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CHANGE THE WORLD FROM HERE

# Managing Quizzes and Surveys in Canvas

**Center for Instructional Technology**

**March April**

# Quizzes and Surveys

## Overview of Quizzes and Surveys

Quizzes and surveys are two types of assessments that you can incorporate into your course. Both quizzes and surveys can either be graded or ungraded, as the following table summarizes.

Assignment type	Options	Score in Gradebook	Uses
Quizzes	Practice	No	Student can practice learning course materials through self-assessment quizzes.
	Graded	Yes	Instructors can access and score student's understanding of the course material.
Surveys	Graded	Yes	Students automatically get full points when they open the survey
	Ungraded	No	Students can give feedback on class material but no score is given for completion.



### Key things about quizzes and surveys

- Quizzes and surveys are initially developed in **Draft mode** and are **unpublished by default**. **Students cannot view** them until they are published.
- Students may access quizzes and surveys through the "Quizzes", "Assignments", or "Modules" area of the course.
- The graded quizzes and graded surveys will be included in the gradebook, and must be assigned a category. The default category is "assignments".
- **Practice Quizzes, Undergraded Surveys, and Graded Surveys, keep no score in the gradebook:** therefore, student data must be downloaded in the statistics area of the quiz, **Download Student Analysis** button.
- When points are assigned for graded surveys, students get full points **for submitting** the graded surveys, **even if they have not completed the questions**.



### Practice Quiz Tip

It is possible to create practice quizzes that keep scores in the gradebook but are not part of the course grade. Create a category in Assignments (ex. Practice Quizzes) that is assigned zero percent of the final grade. Add graded quizzes to this category.



## Creating Quizzes and Surveys



NOTE: The word “quiz” will be used throughout to mean both quizzes and surveys, unless otherwise noted.

1. Click on the **Quizzes** link on the navigation bar to the left. Even if it is greyed out, as an instructor, you still have access to it.



NOTE: Although there is a Quizzes link on the navigation bar, you may wish to link quizzes/surveys under Assignments. This is useful if you have a variety of assignments (File upload Assignments, Discussions, Quizzes, etc.) and you wish for your students to access them all under the Assignments link.

2. Click on the “+Quiz” button in the upper right corner. This brings up the new quiz creation interface.

The screenshot shows the Canvas LMS interface. On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, and Quizzes. The 'Quizzes' link is highlighted with an orange box and labeled 'Select the “Quizzes” link'. In the upper right corner, a blue '+ Quiz' button is highlighted with an orange box and labeled 'Create a quiz button'. The main content area shows 'Course Quizzes' with a search bar and a message 'No quizzes available'.

### Upper right buttons (before quiz created)



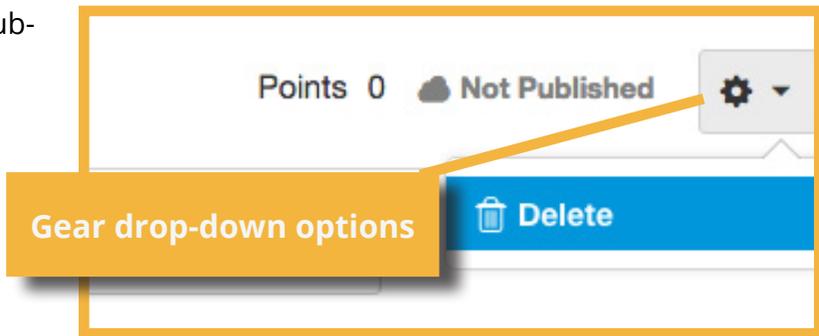
IMPORTANT: These buttons will display differently before and after the quiz is created, saved and questions are added.

**Points** – points are set at zero and this increases as questions are added. Points are assigned to questions, not the quiz. The exception is a “Graded Survey” which asks that the points be assigned to the quiz.

**Publish** – toggle switch to publish and unpublish a quiz.

**Gear options** –

(NOTE: the options in the drop down list are dynamic and change during various stages of the quiz development process)



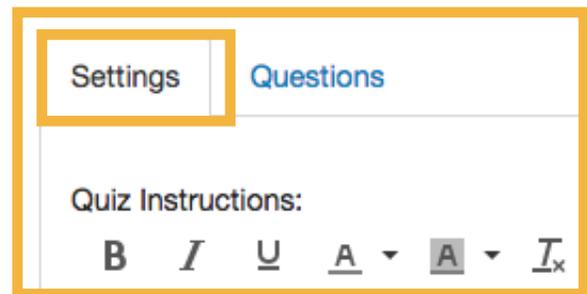
**Title** – Give the quiz a title that is descriptive so that you can find it later. Numerically named quizzes may need to be reordered later. If no title is entered, the default title “Un-named Quiz” will be assigned to that quiz and all that have no title, making it difficult to distinguish between them.

**Tabs** – There are two parts to setting up a quiz, each on its own tab:

- a. **Settings** – Select the quiz setting on this tab. In this step, name the quiz, add instructions and configure the test settings for release dates, time limits, number of attempts and more. This is known as creating the quiz shell.
- b. **Questions** – Add questions on this tab. You can add single questions, question groups, question banks or search for questions in other courses to the quiz shell.

**Setting tab: Creating the Quiz Shell**

To begin creating both quizzes and surveys, you must create a shell with the settings for quiz type, instructions, availability and more. When the interface to create a new quiz is displayed, you will see two tabs for “Settings” and “Questions”. **Start by clicking the “Settings” tab, and filling out the information on it to create a shell.**



## Upper half of the “Settings” area

Chapter 4 Quiz

Type in a Title

Settings Questions Settings Tab

Quiz Instructions: HTML Editor

**B** *I* U **A** **A** *I*<sub>x</sub>

You will have 1 hour to complete the quiz.

Choose assignment group (default is assignments)

Choose Quiz Type(drop-down)

Quiz Type Graded Quiz

Assignment Group Assignments

1. If you haven't done so already, type in the **title**.
2. Add quiz/ survey instructions for students in the “**Quiz Instructions**” box. This is a rich text editor so you can format text, add math equations, images, and video. In addition, you can add files, images, and course links using the tabs in the *right* navigation bar.
3. Under the rich-text editor is the Quiz type option. **Select one of four quiz/survey types** from the drop-down box:
  - Practice Quiz
  - Graded Quiz
  - Graded Survey
  - Ungraded Survey
4. Select an “**Assignments Group**”. Assignments groups are used for sorting and weighting assignments. You must assign each quiz or survey to a group. The default assignment group is called Assignments area of the course.

