Instructional Design & Support UAB SHP
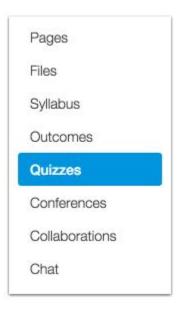
Tuesday Tip

Extend Time on Quiz

If you have set a time limit on your quiz, you can grant access for extra time. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt. You can choose how many minutes to extend the quiz, and whether you want to add those minutes to the current time or the current (scheduled) end time.
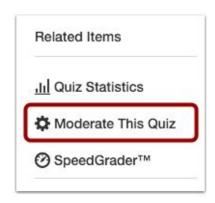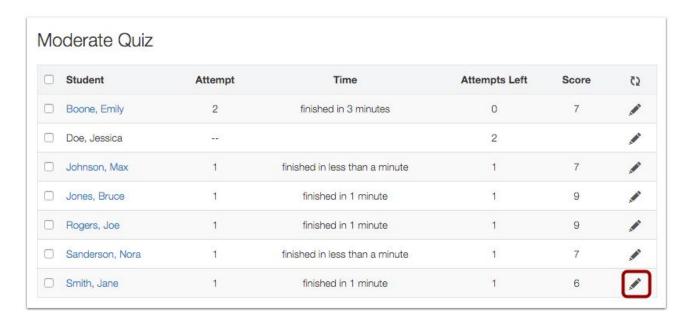
1. **Open Quizzes**

In Course Navigation, click the **Quizzes** link.

2. Moderate this Quiz
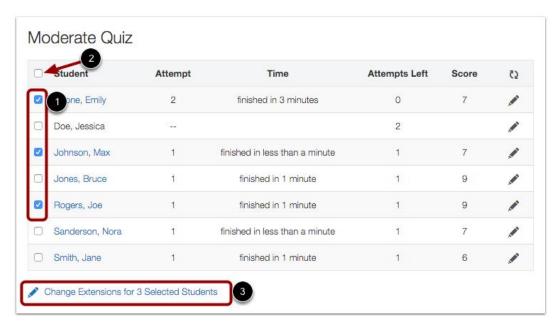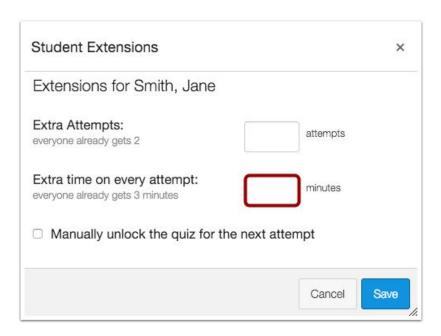
Click the **Moderate This Quiz** link.

Related Items

ılı Quiz Statistics

⚙ Moderate This Quiz

⊘ SpeedGrader™

3. Moderate Quiz

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	✏

To moderate a quiz for one student, click the **Edit** icon for the student.

4. Moderate Quiz for Multiple Students

Moderate Quiz

	Student	Attempt	Time	Attempts Left	Score	↻
☐ 2						
☑ 1	one, 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	✏

✏ Change Extensions for 3 Selected Students 3

If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click **Change Extensions for [#] Selected Students** button [3].

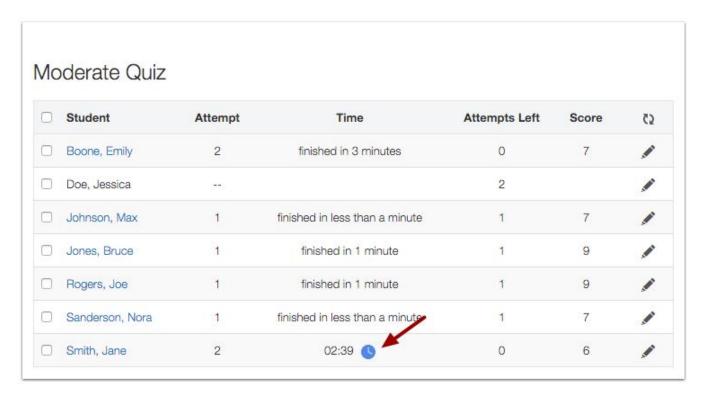## 5. Add Extra Time on Attempt

Type the number of extra minutes in the **Extra Time on Every Attempt** field. Extra time can only be added in full-minute increments.

If you are adding time for multiple students, the student extension box will apply the extra time for all selected students.

If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts.

6. Add Extra Time on Current Attempt

Moderate Quiz

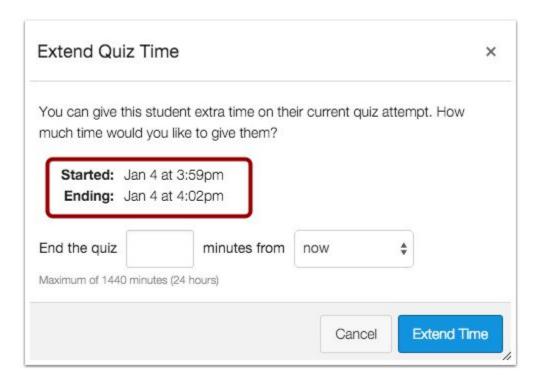|	Student	Attempt	Time	Attempts Left	Score	
☐	Boone, Emily	2	finished in 3 minutes	0	7	✎
☐	Doe, Jessica	--		2		✎
☐	Johnson, Max	1	finished in less than a minute	1	7	✎
☐	Jones, Bruce	1	finished in 1 minute	1	9	✎
☐	Rogers, Joe	1	finished in 1 minute	1	9	✎
☐	Sanderson, Nora	1	finished in less than a minute	1	7	✎
☐	Smith, Jane	2	02:39 🕐	0	6	✎

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt.
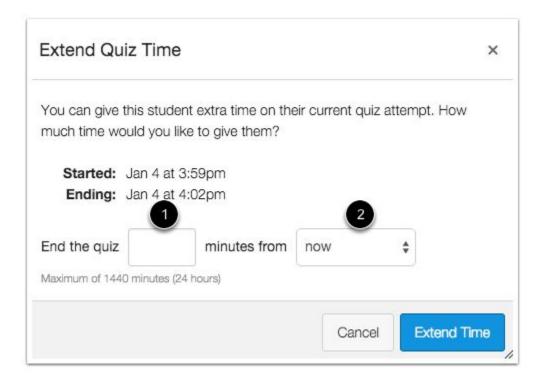
For current attempts, the remaining time will display next to a **clock icon.**

To extend the time on the quiz, click the clock icon.

7. Extend Quiz Time

Canvas will show you what time the quiz began, and what time it is scheduled to end.

In the minutes field [1], enter the number of extra minutes you want to give the student as part of their current attempt. The maximum time you can extend a current attempt is 1440 minutes (24 hours).

In the time drop-down menu [2], choose whether you want to add those minutes to the current time or the current (scheduled) end time.
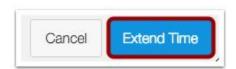
If you want to end the quiz in relation to the current time, select the **now** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:40, meaning that 10 minutes have gone by. However, you want to have the quiz end at 11:45. Since the current time is 11:40, you need to end the quiz in 5 minutes. Enter the number 5 in the minutes field, and select the **now** option in the drop-down menu.

If you want to end the quiz in relation to the current end time of the quiz, select the **current end time** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:30 am, meaning it was nearly the same time that the student started the quiz, and you want to extend the quiz to end at noon. If the current end time is 11:50 am and you want to extend it by 10 minutes, enter the number 10 in the minutes field, and select the **current end time** option in the drop-down menu.

8. **Extend Time**

Click the **Extend Time** button.