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BerkeleyHaas

TEACHING TIP OF THE WEEK

Online Teaching Strategies

Tip of the week: Use Canvas for exams and quizzes.

Canvas quizzes allow you to create and administer learning assessments, both graded and ungraded, in the form of exams, quizzes, practice tests, and course level surveys.

Canvas [Quizzes](#) allows you to create new tests, set up questions banks, import external tests, and tailor the way questions are presented to students. See this [quick guide on how to create a quiz](#), including all available question types.

The Quiz tool can be used to create exams that are graded automatically for several question formats. You can also schedule when the quiz/exam is available for students to take, and you can choose to show students the correct answers after they submit the quiz/exam. Once the quizzes/exams have been submitted, you can view or export students' results. You can also create quizzes to serve as practice tests for students to self-assess their knowledge and provide feedback for incorrect answers.

To increase the security of your graded quizzes/exams, you can:

1. Create [question banks](#). This allows you to create different questions within each group and Canvas will choose randomly which question(s) from each group to assign to each student. This [video](#) created by Haas Digital explains how to create question banks, put them into different question groups, and use question groups to create quizzes and exams.
2. Randomize the order of multiple choice answers by clicking [shuffle answers](#) when setting up the quiz. Note that if you check this box, then answers like "all of the above" or "both B and D" will no longer make sense.

A note on proctoring online exams:

Proctoring online exams can be done through Zoom or [Honorlock](#) by GSIs and/or professors. Honorlock is the only solution outside of Zoom that is currently approved by

the Cal Privacy Officer to be used at Haas. Please note that to use Honorlock, you first need to contact Haas Digital and have an account created for your course.

Some considerations for setting up and proctoring exams using Zoom:

- MUTE all participants upon arrival.
- Virtual backgrounds should be OFF.
- Use the chat to ask and answer student questions.
- Start the exam reminding students of the UC Berkeley Honor Code and asking them to sign in their name before starting the exam.
- When setting up the Zoom meeting, budget 15 extra minutes for setup before the exam starts and 30 minutes after the exam finishes so that the zoom meeting does not finish before students have finished the exam.

Please refer to Haas Digital's page on [Remote Proctoring](#) for more information on considerations and best practices for remote proctoring.

TELL US WHAT TEACHING TIP TOPICS YOU WOULD LIKE TO LEARN MORE ABOUT: Follow this [link](#) to let us know what topics you would like us to cover.

The Online Teaching Tip of the Week is a series produced for Haas Faculty by the Associate Dean for Learning Strategies' Online Teaching Tips Team.