Preparing Quiz documents to be imported into Canvas

**Instructions:**

1. Open a new word processing file. **Turn off the Automatic List Formatting feature in Word**.
2. Copy and paste from the sample questions provided below, depending on which type of question you want to ask. For example, if you want a Short Answer question in your quiz, copy the sample Short Answer question below into your document. Make sure to include the Type and the Points when you copy and paste.
3. Replace the sample text with your quiz questions, answers, and point values. **Everything that is highlighted needs to be replaced.** You may apply formatting, such as bold, italics, or underlines to your text, and that will be preserved in Canvas. You may also insert pictures. Make sure the correct answers have the asterisk next to them.
4. Change the numbering to make sure it is accurate. Even if you want your quiz questions to appear in random order in Canvas, our software still **needs each question to have a number, and all numbers to appear in order**. Canvas will apply the randomization, if requested.
5. If you want to include feedback to students that will show up after they have finished the quiz (optional), you will insert the following AFTER the question and BEFORE the answers:  
     
   ~ feedback for correct answer  
     
   @ feedback for incorrect answers
6. Email your file to your Instructional Designer: Abigail.Smith.2@asu.edu. Make sure to include in your email:

* Course number and line number
* Quiz title
* Where in your course you want the quiz to be placed (e.g. “Module 2”)
* Is this a question pool? If yes, how many questions from the pool should each quiz randomly insert?
* Do you want the order of questions to be shuffled?
* Do you want the order of answers to be shuffled (for Multiple Choice questions)?

OK, let’s get started!

These are the kinds of questions you can include (click to jump to that example):

* [*Multiple Choice*](#_Multiple_Choice_(Only)
* [*Multiple Answers*](#_Multiple_Answers_(more)
* [*True/False*](#_True_/_False)
* [*Short Answer*](#_Short_Answer)
* [*Fill in Multiple Blanks*](#_Fill_in_the)
* [*Essay*](#_Essay)
* [*Ordering*](#_Ordering)
* [*Jumbled Sentence*](#_Jumbled_Sentence)
* [*Matching*](#_Matching)

# Sample Question Types

### Multiple Choice (Only one correct answer.)

Type:Multiple Choice

Points: 2.5

1) What is your question?

\* a. first answer (move the asterisk to whichever answer is correct)

b. second answer

c. third answer (you may have up to 20 possible answers. Make sure to continue the pattern of a letter followed by a period.)

### Multiple Answers (more than one correct answer)

Type:MA

Points:2

2) Which of the numbers below are prime numbers?

\*a. 7 (place an asterisk before all correct answers)

\*b. 13

c. 12 (you may have up to 20 possible answers. Make sure to continue the pattern of a letter followed by a period.)

### True / False

Type: True / False

Points: 10

3) This is a sample question. (simply move the asterisk to whatever answer is correct.)

\*a. True

b. False

### Essay

Type: E

Points: 10

4) Write a paragraph about the relevance of an essay question to an automated quiz.

*(Note: Essays must be manually graded.)*

### Short Answer

Type: F

Points: 10

5) Who was the first American President? (Answers that you type below indicate all possibilities that the computer will accept as correct. Not case-sensitive, but students must spell the words correctly to receive points.)

a. George Washington

b. Washington

c. G. Washington (you may have up to 20 possible answers.)

### Fill in the Blanks

Type: FMB

Points: 10

6) [George Washington] was America’s first president, and [John Adams] was the first vice president.

*Note: Every bracket will create a field that students must type into. So the question above would look like this: “\_\_\_\_\_ was America’s first president, and \_\_\_\_\_ was the first vice president.” Fields are not case-sensitive, but students must spell the words correctly to receive full points. You can also indicate multiple possible correct answers by inserting a comma between words in the brackets, as follows: [George Washington, Washington] was America’s first president, and [John Adams, Adams] was the first vice president. This indicates that you will accept either answer as correct, whether “George Washington” or just “Washington.”*

### Matching

Type: MT

Points: 12

7) Match the correct name to the discovery or theory.

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

*Note: the computer will randomize these answers, so it won’t be obvious which items belong together.*

### Ordering

Type: ORD

Points: 10

8) Put the following presidents in order of service. (Note: you must type these out in correct order. The system will shuffle them for the students.)

a. George Washington

b. John Adams

c. Thomas Jefferson

d. James Madison

e. James Monroe

### Jumbled Sentence

Type: JUM

Points: 10

9) Choose the correct verbs for this famous quote: [Dream] as if you'll [live] forever, live as if you'll [die] tomorrow. (Note: optional distractors can be added, as follows. Do not put an asterisk by the distractors.)

a. swim

b. sink

c. float

*(Note: This question type will create a pull-down menu for each option, containing all the answers in brackets to choose from. Any distractors you type will also be included in the pull-down menu. You do not have to provide distractors.)*