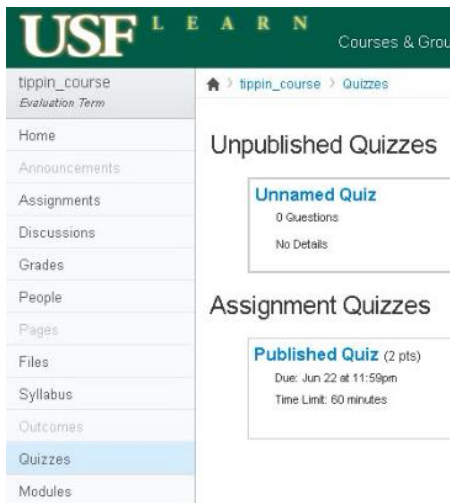


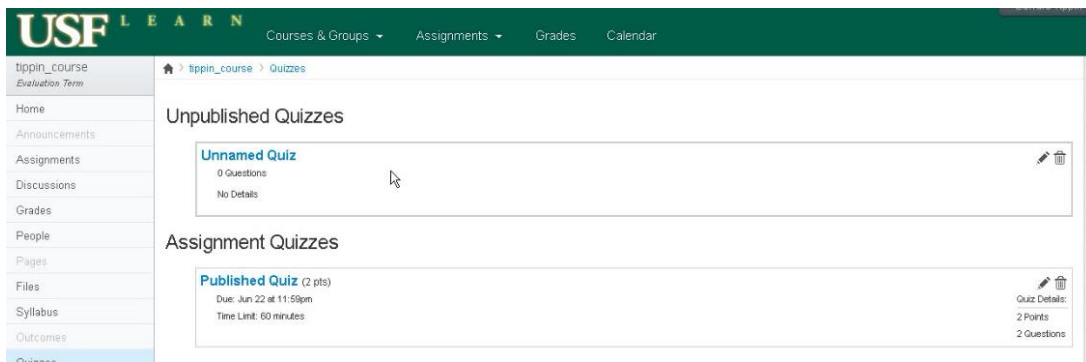
Extended Time and Additional Attempts in Canvas

Adding additional time and attempts to quizzes, exams, or tests

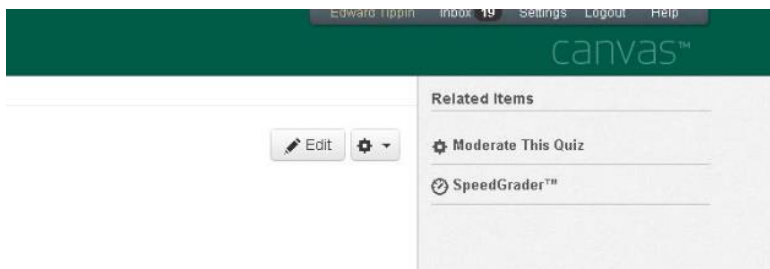
1. Login to Canvas
2. Select Quizzes from the left panel



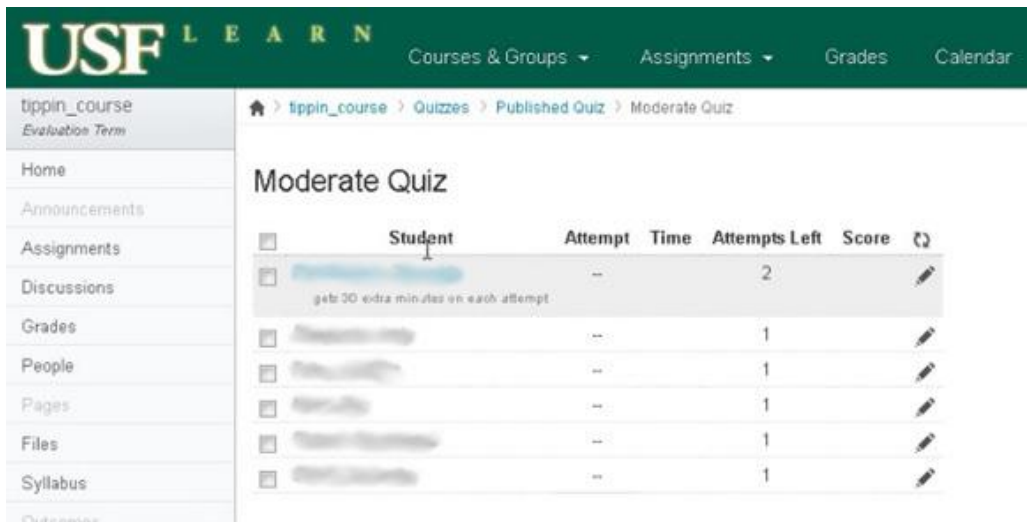
3. Under the heading Assignment Quizzes, select the quiz to be edited



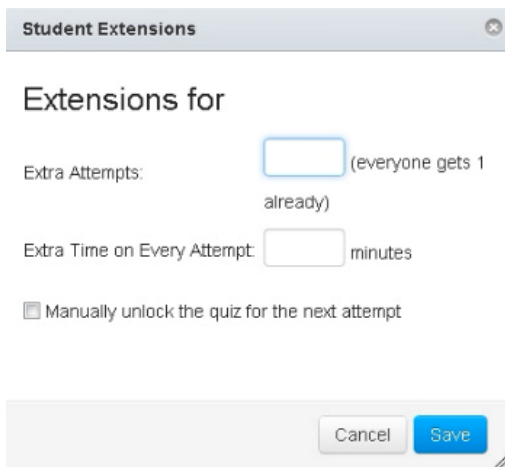
4. Detailed information pertaining to the exam will be displayed
5. In the upper right corner of the Quiz page under the Related Items heading, select the Moderate This Quiz link



6. Within the Moderate This Quiz page, a list of all the students allowed to take the quiz will load
7. Locate the student to be given additional time or attempts
8. Select the Pencil/Edit button near to the student name



9. A Student Extensions dialog box will appear
10. Enter the number of additional attempts (Canvas already counts 1 attempt, so if the student needs 3 attempts, add two extra attempts)
11. To give a student additional time, enter the number of minutes of extra time



12. Once all the additional attempts and/or time is added, press the save button.