## Adding Syllabus to the Instructions (or Other File or Course Link)

See the example below, which shows how to add a copy of the syllabus to the quiz instructions by double-clicking on the file name in the “Files” tab to the right. Images and course links can also be added by positioning the cursor in the location where they are to go and then selecting the file from the right file and course list.

The screenshot displays a quiz editor interface. At the top, it shows 'Points 0' and 'Not Published' with a settings gear icon. A yellow callout box with white text reads: 'Highlight the words in the instructions to be linked. Double-click on the file to the right, that is to be linked.' Below this, the main editor area shows a text input field with the text '. Refer to the syllabus for details about the'. The word 'syllabus' is highlighted in blue. To the right, there is a sidebar titled 'Insert Content into the Page' with tabs for 'Links', 'Files', and 'Images'. The 'Files' tab is active, showing a list of 'course files' with 'Syllabus.docx' highlighted in a yellow box. Below the file list are options for 'Upload a new file', 'New Assignment', and 'New Discussion'. The main editor area also features a rich text toolbar with icons for text alignment, font sizes, and paragraph formatting.

### Lower half of the “settings” area

#### Options:

Select options such as time limits, shuffling answers, allowing multiple attempts and more. Some options have a grey box around the entire selection. This indicates that there are more options that will be visible when that feature is selected. For instance, when letting students see their quiz responses, you can also let students to see the correct answers and define the time period to see them.

#### Quiz Restrictions:

Assigning an **access code** to a quiz is useful for students who need to take an exam early or late. Only students who have the password can access the quiz.

### Options

Shuffle Answers

Time Limit  Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at  

Hide Correct Answers at  

Show one question at a time

### Quiz Restrictions

Require an access code

Filter IP Addresses

Grey boxes around an option indicate that if selected, it expands to show more options.

Use the quiz restrictions to add a password or limit the computers able to open the quiz.

By selecting “**Filter IP Addresses**”, the instructor can narrow quiz access to a particular computer or computer lab.

## Selecting the Availability and Due dates

Select the **due date and availability** for this quiz or survey. If there is more than one course section, you have the option of defining different due dates and availability dates for each section(see below). These dates will be added to the course calendar.



NOTE: Make sure the due date is within the available dates.

**Assign to**

Everyone X

**Due**

Aug 26 at 11:59pm 

Wed Aug 26, 2015 11:59pm

**Available from**

Aug 26 at 12:00am  until Aug 28 at 11:59pm 

Wed Aug 26, 2015 Fri Aug 28, 2015 11:59pm

## Adding Different Due Dates for Different Sections

At the bottom of the Settings page, you have the option to set due dates and availability dates for the quiz. If your course only has one section, you will only see the word Everyone or the name of your course. However, if there are multiple sections in your course space, you may define different due dates and availability dates for each section. This is very handy if you have a Tue/Thru section and a Mon/Wed section combined in a course space.

### Here are the steps:

1. Add a due date.  
You may also add availability dates if you like. The due date will be added automatically to the course calendar.
2. To add another section, click the **"Add button"** and repeat.
3. Click the **blue Save button** at the bottom when finished.

**Assign to**

Course Section

Everyone

Canvas

Wed Aug 26, 2015 11:59pm

**Available from**

Aug 26 at 12:00am  until Aug 28 at 11:59pm 

Wed Aug 26, 2015 Fri Aug 28, 2015 11:59pm

**+Add**



### IMPORTANT:

Options at the top of this page will change after it is saved. Here are the following options:

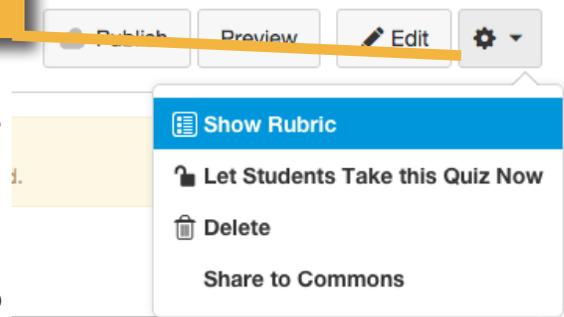
#### Gear drop-down menu options

- **Publish** button toggles publish/unpublish
- **Preview** button allows you to take the quiz as a student.
- **Edit** button to return to the quiz.
- **“Gear” drop down menu** has the following options:

**Show Rubric** – add a rubric to the quiz

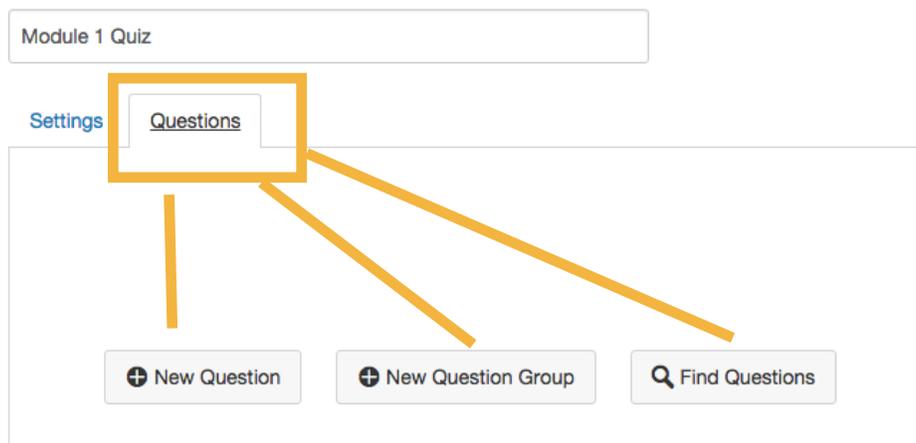
**Lock the Quiz Now** – the quiz title will still be visible to students but they will be unable to open the quiz.

**Delete** – click to delete a quiz



## Questions Tab: Adding Questions to a Quiz or Survey

To begin adding questions, select the Questions tab on a survey or quiz shell. There are three options to add questions to the quiz or survey:

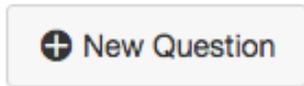


**New Question** – create a single question for the quiz or survey.

**New Question Group** – a question group is a way to randomize questions in a quiz. It can be linked to a question to a question bank or contain a number of individual questions.

