

Canvas Tips for Faculty

Preview And Publish Quizzes

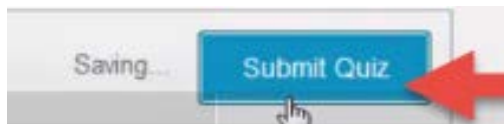
Before you make a new quiz available to students, you must preview and publish it. Previewing a quiz enables you to perform a full quality check of your work before it is viewable by students. Publishing a quiz enables it for students.

Preview your quiz

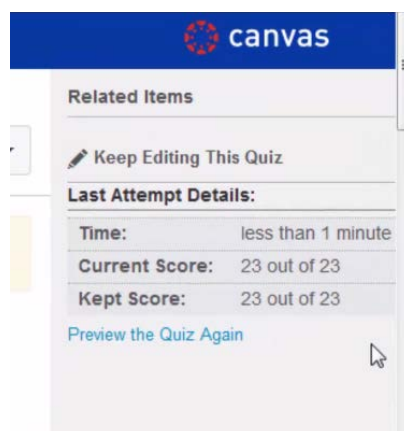
1. Click the Preview button to verify your quiz question.



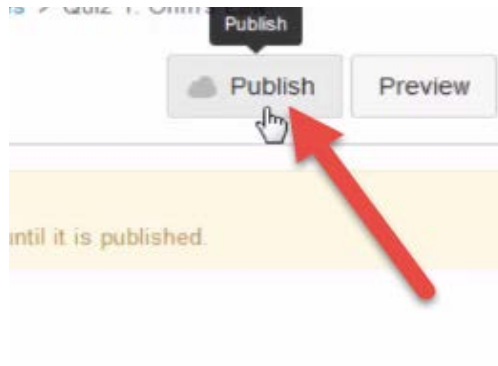
2. Answer all of the questions on your quiz then press Submit Quiz.



3. Your score will appear in the upper right corner of the screen.



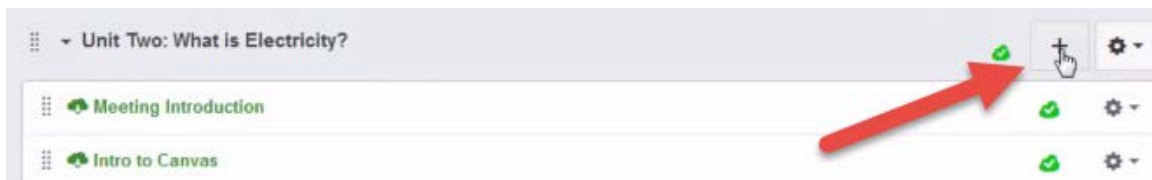
4. If everything tests okay. Press the **Publish** button in the top center of the screen.



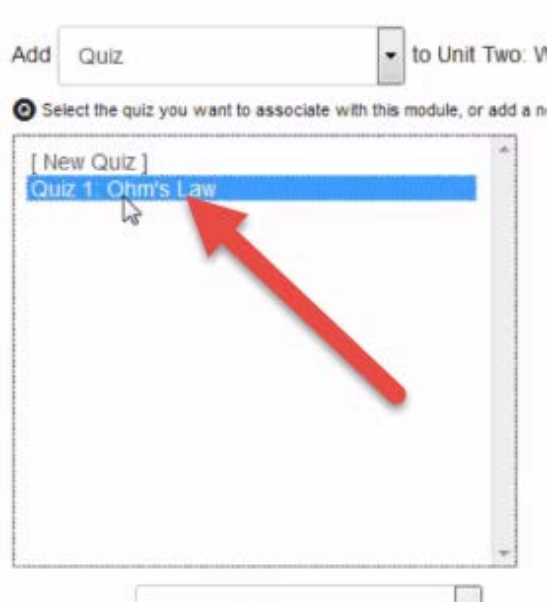
5. To add a quiz to a module, press **Modules**.



6. Locate the appropriate module and click the **Plus** button to add content.



7. Select **Quiz** from the drop down menu.



8. Select the appropriate quiz, then click **Add Item**

