tab



Question 1:

2. Create a new quiz question by clicking the **New Question** button.



3. Enter the name of the quiz question in the **Question** text field. **Add a distinct title for questions** - If you aren't adding descriptive question titles, you'll have multiple questions with titles labeled "Question" in your question bank. The question title is the first thing you see when using the find question option when adding questions to a quiz.

4. In the question type drop-down menu, select **Multiple Choice**

5. **Enter your question** in the HTML editor. You can include formatted text, images, embed media, or link to course files in this space.

6. **Enter Possible Answers** in the fields below.

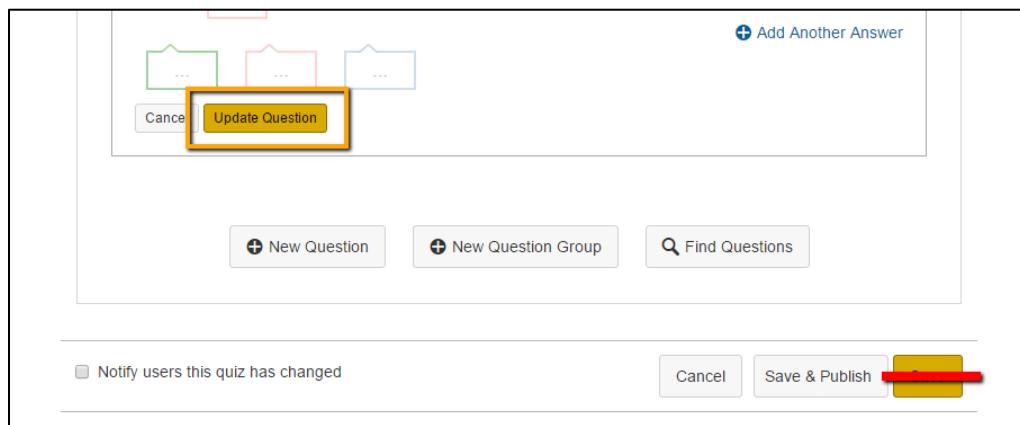
7. **Indicate the Correct Answer** by clicking on the arrow to the left of the answer field.

8. If additional distractors are needed, click “+ Add Another Answer”

9. To remove distractors, click the garbage can icon that appears when the mouse is above a Possible Answer.

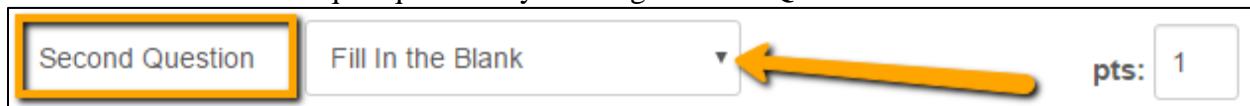
10. **Click “Update Question.”**

IMPORTANT NOTE: Be sure to click “Update Question,” and not “Save” to complete your quiz questions. Clicking “Save” will close your quiz and discard any questions that were not completed.



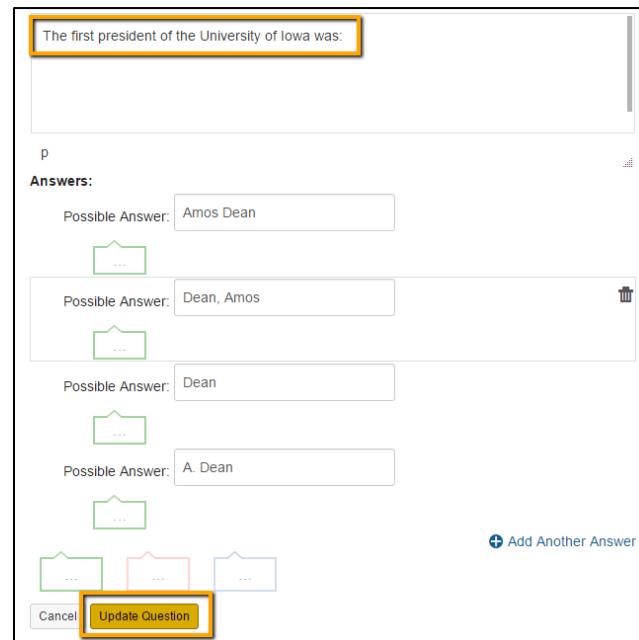
Question 2:

11. Create a new quiz question by clicking the **New Question** button.



A screenshot of the Quiz Editor showing a 'Second Question' setup. On the left, a yellow box highlights the 'Second Question' text. Next to it is a dropdown menu with 'Fill In the Blank' selected. An orange arrow points from the 'Fill In the Blank' text towards the 'pts:' field on the right. The 'pts:' field contains the number '1'.

12. Enter the name of the quiz question in the **Question** text field.
13. In the question type drop-down menu, select **Fill in the Blank**
14. **Enter your question** in the HTML editor.
15. **Enter Possible Answers** in the fields below.
16. If additional acceptable answers are needed, click “+ Add Another Answer”
17. To remove distractors, click the garbage can icon that appears when the mouse is above a Possible Answer.
18. **Click “Update Question.”**



A screenshot of the Quiz Editor showing a 'Fill In the Blank' question setup. The question text is 'The first president of the University of Iowa was:'. Below it, under 'Answers:', there are four possible answers listed in boxes:

- Possible Answer: Amos Dean
- Possible Answer: Dean, Amos
- Possible Answer: Dean
- Possible Answer: A. Dean

At the bottom of the screen, there are three buttons: 'Cancel', 'Update Question' (highlighted with a yellow box), and '+ Add Another Answer'.

Question 3:

19. Create a new quiz question by clicking the **New Question** button.



20. Enter the name of the quiz question in the **Question** text field.
21. In the question type drop-down menu, select **Multiple Answers**.
22. **Enter your question** in the HTML editor.
23. **Enter Possible Answers** in the fields below.
24. **Indicate the Correct Answers** by clicking on the arrow to the left of the answer fields.
25. If additional distractors are needed, click “+ Add Another Answer”
26. To remove distractors, click the garbage can icon that appears when the mouse is above a Possible Answer.
27. **Click “Update Question.”**

To review your work, scroll to the top of the questions list and click “Show Question Details”

Quiz questions can be reordered using the drag and drop indicators in front of the question names.

28. **Click Save** once you have created and updated all of the questions for the quiz.



For further information on the specific question types, please visit the Canvas Documentation site. <https://community.canvaslms.com/docs/DOC-1965>

- a. Multiple choice - <https://community.canvaslms.com/docs/DOC-2905>
- b. True/False - <https://community.canvaslms.com/docs/DOC-2906>
- c. Fill-in-the-Blank - <https://community.canvaslms.com/docs/DOC-2908>
- d. Multiple Answers - <https://community.canvaslms.com/docs/DOC-2921>
- e. Multiple Drop-down - <https://community.canvaslms.com/docs/DOC-2917>
- f. Matching - <https://community.canvaslms.com/docs/DOC-2926>
- g. Numerical Answer - <https://community.canvaslms.com/docs/DOC-2919>
- h. Formula (simple and single variable) -
<https://community.canvaslms.com/docs/DOC-2931>
- i. Essay - <https://community.canvaslms.com/docs/DOC-2943>
- j. File Upload - <https://community.canvaslms.com/docs/DOC-2945>

29. Go on to **Exercise Four** below



EXERCISE FOUR — Publishing a Quiz

Students are unable to access quizzes until they have been Published.

1. Once you have completed your quiz you can **Preview** or **Publish** your quiz.
The **Preview** button will allow you to see what students will see when they take the quiz.
2. **Click Publish** once you are satisfied with the way the quiz looks.

This quiz is unpublished
Only teachers can see the quiz until it is published.



EXERCISE FIVE — Grading 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. You can also take advantage of the SpeedGrader to navigate quickly through quiz submissions.

1. In the course navigation, click the **Quizzes** link.
2. Click the name of the Quiz students have taken.
3. In quiz related items, click the SpeedGrader link.

