

Canvas Quiz Set-Up for Testing Services On-Campus and Remotely Proctored Exams

Introduction: This document will help you to set up the IP filter on your Canvas exam and give you options for duplicating exams for remotely-proctored or virtually-tested students.

For On-Campus Exams:

[Setting up an IP filter on your Canvas Quiz \(Classic and New Quizzes\)](#)

For Remotely Proctored Exams:

[Setting up a Duplicate Quiz \(Respondus\)](#)

[Setting up a Duplicate Quiz with Access Code](#)

[Duplicating Exams Using Question Banks \(Classic Quizzes Only\)](#)

[Gradebook Settings](#)

Setting Up an IP Filter on your Canvas Quiz

Beginning August 2025, all exams administered at SLCC Testing Services will need to enable an IP filter for full-course exams. This filter replaces an access code and will ensure that students test at a machine at Testing Services.

To enable the filter:

1. Navigate to your Canvas course site and select 'Quizzes' in the left menu.
2. Locate the quiz and hover over the three dots on the right and click on 'Edit'.
Alternatively, you can click on the exam name and then select 'Edit' on the top right.
3. In the available settings, navigate to 'Quiz Restrictions' and uncheck the 'Access Code' box (if selected) and then check the 'Filter IP Addresses' box.

4. Once this box has been checked, click the blue magnifying glass next to it and a new pop-up menu will appear. Click on 'Testing Center' and it should automatically fill out the IP filter in the box:

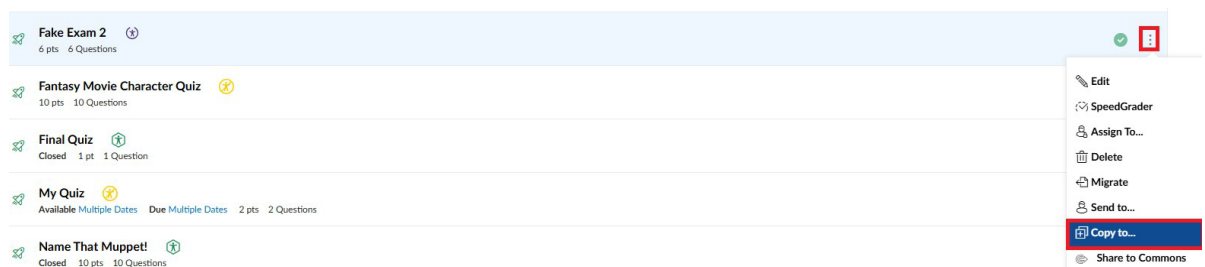
The screenshot shows the Canvas quiz settings interface. At the top, the 'Filter IP Addresses' checkbox is checked. Below it is a text input field labeled 'Filter by IP address *' with a blue magnifying glass icon to its right. An example 'ex: 192.168.217.1' is shown below the input field. A pop-up menu titled 'IP Address Filtering' is open, displaying the heading 'What are Quiz IP Filters?' followed by a paragraph explaining that Quiz IP filters limit access to quiz computers in a specified IP range. Below the text is a list of options: 'Testing Center', 'Salt Lake Community College', and 'College'. The 'Testing Center' option is highlighted. In the background, other quiz settings are visible, including 'Assign To' (set to 'Everyone'), 'Due Date' (set to 'Aug 8, 2025'), and 'Available from'.

5. Click on the 'Save' button at the bottom of the page to save the changes.
6. The above will work for any Classic Quiz in Canvas; if you are using New Quizzes in Canvas, please contact Testing Services for details on inputting the filter as we do not post the filter publicly.

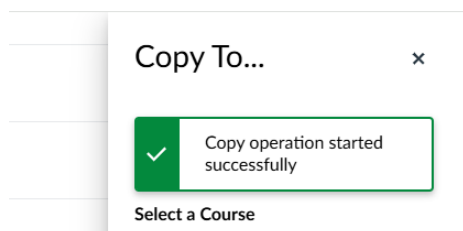
Setting Up a Duplicate Quiz (Respondus):

If you would like to set up the exam so that a student can test remotely via webcam on their own computer, please use the following walkthrough. If you would rather have the student test using a remote proctor (in person), you can skip to the section '[Setting up a Duplicate Quiz with Access Code](#)'.

