Canvas Quizzes for Students

- Navigate to the quiz
    - By clicking the name of the quiz in your To Do list on the right.

To Do

⊕ Take Microsoft Word Pretest   ✕
36 points • May 12 at 11:59pm
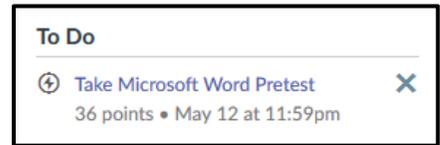
    - By clicking the name of the quiz in your calendar

12	13
⊕ Microsoft Word Pretest	
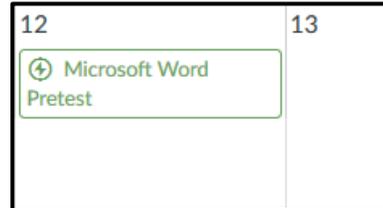
    - By clicking **Quizzes** in the Course Navigation pane (if available) and clicking the title of the quiz you wish to take

Home

Assignments

Quizzes
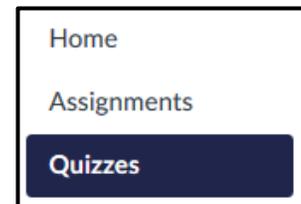
    - By clicking the name of the quiz within a module

- Click **Take the Quiz**.
    - *Once you open a timed quiz, the timer starts and will continue to run whether you are logged into the quiz or not. The timer will continue to run and the quiz will autosubmit when time runs out.*

Microsoft Word Pretest

Due May 12 at 11:59pm   Points 36   Questions 36   Available
Time Limit None

Instructions

Take the following pretest on Microsoft Word.
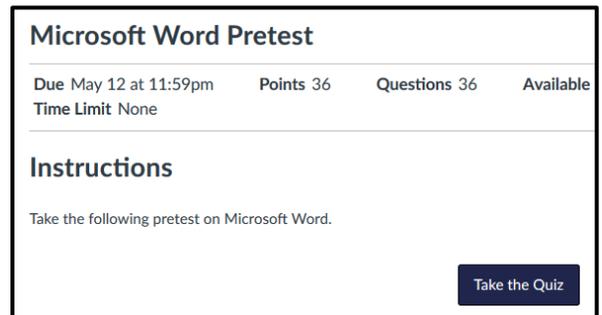
Take the Quiz

- Complete the quiz.
    - Quizzes will either have all the questions showing on one page or each question will be shown one at a time.

- View quiz progress.
  - The sidebar displays a summary of your quiz:
    - Questions you've answered are faded out and marked with a check mark while unanswered questions are bolded with a question mark.

    - The timer shows your progress on the quiz.
      - If the quiz is untimed, the timer displays the elapsed time.
      - If the quiz is timed, the timer displays the running time and counts down until time is up.
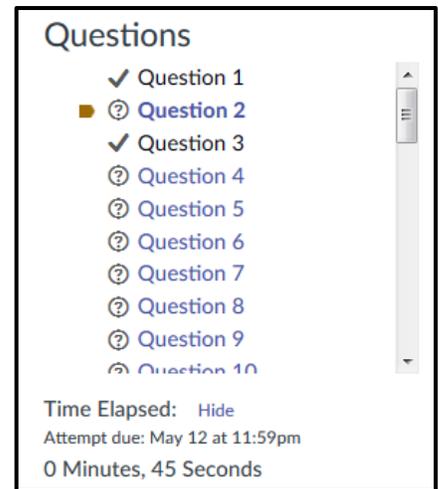
- To flag a question to go back to
  - Click the flag by the question
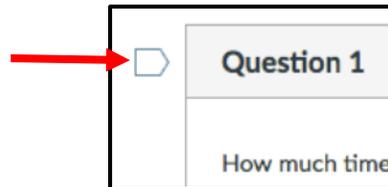
  - The flag will change color to remind you to finish the question

  - The yellow flag also appears in the sidebar as a reminder to go back to the question.
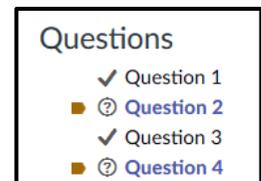
- View quiz warnings
  - Due Date Warning
    - if you are taking a quiz with a set due date, a popup warning will appear letting you know how many minutes remain before the quiz will be marked late

    - a due date warning will appear 30 minutes before, 5 minutes before, and 1 minute before the quiz will be marked late

    - if you start a quiz with a due date but don't finish the quiz by that due date, Canvas will automatically submit the quiz on the due date
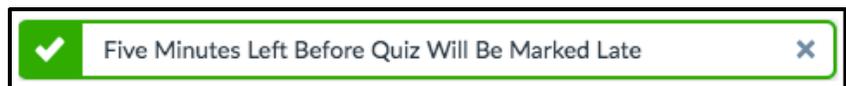
- o Time Restriction Warning
  - ▪ If you begin a quiz close to the time it will be due, a warning will appear

