

Tuesday Tip

Assigning a Quiz to an Individual Student or Course Section

When creating or editing a quiz, instructors can specify whether the quiz should be for everyone in the course, for specific sections, or for individual students.

1. **Assign to Section or User**

The screenshot shows two instances of the 'Assign to' field in a quiz configuration interface. The top instance shows the default selection 'Everyone' with a red 'x' icon to its right. A red arrow points from a black circle containing the number '1' to this 'x' icon. The bottom instance shows the text 'biology' entered into the field. A black circle containing the number '2' points to the text. Below the text, a dropdown menu is open, showing 'Course Section' as a header, with 'Biology 101' and 'Biology 102' as options. 'Biology 101' is highlighted with a red rectangular box. At the bottom of the interface, the text 'Wed Mar 2, 2016 1:45pm' is visible.

By default, Canvas will set your quiz for everyone in your course. To create the quiz for specific sections or users, click the **Everyone** remove icon [1], then start to type in the name of a section or user [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name.

NOTE: You can include more than one user in the To field, such as the name of a section or student, multiple sections, or multiple students, as long as they are to be assigned the same due and availability dates [2].

2. Edit Due and Availability Dates

The screenshot shows the 'Assign' form in Canvas. At the top, the 'Assign to' field contains 'Biology 101' and 'Nora Sanderson'. Below this is the 'Due' field, which is circled with a '1' and contains 'Mar 2, 2016 at 11:45pm'. Underneath the 'Due' field, the text 'Wed Mar 2, 2016 11:45pm' is displayed. The 'Available from' section consists of three parts: a date field circled with a '2' containing 'Feb 25, 2016 at 11:00pm' (with 'Thu Feb 25, 2016 11:00pm' below it), the word 'until', and another date field circled with a '3' containing 'Mar 8, 2016 at 11:59pm' (with 'Tue Mar 8, 2016 11:59pm' below it). At the bottom of the form is a '+Add' button.

In the date fields, add your preferred date(s) with the following options:

Due [1]: Set the date and time that the Quiz is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.

Available From [2]: Set the date and time when the Quiz will become available.

Until [3]: Set the date and time when the Quiz will no longer be available.

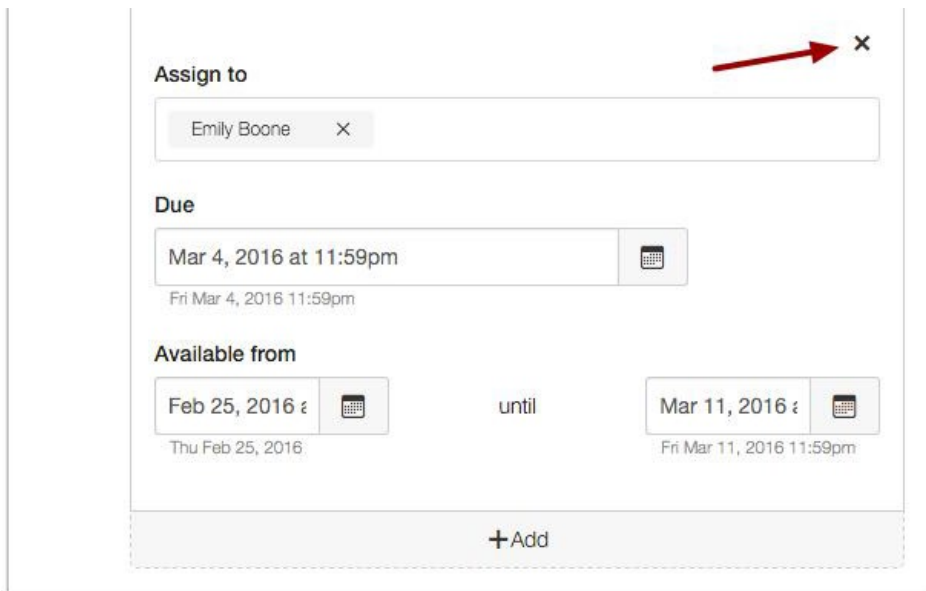
NOTE: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a quiz, the course and local times are displayed for reference.