**Find Questions** – search tool that lists all of the questions in quizzes, surveys, and question banks in the course.

## Adding a new Question



There are many types of questions that you may add to your quiz or survey:

- Essay Question
- Fill in the Blank
- Fill in Multiple Blanks
- File Upload Question
- Formula Question
- Matching
- Multiple Answers
- Multiple Choice
- Multiple Drop - downs
- Numerical Answer
- Text (No Question - useful for case studies or further directions)
- True/False

The screenshot shows the question editor interface with several callouts:

- Question Title:** Points to the text input field containing "UMD Alumni".
- Type of Question:** Points to the dropdown menu currently set to "Multiple Choice".
- Points:** Points to the "pts: 5" field.
- Question Instructions:** Points to the text area containing "Which of the following people did NOT graduate from UMD?".
- Answers:** Points to the list of answer choices: "Correct Answer: Larry David", "Possible Answer: Lenny Kravitz", and "Possible Answer: Jim Henson".
- Edit/Delete Button:** Points to the edit and delete icons next to the correct answer.
- Update Question:** Points to the "Update Question" button at the bottom.
- Click here to enter more answer choices:** Points to the "Add Another Answer" link.

## Here are the steps to adding a multiple choice question to your quiz or survey

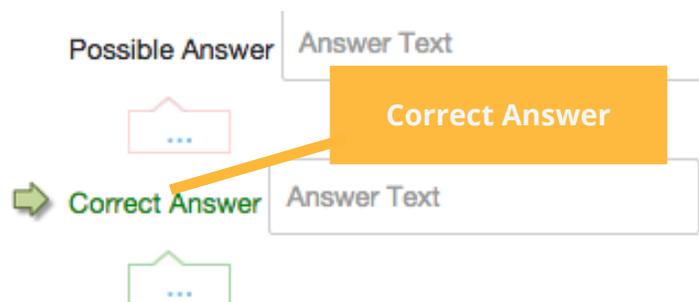
1. At the top, **type in the name** of the question. It is best to use something descriptive (instead of "Question 1", etc.) so you can find it later easily.
2. Select the **type of question** that you would like to add from the drop down menu.
3. **Add the points** for this question in the last box at the top.
4. In the Rick Content Editor (RCE) **type in the questions**. You can also attach links, pictures, math equations, audio, or video files. There is a Switch Views button to see the HTML code.
5. **Type the answers** in the spaces below the question. You can add links, pictures, math equations, audio or video files to the answers. To add to or edit an answer hover over the right side of the answer space until the edit pencil and delete trashcan are visible. To decrease the number of answers, use the trashcan icon next to an empty answer choice.
6. There is space enough for four answers. If you would like to add more answers, click the **Add Another Answer** link in the lower right.
7. When finished, click the blue **Update Question** button.



**NOTE:** You cannot add numbers to questions or answers.

## Select the Correct Answer and Add Feedback

1. **Select the correct answer(s) by clicking on the arrow** that pops-up when you scroll over that answer. A correct answer displays a green feedback box below it. An incorrect answer displays a pink feedback box below it.
2. To change the correct answer, click the arrow next to the new correct answer. The previous arrow is not there.



3. **Feedback** can be added in two ways – at the **answer** level and the **question** level. **Feedback for each answer** is added by entering comments in the green or pink box below a question:

**Answers:**

Possible Answer

Tomas Edison

Comments, if the student chooses this answer: HTML Editor

**B** *I* U **A** *A* *I* **B** **B** **B** **B** **B**  $x^2$   $x_2$  **B** **B**

$\pi$  **Font Sizes** **Paragraph**

He was not even a president.

p Done

**Feedback can also be added for the question** in one of three ways using the boxes at the bottom.

- 1. Correct answer feedback (green box)** – when the student chooses the correct answer, these are the comments displayed.
- 2. Incorrect answer feedback (pink box)** – if a student chooses the wrong answer, they will get these comments.
- 3. General Feedback (blue box)** – whatever the student answers, the student will get these general comments.



**Feedback Tip:**

If you add feedback for each answer, plus feedback at the questions level, plus general feedback, a student will see three sets of feedback. This can be confusing so check the output in Student View. Best practice is to determine if you will add feedback to each answer OR right/wrong answer boxes at the bottom of the question. General feedback may be something “refers to Chapter 6 Section 3” or “Go to next question”. See below.

**Answers:**

Possible Answer  **Example of instructor view of feedback entered in the answer plus all feedback boxes filled out for the question.**

Comments, if the student chooses this answer:  
This UMD alum is an actor

➔ **Correct Answer**  **Answer level feedback for correct answer**

Comments, if the student chooses this answer:  
This is the only non-UMD alum

➔ Possible Answer  **Answer level feedback for incorrect answer**

Comments, if the student chooses this answer:  
the puppets of Sesame street

**Question level feedback**

Correct answer comments  
Good job!

Wrong answer comments  
No, look agin

General answer comments  
Answer can be found at the UMD website.

Cancel  [+ Add Another Answer](#)

**Student view of above feedback**

from UMD?

Larry David

Lenny Kravitz **Answer level correct answer**

This is the only non-UMD alum.

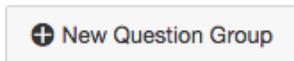
Jim Her **Question level correct answer**

Good job! **General Feedback**

Answers can be found on the UMD website.

4. When you have **finished with a question**, click the blue **Update Question** button at the bottom. This takes you back to the Quiz, on the questions tab.

## Adding Question Groups and Question Banks



Quizzes can be developed using single questions, question groups or a combination. By using question groups you can create a unique quiz for each student.

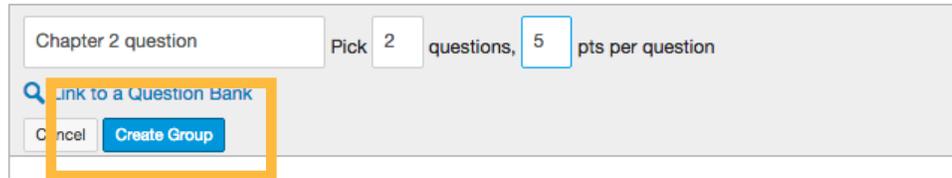
There are two ways to configure question groups in a quiz

- **Add a Question Group** to the “Add Questions” area of a quiz, then, add questions individually to this group. A number of questions, determined by the instructor, are then randomly added to the quiz. This acts like a Question Bank within a quiz. These questions are added to a Question Bank called “Unfilled Questions” which is a repository of copies of questions added to a course. The can be found using the “Find Questions” option.
- **Create a Question Bank** and then link it into a quiz, using the Question Group feature. Question banks are external to the quiz and available in all of your Canvas courses.

