

# New Quizzes: Shell, Build, Preview, Publish

*Move from assignment settings to a tested, student-ready New Quiz.*

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

## Click Path

Quizzes → + Quiz → New Quizzes → Build

## Purpose

New Quizzes uses an assignment-settings shell and a separate Build area. Both must be reviewed before the quiz is published.

## Steps

1. Create the New Quiz shell and set the title, points, assignment group, attempts, dates, and Assign To settings.
2. Save and open Build.
3. Add instructions, questions, stimulus content, feedback, and question titles.
4. Review quiz settings such as shuffling, one question at a time, result visibility, and calculators when applicable.
5. Use Preview to complete the quiz as a learner.
6. Review item-bank links and permissions when banked items are used.
7. Return to the shell, place the quiz in the correct module, and publish the quiz and module.
8. Review results and manually grade question types that require instructor scoring.

## Verify

- |                                                            |                                                                |
|------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Shell settings are complete.      | <input type="checkbox"/> Build content is complete.            |
| <input type="checkbox"/> Points and question values agree. | <input type="checkbox"/> Preview works.                        |
| <input type="checkbox"/> Dates and attempts are correct.   | <input type="checkbox"/> Quiz and parent module are published. |

## Watch For

- Saving the shell does not finish the Build content.
- Some question types require manual grading.
- Do not assume a banked question can be edited by every collaborator.

## Primary Sources

Instructure New Quizzes guides: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>