Assignments and Assessments in Canvas

Div of IT Learning Technologies
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Overview of Assignments

Assignments in Canvas show students all of the assignments that will be expected of them and the points for each. Assignments could include quizzes, papers, projects, discussions, participation etc… Assignments can also be used to set up grading rules, and weight grades.

Assignments can be used to:

- Set up online submissions that can be quickly graded in the SpeedGrader.
- Grade Discussions, either by the whole class or student groups.
- Create ungraded activities that align with course Outcomes.
- Grade online as well as on paper students submissions, etc...

Keys things about Assignments:

- **Assignments = Gradebook Columns**
  Assignments controls the Gradebook columns and calculations.
- Any graded item created in the Assignments will automatically show up in the Grades, Syllabus and Calendar. Any graded assignments created in the Calendar tool will automatically show up in the Assignments, Grades, Assignments, and Syllabus.
- All gradable items, such as assignments, discussions and quizzes can be created directly via Assignments.
- Each item created in Assignments needs to be placed within an "Assignment Group".
- Within Assignments, Discussions, and Quizzes, instructors can assign different due dates for each section of their course. This feature is designed to help instructors when they have sections of a course that meet on different days of the week or in different formats.

Setting up Assignments

New Assignments can be created from a course's Assignments area.

1. Select the “Assignments”.
2. Determine which Assignment Group the assignment should be placed in. You can place all online submission or on paper submission assignments to the default “Assignments” group, all graded discussion assignments to “Discussions” group, and all quizzes to the “Quizzes” group (you need to add those groups first.), etc…
3. In this example, I will create an essay assignment. Click on the green plus icon in an Assignment group header or the “Add Assignment to” link to create the assignment shell first.

4. Enter Assignment title, due date and the total possible points for this essay assignment.

5. Select the Assignment type via the “type” drop down menu.

6. Click ”Update” to save the Assignment shell.
7. To add the assignment details such as instructions and submission properties, click on the assignment title.
8. Click “Edit” button.

9. In the assignment rich text editor, you can type or upload the instructions for the assignment or link to a document in “Files”.
10. Click “Show Advanced Options” to display other options.

11. Under “Submission Type”, select “Online” for this essay assignment for students to submit electronically. And then you can select the type of formats you want students to submit.

Students could submit their assignments in any of the following ways.
a. **No submission**: A "No submission" assignment creates a graded column in Gradebook. This could be used for things like attendance, participation, etc.

b. **Online**: used for students to submit assignments electronically in different methods, such as “File Uploads, Text Entry, URL and Media Recordings”.


d. **External Tool**: selecting this option will create a link to a third party tool such as Campus Pack Blog, Wiki, or Journal etc... You would need to manually add grades to the Gradebook since there is no integration between the Gradebook and any third party tool in Canvas yet.

12. To modify the grade display option in the Gradebook (letter, points or percentage), open the “Grading Type” drop down menu (located above the Submission Type) and select the display option you prefer.

![Grading Type menu]

If you select the “Letter Grade” as the grading type for this assignment, the grading scheme will be based on the default course grading scheme or the grading scheme you previously defined via “Course Details” under “Settings” on the left menu. You can view the grading scheme by clicking the “View Grading Levels” link below the drop down menu.

![View Grading Levels]

13. Setting varied due dates for different sections.

If you have multiple sections in the space, you may want to set different assignment due date for students who meet on different days. You can do this by using the “Add Due Dates” feature.
To add a due date for each section:

a. Click add “Due Date” button.

b. From the course section drop down menu, select the section for which you want to set the due date and then set the due date from “Due Date” box.

c. After you are done setting due dates for all sections, click “Update Assignment” button to update the assignment.

Please note: You may get a “Warning” message as seen the one below even if you have set up all due dates for all sections. If the space listed in the warning message does not have any student enrollments (you can verify this by going to “Sections” tab from the “Settings” on the left menu), simply select “No Due Date” to proceed.

The assignment instructions page shows the due date for each section in a table
format.

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 29</td>
<td>COMM382-BL01</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Apr 3</td>
<td>COMM382-BL02</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>-</td>
<td>Everyone else</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Downloading Students Assignment Submissions**

**Downloading Individual Student submission**

You can download and view students’ assignment submissions via the Gradebook.