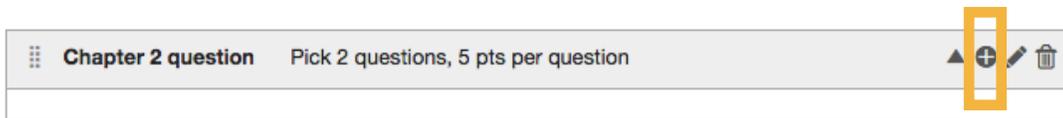
## Adding a Question Group with Individual Questions

1. In a quiz or survey, select the **Question tab**
2. Select the **“Add New Question Group”** button at the bottom

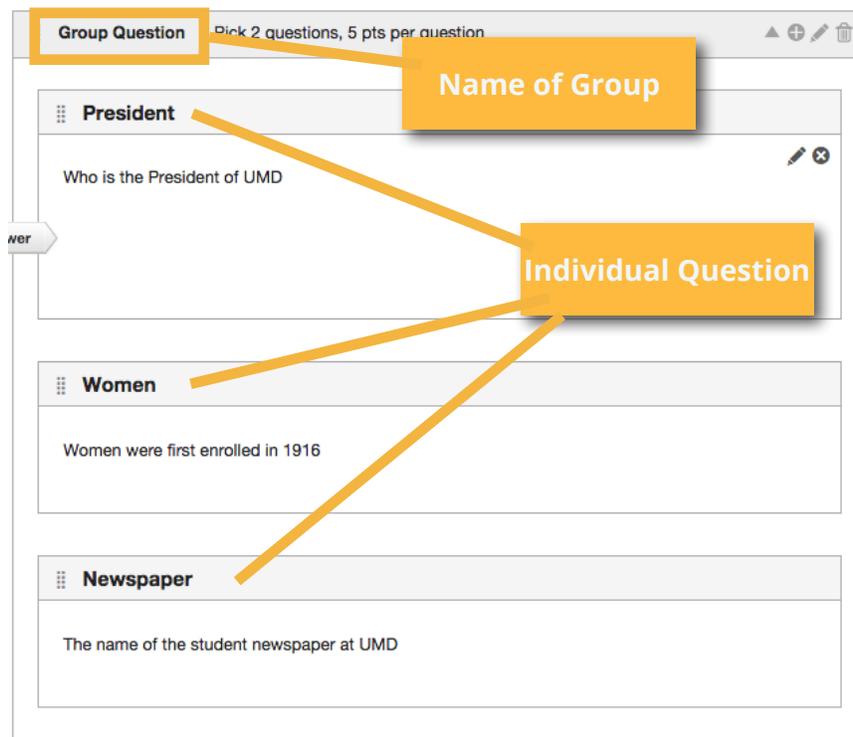
3. A grey box appears. Enter the name of the question group, the points per question, and the number of questions that will be randomly selected from the group (so if there are 10 questions in this group about Events, you may want to pull two of these questions. This will give each students a different quiz)
4. Click the blue **“Create Group”** button



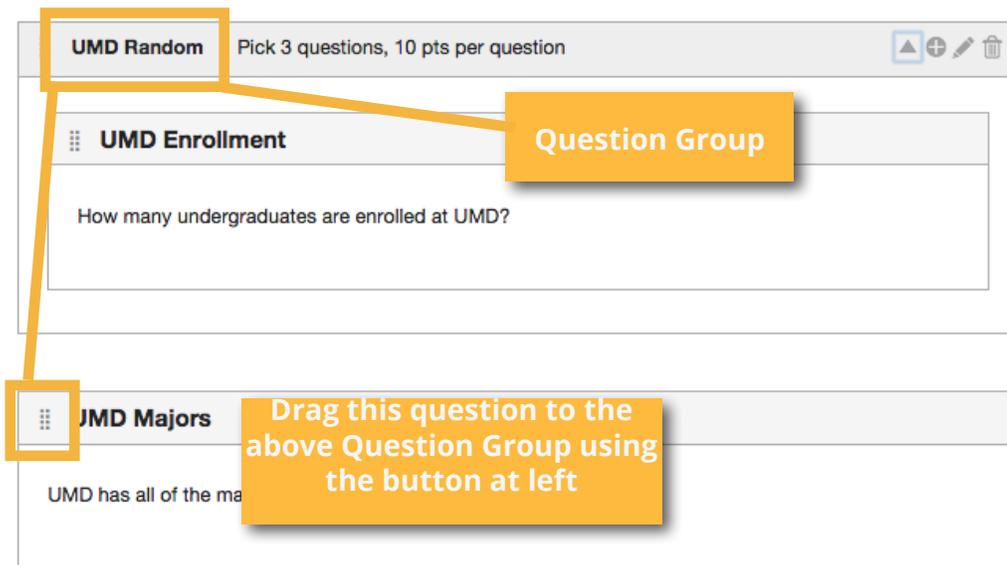
5. Next **add question** to this group by sing the plus sign in the title bar. Questions already in the quiz can be dragged and dropped into the Quiz Group



6. The result below show the name of the questions group, at the top left, and each question in the group.

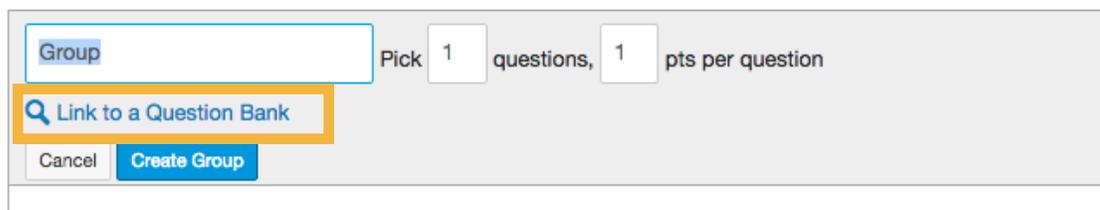


**7. Single questions can also be added to Group questions** by dragging and dropping them from the quiz into the group area.

