



TLC Tips

Formatting Documents for Canvas Import

The TLC can import your Word quizzes into Canvas quizzes, but those Word quizzes must be formatted per import the import style. While the TLC can re-format your documents for you, we can complete your conversion requests much faster if the documents you submit are already formatted. Here are examples of properly formatted question types you might use.

Example of True/False:

Type: TF

3. Albert Michelson determined the exact speed of light.

*a. T

b. F

Example of simple Multiple Choice:

Type: MC

3. Who determined the exact speed of light?

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

Example of Fill-in-the-Blank question:

Type: F

5. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin

JS, October 13, 2021

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Formatting Examples JS.docx

c. Vladimir Kosma Zworykin

Example of Matching question:

Type: MT

4. Match the correct name to the discovery or theory.

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

Example of Multiple Responses (Multiple Answers):

Type: MR

3. Which of the following individuals are credited with determining the exact speed of light?

a. Albert Einstein

*b. Albert Michelson

*c. Edward Williams Morley

d. Thomas Edison

Want to add comments to each possible answer?

Example of Multiple Choice w feedback comments:

Type: MC

3. Who determined the exact speed of light?

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

*b. Albert Michelson

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

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c. Thomas Edison

@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi

@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

Important notes:

- Each question must begin with a question number, followed by either a period “.” and a space. This is a single space, and not a tab space.
- Each answer must begin with a letter (A-Z) followed by a period “.” and a space.
 - It may be helpful to [turn off automatic or numbering in Word](#) before you begin.
- Place an asterisk (*) in front of the correct answer choice where applicable

The following question is **correctly** formatted (note the single spaces):

3. Who determined the exact speed of light?

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

The following question is **incorrectly** formatted (note the tab spaces from auto-numbering):

3. Who determined the exact speed of light?

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

JS, October 13, 2021

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