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**

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**

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**

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

4. **Remove Dates**

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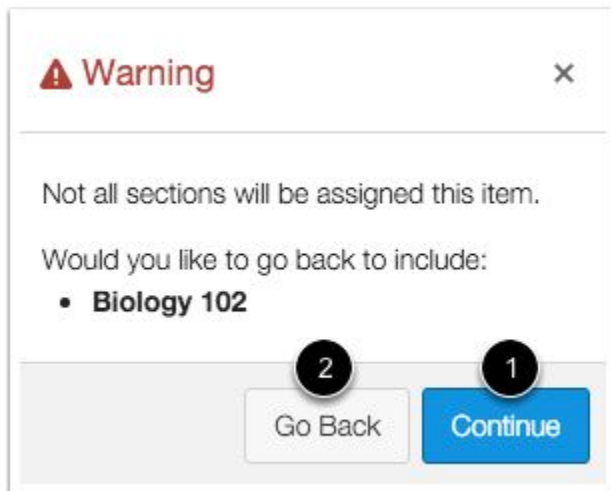
5. **Save Quiz**

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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