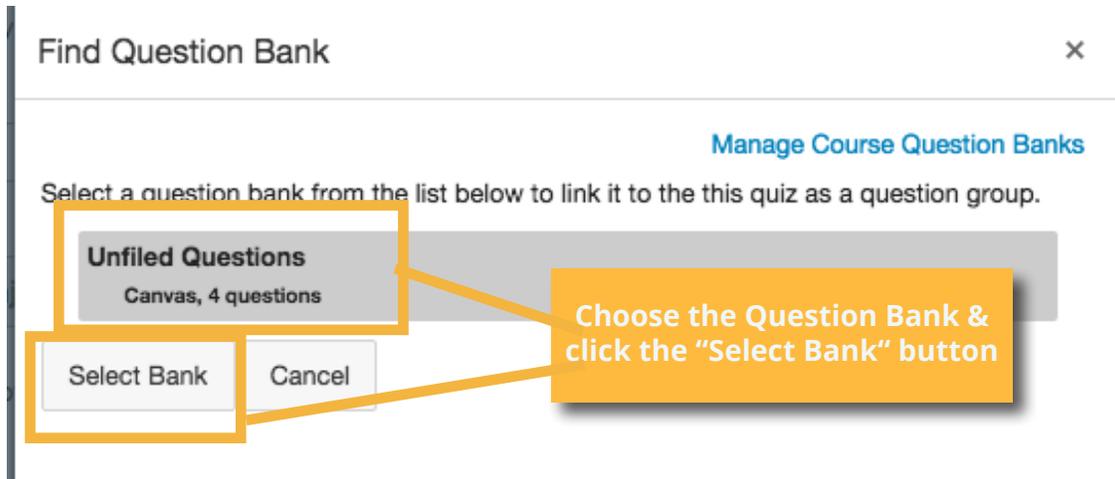


### Adding a Question Group with Question Bank Questions

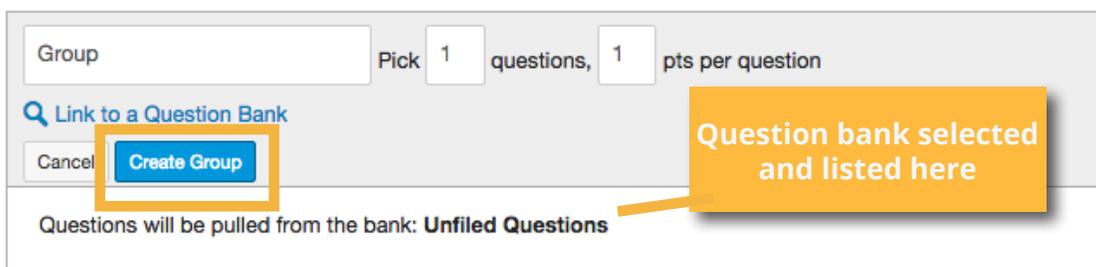
1. In a quiz survey, select the **Question tab**.
2. Select **"Add New Question Group"** button at the bottom.
3. A grey appears. Enter the name of the question group, the points per question and the number of questions that will be randomly selected from the question bank that you will add.
4. Under the group name, click **"Link to a Question Bank"**



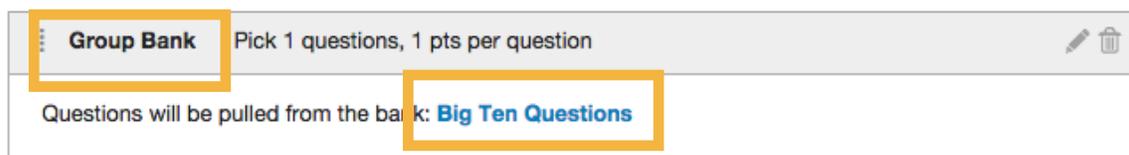
5. A window pops up listing all available question groups (banks) from all of your courses. Select the question bank that you wish to use in this question group. Confirm by clicking the **"Select Bank"** bottom and finalize your selection.



6. This window closes and the **selected question bank will be displayed** in the question group window. To confirm the question group, click the blue **“Create Group”** button.



7. The results below shows the name of the question group at the top left, and the name of the quiz bank that questions will be drawn from.

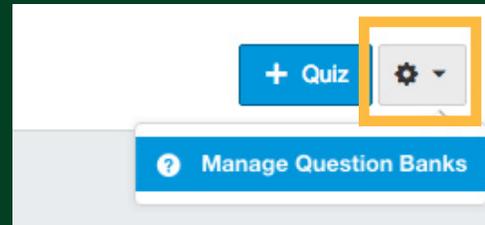


## Creating Question Banks

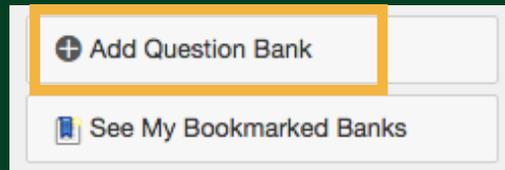
Everytime you create a quiz question, it is automatically copied to a question bank called Unfiled Questions. The directions below give the steps to creating a quiz bank for specific content questions. Questions from the Unfiled Questions bank can be moved to new questions banks with a specific focus.

Adding a Question Bank to a Course

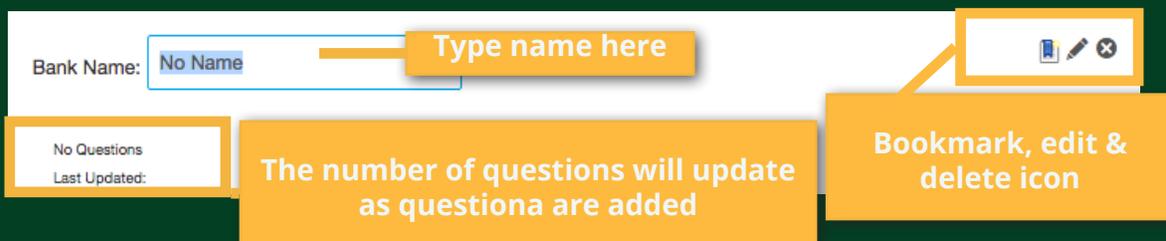
1. Select **Quizzes** from the navigation bar on the left.
2. Click on the **Manage Question Banks** button in the upper right.



3. On the next page, click on the **"Add Question Bank"** button in the upper right.

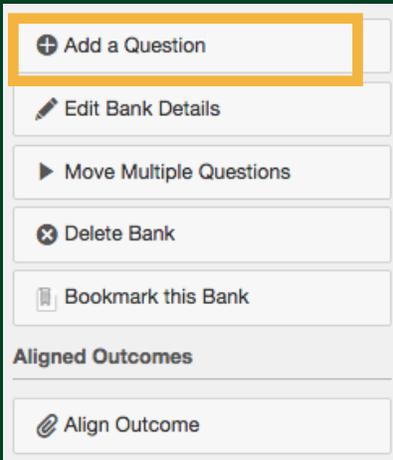


4. Name the question bank in the **"Bank Name"** box.
5. **Press Enter.** The name of the question bank number of questions in the bank and the icons for bookmarking, editing and deleting the question bank are to the right of the title. This is the bank shell but it needs questions.



