# **Student Instructions using New Quizzes**

1. When logged into Canvas select the relevant module.
2. In Course Navigation, click the Quizzes Link.



1. Select the relevant quiz from the list, the number of quizzes will vary depending on how many have been set up in the module.

**Hint:** You may require an access code which your tutor will provide.



1. From the assessment page, you can view the title [1], introduction [2], time limit [3], and due date [4]. You can also view the number of attempts allowed [5]. Click the begin button to start the assessment [6].



1. When in the assessment, on the left-hand side you will see the question navigator, to open the navigator click the expand icon.



1. The Question Navigator allows you to easily view all questions included in an assessment. All pinned questions will display in the Pinned Questions section [1]. To view a pinned question, click the name of the question. To jump to a specific question, click the question in the Question Navigator [2]. To pin a question to review later, click the Pin icon [3].

**Hint**: The quiz may be set so that you can only view one question at a time.



1. If your assessment has a time limit, a countdown will appear on your screen [1]. To hide the time limit, click the **Hide** button [2].



1. When viewing the questions, you will see the question number and question [1] and the pin button which you can use to review a question later [2]. In essay style questions, you will see the content editor [3]. Underneath the content editor you can see if a word count has been applied to the question, and how many words you have currently written [4]. You will also see the previous [5] and next [6] buttons allowing you to navigate the quiz.



**Hint**: There are various types of question you may encounter in a quiz:

* Categorization
* Essay
* File Upload
* Fill in the Blank
* Formula
* Hot Spot
* Matching
* Multiple Answer
* Multiple Choice (MCQ)
* Numeric
* Ordering
* True or False

**Hint:** Your instructor may allow you to use an on-screen calculator for the entire assessment or only for certain questions. To open the on-screen calculator, click the Calculator icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.



1. To submit your assessment, click the submit button, this will take the place of the next button upon reaching the final question.



1. Upon clicking submit, if you haven’t answered all of the questions you will see a prompt, highlighting that there are unanswered questions. You can still submit. Alternatively, if all questions have been answered a confirm submission will appear, allowing you to submit.

**Hint**: Upon submission you will not be able to change your answers.