1. To access the Gradebook, click “Grades”.

2. After students submit their assignment files, you could see icons on the Gradebook indicating different types of submission files. A pink cell on the Gradebook indicates a late submission.
3. To download an individual student submission, move your cursor over the cell and then **double click** on the blue icon on the right top corner.

4. The assignment detail window opens. You can download the submission for this student and add comments here. You can also access the SpeedGrader to view and grade the submission directly.

**Bulk Downloading Students Assignment Submissions**

You can also bulk download the whole class assignment submissions via either the “Assignments” link or the Gradebook.

1. Click “Grades” to access Gradebook.
2. Click on the drop-down menu underneath the assignment title.
3. From the drop down menu, select “Download Submissions”.

4. The students’ submissions are being gathered.

After this process done, you should be able to download the .zipped file to your local machine. Unzip the file to read the assignment submission files.
You can also bulk download students submissions via the “Assignments”.

1. Click on the “Assignments”.
2. Click on the assignment title.
3. On the right pane, click “Download Submissions”. The submissions will be compressed to .zip file you can download.

Bulk Uploading Students’ Submissions with Instructor’s Comments

After you are done with grading students’ submissions, you can bulk upload the student submission files with your comments back to Canvas. You will need to zip them back up and upload the zip. Make sure you don’t change the names of the submission files so Canvas can recognize them.

Students Accessing Submission Files with Instructor’s Comments

For students to access your comments, they need to select the “Assignments” or ‘Grades” link. On “Grades” link, click the title of the assignment to access “Submission Details” page. On the right side panel of the page, students should be able to see instructor’s comments and download the file uploaded by their instructor.

Grading Students Assignments

Besides entering the score directly in the cell within the Gradebook, you can grade students’ assignments using SpeedGrader and Rubric.
Using SpeedGrader

The SpeedGrader in Canvas allows instructors to grade each student's submission on one screen and displays a preview of students’ submissions. If the submissions are in .dox/.doxc, .pdf, .ppt/.pptx formats, instructors can annotate inline directly on those assignments submissions.

Using the SpeedGrader, instructor can also grade student submissions using a Rubric shown up alongside each submission. The scores typed in SpeedGrader are automatically recorded in the Gradebook.

Besides that, instructors could add comments in both text and media formats and send students file attachments inside the SpeedGrader.

Below is a screen capture of a submission in .doc format opened in SpeedGrader with instructor’s comments. Students could save the annotation and download it as .pdf.

You can access SpeedGrader via two places:

From the “Assignments” link:

1. Select the “Assignments”.
2. Click on the assignment title.
3. On the right pane, under “Submissions”, you see the total number of submissions.
4. Click on “Speed Grader” to launch the Speed Grader in another window.

From the GradeBook:

Instructors can directly jump to SpeedGrader for a specific assignment via the Gradebook.

Students Accessing Instructor’s annotations

To access instructor's annotations or makeups made in SpeedGrader, students need to do the following:

1. Select the “Grades” link.
2. Click on the title of the assignment to access the "Submission Details" page.
3. Click on the blue button to preview the document in-line.
Using Rubrics

A Rubric is an assessment tool for communicating expectations for an assignment by listing the criteria and defining the levels of performance for each criterion.

You can create a rubric via the “Outcomes” link and then attach the rubric to an assignment. “Outcomes” link houses all course rubrics you have created in a course space.

You can also create or add a rubric to an assignment directly via the "Assignments” link.

Creating Rubrics

1. Select “Assignments” link. And then click on the Assignment title.
2. From the right pane, select "Add Rubric".
3. Give the rubric a title.
4. Edit the default criterion by clicking on the “pencil” icon; Type the description of criterion and then click “Add Criterion” to add more criterions. Rows are used to define the various criteria. Columns are used to define levels of performance for each criterion.
5. Check “Use this rubric for assignment grading”.
6. Click on “Create Rubric”.

To add a rubric rating, mouse over a cell wall and select the double-ended arrow to split a single cell into two. Split cells on the row as often as necessary to create the desired number of ratings.
### Reusing a Rubric

If you want to reuse an existing rubric for a different assignment, click on the “Find a Rubric” link so that you can browse to all existing rubrics in this course.
Select one rubric you want to use for this assignment. Click on "Use This Rubric" to attach the rubric to the assignment.