## Adding Questions to a Question Bank

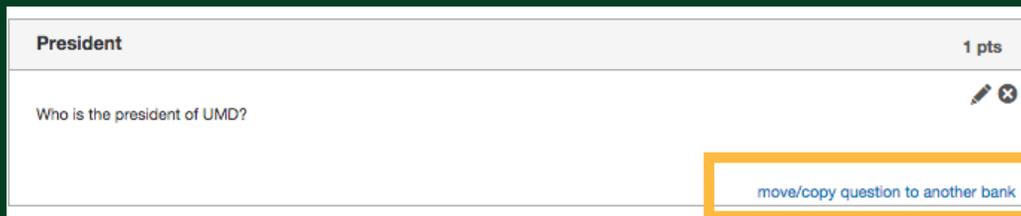
1. Click on the title **title of the question** bank to which you would like to add questions.
2. In the upper right corner is a menu for the question banks. To add a single question elect the **"Add Question"** button.
3. From this area add questions one at a time as described in the previous section.
4. Once each questions is complete, click the **"Update Question"** button.
5. Continue until you have added all of the questions in the question bank that your would like. **Note:** question banks can be edited later, adding and deleting questions as needed.



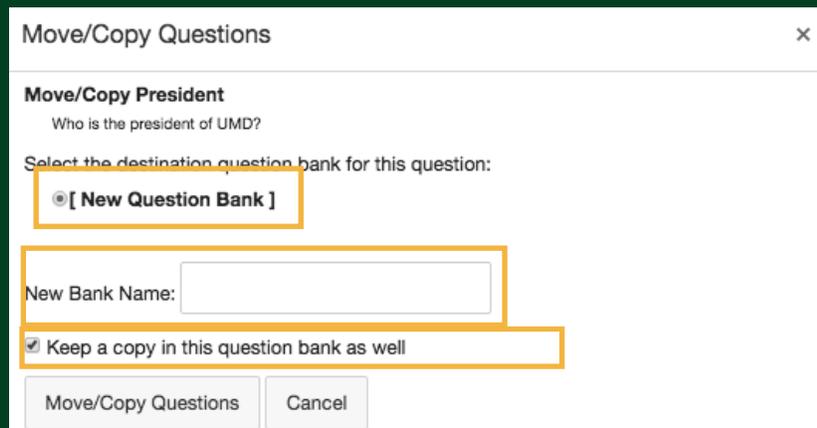
## Moving or Copying Questions to Another Question Bank

Questions banks can be created or developed by moving or copying questions to another question bank.

1. Click on the link in the questions box that says Move/copy questions to another bank.

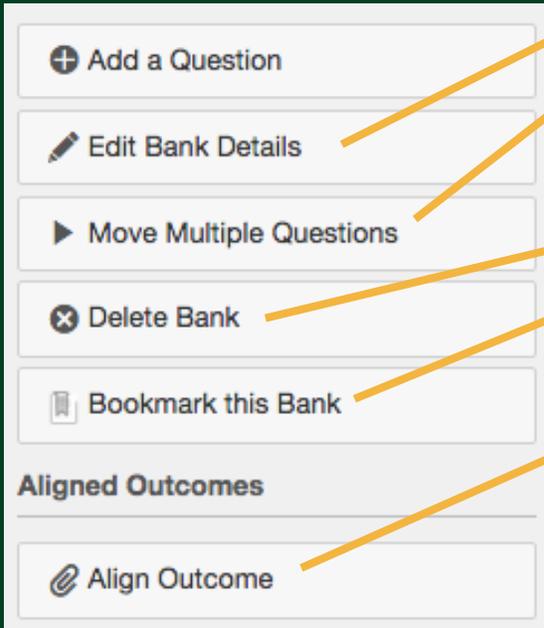


2. Next select an existing questions or **create a new one**. To create a new bank, select the radio button next to New Question Bank and type in the New Bank Name in the box.



3. You may wish to keep a copy of the question in the original question bank to do so select the box.
4. Lastly, click the **"Move/Copy Question"** button.

### Other Question Bank Menu Links



**Edit Bank details** - edit the name of the bank

**Move Multiple Questions** - all questions in the bank are listed. Elect the question to move to another question bank.

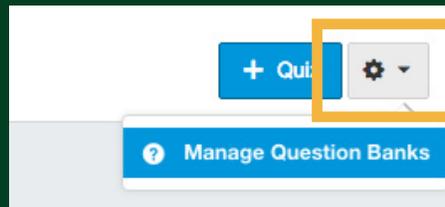
**Delete Bank** - delete entire question bank.

**Bookmark this Bank** - bookmarked banks may have important or special material to be used in later in quizzes.

**Align Outcomes** - this feature aligns the question bank with learning outcomes in the course, program or university

### How to Access the Question Banks

1. Click on the **Quizzes** link in the navigator bar.
2. Upper right, click in the gear drop-down link to reveal **"Manage Questions Banks"** link. All question banks in the course will be listed.



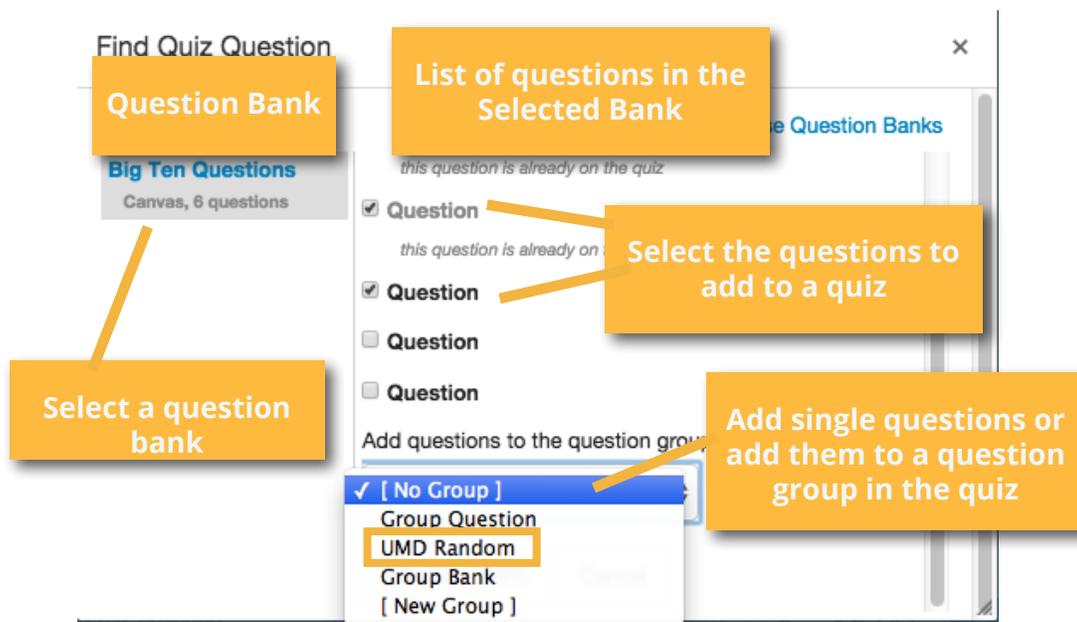
### Find Questions



The last way to add questions and question groups to a quiz is to search for them. It is good practice to name your questions so that they can be easily found by this method

