

Center for Excellence in Teaching & Learning

Quiz Building in Canvas

Beginning with the Spring 2021 semester, all residential instructors will be responsible for building their own quizzes in Canvas. The Canvas Community offers many helpful resources to assist you with this. Here are a few guides to help you get started and answer your questions:

[How do I create a Quiz with individual questions?](#)

[What options can I set in a quiz?](#)

[How do I create a question bank in a course?](#)

[New Quizzes Resources](#)

Please note that when creating quizzes, Disability Services settings seem to work better in New Quizzes vs. Classic Quizzes.

Publisher's Textbook Question/Test Banks:

If you have access to a publisher's question bank or test bank, you have two options to create your question banks in Canvas:

1. Manually copy and paste the questions into a new or existing question bank following the guide above.
2. Download the files from the publisher and format them in a text file using this [article](#) as a guide. Once you have formatted the text files correctly, you can submit them in a ticket to facultysupport@point.edu along with the course code. The Support team will then be able to use a software, Respondus, that takes the text file and transforms it into a file that Canvas can read. After this, the question bank will be loaded into your Canvas Template for you to manipulate.

Both options take a bit of time, but if your question bank is not large (less than 30 questions), manually copying/pasting is probably still the quicker route. Formatting the text files is most useful for larger question banks.

QUIZ BUILDING REQUESTS AND EXPECTATIONS:

- Instructors/Course Writers who wish to utilize Quiz building through Respondus must submit complete files to facultysupport@point.edu for building at least 3 weeks before the quiz is to be given.
- Academic Operations will build the quizzes with Respondus and implement them in Canvas within 1 week of receiving the request, permitting time for review.
- The Instructor/Course writer must submit any changes within 1 week of being notified the quiz has been built and implemented. It is up to the instructor to ensure the quiz is published and all settings are correct in time to administer the quiz to their students.

QUESTIONS/SUPPORT

If you have any questions or need further assistance, please submit a ticket to facultysupport@point.edu.