**Instructions**

1. Go into a Canvas course and go to Kaltura. (Kaltura can be reach through *My Media* in the Course Navigation menu on the left if it has been enabled. Kaltura can also be reached through the Kaltura icon button 🌟 found in the Rich Content Editor when editing any Assignment, Quiz, Discussion, Announcement, or Page.)
2. Click the + Add New button on the top right.
3. Choose Video Quiz from the dropdown menu.
4. Select the video for the quiz from the videos you already have in Kaltura by clicking the Select > button to the right of any video or click the + Upload Media button on the top right to add a new video.
   a. If you choose to upload media, you will need to find the media on your computer and enter details including a title and description before clicking Create a Quiz at the bottom. (You may have to wait for the video to process.)
5. Under Details, you can change the quiz name and add a welcome message to show at the beginning of the video quiz.
6. Under Scores, you can change how many attempts are available, as well as whether to display scores and answers.
7. Under Experience, you can change whether students can change answers, skip questions, or fast forward the video.
8. Once quiz settings are set, go to the point in the video to which you would like to add a question and click the + Add a Question button near the middle of the screen.
9. Choose the question type, enter the question and answer details, order the possible answers, and click the Save button.
10. When finished adding questions, click the Done button at the top right.