The screenshot shows a list of related items for a quiz. The items include 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader™'. The 'SpeedGrader™' link is highlighted with a yellow rectangular box.

SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Some quiz questions are graded automatically. Others, such as Essay or File Upload will require manual grading.

The screenshot shows the SpeedGrader interface for a quiz. At the top, it displays 'Quiz Results for Thomas Macbride'. Below that, it shows a score of 0.33 out of 3, submitted on Oct 7 at 8:25am. The submission took less than 1 minute. The quiz contains one question: 'The first president of the University of Iowa was...'. The student's answer 'James Black' is shown in a red-bordered box. Below the answer, there are three options: 'Amos Dean', 'Dean', and 'A. Dean'. A red arrow points from the text 'You Answered' to the student's answer. On the right side, there is a sidebar for 'Assessment' showing the grade 0.33 out of 3, and a 'Assignment Comments' section with a 'Submit' button.

The top right corner of SpeedGrader displays your class list. A checkmark indicates the submission has been graded. A circle indicates not graded.

The order of the student list can be adjusted using the SpeedGrader Settings.

The screenshot shows the 'SpeedGrader Options' dialog box. It has a dropdown menu for 'Sort student list' with the option 'by student name (alphabetically)' selected. There is also a checkbox for 'Hide student'. At the bottom, there are 'Cancel' and 'Save Settings' buttons.

Navigate from student to student by clicking the arrow buttons surrounding the Student Name field.



To view the different attempts made by a student, use the dropdown menu on the right side of the Speedgrader window.

Two screenshots of the Speedgrader window side-by-side. The left screenshot shows a dropdown menu open with the first item "Mar 17 at 11:41am (grade: 2)" selected. The right screenshot shows the dropdown menu open with multiple items listed: "Mar 17 at 11:39am", "Mar 17 at 11:40am (grade: 0.3333333333333337)", "Mar 17 at 11:40am (grade: 2)", and "Mar 17 at 11:41am (grade: 2)". A large orange arrow points from the left screenshot towards the right one, indicating the transition between attempts.

A screenshot of the "Session Information" page. It includes a section titled "Action Log" which lists the following events: "00:02 Session started", "00:04 Answered question: #3", "00:09 Answered the following questions: #1 #2", and "00:13 Viewed (and possibly read) the following questions: #1 #2". The "Attempt" section at the top shows "Attempt 1 2 3", where "3" is highlighted with a black box.

At the bottom of the quiz questions you have the option to manually adjust the score either positively or negatively by using “Fudge Points.”

A screenshot of a form for adjusting scores. It has a text input field labeled "Fudge Points: 0.25", a note below it stating "You can manually adjust the score by adding positive or negative points to this box.", a "Final Score: 3.25 out of 3" label, and a blue "Update Scores" button.

For more information, please see <https://community.canvaslms.com/docs/DOC-4131>.

4. Go on to Exercise Six.



EXERCISE SIX — Organizing Question Banks

Question banks reside outside of quizzes, can be shared amongst courses and accounts, and are frequently used to organize questions.

1. Click on the gear icon on the Quizzes Index page.
2. Click “Manage Question Banks.”



Course Question Banks

Unfiled Questions
3 Questions
Last Updated: Mar 20 at 11:43am

+ Add Question Bank See My Bookmarked Banks

When questions are created directly in quiz *a copy* of the questions are stored in a question bank called **Unfiled Questions**. There is no link to the question in the bank to the question in the quiz. If you revise a question in a quiz, it WILL NOT update the same question in the bank.

DO NOT REVISE questions in a quiz. Revise questions in the question banks. Then remove old questions from the quiz or create a new quiz.

3. Click “+ Add Question Bank”
4. Enter a name in the Bank Name field.
Name the questions to correspond with how you would want to find them later on - by topic, or by outcome, or by chapter, or by question type.
5. Press Enter to complete this action.
6. Click “Unfiled Questions” to enter the Question Bank.