Here are the steps to using the Find Quiz Question feature to add questions to a quiz:

1. At the bottom of the Add a Question screen, click the **“Find Questions”** button.
2. **Select a question bank** on the left of the screen.
3. Once selected, the **questions in that bank will be displayed to the right.**
4. **Select the questions** to add a quiz either individually or by using the Select All link at the top.
5. Next, select whether the questions will be added to the quiz individually or added to a Question Group in the quiz.
  - To add questions individually, click **“Add Questions”** button at the bottom.
  - To **add questions to a question group**, first create a group in the quiz before finding questions. Click the Add Questions.



### “Specific Question Types” Tips

- **File Upload Questions** - in this question, students will attach a file to be read and graded manually. Therefore, students should be advised that their grade will not be accurate until the file upload question(s) are graded.
- **Matching** - answers will not be removed from the drop-down list once they are used, but you may add additional answers as distractors.
- **Find Question New Groups** - Although technically you can create a new group within the Find Quiz canvas, it is unreliable.
- **Question Banks** - you cannot regrade questions from a question bank

## Publishing a Quiz or Survey

Students cannot see a quiz until it is published. This is called “Draft State”. A quiz can be published or unpublished with the click of a button. The only exception is if a student has already taken a quiz. If any changes are made to a quiz, it must be republished before students can see changes.



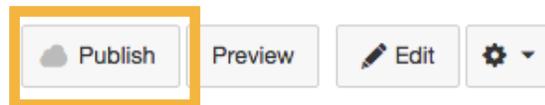
**Note:** if your students say they cannot find a quiz, check to see if it has been published

A quiz can be published in one of two ways:

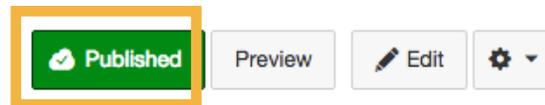
### Publishing within a Quiz

1. Click on **Quizzes** on the navigation bar.
2. Click the **title of the draft state quiz (unpublished quiz)**.
3. At the top of the page is a grey Publish button with a cloud icon. It is recommended to preview the quiz before publishing it.
4. Once the quiz is exactly how you would like it, click the **“Publish”** button. It changes color to green and the text changes from Publish to Published.

Before quiz/survey is published



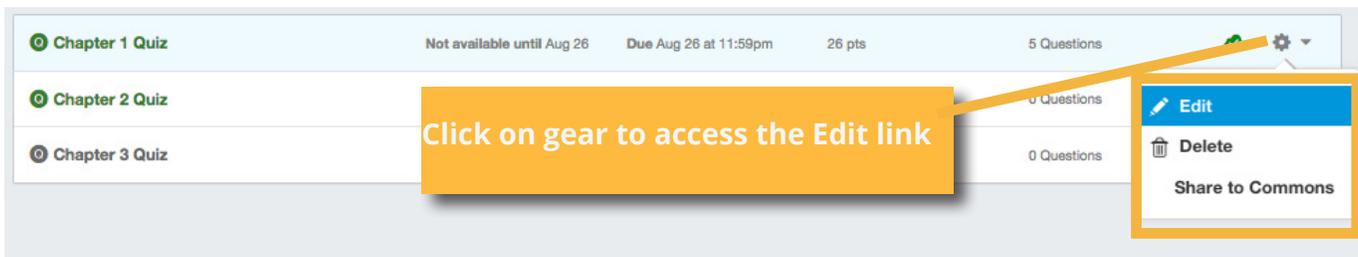
After quiz/survey is published



### Publishing in the Quiz List

To see all of the quizzes and surges in a course, published or unpublished (called draft state) click on the Quizzes link on the navigation bar.

- Green quiz titles and green clouds with a check indicate a quiz is published.
- Grey quiz titles and grey clouds indicate a quiz in Draft state.
- To publish or unpublish a quiz, click on the cloud.
- To edit or delete a quiz, click on the gear to the right and select appropriate task.



## Preview vs. Student View

Preview allows you to take the quiz and see feedback, but does not keep a record in the gradebook. Student View is a true student view. So, if students cannot see a quiz because it has not been published, neither will you be able to see it in Student View. It also keeps a record in the Gradebook for Test Student.

## Preview Mode

1. Go to **Quizzes**.
2. Click the **name of the quiz**.
3. Click the grey **"Preview"** button in the upper right.
4. Take the quiz as if you are a student.
5. When all of the questions are answered, the Submit button turns blue.
6. Click the Submit button to see your results.



**Note:** You cannot preview "file upload" questions in preview mode.

## Student View

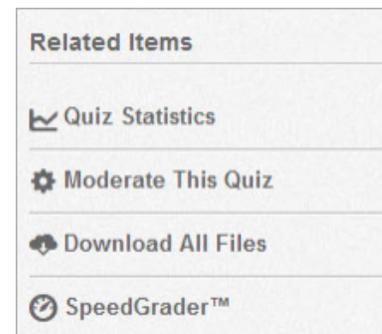
Since it is true student view, you cannot take quizzes or surveys that are unpublished. Use the Preview option for that function.

1. Go to **"Settings"** link on the navigation bar.
2. Click on the **"Student View"** button in the upper right.
3. Take the quiz or survey.
4. **"Leave Student View"** button is on the lower right.
5. There will be a score for you as **"Test Student"** in the gradebook and statistics as well.

