MONTCLAIR STATE
UNIVERSITY

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.

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**.

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

	Student	Attempt	Time	Attempts Left	Score	↻
☐	Boone, Emily	2	finished in 3 minutes	0	7	✎
☐	Doe, Jessica	--		2		✎
☐	Johnson, Max	1	finished in less than a minute	1	7	✎
☐	Jones, Bruce	1	finished in 1 minute	1	9	✎
☐	Rogers, Joe	1	finished in 1 minute	1	9	✎
☐	Sanderson, Nora	1	finished in less than a minute	1	7	✎
☐	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 Training, Rose

Extra Attempts:
everyone already gets 1   [   ] attempts

Extra time on every attempt:
everyone already gets 60 minutes   [30] 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

Cancel   **Save**

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.

☐ Training, Rose gets 30 extra minutes on each attempt	2	01:28:16 🕐	2	1	✎
☐ 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 10   minutes from now

Maximum of 1440 minutes (24 hours)

Cancel   **Extend Time**