



Using Excel in Lockdown Browser Quiz

This guide explains how to use Excel files in a Classic Canvas Quiz delivered through Lockdown Browser. It includes instructions for setting up quiz questions, uploading Excel files, and ensuring students can access and submit their work correctly. **Note:** This feature only works with Classic Canvas Quizzes

Prepare the Excel File

1. Create the Excel file containing the required questions, data sets, or activities in the intended format.
2. Clearly label the areas where students should enter their responses.

	A	B
1	Do the following calculations:	Enter answer in this column
2	2+2 =	
3	2+5 =	
4	10+50 =	
5	30/6=	
6		
7		
8		

3. Save the file as a .xlsx or .xls file.
 - Other file formats are not compatible with this feature.
4. Ensure that the file is clearly labeled and accessible to students during the quiz.

>

Question 1

1 pts

Please download this excel sheet and fill in your answers. You can download the document here:

[LDB-examdemo.xlsx](#) ↓

After updating the file click on the button "CLICK TO SAVE YOUR WORK". This will save your work and copy the URL to the file which you must paste in the text box for submission.

Add the Excel File to a Quiz Question

Follow these steps to add an Excel file to a quiz question:

1. Go to **Quizzes** and open an existing Classic Quiz or create a new one.
2. Select the **Questions** tab and click “+ New Question”.
3. Choose **Essay Question** as the question type.
 - a. The Essay format allows students to paste the URL to the modified excel file for grading.
4. Upload the Excel file directly into the question.

Question

Essay Question

pts: 1

Students will be given a text field to compose their answer.

Question:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A Pencil T^2 Link Image Table Document Equation List More

Upload Document

Course Documents

User Documents

p

0 words

</> + - ↶ ⋮

Cancel

Update Question

5. Make sure the file name is clear and easy for students to identify.

Question Essay Question

Students will be given a text field to compose their answer.

Question:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Link] [Image] [Table] [PDF] [Print] [Color] [Plug] [List] [Text] [Table] [Equation] [Cloud]

Please download this excel sheet and fill in your answers. You can download the document here:

[LDB-examdemo.xlsx](#)

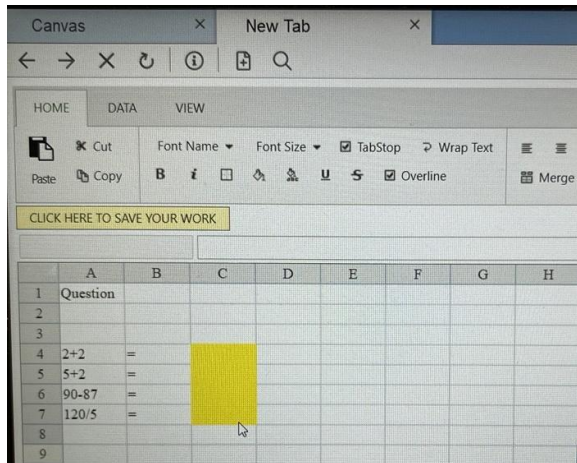
After updating the file click on the button "CLICK TO SAVE YOUR WORK". This will save your work and copy the URL to the file which you must paste in the text box for submission.

Provide Instructions for Students

Within the question, include step-by-step directions for students:

1. Download the attached Excel file.
2. Open the file and complete the required work.

- a. Click the “CLICK TO SAVE YOUR WORK” button within the Excel file. This copies a unique URL for the updated Excel file, paste the copied URL into the provided text box in Canvas.



Using Excel with Other Question Types

1. Excel files may also be included in multiple-choice or other question types to provide detailed data.

Question 41 pts

Use the given excel file and calculate the average grade of students and select the correct answer below:

[StudentsGrades.xls](#) ↓

☐ 81.67

☐ 81

☐ 82

2. Students can open and interact with the Excel file as needed to answer the question.

Excel visibility in Lockdown Browser

When using Excel files within Lockdown Browser, please note the following:

- The Excel file will initially display only the range of cells that contain existing content (i.e., cells with text, numbers, formulas, etc.).
- Students are still able to:
 - Add additional rows or columns beyond the visible populated range.
 - Insert new worksheets within the file.
- To guide student responses, consider clearly marking designated work areas within the spreadsheet.