

Things to Know Before Taking a Quiz/Test in Canvas

General Tips:

- Students should follow the syllabus and log in with enough time to complete the exam/quiz before the due date.
- Make sure you start the exam far enough in advance of the due date time so you receive the full amount of allowed time. Canvas will automatically submit the exam on the due date time.
- Once the exam is opened, you must complete it at that time. You may NOT start the exam, save your answers, leave the exam for an extended period of time, and then come back later to finish the exam.
- Canvas works best with Google Chrome and Mozilla Firefox; it doesn't work well with Internet Explorer or Safari. To download Google Chrome for free, go to: www.google.com/chrome/
- When possible, use an Ethernet internet connection (cable plugged into your computer). If you lose your internet connection during a timed quiz, the timer will continue to count down even though you aren't logged into the quiz. Wired connections tend to be more reliable than wireless.
- For technical assistance, please call Canvas support. You can find their phone number by clicking on "Help" at the bottom left in Canvas. Look for the L.A. Southwest College Canvas Support number.

To take a quiz or exam:

1. Select the quiz/exam under "Quizzes" in the left menu. If your instructor has the quiz link available in "Modules" page, you may access the quiz from there as well.
2. Once a quiz/exam is selected, you will see the instructions screen similar to the image below

Sample Quiz

Due Jan 23 at 11:59pm Points 5 Questions 5 Available Jan 23 at 12am - Jan 29 at 11:59pm 7 days
Time Limit 20 Minutes

Instructions

Make sure that you complete this quiz *after* reading Chapter 1 in our textbook. You will have 20 minutes to complete the quiz once you start.

Take the Quiz

In this example, the quiz is available from January 23rd at 12:00am – January 29th at 11:59pm. It consists of 5 questions, is worth 5 points, and must be complete in 20 minutes. Note: not all quizzes are timed.

FAQ #1: What if, in this example, I start the quiz at 11:54 pm (only 5 minutes before the quiz is due)? Will I still have the full 20 minutes (until 12:14 am) to complete the quiz?

No. In this situation, when you start the quiz, you will receive a message, "You started this quiz near when it was due, so you won't have the full amount of time to take the quiz." Canvas will automatically submit the quiz at 11:59 pm and the system will terminate your access to the quiz/exam. Any questions that were not answered will be scored as incorrect.

3. When you are ready to start taking the quiz, click on the "Take the Quiz" button.
4. Once you open the quiz, the timer starts. The timer will continue to run whether you are logged into the quiz or not. If you lose your internet connection, try to log back in as quickly as possible to resume the quiz.

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5. The interface to the quiz will look similar to the image below. Depending on how your professor has set up the quiz, questions may be displayed one at a time or all on one page. If questions are displayed one at a time, you may not be able to review or change previous answers. You will receive a warning message at the start of the quiz if this option has been enabled.

Sample Quiz
Started: Jan 23 at 4:43pm

Quiz Instructions
Make sure that you complete this quiz *after* reading Chapter 1 in our textbook. You will have 20 minutes to complete the quiz once you start.

Question 2 1 pts
What is LASC's mascot?

- Panda
- Cougar
- Anteater
- Lion

◀ Previous Next ▶

Not saved Submit Quiz

Questions
 Question 1
 Question 2
 Question 3
 Question 4
 Question 5

Time Running: Hide
Attempt due: Jan 23 at 5:03pm
19 Minutes, 40 Seconds

◀ You can flag a question by clicking the arrow next to it. It will change color to yellow to remind you to finish/review the question.

▶ You can move between questions by clicking these links. Questions with a Check Mark next to them have been answered. Flagged questions will also be marked here.

Remember to keep an eye on the timer!

Only click this button when you are ready to submit your quiz for grading. Be careful when clicking the "Next" button that you don't accidentally click the "Submit" button. You will only get a warning confirmation box to submit the quiz if you have unanswered questions. Otherwise, your answers will be submitted and the quiz will conclude. (Note: this button will turn blue once an answer has been supplied for every question)

Move between questions using the "Previous" and "Next" buttons. Answer choices are automatically saved as you move from one question to the next. You can change any of your answer choices before submitting the exam.

6. Once you complete the quiz, click on the "Submit Quiz" button.

7. You can see the score immediately upon completion. For subjective questions, such as an essay question, scores will be posted later as your professor grades them. They will show up as a 0 on your score until graded.

FAQ #2: Will I be warned when the time is about to end?
Yes. Canvas warns you when you have one minute left.
FAQ #3: What if I go over the time limit?
You cannot go over the time limit. When the time is up and you have not submitted your answers, a pop-up window will ask you to submit your answers or Canvas will force your submission.
FAQ #4: Will I see the correct answers of each question after I complete the quiz?
Depending on how your professor has set up the quiz, you may or may not see the correct answers.