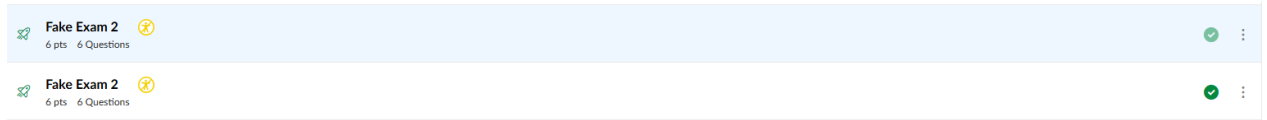
1. If it has not already been enabled, contact eLearning to enable the Respondus Lockdown Browser for your Canvas course.
2. Once Respondus is enabled for your course, navigate to the course and select 'Quizzes' on the course navigation menu. Locate the exam that you need another copy of for the distance student(s) and then hover over the three dots at the right and click on 'Copy to...':



3. In the pop-up box, type in the name of the current course and click on it to select it and duplicate the exam in this course.
4. Click the 'Copy' button and you should see the following pop-up:



5. You will need to wait a few moments for the operation to complete and then you can refresh the page. The duplicated exam should appear immediately underneath the name of the other exam:



6. Select 'Edit' from the three dots or click on the duplicated quiz to edit it.
7. Change the name of the quiz to differentiate it from the original quiz.
8. All duplicated quizzes will be assigned to the 'Imported Assignments' assignment group by default. Change the 'Assignment Group' setting to match the assignment group for the original exam.

Quiz Type

Assignment Group

☒ Time Limit Minutes

☒ Allow Multiple Attempts

Quiz Score to Keep

☐ Allowed Attempts

9. Uncheck the 'Filter IP Addresses' box in 'Quiz Restrictions'.
10. In the 'Assign To' box, remove 'Everyone' and add the name(s) of the student(s) who will test remotely.
11. Click the 'Save' button on the bottom of the page. You should be notified that the exam is not assigned to the entire class.
12. Click on the 'Lockdown Browser' button in the course navigation pane on the left.

13. Select the arrow next to the duplicated exam and click on 'Settings':

▼ Fake Exam 2	Not Required	Not Required
▼ Fake Exam 2 Remote Students	Not Required	Not Required
Settings		

14. Click on 'Require Respondus LockDown Browser for this exam' and 'Require Respondus Monitor (automated proctoring for this exam'. You may modify any of the other setting that you wish and then push 'Save + Close' when you are finished.

15. Navigate to Quizzes and you should see the quiz names updated:

Fake Exam 2 6 pts 6 Questions	✓	⋮
Fake Exam 2 Remote Students - Requires Respondus LockDown Browser + Webcam 6 pts 6 Questions	✓	⋮

Setting up a Duplicate Quiz with Access Code:

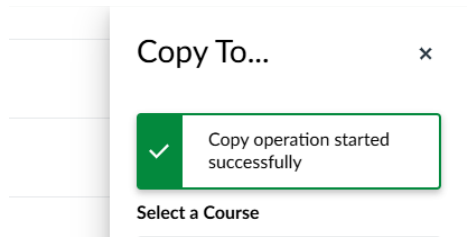
If you would prefer to set up an exam so that a remote proctor can enter an access code for the student(s), please follow the steps below:

1. Navigate to the course and select 'Quizzes' on the course navigation menu. Locate the exam that you need another copy of for the distance student(s) and then hover over the three dots at the right and click on 'Copy to...':