Note: if you use a rubric aligned with multiple (2 or more) assignments, quizzes or graded discussions, you are not able to edit the same rubric. Canvas will create a new rubric with different rubric name each time you make changes.

Weighting and Grading Rules with Assignment Groups

Setting up Assignment Groups

In Canvas, grade weighting is done via the "Assignment Groups". Assignment Groups let you to categorize multiple assessments and set grade weights for different groups.

To add an Assignment Group:

1. Select the “Assignments” link
2. Click “Add Assignment Group”, for example, you can add an “Quizzes” group to group all exams and a “Discussions” group to group all discussions, etc...

![Image of Canvas interface showing assignment groups]

**Weighting Final Grade**

1. Select the Weight the final grade based on assignment groups checkbox.

![Image of Canvas interface with weight option]

2. Enter the percentage weights for each of the different Assignment Groups you created on the right. Canvas uses the percentage weights you specify here to calculate the final grade as percentages.

Weights are equal 100%, but can exceed 100% for extra credit.

<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>10</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>Discussions</td>
<td>30</td>
</tr>
<tr>
<td>Participation</td>
<td>10</td>
</tr>
<tr>
<td>Extra Credit Paper</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>102%</strong></td>
</tr>
</tbody>
</table>

Establishing the percentage weight for Assignment Groups can also be done via the “Options” menu in Gradebook.

![Image of Canvas interface with options menu]

Setting up Grading Rules

You can set up grading rules such as dropping lowest \( n \) or highest numbers of scores for an assignment group.

1. Click the pencil icon on the Assignment group header area to edit the Assignment group.

2. Click “add grading rule” link.

3. Then you can drop lowest or highest numbers of scores.

Setting Up Extra Credit Assignments

There are two options to add extra credit points for students:

Option 1

You can create a new Assignment just for extra credit.

1. Create a new extra credit Assignment.
2. Make the total points worth zero points and add extra credit points manually in the Gradebook (Note: if your extra credit is a quiz, which has points by default, you will need to use the option 2.)
Option 2

Setting Up an Extra Credit Assignment Group

1. To award extra credits, make sure you first organize all other required assignments into Assignment groups.
2. Create another Assignment group for the extra credit assignment only beyond 100%.
3. Add one extra assignment under the extra credit assignment group. *(Note: if you have more than one extra credit assignments, you may want to put each of them under its own group.)*
4. Make the required assignment groups equal 100%
5. Make the extra credit group worth the desired percentages.

This allows the Assignment Groups total to exceed 100% without penalizing students who do not participate in
Quizzes and Surveys

Overview of Quizzes and Surveys

There are two other types of assessments that you can incorporate into your course, quizzes and surveys. Both quizzes and surveys can either be graded or ungraded. Here is a table summarizing the options:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Options</th>
<th>Score in Gradebook</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>Practice</td>
<td>No</td>
<td>Students can practice learning course material through self-assessment quizzes.</td>
</tr>
<tr>
<td></td>
<td>Graded</td>
<td>Yes</td>
<td>Instructors can assess and score students’ understanding of the course material.</td>
</tr>
<tr>
<td>Surveys</td>
<td>Graded</td>
<td>Yes</td>
<td>Students automatically get full points when they complete the anonymous survey.</td>
</tr>
<tr>
<td></td>
<td>Ungraded</td>
<td>No</td>
<td>Students can give anonymous feedback on class material but no score is given for completion.</td>
</tr>
</tbody>
</table>

Key things about quizzes and surveys:

- Quizzes and surveys are unpublished by default and cannot be viewed by students 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.
- Practice quizzes keep no score in the gradebook, so there is no way to see how students are doing on the quizzes
- You may give students points for completing graded surveys

Setting up Quizzes and Surveys

To begin setting up both quizzes and surveys do the following:

1. Click on the “Quizzes” link on the navigation bar
2. In the upper right corner is a button called “Create new Quiz”. Click on that button
3. The interface to create a new quiz will be displayed. The first thing to do is to define the settings of the quiz.
4. There is a “Settings” tab and a “Questions” tab. Start filling out the information on the “Settings” tab to create a shell. Once the quiz is named and settings are established, add the questions.

Begin by giving the quiz or survey a title and add the instructions in the rich text editor. In addition, you can add files, images and course links using the links on the right navigation bar.

