

How do I create an Ordering question in New Quizzes?

When [creating a quiz](#), you can create an Ordering question in New Quizzes. In an Ordering question, students are required to place answers in a specific order. You can add top and bottom labels to the list to help students know in which order they should place their responses.

When Ordering questions are graded, students must order all items correctly to earn full points. There is not an option to assign partial credit for Ordering questions.

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

Add Question

Add Question

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

Add Ordering Question

Add Ordering Question

Click the **Add Ordering** button.

Add Question Title and Stem

[Add Question Title and Stem](#)

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.

Add Labels

[Add Labels](#)

By default, Ordering questions will include a top label and a bottom label. To name the labels, type the names in the **Label** fields [1]. To remove labels from the question, click the **Include Labels** checkbox [2].

Add Answers

Add Answers

To add answers to the Ordering question, type the answers in the **Answer** fields [1]. To add additional answers, click the **Add Answer** link [2].

To delete an answer, click the **Delete** icon [3].

Move Answers

Move Answers

You can move an answer in an Ordering question by dragging and dropping or using the Move icon.

To drag and drop an answer, hover over the answer until the Move cursor appears [1]. Then drag and drop the answer to its new location [2].

Use Move Icon

To move an answer using the Move icon, click the **Move** icon [1] and select the **Move Up** or **Move Down** option [2].

Enable On-Screen Calculator

Enable On-Screen Calculator

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 choose either 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.

Align to Outcome

Align to Outcome

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

Save Question

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

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-Ordering-question-in-New-Quizzes/ta-p/979>]

Revision #1

Created 2025-05-29 16:16:14 UTC by Brandy Brickey

Updated 2025-05-29 16:17:32 UTC by Brandy Brickey