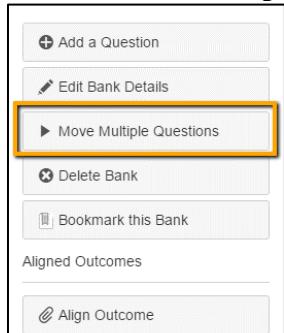
Course Question Banks

Iowa Trivia
0 Questions
Last Updated: Mar 22 at 11:28am

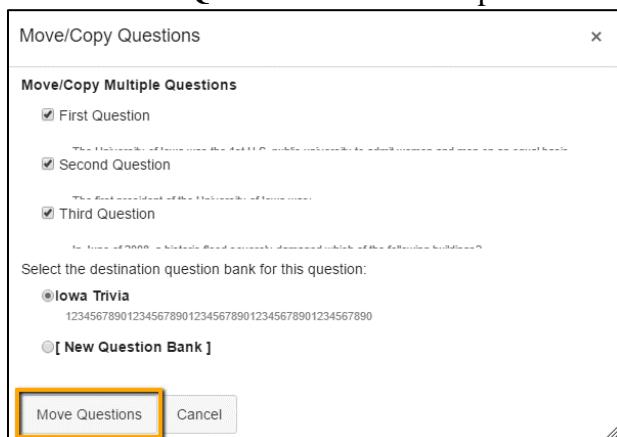
Unfiled Questions

+ Add Question Bank See My Bookmarked Banks

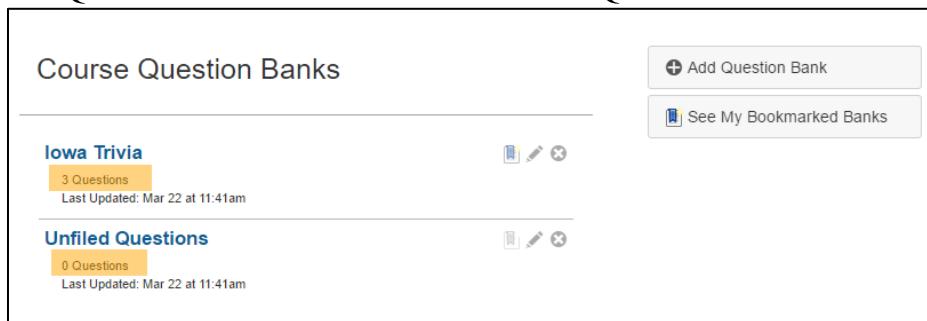
7. Click “Move Multiple Questions.”



8. Select the questions to move, and the question bank you are sending them to.
9. Click “Move Questions” when completed.



The Questions have been moved into the new Question Bank.



Question Banks can be “bookmarked” to quickly identify favorite or frequently used Question Banks. These will appear when you click the “Find Question” button in quizzes for all your courses.

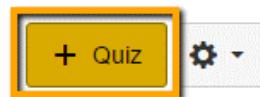
5. Go on to **Exercise Seven**



EXERCISE SEVEN — Randomly Delivered Questions

In this practice session, we'll be creating a quiz with randomly delivered questions.

1. In the course navigation, click the **Quizzes** link.



2. Click the **Add Quiz** button.

The screenshot shows the 'Random Question Quiz' configuration screen. The 'Settings' tab is active. The 'Quiz Type' dropdown is set to 'Practice Quiz'. Under 'Options', the 'Shuffle Answers' checkbox is checked. The 'Allow Multiple Attempts' checkbox is also checked. The 'Quiz Score to Keep' dropdown is set to 'Highest'.