5. Next, **fill out the settings** for this quiz or survey that are found below the instructions.
   a. **Select one of four quiz types** from the drop-down box:
      - practice quiz
      - graded quiz
      - graded survey,
      - ungraded survey
   b. And select an **assignment group**.
   c. Other options can be selected such as a timed test, multiple attempts, and more. Options are different depending on what type of quiz or survey you are developing. Some options, once selected, reveal more selections related to this option. For example, “Require an Access Code” and “Filter IP Addresses” are only visible when the “Restrict this Quiz” option is selected.
   d. Lastly, select the **due date** for this quiz or survey. It will be added to the course calendar. You may also choose to limit its availability. You may select different due dates for different course sections by clicking the “Add Due Date” button. If there is only one section, there won’t be a button. You can only create as many due dates as there are sections in a course.
e. Set the new Due Date by changing the For, Due Date, Available From, and Until fields. *You don't have to add due dates for each individual section.* You can set dates for a specific section and then choose “Everyone Else” for the remainder of your students.

![Image of Due Date Setting](image)

f. If you assign a due date for one section without assigning due dates to remaining sections, you will see a warning message reminding you to add due dates to all sections. You can click the **No Due Date button** if you don't want to add due dates to the other sections, or click the blue **Go Back button** to go back and add due dates.

![Image of Warning Message](image)

g. Click the blue “Save” button when you are finished. *Now you need to add the questions.*

![Image of Save Button](image)

**Adding Questions to a Quiz or Survey**

To begin adding questions, select the “Questions” tab on a survey or quiz shell. There are 3 options to add questions to the quiz or survey:

- New Question – creating a single question for the quiz or survey
• New Question Group – a question group is also known as a question bank. A group is developed from a number of questions with similar content. One or more questions are randomly pulled and added to the quiz or survey.

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

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

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

Here are the steps to adding a multiple choice question to your quiz or survey. For other question types, the directions are described under the question title.

1. To begin, **type in the name** of the question. It is best to use something descriptive instead of “Question 1”, etc.
2. Select the **type of question** that you would like to add from the drop down box.
3. **Add the points** for this question in the last box at the top.
4. In the Rich Content Editor (RCE), type in the question. You may also attach links, pictures, math equations, audio or video files. There is a “Switch Views” button to see the HTML code.
5. **Type in the answers** in the spaces below the question. There is space enough for 4 answers. If you would like to add more answers, click the “Add Another Answer” link in the lower right. To decrease the number of answers, use the trashcan icon next to an empty answer choice.
6. **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 box next to it. An incorrect answer displays a pink box next to it.
7. To change the correct answer, click the arrow again. It is a toggle switch.
8. **Feedback** can be added in 2 ways – at the answer level and at the question level. **Feedback for each answer** is added by entering comments in the green or pink box below a question.
Feedback can also be added for the question in one of three ways using the boxes at the bottom:

a. **Correct answer feedback** (green box) – when the student chooses the correct answer, these are the comments displayed

b. **Incorrect answer feedback** (pink box) – if a student chooses the wrong answer, they will get these comments

c. **General feedback** (blue box) – whatever the student answers, the student will get these general comments.

**Note:** If you add feedback for an answer, plus feedback for wrong answers at the question level, plus general feedback, a student will see 3 sets of feedback. This can be confusing. Best practice is to determine if you will add feedback to each answer OR to right/wrong answer boxes at the bottom of the question. General feedback may be something like “refers to Chapter 6 Section 3” or “Keep going”. See below.

![Example of feedback given in the first wrong answer plus all feedback boxes filled out for the question.](image1)

![Above: Student view of multiple feedback in a question.](image2)

9. When you have **finished with a question**, click the blue “**Update Question**” button.

10. After updating the question, a Summary page appears with buttons to preview a question, publish or edit the quiz/survey. It is a good idea to “**Preview**” the quiz/survey.
11. When finished previewing the quiz, go back to the editing mode by clicking the “Edit” button next to the title. This returns you to the quiz. To edit a question, click the pencil in the title bar. The “Delete Quiz” button is next to the edit button.

Adding Question Groups

Quizzes and surveys can be developed using single questions, sampling of questions from question banks, or a combination of single questions and question banks. One of the choices when designing a quiz or survey is to add a “question group”. The Question Group selection uses question banks to randomly select questions to add to a quiz or survey. This means that every quiz or survey is slightly different.

