

How do I create a File Upload question in New Quizzes?

When [creating a quiz](#), you can create a File Upload question in New Quizzes. You can limit the number of files and the file extensions that can be uploaded by students.

You can also [duplicate File Upload questions](#) to create a new question.

Note: DocViewer commenting and annotations tools are not available when grading file upload submissions in SpeedGrader.

Add Question

Add Question

To create a question, click the **Add** button anywhere in the quiz.

Add File Upload Question

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Click the **Add File Upload** button.

Add Question Title and Stem

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In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can [use the Rich Content Editor](#) to format and add content to your question stem.

Enable On-Screen Calculator

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To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.

Limit File Uploads

Limit File Uploads

To limit the number of file uploads allowed for students, click the **Limit File number** checkbox [1]. Then type the file number in the **Number** field [2] or use the arrows to increase or decrease the value [3].

Note: If the Limit File number option is not selected, students are allowed unlimited uploads to a question.

Restrict File Types

Restrict File Types

To restrict the file types that can be uploaded by students, click the **Restrict File Types** checkbox [1]. Then enter the file extensions separated by commas in the **File Types** field [2].

Align to Outcome

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To [align the question to an outcome](#), click anywhere in the **Align to Outcomes** section.

Add to Item Bank

Add to Item Bank

To [add the question to an item bank](#), click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

Add Point Value and Feedback

Add Point Value and Feedback

To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To [leave feedback for students](#), click the **Feedback** icon [3].

Save Question

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To save the question, click the **Done** button.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-File-Upload-question-in-New-Quizzes/ta-p/962>]

Revision #1

Created 2025-05-27 18:41:34 UTC by Brandy Brickey

Updated 2025-05-27 18:43:06 UTC by Brandy Brickey