

Guide for Instructors:

Adjusting Canvas Quiz Settings for Multiple Dates and Time Limits

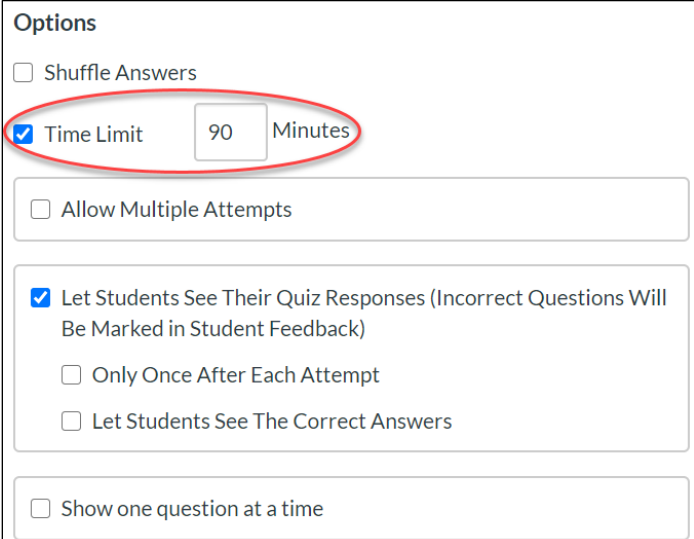
You may have students who will take the quiz at a different date, time, and/or for a longer duration than the main cohort of students (for example, students with approved extended time accommodations or adjusted time requirements). You will need to add exceptions to the quiz settings for these students by following these instructions:

STEP 1: Create your Canvas quiz and set a default schedule:

1. To create a new quiz, click **Quizzes** in the course menu.
2. In the **Quizzes** page, at top right, click **+Quiz**.
3. In the quiz engine popup that appears, select **Classic Quiz**, and then click **Submit**.
4. In the form page that opens, enter a name for the quiz and quiz instructions.

5. Scroll down to **Time Limit** (under **Options**), check the box next to **Time Limit** and enter the regular test duration in minutes.

Note: This is not a requirement, but to allow for slower internet and to allow students to upload their answers (if they have to upload a document as part of the exam), we recommend you add at least 30 minutes to the Time Limit.



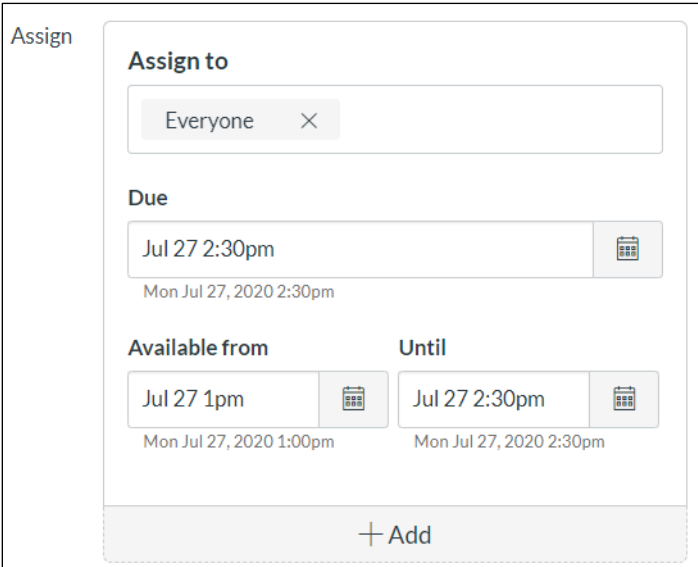
Options

- Shuffle Answers
- Time Limit 90 Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
 - Only Once After Each Attempt
 - Let Students See The Correct Answers
- Show one question at a time

6. Scroll down to **Assign to** and in the respective fields under "Everyone", enter the date and time the quiz becomes accessible to students (**Available from**), and the date and time when the quiz can no longer be accessed (**Until**).

Note: As above, we recommend that you make the quiz available for an additional 30 minutes in case there are other issues.

7. When finished, scroll down and click **Save**.




Assign



Assign to

Everyone ×

Due

Jul 27 2:30pm 
Mon Jul 27, 2020 2:30pm

Available from **Until**

Jul 27 1pm  Jul 27 2:30pm 
Mon Jul 27, 2020 1:00pm Mon Jul 27, 2020 2:30pm

+ Add

STEP 2: Add alternate dates/times for individual students:

8. In the **Quizzes** page (accessed from the course menu), click the 3 dots at the far right of the quiz name you wish to edit.
9. In the drop-down menu that appears, click **Edit**. *Note: Alternatively, you may click the quiz name and then click the Edit button at the top of the page.*
10. In the Quiz settings page, scroll to the bottom (below **Assign to: Everyone**), and click **+Add**.
11. In the new **Assign to** box that appears, type the name of the student who requires a different date, time, or duration.
12. Below the newly entered student name:
 - a. Leave the **Due** date and time field blank.
 - b. Enter the **Available from** and **Until** dates, ensuring you are taking into account the student's extended time allocation. Note that the duration between the **Available from** date and the **Until** dates MUST allow for the student's full time allocation, including their time extension.
*Note: In the first **Assign to** box, "Everyone" will change to "Everyone Else" after you save.*
13. If you have more students who will have a different date, time, or duration for this quiz, repeat steps 10 to 12.
*Note: You can group students with the same time extensions together in each **Assign to** box.*
14. When finished, scroll down and click **Save and Publish**.