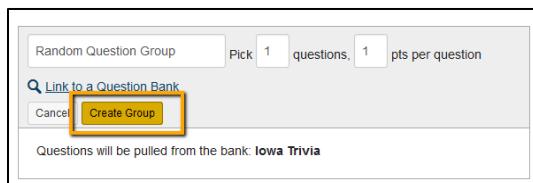
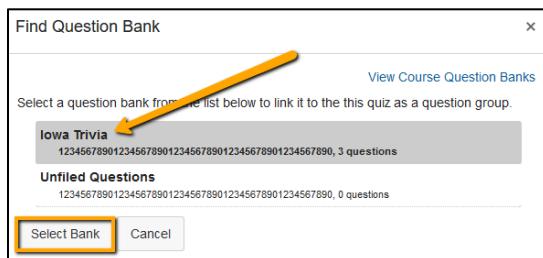
3. In the Settings tab, **enter the name** of your quiz.
4. In the Quiz Instructions Content Editor, add a description of the quiz.
5. **Select the Quiz Type:** Practice Quiz.
6. **Select “Shuffle Answers.”**
7. **Select “Allow Multiple Attempts.”**
8. **Click the “Questions” tab.**
9. **Click the “+ New Question Group” button.**

The screenshot shows the 'Questions' tab selected. At the bottom left, the 'New Question Group' button is highlighted with a yellow box.

10. Enter a name for this question group.
11. Set the group to pick one question from the question bank.
12. Click “Link to a Question Bank.”



13. Select the Question Bank created in Exercise Six – Organizing Question Banks.
14. Click “Select Bank.”



15. Click Create Group.

IMPORTANT NOTE: Be sure to click “Create Group,” and not “Save” to complete your quiz questions. Clicking “Save” will close your quiz and discard any questions that were not completed.

16. Click “Save” or “Save & Publish.”
17. Use the Preview button to preview this quiz.

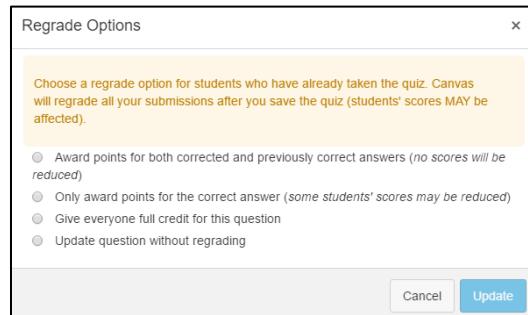


EXERCISE EIGHT — Regrading a Quiz

If you find a quiz question that needs to be corrected, you can use the quiz regrade tool to edit existing quiz questions and have Canvas update student grades. Currently, quiz regrade is only available for Multiple Choice, True/False, and Multiple Answers question types.

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

1. To regrade a quiz, in Course Navigation, click the **Quizzes** link.
2. Find the quiz you want to regrade and click the Setting Gear icon, then click the **Edit** button.
3. Click the **Questions** tab.
4. Locate the multiple choice, True/False, or Multiple Answers question in the quiz. Hover over the question until the edit icon appears.
5. Click the **Edit** icon.
6. 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.
7. 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.
8. Click the **Update Question** button.
9. When you've finished editing your quiz, click the **Save** button.



Adding or removing a quiz question does not trigger the quiz regrade feature.

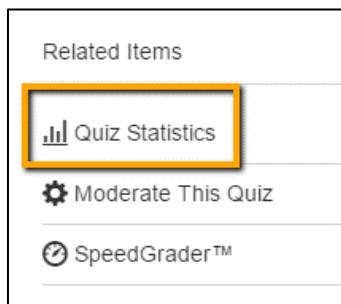
Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook.



EXERCISE NINE — Quiz Statistics

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.

1. In Course Navigation, click the **Quizzes** link.
2. Click the title of the quiz you want to open.
3. Click the **Quiz Statistics** link.



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

Note: If a student had multiple assignment attempts, quiz stats will only display the kept score for the student (highest score or latest score).

4. Instructors may 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 Canvas Quiz Item Analysis PDF. (<https://s3.amazonaws.com/tr-learncanvas/docs/CanvasQuizItemAnalysis.pdf>)
5. 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. To view quiz statistics for a section, click the Section Filter drop-down menu.

Quiz Summary

Section Filter ▾ Student Analysis Item Analysis

Average Score High Score Low Score Standard Deviation Average Time

6. The Question Breakdown area shows each question with each question answer choice, the total percentage of students who answered the quiz question correctly, the correct answer response(s), incorrect responses, and the number of respondents who selected the answers. To view the names of the students who selected an answer choice, click the # respondents link.

