Exam/Quiz Assignments in Canvas

Contents:

- A. Make an exam from scratch in Canvas
- B. Exam Settings
- C. Import Exam using Respondus
- D. Extra time/dates for exams

A. Make exam from scratch.

Click Assignments from the left hand menu in Canvas



<u>OR</u> if you have your modules organized you can click the small grey plus sign at the top right of the module you want to add it into.

Home Search for Assignment + Group + Assignment : Announcements Jivlabus Modules + : Jirades : If * Assignment + :: Jirades : If * I was unamed Quiz .
Announcements Syllabus Modules # • Assignments + :: Srades :: ** Unnamed Quiz :
Syllabus + : Modules : Assignments + : Grades : Vunnamed Quiz :
Modules Grades III 37 Unnamed Quiz IIII
Grades II 27 Unnamed Quiz
Assignments
··· o practice
Soogle Drive
.ockDown Browser
Com
Attendance
Aubrics 90 II of Group Discussion: [Itile Here] II of Week 1: [Title or Theme Here] Module
reopie 90
Discussions Ø ii * Individual Assignments + i
Duizzes Ø
Files Ø Individual Assignment: [Title Here]
Pages Ø
Dutcomes Ø II • Ouizzas
:: · Yunzcos · · · ·
R Quiz: [Title Here] Week 1: [Title or Theme Here] Module Image: Comparison of the theme is a start of thema start of thema is a start of theme is a start of them
ii • Special Projects + :
No assignments in this group

This will bring you to the page to make your assignment:

Announcements Syllabus Modules	
Syllabus • Assignment Quizzes Modules	
Modules	
Grades practice	⊘ 🗄
Assignments	
Google Drive X? Quiz: [Title Here]	⊘ 🗄
LockDown Browser Unnamed Quiz	
Zoom Available Multiple Dates Due Multiple Dates	
Attendance all Unnamed Quiz	\odot
Rubrics Ø	
People Ø	
Collaborations 🚿	
Discussions Ø	
Quizzes Ø	
Files Ø	
Pages Ø	
Outcomes Ø	
Mediasite Collection	
My Mediasite	
Settings	

Click the + Quiz Maroon box. Name the quiz, add the instructions, Quiz type. Assignment Group refers to the modules you have in the Assignments tab in Canvas. It is simply organizational, choose the appropriate module for the assignment from the drop down menu (likely "Quizzes").

PRAC-00	1 > Quiz	zes > Unnamed Quiz								
Home								Poi	nts 0 🛇 Not	Published :
Syllabus Modules		Details Questions								
Grades		Name the Quiz Here								
Assignments		Quiz Instructions:								
Google Drive		Edit View Insert Form	nat Tools Table							
LockDown Brow	/ser	12pt ∨ Paragraph ∨	BI⊻₫	$\underline{A} \sim \underline{\mathscr{P}} \sim \top^2 \sim$	& ∽ ≞ ∽	$\mathbb{E}_{\mathfrak{g}} \vee \mathbb{F} \vee$	• 7	≣~ ≔~	≟ :	
Zoom										
Attendance		Add quiz/exam instruct	ions here							
Rubrics	Ø									
People	ø									
Collaborations	Ø									
Discussions	Ø									
Quizzes	Ø									
Files	Ø									
Pages	ø									
Outcomes	Ø	р						é	(f) 5 word	s ↗ ij
Mediasite Collec	tion			$Points \ 0 \ \otimes Not Published \qquad :$						
My Mediasite		Quiz Type	Graded Quiz	~						
Settings		Assignment Group	Quizzes							

B. Next up are Test Options. There are checkboxes for:

Shuffle Answers: This will shuffle answer choices for every question

Time Limit: Check the box and enter the minutes allowed for the exam

Let Students See Their Quiz Responses: You can check this if you want students to be able to view what they got wrong. You can control whether they see the responses, the correct answers, and the time frame in which they can view this

Show one question at a time and Lock questions after answering (prevent students from moving backwards)

Options	
Shuffle Answers	
✓ Time Limit 75 Minute	25
Allow Multiple Attempts	
Let Students See Their Quiz R Marked in Student Feedback)	esponses (Incorrect Questions Will Be
Only Once After Each Atte	mpt
Let Students See The Corr	ect Answers
Show Correct Answers at	
Hide Correct Answers at	YYYY-MM-DD hh:mm
Show one question at a time	
Lock questions after answ	ering

Quiz Restrictions

Require an access code
 Filter IP Addresses



The due date will be when the exam stops accepting new submissions, Available From is when it shows up for students to be able to take the exam, and the Until date is how long they can see it for inside Canvas.