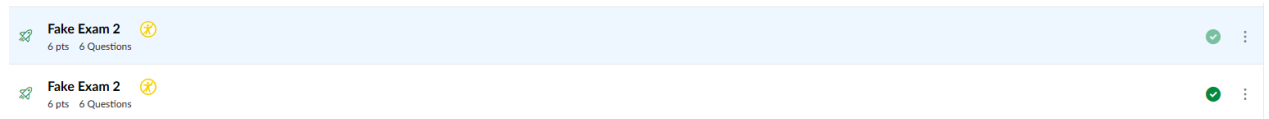
Fake Exam 2 6 pts 6 Questions	✓	⋮
Fantasy Movie Character Quiz 10 pts 10 Questions		
Final Quiz Closed 1 pt 1 Question		
My Quiz Available Multiple Dates Due Multiple Dates 2 pts 2 Questions		
Name That Muppet! Closed 10 pts 10 Questions		

Edit
 SpeedGrader
 Assign To...
 Delete
 Migrate
 Send to...
Copy to...
 Share to Commons

2. In the pop-up box, type in the name of the current course and click on it to select it and duplicate the exam in this course.
3. Click the 'Copy' button and you should see the following pop-up:



4. You will need to wait a few moments for the operation to complete and then you can refresh the page. The duplicated exam should appear immediately underneath the name of the other exam:



5. Select 'Edit' from the three dots on the far right of the page or click on the duplicated quiz to edit it.
6. Change the name of the quiz to differentiate it from the original quiz.
7. All duplicated quizzes will be assigned to the 'Imported Assignments' assignment group by default. Change the 'Assignment Group' setting to match the assignment group for the original exam.
8. Uncheck the 'Filter IP Addresses' box in 'Quiz Restrictions' and check the 'Access Code' box. Type in the desired code for the exam.
9. In the 'Assign To' box, remove 'Everyone' and add the name(s) of the student(s) who will test remotely.
10. Click the 'Save' button on the bottom of the page. You should be notified that the exam is not assigned to the entire class.

Duplicating Exams Using Question Banks (Classic Quizzes Only)

1. When duplicating exams in Classic Quizzes, most content will be automatically copied from one quiz to the duplicated quiz. However, when question banks are used, it will be necessary to manually re-link the question banks on the duplicated quiz.
2. To see this, go to Edit on the copied quiz and click on 'Questions'. You will see something like the below:

Original:

Details Questions

Brain Pick 15 questions, 2 pts per question

Questions will be pulled from the bank: [Bigger Question Group](#)

Heart Pick 5 questions, 3 pts per question

Questions will be pulled from the bank: [Big Question Group](#)

+ New Question + New Question Group Find Questions

Duplicate/Copied Version:

Details Questions

Brain Pick 15 questions, 2 pts per question

⚠ This question group is set to pick more questions than are available.

Heart Pick 5 questions, 3 pts per question

⚠ This question group is set to pick more questions than are available.

+ New Question + New Question Group Find Questions

3. To correct, you will need to click on +New Question Group and put in the information for how many questions to select and how many points to assign as well as selecting the question group. You can then delete the broken links.

Details Questions

Brain	Pick 15 questions, 2 pts per question	↑ + 🗑️
⚠️ This question group is set to pick more questions than are available.		

Heart	Pick 5 questions, 3 pts per question	↑ + 🗑️
⚠️ This question group is set to pick more questions than are available.		

Brain	Pick 15 questions, 2 pts per question	🗑️
Questions will be pulled from the bank: Bigger Question Group		

Heart	Pick 5 questions, 3 pts per question	🗑️
Questions will be pulled from the bank: Big Question Group		

[+ New Question](#)
[+ New Question Group](#)
[🔍 Find Questions](#)

4. Click on 'Save'.

5. Note that this does not occur on New Quizzes, only on Classic Quizzes.

Gradebook Settings

1. To prevent issues with the gradebook, students taking the remotely proctored version of the exam will need to be excused from the original quiz.
2. Navigate to 'Grades' on your Canvas course navigation.
3. Find the row for the student and the original exam in the gradebook and select the cell.
4. Type 'ex' in the cell and press enter. The cell should change to an orange color and say 'Excused'. You can also click on the arrow that pops up and select 'Excused' under 'Status'.