Question Breakdown

Attempts: 5 out of 5 +0.99 Discrimination Index

The University of Iowa was the 1st U.S. public university to admit women and men on an equal basis when?

1825		0 %
1855	5 respondents	100 %
1905		0 %
1914		0 %

100% answered correctly



EXERCISE TEN — Respondus LockDown Browser

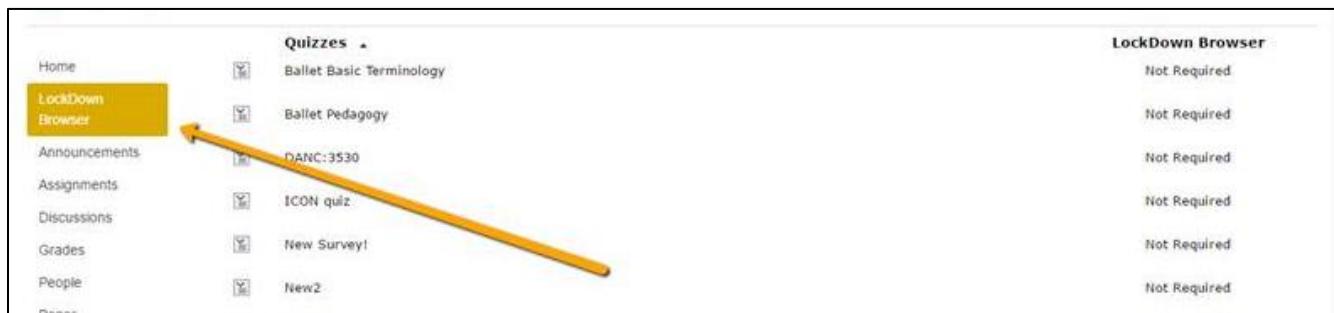
LockDown Browser is a custom browser that locks down the testing environment within a learning management system. It prevents students from accessing other applications during a test. When LockDown browser is running, users cannot open documents on their computer, open a second browser, start an instant message session, or access their email.

1. To enable the LockDown Browser, click Settings and the Navigation tab.
2. Enable the Lockdown Browser.
3. Click Save before you leave this screen.

The screenshot shows the 'Navigation' tab selected in the top menu. The main area displays a list of course navigation items. The 'LockDown Browser' item is highlighted with a yellow box. At the bottom left, there is a 'Settings' button, which is also highlighted with a yellow box. Below the list, there is a note about dragging items to hide them from students, and two disabled items listed: 'ShareStream - Pick-n-Play' and 'ShareStream - MediaManager'.

Note: it doesn't matter where you put it in your active navigation area, students won't see Lock Down Browser in their navigation options.

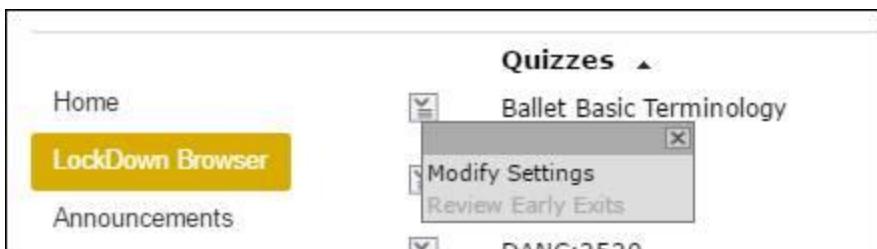
4. Click Home or Refresh to display LockDown Browser in your Course Navigation.
5. Click on the LockDown Browser menu option. There will be a screen asking to authorize access. Click yes, and the LockDown program will scan your course for all your quizzes.



A screenshot of the Canvas course navigation bar. The 'LockDown Browser' menu option is highlighted with a yellow box and an orange arrow pointing to it from the left. To the right, there is a table titled 'LockDown Browser' with six rows, each corresponding to a quiz in the course. The columns show the quiz name, the requirement status, and a 'Not Required' link.

