



## 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 "Assign to" form in Canvas. The form has a title "Assign to" and a dropdown menu showing "Everyone" with a close button. Below that is a "Due" field with a date and time selector showing "Oct 21 11am" and a calendar icon. Underneath the "Due" field is the text "Wed Oct 21, 2020 11:00am". There are two columns: "Available from" and "Until". The "Available from" field shows "Oct 21 10am" and a calendar icon, with the text "Wed Oct 21, 2020 10:00am" below it. The "Until" field shows "Oct 21 11am" and a calendar icon, with the text "Wed Oct 21, 2020 11:00am" below it. At the bottom of the form is a red-bordered button labeled "+ Add".

- 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

Assign to

Everyone Else

Due

Oct 21 11am

Wed Oct 21, 2020 11:00am

Available from

Oct 21 10am

Wed Oct 21, 2020 10:00am

Until

Oct 21 11am

Wed Oct 21, 2020 11:00am

Assign to

Rose Training

Due

Oct 21 11:30am

Wed Oct 21, 2020 11:30am

Available from

Oct 21 10am

Wed Oct 21, 2020 10:00am

Until

Oct 21 11:30am

Wed Oct 21, 2020 11:30am

+ 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.

### Moderate Quiz

<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 x

Extensions for Training, Rose

Extra Attempts:  
everyone already gets 1  attempts

Extra time on every attempt:  
everyone already gets 60 minutes  minutes

Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.

Manually unlock the quiz for the next attempt

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

<input type="checkbox"/> Training, Rose gets 30 extra minutes on each attempt	2	01:28:16	2	1	
<input type="checkbox"/> Traininga, Angela	--		1		

Enter the extra time in the **End the quiz** section and click on **Extend Time**.

Extend Quiz Time ×

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

**Started:** Oct 21 at 1:30pm  
**Ending:** Oct 21 at 3pm

End the quiz  minutes from  ▾

Maximum of 1440 minutes (24 hours)