**How to Create Quick Check Questions in Canvas**

1. **Click the “edit” button in the top right corner.**

Graphical user interface, application

Description automatically generated

1. **Click the Designs Tool Icon in the top right corner of the screen.**

Icon

Description automatically generated

1. **Once the right panel opens, select “Add Advance Elements.”**

Graphical user interface, application

Description automatically generated

1. **Next, scroll down to the bottom and select “Quick Check.”**

Graphical user interface, application, table

Description automatically generated

1. **Next, if you want to add the quick checks in a separate section Click “add as block.” If you want to add the quick checks to a current section, click “add at cursor.”**

Graphical user interface, text, application

Description automatically generated

1. **Once you click the options in the right panel, the quick check template should populate in the section where the cursor is located.**
2. **On the quick check template, in the “Put question here” section, add your practice question.**

Graphical user interface, text, application, email

Description automatically generated

1. **In the Design Tools right chart panel click in the “Answer A and Answer B box to add your answers.**
2. **If you need to add more answers choices, click “Add answer.”**

Graphical user interface, text, application

Description automatically generated

1. **Once all the quick checks have been completed, at the bottom of the page click “Save.”**

Graphical user interface, text, application, chat or text message

Description automatically generated