



## Canvas Quizzes - Extended Time

To give students extra time on a quiz you will need to do **TWO** things.

### Step 1: +Add Alternative Due Date & Start/Until time for the student(s)

To give students extra time to complete a Quiz, you will need to set an alternative due date with a time range that accommodates the extra time you will add in **Moderate This Quiz**.

- 1) Navigate to the Quiz and click on **Edit**.
- 2) At the bottom of the page, under the "Assign" section, click on the **Add** button.

A screenshot of the Canvas "Assign" dialog box. It shows the "Assign to" section with "Biology 101" and "Nora Sanderson" selected. The "Due" section shows "Feb 12 at 11:59pm". The "Available from" section shows "Feb 7 at 12:00" until "Feb 14 at 11:5". A red box highlights the "+ Add" button at the bottom.

- 3) In the second box, under "Assign to", write the student's name that needs the extension. Change the **Available from** and **Until** date and times to fit the time that has been extended for the student. For example, if a student will be given extra time that will total 90 minutes, make sure the time range is at least 90 minutes or more. The **Until** date/time is the time the exam will close regardless of time added in **Moderate This Quiz**.

✕

**Assign to**

Terry ✕

**Due**

📅

**Available from**                      **Until**

📅

📅

+ Add

- 4) Click on **Save and Publish** (or Save if this is an existing assignment).

### Step 2: Moderate This Quiz

- 1) First, make sure the Quiz is published.
- 2) Click on the quiz title.
- 3) Select **Moderate This Quiz**.
- 4) Click on the Pencil icon in the last column and in the row assigned to that student.

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	🔧
<input type="checkbox"/> Boone, Emily	2	finished in 3 minutes	0	7	🔧
<input type="checkbox"/> Doe, Jessica	--		2		🔧
<input type="checkbox"/> Johnson, Max	1	finished in less than a minute	1	7	🔧
<input type="checkbox"/> Jones, Bruce	1	finished in 1 minute	1	9	🔧
<input type="checkbox"/> Rogers, Joe	1	finished in 1 minute	1	9	🔧
<input type="checkbox"/> Sanderson, Nora	1	finished in less than a minute	1	7	🔧
<input type="checkbox"/> Smith, Jane	1	finished in 1 minute	1	6	🔧

- 5) Type in the number of extra minutes allowed in the **Extra Time on Every Attempt** field.
- 6) Click on **Save**.

### Student Extensions ✕

---

#### Extensions for

**Extra Attempts:**  
everyone already gets 1  attempts

**Extra time on every attempt:**  
everyone already gets 20 minutes  minutes

Manually unlock the quiz for the next attempt

**Note:** If the student is already in process of taking the quiz, you can extend the time by clicking on the Clock icon in the time column and in the row assigned to that student.