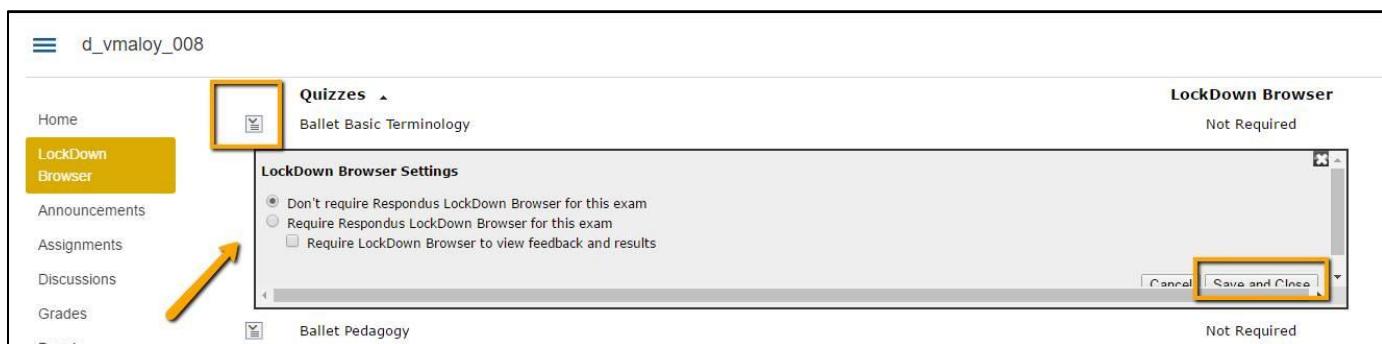
Quizzes	LockDown Browser
Ballet Basic Terminology	Not Required
Ballet Pedagogy	Not Required
DANC:3530	Not Required
ICON quiz	Not Required
New Survey!	Not Required
New2	Not Required

6. Select the Menu icon in front of the Quiz name and click "Modify Settings."



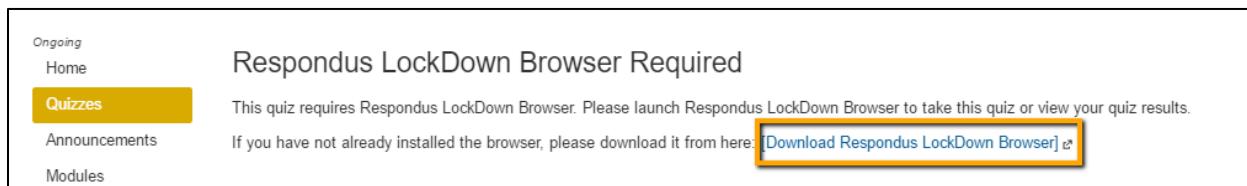
A screenshot of the 'Ballet Basic Terminology' quiz settings dialog box. The 'Modify Settings' option is highlighted with a yellow box and an orange arrow pointing to it from the left. Other options visible include 'Review Early Exits' and 'DANC:3530'.

7. Click "Require Respondus LockDown Browser."
8. Click "Save and Close."



A screenshot of the 'LockDown Browser Settings' dialog box. The 'Require Respondus LockDown Browser for this exam' radio button is selected and highlighted with a yellow box and an orange arrow pointing to it from the left. Other options include 'Don't require Respondus LockDown Browser for this exam' and 'Require LockDown Browser to view feedback and results'. The 'Save and Close' button is also highlighted with a yellow box and an orange arrow pointing to it from the right.

Student View:



A screenshot of the student view showing a message: 'Respondus LockDown Browser Required'. It states: 'This quiz requires Respondus LockDown Browser. Please launch Respondus LockDown Browser to take this quiz or view your quiz results.' Below this, it says: 'If you have not already installed the browser, please download it from here: [Download Respondus LockDown Browser](#)'.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (The Office of Teaching, Learning & Technology) in advance at (319-384-4357).

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