3. Add Additional Dates

This screenshot is identical to the one above, showing the 'Assign' form with 'Assign to', 'Due', and 'Available from' fields. The '+Add' button at the bottom is highlighted with a red rectangular border.

To add new Due and Availability Dates for other users in your course, click the **Add Date** button.

4. Remove Dates



The screenshot shows a form titled "Assign to" with a close icon (X) in the top right corner. A red arrow points to this icon. Below the title is a text input field containing "Emily Boone" and a close icon (X). Underneath is a "Due" section with a date field set to "Mar 4, 2016 at 11:59pm" and a calendar icon. Below the date field is the text "Fri Mar 4, 2016 11:59pm". The "Available from" section has two date fields: "Feb 25, 2016" (with a calendar icon) and "Mar 11, 2016" (with a calendar icon), separated by the word "until". Below the first date field is "Thu Feb 25, 2016" and below the second is "Fri Mar 11, 2016 11:59pm". At the bottom of the form is a "+Add" button.

You can also delete additional dates by clicking the **remove** icon next to the appropriate date.

5. Save Quiz

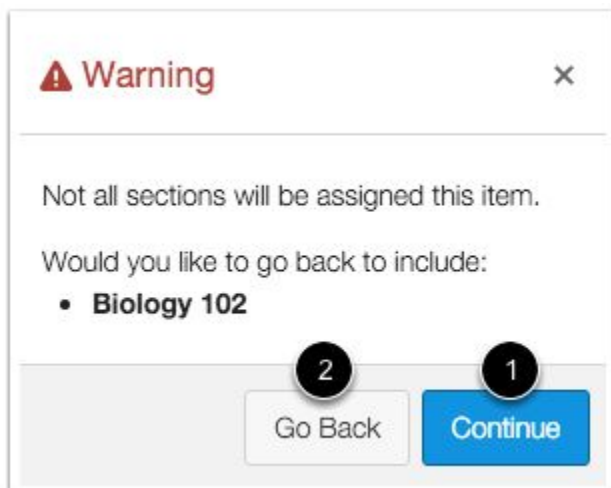


The screenshot shows three buttons: "Cancel", "Save & Publish", and "Save". The "Save" button is highlighted with a red border.

Click the **Save** button to save your work and preview the quiz.

NOTE: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

6. View Due Date Warning



The screenshot shows a warning dialog box with a red triangle icon and the word "Warning" in red. The text inside reads: "Not all sections will be assigned this item. Would you like to go back to include: • **Biology 102**". At the bottom are two buttons: "Go Back" (with a circled '2' above it) and "Continue" (with a circled '1' above it).

If you do not add all course sections to the quiz, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any other sections to the quiz, or click the **Go Back** button [2] to go back and add additional sections.

NOTE: This warning message will not appear if everyone in the course or all course sections are assigned as any of the sections.

7. View Quiz Dates

Quiz 3

Please complete this quiz by the indicated due date.

Quiz Type Graded Quiz
Points 6
Assignment Group Assessments
Shuffle Answers No
Time Limit No Time Limit
Multiple Attempts No
View Responses Always
Show Correct Answers Immediately
One Question at a Time No

Due	For	Available from	Until
Mar 2, 2016 at 11:45pm	1 student	Feb 25, 2016 at 11pm	Mar 8, 2016 at 11:59pm
Mar 2, 2016 at 11:45pm	Biology 101	Feb 25, 2016 at 11pm	Mar 8, 2016 at 11:59pm
Mar 4, 2016	1 student	Feb 25, 2016 at 12am	Mar 11, 2016 at 11:59pm

View the dates and users assigned to the quiz.

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

UAB|SHP Instructional Design & Support

Learning Resource Center | The University of Alabama at Birmingham
LRC 211 | 1714 9th Avenue South | Birmingham, AL 35294
P: 205.996.1407 | IDSHelp@uab.edu