NOTE: Please put the Available Until the time your longest test taker needs. For example: Your timer will make sure normal time students will get the normal time limit (let's say 60 minutes). So, you would normally put the exam from 1-2pm. The problem is if you have any 1.5 or 2X students with extra time, this Available Until time will actually cut them off after an hour at 2pm. So we need to set this time to the latest time for your longest students, let's say 1-3pm to be safe. Your normal students will still only have an hour from the timer settings, but this way your extended students won't accidentally get cut off at 2pm sharp.

Now we need to add Questions if you are making the exam from scratch. Click the Question	on Tab at the
top	

PRAC-00)1⇒ Quiz	zes > Unnamed Quiz
Home		
Announcements	5	Points 0 (Not Published :
Syllabus		Details Questions
Modules		Details Questions
Grades		Name the Quiz Here
Assignments		Quiz Instructions:
Google Drive		Edit View Insert Format Tools Table
LockDown Brow	vser	$12pt \lor Paragraph \lor \begin{vmatrix} B & I & \bigcup & \underline{\mathbb{A}} \lor & \underline{\mathbb{Z}} \lor & T^2 \lor \mid \mathscr{P} \lor & \underline{\mathbb{B}} \lor & \underline{\mathbb{B}} \lor \mid \mathbf{P} \lor & \mathbf{P} \lor & \underline{\mathbb{C}} \lor &$
Zoom		
Attendance		Add quiz/exam instructions here
Rubrics	ø	
People	ø	
Collaborations	ø	
Discussions	ø	
Quizzes	ø	
Files	ø	
Pages	ø	
Outcomes	Ø	n Europeire () Z =
Mediasite Colleg	tion	

Now Click "+ New Question"

Home							Points 0	Not Published	:
Announcements							1 01110 0	Grieff abilitie	•
Syllabus		Details	Questions						
Modules									
Grades									
Assignments									
Google Drive									
LockDown Brows	er			+ New Question	+ New Question Group	Q Find Questions			
Zoom				,					
Attendance									
Rubrics	ø	🗌 Notify ı	isers this quiz has changed				Cancel Sa	ve & Publish S	ave
People	ø								

Now we choose the Question Type and fill in the Question Text

PRAC-00	1 > Quizzes	> Name the Quiz Here	
Home		Points 0 Not Publ	lished :
Announcements			iisiicu :
Syllabus		Details Questions	
Modules			
Grades			
Assignments		Question Multiple Choice •	ts: 1
Google Drive		Fatarunur austilan and multida annuner than callet the ann cannot annune	
LockDown Brow	vser	Question:	
Zoom		Edit View Insert Format Tools Table	
Attendance		$12 \mathrm{pt} \lor Paragraph \lor B I \bigcup \underline{\mathbb{A}} \lor \underline{\mathscr{L}} \lor T^2 \lor \mathscr{P} \lor \underline{\mathbb{B}} \lor \underline{\mathbb{R}} \lor \mathbf{\mathbb{P}} \lor $	
Rubrics	ø		
People	ø	Example Question	
Collaborations	ø		
Discussions	Ø		
Quizzes	Ø		
Files	Ø		
Pages	Ø		
Outcomes	Ø		
Mediasite Collec	tion		
My Mediasite		p 🛱 2 words	.7 ::
Settings			⊻ "

Now we can fill in our answers by typing into the blanks:

Answers:	
Correct Answer This	▲ 前
Possible Answer is	
Possible Answer a	
Possible Answer example	
	+ Add Another Answer
Cancel Update Question	

The default correct answer is A, but it is noted by the green arrow. When you hover over other answers, you can click to change the arrow to another answer choice and indicate that is the correct answer:

Answers:	
Correct Answer This	
Possible Answer is	1 位
Click to set this answer as correct	
Possible Answer a	
 Possible Answer example	
	+ Add Another Answer
Cancel Update Question	

You can include feedback for every answer choice if you want, click the square with the ... to input feedback for that answer choice, then hitting Done:

	Ans	wers:		
	\Rightarrow	Correct Answer	This	
	-0	Possible Answer	. is	N 🔟
1		Click to set this ans	swer as correct	
		Possible Answer	. a	
		Possible Answer	example	
		~ [+ Add Another Answer
	Ca	ncel Update Q	uestion	