  > ✔ You started this quiz near when it was due, so you won't have the full amount of time to take the quiz. ✕
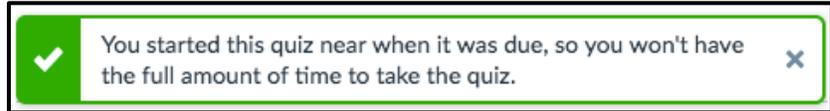
  - ▪ Check the sidebar to see when the quiz is due and how many minutes remain

  - ▪ A time restriction warning will appear 30 minutes before, 5 minutes before, and 10 seconds before time is up

  - ▪ *If time runs out, you must submit your answers or Canvas will automatically submit them for you.*

- o Quiz Logout Warning
  - ▪ If you get logged out of Canvas while taking a quiz, a warning will appear

  > **Login Required** ✕
  >
  > You have been logged out of canvas.
  > To continue please log in
  >
  > Cancel   **Login**

  - ▪ Click **Login** to resume the quiz
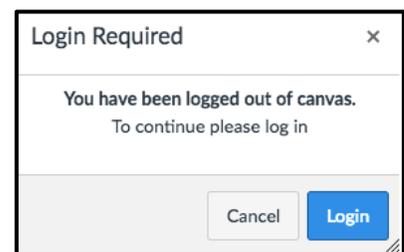
- • When you are finished, click **Submit Quiz** to submit your answers.

  > **Submit Quiz**
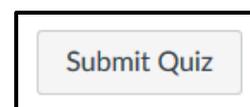
  - o Canvas will warn you if you forgot to answer any questions. Click **OK** to submit the quiz anyway or click **Cancel** to return to the quiz.

  > You have 3 unanswered questions (see the right sidebar for details). Submit anyway?
  >
  > OK   Cancel

- Viewing your quiz results

  - If your teacher has muted the quiz, your results will be unavailable until it's unmuted.

  - View your quiz attempt history

    Attempt History

	Attempt	Time	Score
KEPT	Attempt 2	2 minutes	35.67 out of 36
LATEST	Attempt 2	2 minutes	35.67 out of 36
	Attempt 1	3 minutes	32.67 out of 36

    - Shows the latest quiz attempt, how long it took to take the quiz, and the score

    - Lists the results of every attempt for quizzes allowing multiple attempts

  - View the correct answers if allowed by your teacher.
    - A green flag indicates the correct answer you marked.

      Question 17

      True or False?

      This button ☰ is used to make a bulleted list.

      ○ True

      Correct! ⦿ False

    - A red flag indicates you answered incorrectly.

      Which key deletes the character to the **right** of the cursor?

      Correct Answer ○ delete

      You Answered ⦿ backspace

      ○ end

    - A gray flag indicates the correct answer.
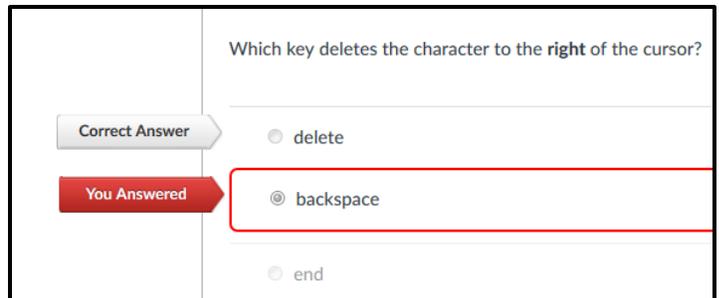
    - If your teacher does not allow you to view the correct answers, you will only see your responses and whether they were correct or incorrect.

- You can also click **Submission Details** in the sidebar to see the time it took to take the quiz, your current score, and your kept score.
  - An asterisk indicates some questions such as essay questions or file upload questions need grading by your teacher will be posted later.

    Submission Details:

Time:	3 minutes
Current Score:	32.67 out of 36
Kept Score:	32.67 out of 36

  - For repeated quiz attempts, **Submission Details** will display the current score and the kept score.

    Last Attempt Details:

Time:	2 minutes
Current Score:	35.67 out of 36
Kept Score:	35.67 out of 36

    2 Attempts so far
    🕐 View Previous Attempts
    1 More Attempt available

    Take the Quiz Again

    (Will keep the highest of all your scores)

  - To see the results for a different quiz attempt,
    - Click **View Previous Attempts**.
    - Click the hyperlink for the attempt results you wish to view.
    - Click **Back to Quiz** to return to the quiz.

    Quiz Submissions

    Attempt 1: 32.67
    Attempt 2: 35.67

    Test Student has 1 attempt left

    ◀ Back to Quiz