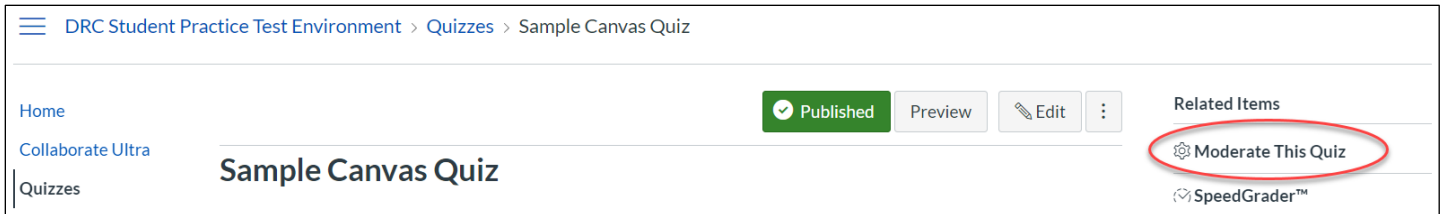
The screenshot shows the 'Assign' dialog box with two entries. The first entry is for 'Everyone Else' with a due date of Jul 27 2:30pm, available from Jul 27 1pm, and until Jul 27 2:30pm. The second entry is for 'Test account' with a blank due date, available from Jul 27 1pm, and until Jul 27 3:30pm. A red circle highlights the second entry. At the bottom of the dialog is a '+ Add' button.


STEP 3: Extend the writing time limit for individual students:

Note: Before following these steps, ensure you have extended the **Available Until** date for the individual student who will have an extended time limit. See instruction #12 in the section above.

Note: Your quiz must be published to proceed with the following steps:

15. In the **Quizzes** page (accessed from the course menu), click the quiz name you wish to edit.
16. In the quiz summary that appears, at far right or very bottom of the web page, click **Moderate This Quiz**.

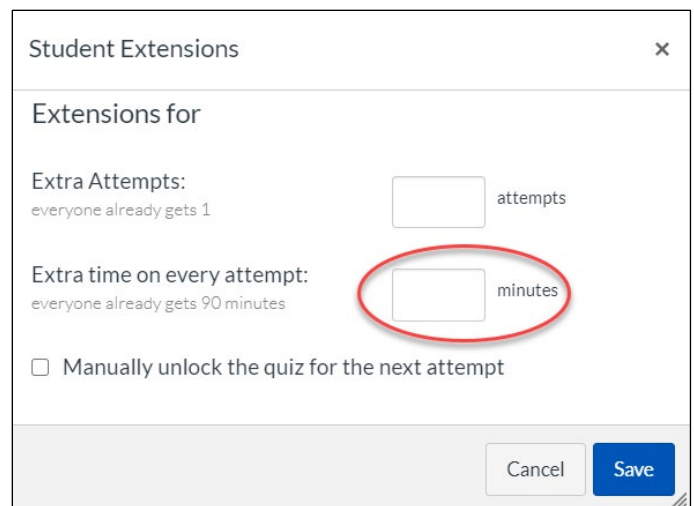


17. In the **Moderate Quiz** page that opens, click the pencil icon () to the right of the name of a student you want to assign more time to for the duration of the quiz attempt.

18. In the **Student Extensions** popup that appears, enter the time in minutes that you want to add to the quiz time limit that was entered in the Quiz details page.

Note: The time entered in this box is **in addition to the standard duration of your quiz**. For your reference, an **extended time calculation chart** is included on the next page of this document.

19. Click **Save**. The popup closes and you are back in the **Moderate Quiz** page.
20. Repeat this for all other students affected.
21. When finished, click **Quizzes** in your course menu to return to the quiz list.

A screenshot of the 'Student Extensions' popup form. The title is 'Student Extensions' with a close button (X) in the top right corner. Below the title is the section 'Extensions for'. There are two input fields: 'Extra Attempts: everyone already gets 1' with a text input box and the unit 'attempts'; and 'Extra time on every attempt: everyone already gets 90 minutes' with a text input box circled in red and the unit 'minutes'. Below these is a checkbox labeled 'Manually unlock the quiz for the next attempt'. At the bottom right are 'Cancel' and 'Save' buttons.

Note: Open **Moderate Quiz** during the quiz to track submissions and add more time as needed.

Extended time calculation chart

Standard Duration	x 125%	x 150%	x 200%
30 min	38 min <i>extra time: 8 min</i>	45 min <i>extra time: 15 min</i>	60 min <i>extra time: 30 min</i>
50 min	63 min <i>extra time: 13 min</i>	75 min <i>extra time: 25 min</i>	100 min <i>extra time: 50 min</i>
60 min	75 min <i>extra time: 15 min</i>	90 min <i>extra time: 30 min</i>	120 min <i>extra time: 60 min</i>
75 min	94 min <i>extra time: 19 min</i>	113 min <i>extra time: 38 min</i>	150 min <i>extra time: 75 min</i>
80 min	100 min <i>extra time: 20 min</i>	120 min <i>extra time: 40 min</i>	160 min <i>extra time: 80 min</i>
90 min	113 min <i>extra time: 23 min</i>	135 min <i>extra time: 45 min</i>	180 min <i>extra time: 90 min</i>
120 min	150 min <i>extra time: 30 min</i>	180 min <i>extra time: 60 min</i>	240 min <i>extra time: 120 min</i>
140 min	175 min <i>extra time: 35 min</i>	210 min <i>extra time: 70 min</i>	280 min <i>extra time: 140 min</i>
150 min	188 min <i>extra time: 38 min</i>	225 min <i>extra time: 75 min</i>	300 min <i>extra time: 150 min</i>
180 min	225 min <i>extra time: 45 min</i>	270 min <i>extra time: 90 min</i>	360 min <i>extra time: 180 min</i>