Answers:

Correct Answer	This				
Comments, il	the student chooses this answer:				
Edit Vi	ew Insert Format Tools Tabl $Paragraph \lor \mid \mathbf{B} \mid I \mid$	е <u>Ј</u> <u>А</u> ∨ <u>Д</u> ∨ _Т ² ∨	& ~ & ~ & ~ *	~ . • # :	
E a dha					
Feedba	CK				
				É 🔿 1 word	

When ready, you can now hit the maroon box "Update Question" at the bottom of the page:

+ Add Another Ans

This will create the question page:

						Points 1	○ Not Publish	hed	÷
Details	Questions								
	Show	Question Detai	ls						
<u>∥</u> Qu	estion							1 pts	
Examp	le Question								
			+ New Question	+ New Question Group	Q Find Questions				
Notify	users this quiz	has changed				Cancel Sa	ave & Publish	Save	

As you add questions you can move them around by clicking the boxes and dragging them to change the order

C. You can also import an exam using Respondus software if you do not want to copy paste every question from a word document. Instructions can be found here: **Respondus Instructions** for Canvas

a. You will still want to read the Test options instructions in Part B starting on Page 3 of these instructions

b. You will also want to read the extended time/date instructions in Part D on page 12 of these instructions

When you are ready you can click either Save & Publish or Save at the bottom right:

Save: This will save your work but not publish your exam. Once the exam is published, it will enter the grade book but will not be seen by students until the date set in the "Available From" box inside the

Assign To box on the first page of settings. You must Publish the exam for it to become visible at the Available From date.

Save & Publish: This will create the exam and create the grade column for the exam. It will be ready to be seen by students on the date set in the Available from inside the Assign To box on the first page of settings. It will not be visible by students until the Available From date in the settings.

	 Show one question at a time Lock questions after answering 	
	Quiz Restrictions	
	Require an access code	
	Filter IP Addresses	
Assign	Assign to Everyone × Due Available from Until	
4	+ Add	•
□ Notify users this quiz ha	is changed	Cancel Save & Publish Save

This will bring you to the published page:

■ PRAC-00	01 > Qu	izzes > Name the Quiz Here					
Home				Published	Preview	N Edit	Related Items
Announcement	s	Name the Ouiz Here	.+				Moderate This Quiz
Syllabus							(♡) SpeedGrader™
Modules		Add avia (avam instructions have					
Grades		Add quiz/exaministructions here					
Assignments							
Google Drive							
LockDown Brow	vser						
Zoom							
Attendance							
Rubrics	ø	Quiz Type	Graded Quiz				
People	ø	Points	1				
Collaborations	ത	Assignment Group	Quizzes				
	~	Shuffle Answers	Yes				
Discussions	SD	Time Limit	75 Minutes				
Quizzes	Ø	Multiple Attempts	No				
Files	Ø	View Responses	Always				
Pages	ø	Show Correct Answers	Immediately				
Outcomes	ø	Require Respondus LockDown	No				
Mediasite Colle	ction	Browser					
My Modiacite		Required to View Quiz Results	No				
wy wediasite		Webcam Required	No				
Settings		Lock Questions After Answering	Yes				

