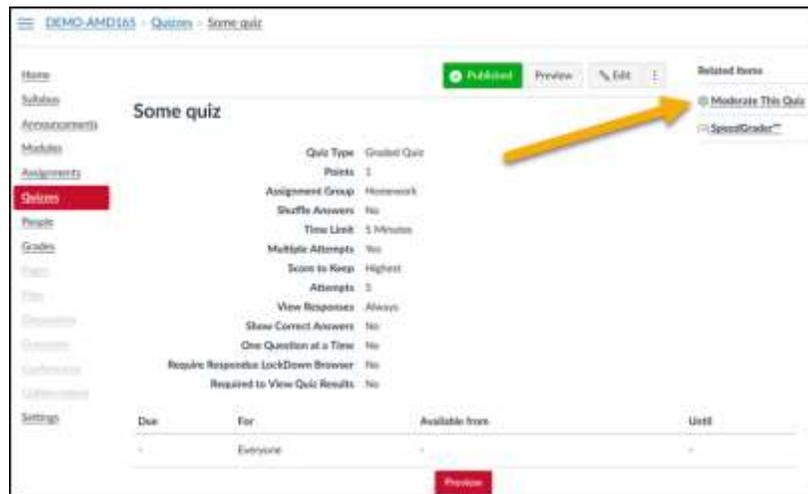


## CANVAS: How to add quiz accommodation time

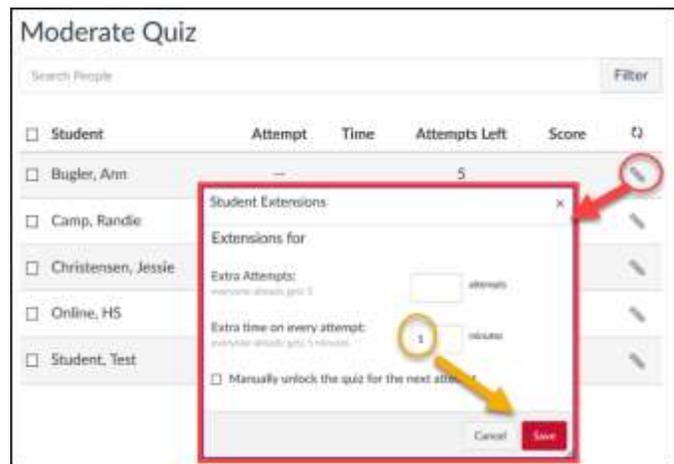
Some students have documented learning disabilities that require the Instructor to provide them with extra time per quiz attempt. To set this up in a Canvas quiz:

1. Create, assign, save, and publish the quiz in the normal way.
2. After saving and publishing you should be on an overview page with the “Preview” button displayed on the bottom and a menu on the far right.
  - If you don’t see the right side menu, make your screen wider.
  - If you are not on the right screen, click Quizzes, then click the name of the quiz.
3. Click “Moderate This Quiz” in the right hand menu column.



To change time for one student:

- Click the pencil icon after the student’s name.
- In the pop-up window, enter the amount of **extra time** student should receive per attempt.
- Click ‘Save’.
- Verify that the adjustment is saved.



To change test attempt time for multiple students by the same amount:

- Checkmark the box in front of the students who should get the extra time
- Scroll to bottom of list and click “Change Extensions for # Selected Students”.
- Enter the amount of extra time per attempt these students should get
- Click ‘Save’.
- Verify that the time adjustment was saved correctly.

**Moderate Quiz**

Search People

| <input type="checkbox"/>            | Student             | Attempt |
|-------------------------------------|---------------------|---------|
| <input type="checkbox"/>            | Bugler, Ann         | --      |
| <input type="checkbox"/>            | Camp, Randie        | --      |
| <input checked="" type="checkbox"/> | Christensen, Jessie | --      |
| <input checked="" type="checkbox"/> | Online, HS          | --      |
| <input type="checkbox"/>            | Student, Test       | 5       |

[Change Extensions for 2 Selected Students](#)

**Student Extensions**  
Extensions for 2 Students  
Extra Attempts: everyone already gets 5 [ ] attempts  
Extra time on every attempt: everyone already gets 5 minutes [ 10 ] minutes  
 Manually unlock the quiz for the next attempt  
Cancel Save

| <input type="checkbox"/>            | Student  | Attempt | Time | Attempts Left | Score | ↻ |
|-------------------------------------|--|---------|------|---------------|-------|---|
| <input type="checkbox"/>            | Bugler, Ann  | --      |      | 5             |       | ✎ |
| <input type="checkbox"/>            | Camp, Randie   | --      |      | 5             |       | ✎ |
| <input checked="" type="checkbox"/> | Christensen, Jessie<br>gets 10 extra minutes on each attempt | --      |      | 5             |       | ✎ |
| <input checked="" type="checkbox"/> | Online, HS<br>gets 10 extra minutes on each attempt          | --      |      | 5             |       | ✎ |

Notes on test attempt time settings:

- You cannot change test duration time by “Group”.
- “Sections” can have different delivery dates and time limits: use the “Assign to” settings.
- If a student is currently doing a quiz (has started but not yet submitted), changing the quiz time will not affect the attempt in progress.