

Adding Additional Time to a Canvas Quiz

Some students require additional time for quizzes and tests. Canvas provides instructors with tools to accommodate these students. The process requires two steps, and skipping one of the steps will **not** give their student their additional time accommodation.

Step 1

1. Go to your Canvas course.
2. Select **Quizzes** from the left-hand menu.
3. Select the quiz title.
4. Select **Edit** in the upper right.
5. Under “Assign to,” select + **Add**.
6. Choose the students who will receive accommodations.
7. Set an Availability window that will allow for the additional time.

Best Practice Recommendation: Choose an availability window that is several minutes longer than the length of the exam. This gives students a few minutes to access the quiz and set up, while preserving the time limit of the quiz. For example, a 30-minute timed quiz may have a 40-minute availability window. Students still ***only have 30 minutes to take the quiz***, but they will not lose any time while opening the quiz.

8. Select **Save**.

Step 2

1. Select **Moderate This Quiz** in the upper right.
2. Add a checkmark next to each student receiving accommodations.
3. Select **Change Extensions for Selected Students**.
4. Enter the additional time students get for each attempt. You will have to calculate the time based on the percent increase the student receives. Leave “Extra Attempts” blank.
5. Select **Save**.