Home Preview Cutit I Announcements Syllabus Name the Quiz Here >	PRAC-00	1 > Qu	uizzes > Name the Quiz Here						
Anouncements Syllabus Name the Quiz Here ▲ @ Moderate This Quiz Modules Add quiz/exam instructions here Add quiz/exam instructions here > <th>Home</th> <th></th> <th></th> <th></th> <th>Published</th> <th>Preview</th> <th>🗞 Edit</th> <th>:</th> <th>Related Items</th>	Home				Published	Preview	🗞 Edit	:	Related Items
Syllabus Name the Quiz Here ▲* Modules Add quiz/exam instructions here	Announcements								Moderate This Quiz
Modules Add quiz/exam instructions here Grades Add quiz/exam instructions here Assignments Segments Google Drive Segments LockDown Browser Segments Zoom Segments Attendance Segments Rubrics Ø Quiz Type Graded Quiz Points People Ø Assignment Group Quizes Shuffle Answers Yes Discussions Ø Multiple Attempts Quizes Multiple Attempts No Files Ø One Question at Time Limit Pages Ø One Question at Time Version Quizes Show Correct Answers Immediately Pages Ø One Question at Time Version Mutdiasite Collector Browser No My Mediasite New Pages No Settings No No No Settings No No Settings No No Settings No No No Settings No No No	Syllabus		Name the Quiz Here	.*					(☉ SpeedGrader™
Grades Add quiz/exam instructions here Assignments Add quiz/exam instructions here Assignments Second Google Drive LockDown Browser Zoom Verse Attendance Second People Ø Quiz Type Graded Quiz People Ø Quizon Quizzes Collaborations Ø Shuffle Answers Yes Discussions Ø Multiple Attempts No Files Ø Ø One Question at a Time Pages Ø Ø Require Respondus LockDown No Multidiste Collector Browser My Mediasite No Settings No	Modules								
Asignments Google Drive LockDown Browser Zoom Attendance Rubrics Ø Quiz Type Attendance Rubrics Ø Quiz Type Attendance Rubrics Ø Quiz Type Assignment Group Quizes Collaborations Ø Assignment Group Quizes Collaborations Ø Assignment Group Quizes Collaborations Ø Output Painte Substifte Answers Numediate Collection Multiple Attempt No Stermes Now Correct Answers No No Ausas Multiple Attempt No No Ausas Ausas Multiple Attempt No No Ausas Ausas Multiple Attempt No No Ausas Ausas Multiple Attempt No No Ausas Multiple Attempt No No Ausas Ausas Multiple Attempt No No Ausas Ausas Multiple Attempt No Ausas	Grades		Add quiz/exam instructions here						
Google Drive LockDown Browser LockDown Browser Zoom Zoom View Responde Attendance Quiz Type Rubrics Quiz Type Poople Ø Assignment Group Quizzes Collaborations Ø Joscussions Ø Joscussions Ø View Responses Always Files Ø Josepone Ø No Muttiple Attempts Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No No My Mediasite Required to View Quiz Results No Webcam Required No Settings WebCam Required No	Assignments								
LockDown Browser Zoom Attendance Rubrics Ø Quiz Typ Graded Quiz People Ø Assignment Group Quizzes Collaborations Ø Shuffle Answers Yes Discussions Ø Shuffle Answers Yes Discussions Ø Multiple Attempt No Quizzes Attendance Files Ø Multiple Attempt No Files Ø One Question at a Time Pages Ø One Question at a Time Pages Ø Require Respondus LockDown No Mediasite Collection Require Respondus LockDown No Mediasite Collection Required to View Quiz Results No Strimes No Str	Google Drive								
Zoom Attendance Rubrics Ø Quiz Type Graded Quiz People Ø Quiz Type Graded Quiz People Ø Points 1 Collaborations Ø Shuffle Answer Ves Discussions Ø Time Linit 75 Minutes Quizzes Multiple Attempts No No Files Ø Multiple Attempts No Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser Yes No My Mediasite Required to View Quiz Results No No Settings Webcam Required No No	LockDown Brow	ser							
Attendance	Zoom								
Rubrics Ø Quiz Type Graded Quiz People Ø Points 1 Collaborations Ø Assignment Group Quizzes Discussions Ø Shuffle Answers Yes Quizzes Ø Multiple Attempts No Quizzes Ø Multiple Attempts No Files Ø Show Correct Answers Immediately Pages Ø One Question at a Time Yes Multiple Attempts No No Mutationes Browser No Mydediasite Require Respondus LockDow in Browser No Mydediasite Webcam Require in Multiple Attempts No Settings Vandous Context Attempts No	Attendance							10	
People Ø Points 1 Collaborations Ø Assignment Group Quizzes Discussions Ø Shuffle Answers Ys Quizzes Ø Multiple Attempts No Quizzes Ø Multiple Attempts No Files Ø Show Correct Answers Immediately Pages Ø One Question at a Time Ys Nutcomes Ø Require Respondus LockDow No Mediasite Collect Browser Stow No Stringers Valeboardengering No No	Rubrics	ø	Quiz Type	Graded Quiz					
Assignment Group Quizzes Collaborations Ø Shuffle Answers Yes Discussions Ø Quizzes Ø Quizzes Ø Multiple Attempts No Files Ø Show Correct Answers Immediately Pages Ø Ø One Question at a Time Browser Forward My Mediasite Required to View Quiz Results Wy Mediasite Webcam Required Settings Laboration for Assumes	People	Ì	Points	1					
Collaborations Shuffle Answers Yes Discussions Model Time Limit 75 Minutes Quizzes Multiple Attempts No Files View Responses Always Pages One Question at a Time Yes Outcomes Require Respondus LockDown No My Mediasite Collection Required to View Quiz Results No Settings Lack Outrigent of the Answers No		~	Assignment Group	Quizzes					
Discussions Ø Time Limi 75 Minutes Quizzes Ø Multiple Attempts No Files Ø View Responses Always Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser No My Mediasite Required to View Quiz Results No Settings Lack Outrient of the Answeris No	Collaborations	(B)	Shuffle Answers	Yes					
Quizzes Ø Multiple Attempts No Files Ø View Responses Always Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Required to View Quiz Results No My Mediasite Required to View Quiz Results No Settings Lock Owning Attended to Setting Settings No	Discussions	Ø	Time Limit	75 Minutes					
Files View Responses Always Pages Show Correct Answers Immediately Pages One Question at a Time Yes Outcomes Require Respondus LockDown No Mediasite Collection Required to View Quiz Result No My Mediasite Webcam Required No Settings Lock Outriges No	Quizzes	Ø	Multiple Attempts	No					
Show Correct Answers Immediately Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Required to View Quiz Results No My Mediasite Webcam Required to View Quiz Results No Settings Loc Question of the Answerse No	Files	ø	View Responses	Always					
rages One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser Image: Collection at a Time a	Pages	đ	Show Correct Answers	Immediately					
Outcomes Image: Comparison of the co	1 ages	~	One Question at a Time	Yes					
Mediasite Collection Browser Required to View Quiz Results No My Mediasite Webcam Required No Settings	Outcomes	Ś	Require Respondus LockDown	No					
My Mediasite Webcam Required No Settings Lack Outpings View Cut Action Action (View Cut Act	Mediasite Collec	tion	Browser	N					
webcam kequired i No	My Mediasite		Required to View Quiz Results	NO					
	Settings		Webcam Required	NO					