There are 2 ways to use question group in a quiz or survey. The first method is to create the Question Bank and then link it into one or many quizzes. The second method is to add a question group to the “Add Questions” area of a quiz or survey. Question Groups created in quizzes are not listed in the Manage Question Banks area; however, these questions can be used in other courses using the “Find Questions”.

Creating Question Banks using Manage Question Banks

To add a question bank to the course:

1. Select “Quizzes” from the navigation bar on the left
2. Click on the “Manage Question Banks” button in the upper right
3. 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.
To add questions to the question bank:

1. Click on the 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. Select the “Add A Question” button.

3. From this area add questions one at a time as described in the previous section.
4. Once your question is complete, click the “Update Question” button.
5. You may wish to move a question or copy a question to another question bank.
   a. To do this click on the link in the question box that says “Move/copy question to another bank”.
   b. Next, select an existing question bank 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.
c. You may wish to keep a copy of the question in the original question bank, to do so select the box.

d. Lastly, click the “Move/Copy Question” button.

Other menu links:

- **Edit Bank Details** – edit the name of the bank
- **Move Multiple Questions** – all questions in the bank are listed. Select the questions 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 later in quizzes
- **Align Outcomes** – this feature aligns the question bank with objectives in the course, program or university

To access the question banks:

1. Click on the **Quizzes** link in the navigation bar
2. Upper right, click on the **Manage Question Banks** button
3. All question banks in the course will be listed

To use a question bank in a quiz:

1. Go to **Quizzes** on the navigation bar
2. Edit an existing quiz by clicking the pencil icon next to the title or click the Create a New Quiz button
3. Select the "**Questions**" tab at the top of the quiz/survey editing window
4. Click the **Add New Question Group** at the bottom of the Edit Quiz window
5. A grey box pops up. Set the question group parameters. In the first window, add the name for the group. Also edit the number of questions to pull from the bank and how many points each question is worth.
6. Under the group name, click the “Link to a Question Bank”
7. A window pops up listing all available question groups (banks). Select the question bank that you wish to use in this question group. Click the “Select Bank” button.
8. This window closes and the selected question bank will be displayed in the question group window. Confirm the group and click the “Create Group” button.

Creating Question Groups in a Quiz/Survey

1. In a quiz or survey, select the Questions 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 2 of these questions. This will give each student a different quiz).
4. Click the “Create Group” button.
5. Next, add questions to this group by using the plus sign in the title bar.
6. The result is that the question group looks different than a question bank when added to a quiz or survey, but the result is the same. See below.

Find Questions

The last way to add a question to a quiz or survey is to find a question that has been developed in the course. At the bottom of the Add a Question screen, click the “Find Questions” link. Question banks are to the left. Question Groups are listed as “Unfiled Questions”. Questions are listed to the right. Select one or more questions and click the “Add Questions” button at the bottom.
Student View

To see a quiz or survey as a student would see it, use the “Student View”. Since it is true student view, you cannot take quizzes or surveys that are not published. Use the “Preview” option for that function.

1. Go to the “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” blue button is on the lower right
5. There will be a score for you as “Test Student” in the gradebook and statistics data as well.

Publishing a Quiz or Survey

To see all of the quizzes and surveys in a course, published or unpublished, click on the Quizzes link in the navigation bar. Unpublished quizzes and surveys are at the top

Students cannot see a quiz or survey until it is published. To publish a quiz:

1. Click to Quizzes on the navigation bar
2. Click the title of the unpublished quiz
3. Click the “Edit the Quiz” button in the upper right
4. Review the settings and click the “Publish the Quiz” blue button in the lower right
Other Quiz and Survey Options

To access options for quizzes and surveys, click on “Quizzes” in the navigation bar. Next, click on the title of the quiz you wish to edit, view statistics, moderate, etc. Here is a list of the options and a brief description of each.

Quiz Statistics – display percentage of answers selected per question; high, low and mean scores.

Moderate This Quiz – lists quiz information by student and allows you to add time or attempts for individual students.

SpeedGrader - Can grade essay, math, or other subjective assignments using the Speed Grader.

Show Rubric – display rubric associated with the quiz.

Preview – this option is only available for unpublished quizzes.

Lock Quiz – restrict time limits on a quiz.

Show Student Quiz Results – only available for published quizzes.

Message Students Who... - send a message to students who have not submitted the assignment, have received a low grade, etc.