

Quick Tips for Formatting Exams for Canvas

Word documents must be formatted correctly for them to be imported into Canvas. Follow the steps below to insure that your quizzes and exams are formatted correctly.

1. Each question must begin with a question number, followed by either a period “.” or a parentheses “)”. The question wording must follow the question number.

2. For multiple choice and true/false questions, each answer must begin with a letter (a – z) followed by a period “.” or a parentheses “)”.

3. The correct answers must be indicated by placing an asterisk (*) directly in front of the answer choice.

Example:

1. Who determined the exact speed of light?

a. Albert Einstein

**b. Albert Michelson*

c. Thomas Edison

d. Guglielmo Marconi

4. For multiple response questions, you must begin with “Type: MR”. This is followed by the question number, a space, and the question wording. Each correct answer is designated with an asterisk.

Example:

Type: MR

1. Which of the following individuals are credited with determining the exact speed of light?

a. Albert Einstein

**b. Albert Michelson*

c. Thomas Edison

**d. Edward Williams Morley*

5. For essay questions, you must begin with “Type: E”. This is followed by the question number, and the question wording.

Example:

Type: E

1. How is the Michelson-Morley experiment related to Albert Einstein’s theory of relativity?

6. For fill in the blank questions, you must begin with “Type: FMB”. This is followed by the question number, and the question wording with the words to be filled in provided in [square brackets].

Example:

Type: FMB

1. A [rose] by any other [name] would smell as [sweet].

7. For matching questions, each answer (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example:

Type: MT

1. Match the correct name to the discovery or theory.

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

8. Point values can be set for each question or for a group of questions. Points are set by adding “Points:” followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example:

Points: 2.5

1. Who determined the exact speed of light?

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For more information on formatting exams for Canvas, [click here](#).

Once exams are formatting, email the Word document to Rebecca Harrison at millerr@uab.edu or Courtney Garza at cbgarza@uab.edu. Be sure to include the date and time for the exam, students with extra time, whether questions and/or answers need to be scrambled, and the point value for questions.

For more information, please contact the [IDS team](#).
View all of our Tuesday Tips on our [SHP/IDS website!](#)

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