You can change the settings at any time by clicking the edit button:

After publishing, the exam is given a column in the grade center, where you can go to hide grades to wait to publish exam results in multiple choice/answer only exams until you unhide the grades. Exams with short answer or essay questions need to be graded using the "Speed Grader" tool in the grade center.

For students with extra time, Publish the exam. Once published, go to the Extra Time instructions:

D. Instructions on how to open an exam to a student on a different day/time, Extended Time Students, & Extending time during the exam.

Table of Contents

- 1. Give different time frame for student to take the exam
- 2. Give Extra time for students or multiple attempts
 - a. NOTE: DO NOT MAKE THE CHANGES FOR ITEMS 1 & 2 WHILE AN EXAM IS IN PROGRESS. DO THIS BEFORE THE EXAM OR AFTER AN EXAM IS OVER.
- 3. Give students extra time while in exam
 - 1. To give a student a different time frame to take an exam in Canvas, we need to go to the quiz inside Canvas:

А М	PRAC-00	01⇒ Quizz	es			
Account	Home		Search	for Quiz	+ Quiz	:
CC Dashboard	Announcements Syllabus Modules	5	• As	ignment Quizzes		
Courses	Grades Assignments		\$3	TEST EXAMPLE Available until Mar 31 Soppm Due Mar 31 at 11:59pm 1 pt 1 Question	0	:
Calendar	Google Drive	ucor.	\$3	Example Ipt 1Question	\otimes	:
Inbox	Zoom	1301	\$8	Name the Quiz Here 2 pts 1 2 Questions	0	:
History C+	Attendance Rubrics	ø	\$2	practice 2 pts 2 Questions	0	:
Commons	People Collaborations	Ø Ø	\$8	practice 2 pts 2 Questions	0	:
Help	Discussions Quizzes	ø	\$2	Quiz: [Title Here]	0	:
	Files		\$3	Quiz: [Title Here]	0	:
	Pages	ø				
	Outcomes	Ø				
	Settings					

Once in the Quiz, click "Edit"

