



## Tuesday Tip

# How do I assign a quiz to an individual student or course section?

## Follow these 7 Steps

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 the 'Assign to' section of a Canvas quiz configuration. The first step, indicated by a red arrow and a circled '1', is to click the 'Everyone' remove icon (an 'X' in a grey box). The second step, indicated by a circled '2', is to type 'biology' into the search field. Below the search field, a dropdown menu titled 'Course Section' is open, showing 'Biology 101' (which is highlighted with a red circle) and 'Biology 102'. The timestamp 'Wed Mar 2, 2016 1:45pm' is visible at the bottom of the interface.

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 image shows the 'Assign' interface in Canvas LMS. It includes an 'Assign to' field with 'Biology 101' and 'Nora Sanderson' as tags. Below this is the 'Due' field, which is highlighted with a black circle and the number '1'. The 'Due' field shows 'Mar 2, 2016 at 11:45pm' with a calendar icon. Below the 'Due' field is the 'Available from' section, which contains two date fields. The first date field is highlighted with a black circle and the number '2', showing 'Feb 25, 2016 at 11:00pm'. The second date field is highlighted with a black circle and the number '3', showing 'Mar 8, 2016 at 11:59pm'. The word 'until' is placed between the two date fields. 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

Assign

**Assign to**



Biology 101 × Nora Sanderson ×

**Due**

Mar 2, 2016 at 11:45pm 

Wed Mar 2, 2016 11:45pm

**Available from**

Feb 25, 2016 at  until Mar 8, 2016 at 

Thu Feb 25, 2016 11:00pm Tue Mar 8, 2016 11:59pm

**+ Add**

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

#### 4. Remove Dates

Assign

×

Assign to

Biology 101

×

Nora Sanderson

×

Due

Mar 2, 2016 at 11:45pm

Wed Mar 2, 2016 11:45pm

Available from

Feb 25, 2016 at

Thu Feb 25, 2016 11:00pm

until

Mar 8, 2016 at

Tue Mar 8, 2016 11:59pm

×

Assign to

Emily Boone

×

Due

Mar 4, 2016 at 11:59pm

Fri Mar 4, 2016 11:59pm

Available from

Feb 25, 2016 at

Thu Feb 25, 2016

until

Mar 11, 2016 at

Fri Mar 11, 2016 11:59pm

+ Add

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

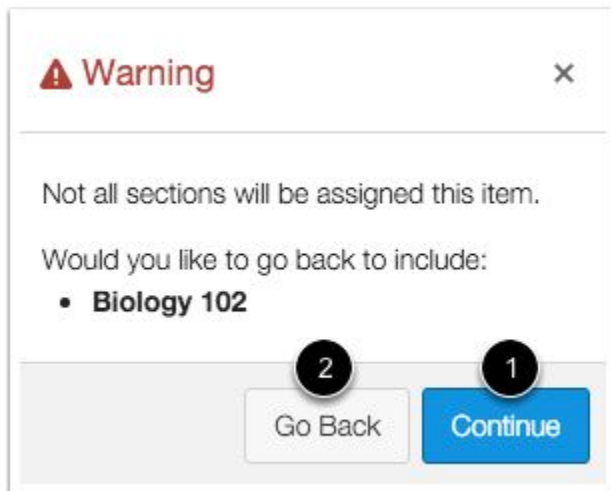
## 5. Save Quiz



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



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 [ISS team](#).  
View all of our Tuesday Tips on our [SHP/ISS website](#)!

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