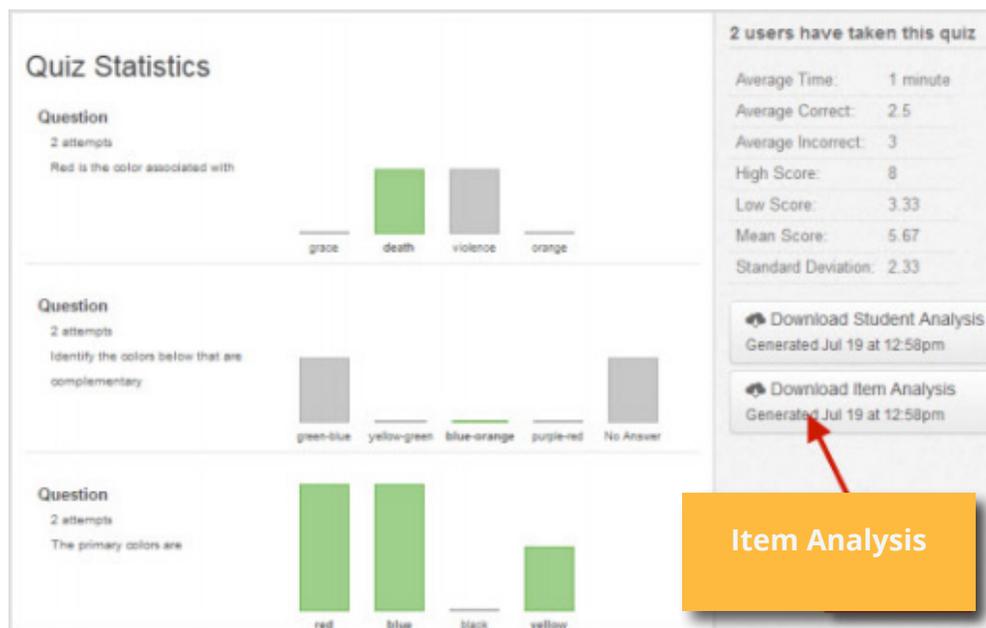
## Quiz and Survey Statistics/Student Quiz Management Options

To access options for quizzes and surveys:

1. Click on **“Quizzes”** in the navigation bar.
2. Next, click on the **title of the quiz** for which you wish to view additional information.
3. The menu will be on the right of the screen.



**Quiz Statistics** - only available after the quiz has been taken by at least one student. Data available are question statistics, item analysis, student analysis, high score, low score and mean. Data can be accessed for all four types of quizzes and surveys.



**Moderate This Quiz** - lists quiz attempts by student and allows the instructor to unlock a quiz and add additional attempts or time per student. This is useful feature for complying with requirements of special needs students.

### Moderate Quiz

<input type="checkbox"/>	Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/>	Boatright, John	--		1		
<input type="checkbox"/>	Martin, Eddie	--		1		
<input type="checkbox"/>	Martinez, Gilda	--		1		
<input type="checkbox"/>	Remaley, Mason	--		1		
<input type="checkbox"/>	Student, Test	--		1		
<input type="checkbox"/>	Tallman, Madeline <small>gets 10 extra minutes on each attempt</small>	--		2		
<input type="checkbox"/>	Zhang, Chi <small>gets 10 extra minutes on each attempt</small>	--		2		

**Download All Files** - This is only available when a File upload questions is part of the quiz or survey. The files that students have attached to the File Upload questions can be downloaded.

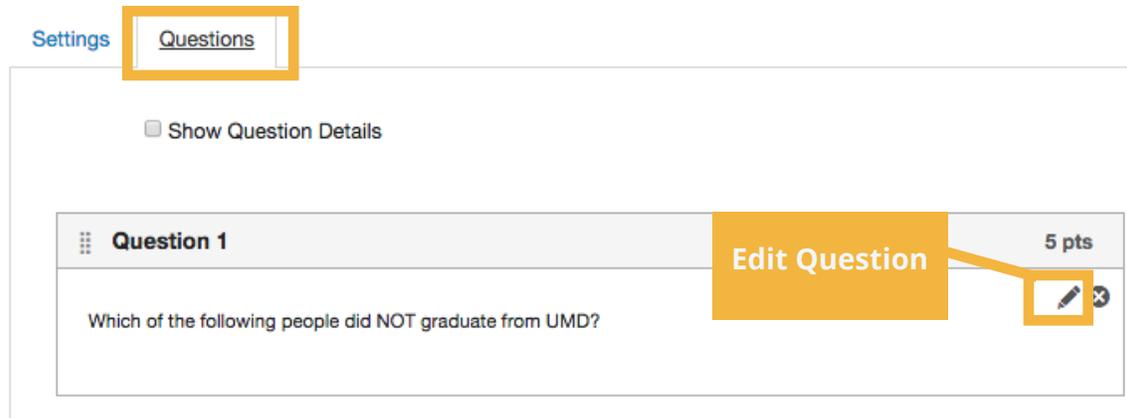
**Speedgrader** - review and grade quizzes. This tool brings up each student's quiz results for the instructor to view, regrade, and download the files associated with the File Upload questions. Changes made with this tool update the gradebook also.

### Regrading a Quiz or Survey

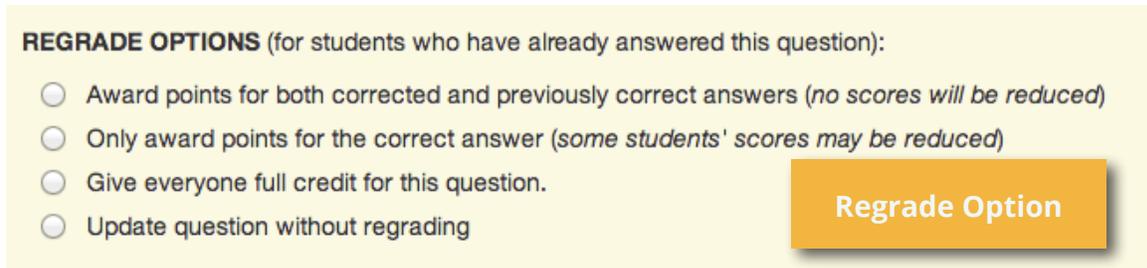
Some of the quiz questions are automatically graded. For multiple-choice, multiple answer and true-false questions there is also the ability to regrade them. Regrading is a feature to go back and change the answer or scoring after the initial grading. This questions must be answered before a regrade can be applied.

Here are the steps to regrade a question:

1. Click on the Quizzes link from the left Navigation bar.
2. Locate the quiz to be regraded and click the Gear to the right of that quiz title.
3. From the drop-down list, select Edit.



5. Change the correct answer(s). Upon doing so, a white box with instructions will pop-up, along with a yellow Regrade Options box. To close the instructions, click the blue Ok Got it button.
6. From the Regrade Option, choose the one that best suits your needs (you can only choose one)
  - Award point for both corrected and previously correct answers (no scores will be reduced)
  - only award points for the correct answer (some students' scores may be reduced).
  - Give everyone full credit for this question.
  - Update question without regrading.



Once you've selected your regrade option, click the Update Question button.

7. Scroll to the bottom of the page, and click the Update Question button (this button will be grey prior to your selection).
8. Then, click the blue Save button. The Gradebook will automatically update the quiz with grade changes.