Things to Know Before Taking a Quiz/Exam in Canvas

General Instructions:

- Students need to follow the syllabus and log in with enough time to complete the exam/quiz before the due date.
- **Once the exam is opened, you must complete it at that time.** You may NOT start the exam, save your answers, leave the exam for an extended period of time, and then come back later to finish the exam.
- For technical assistance during business hours (Monday through Friday, 8:30am to 5pm), call the USF COPH Educational Technology & Assessment office (ETA) at 813-974-6666.
- Some courses offer technical assistance during specified non-business hours, please follow stated instructions within your course to contact technical assistance. For technical assistance outside of regular business hours, students should click on the 'Tech Assistance' button in your course’s homepage, click on 'Technical Problem Report Form,' and then fill out and submit the online form. A response will be provided within 24 hours.
- **NOTE:** All technical problems that are reported to ETA are also copied to the instructors, so that the instructors are informed of your situation.

To take a quiz/exam:

1. Select the quiz/exam under “Quizzes” in the left menu. If your instructor has the quiz link available in “Modules” page, you may access the quiz from there as well.

2. Once a quiz/exam is selected, you will see the instructions screen similar to the image below.

3. When you are ready to start taking the quiz, click on the “Take the Quiz” button.

   Q1 What if, in this example, I start the quiz at 8:55pm (only 5 minutes before the quiz is due)? Will I still have the full 10 minutes (until 9:05pm) to complete the quiz?

   **No.** In this situation, when you start the quiz, you will receive a message, “You started this quiz near when it was due, so you won’t have the full amount of time to take the quiz.” **Canvas will automatically submit the quiz at 9 pm EST and the system will terminate your access to the quiz/exam. Any questions that were not answered will be scored as incorrect.**

4. Once you open the quiz, the timer starts. The timer will continue to run whether you are logged into the quiz or not. If you lose your internet connection, try to log back in as quickly as possible to resume the quiz. You should use a wired (“plugged in”) internet connection when taking an exam/quiz in Canvas.

5. The interface to the quiz will look similar to the image below. Depending on how your professor has set up the quiz, questions may be displayed one at a time or all on one page. If questions are displayed one at time, you may not be able to review or change previous answers. You will receive a warning message at the start of the quiz if this option has been enabled.
6. Once you complete the quiz, click on the “Submit Quiz” button.

7. You can see the score immediately upon completion. For subjective results questions, such as an essay question, scores will be posted later as your professor grades them. They will show up as a 0 on your score until graded.

Q2 Will I be warned when the time is about to end?

Yes. Canvas warns you when you have one minute left.

Q3 What if I go over the time limit?

You cannot go over the time limit. When the time is up and you have not submitted your answers, a pop-up window will ask you to submit your answers or Canvas will force your submission.

Q4 Will I see the correct answers of each question after I complete the quiz?

Depending on how your professor has set up the quiz, you may or may not see the correct answers.

Final Tips:

- Use Mozilla Firefox or Google Chrome when taking a quiz/exam in Canvas. Don’t use Internet Explorer or Safari. There are compatibility issues between IE and Canvas.

- Use an Ethernet internet connection (cable plugged into your computer). If you lose your internet connection during a timed quiz, the timer will continue to count down even though you aren’t logged into the quiz. Wired connections tend to be more reliable than wireless.

- Make sure you start the exam far enough in advance of the due date time so you receive the full amount of allowed time. Canvas will automatically submit the exam on the due date time.