How do I assign a quiz to everyone, individual students, or sections?

When creating or editing a quiz, you can assign a quiz to everyone, specific students, or specific sections. You can differentiate quiz assignments with separate due dates and availability dates.

Only the students or sections specified in the quiz assignments can view the quiz.

When assigning a quiz to individual students or sections, the quiz appears within the Gradebook as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Open Quizzes

Open Quizzes
In Course Navigation, click the **Quizzes** link.

Add Quiz

Add Quiz
Click the **Add Quiz** button.

Select Quiz Engine

Select Quiz Engine
If your course has New Quizzes enabled, you must select a quiz engine.

To create a quiz using New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

Then click the **Submit** button [3].

Add Quiz Details

Add Quiz Details
On the **Details** tab, add quiz details.

Assign Access

Assign Access
In the Assign Access section, you can manage assignees [1], the due date [2], and availability dates [3]. You can also add additional assignment details [4].

Select Assignees

Select Assignees
By default, quizzes are assigned to everyone in the course. However, you can differentiate the assignments.

To assign a quiz to an individual student, section, or Mastery Path, remove Everyone by clicking the **Remove** icon [1].

To change the assignees, click the **Assign To** field. Then, select one or more assignees. You can assign to a course section [2] or an individual student [3].

Notes:

- You can include more than one student or section in the To field as long as the students are to be assigned the same due and availability dates.
- If students have already taken the quiz and you remove Everyone from the Assign to field, attempts and scores for those students will be removed from the quiz. If students have already taken the quiz, you should add individual students using the **Add Assign To** button instead of removing Everyone from the **Assign To** field.
- If your course is using Mastery Paths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using Mastery Paths.
- If you unassign a student or section to a differentiated quiz you have previously graded, the grade and submission are removed from the assignment. You can restore the submission by reassigning the quiz to the student.

Find Student or Section

Find Student or Section
To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Note: The list is not scrollable.

Enter Due and Availability Dates

Enter Due and Availability Dates
In the date fields, add your preferred date(s) with the following options:

- **Due Date** [1]: Set the date and time that the quiz is due. The due date is already populated for you if you created an assignment shell, but you can change it if necessary.
- **Available from** [2]: Set the date and time when the quiz becomes unlocked and available.
- **Until** [3]: Set the date and time when the quiz becomes locked and no longer available.

Notes:

- Due dates assigned to specific students override group or section due dates.
- If you have set section override dates in your course, you may need to assign to a course section and set due and availability dates that fall within the section override dates.
- After you enter due dates or availability dates, Canvas displays the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
- Quizzes in progress automatically submit when the Until date and time passes.

Add Additional Dates

Add Additional Dates
To add another student or section with a different due date and availability dates, click the **Add Assign To** button. Then enter a new set of assignees, due dates, and availability dates.

Remove Dates

Remove Dates
You can delete entire assignments by clicking the **Remove** icon in the appropriate assignment section [1].

To remove the dates and times in the Due Date, Available from, or Until fields, click the **Clear** link [2].

View Date Error

View Date Error
If you enter invalid dates, Canvas displays error messages. Invalid entries include not unlocking the quiz before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the dates as needed.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the quiz against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the quiz date to be past the date of the closed grading period.

Save and Publish

Save and Publish
If you are ready to publish the quiz, click the **Save & Publish** button [1]. If you want to create a draft of your quiz and publish it later, click the **Save** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

View Due Date Warning

View Due Date Warning
If you do not add all students through course sections or individual assignments, a warning message displays.

If you don't want to add any others to the assignment, click the **Continue** button [1]. Alternatively, to go back and add additional section or students, click the **Go Back** button [2].

Note: This warning message does not display if *Everyone* or all course sections or students in the course are assigned to the quiz.

View Quiz Dates

View Quiz Dates
View the dates and users assigned to the quiz.

View Quizzes Page

View Quizzes Page
On the Quizzes Index Page, the quiz shows there are multiple users and dates assigned to the quiz. Hover over the text to view date availability.

[Content retrieved from https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-quiz-to-everyone-individual-students-or/ta-p/714]

Revision #1
Created 2025-05-21 20:47:33 UTC by Brandy Brickey
Updated 2025-05-21 20:49:15 UTC by Brandy Brickey