■ PRAC-00	01⇒ Qu	izzes > TEST E	XAMPLE					6d Student View
Home					✓ Published	Preview 🗞 Edit 🗄	Related Item	5
Announcements	5	TECTEN					्छ Moderate	This Quiz
Syllabus		IESTEX	AMPLE				(♡) SpeedGra	der™
Modules Grades			Quiz Type	Graded Quiz				
Assignments			Assignment Group	Assignments				
Google Drive			Shuffle Answers	No			•	
Leek Dewe Brew			Time Limit	75 Minutes				
LOCKDOWN Brow	/ser		Multiple Attempts	No				
Zoom			View Responses	Always				
Attendance			Show Correct Answers	Immediately				
Rubrics	Ø		One Question at a Time	No				
People	Ø	Requi	re Respondus LockDown Browser	No				
Collaborations	Ø	Requ	ired to View Quiz Results	No				
Discussions	ø		Webcam Required	No				
Quizzes	ø							
Files	ø	Due	For	Available from	Until			
Pages	ø	Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:	59pm		
Outcomes	ø			Proviou	1			
Office 365				Preview	l			

Scroll down until you see "Assign"

	Quiz Restrictions		
	Require an access co	de	
	Filter IP Addresses		
Assign	Assign to		
	Everyone X		
	Due		
	Mar 31 11:59pm		
	Wed Mar 31, 2021 11:59p	im	
	Available from	Until	
	Mar 30 12am	Mar 31 11:59pm	
	Tue Mar 30, 2021	Wed Mar 31, 2021 1	1:59pm
		+ Add	

Click the "+Add" button to add a new exception for your student. This should give the following page:

Assign				×
	Assign to			
	Everyone ×			
	Due			
	Mar 31 11:59pm			
	Wed Mar 31, 2021 11:	59pm		
	Available from		Until	
	Mar 30 12am	888	Mar 31 11:59pm	
	Tue Mar 30, 2021		Wed Mar 31, 2021 11:	59pm
-				~
	Assign to			×
	Ι			
	Course Section			
	WELCOME TO C	ANVAS		
				510
	Available from		Until	
		100		
		+	Add	

Type their name into the Assign to box and it should autofill and select the student from the dropdown. Then input the new Due date/available from/available until options. Then hit save at the bottom right.

		×
Assign to		~
Everyone ×		
Due		
Mar 31 11:59pm		
Wed Mar 31, 2021 11:59	pm	
Available from	Until	
Mar 30 12am	Mar 31 11:59pm	
Tue Mar 30, 2021	Wed Mar 31, 2021 11:	59pm
		~
Assign to		^
Name		
No results found		
Mar 24 11:59pm		iii
Wed Mar 24, 2021 11:59	pm	
Available from	Until	
Mar 10 12am	Mar 24 11:59pm	
Wed Mar 10, 2021	Wed Mar 24, 2023	59pm
hanged		

Done! You have now added a student exception for a different time frame for the exam.

2. If you need to do extended time for a student, just click Moderate This Quiz from the quiz page:

PRAC-00	1 > Qui	zzes > TEST	EXAMPLE				6d Student View
Home					Published Preview	dit :	Related Items
Announcements							Moderate This Quiz
Syllabus		IEST E	XAMPLE				(♡) SpeedGrader™
Modules			Quiz Tuno	Graded Quiz			
Grades			Points	1			
Assignments			Assignment Group	Assignments			
Google Drive			Shuffle Answers	No			
ockDown Brow	ser		Time Limit	75 Minutes			
Zoom			Multiple Attempts	No			
Attendance			View Responses	Always			
Dubaiaa	đ		One Question at a Time	No			
Rubrics	æ	Requ	ire Respondus LockDown	No			
People	æ		Browser				
Collaborations	Ø	Req	uired to View Quiz Results	No			
Discussions	Ø		Webcam Required	No			
Quizzes	Ø	Due	For	Available from	Until		
Files	Ø	N. 01		M. 00 .1 10	14 01 14 50		
Pages	Ø	Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:59pm		
Outcomes	ø			Proviou			
Office 365				Preview			

Find the student, then click the pencil icon on the far right area of the row:

Moderate Quiz					
Search People					Filter
Student	Attempt	Time	Attempts Left	Score	62
 Student, Test 			1		

Or you can select multiple students at once:

Search People				
Student	Attempt	Time	Attempts Left	Score

Then choose if they need extra time, an extra attempt, or

	1
Student Extensions	\mathbf{X}
Extensions for Student, Test	
Extra Attempts: everyone already gets 1	attempt
Extra time on every attempt: everyone already gets 75 minutes	minutes
Quiz attempts whose availability dates have passe time has not expired.	d will still auto-submit even if the extended
Manually unlock the quiz for the	ne next attempt
	Cancel Save

NOTE: This is the extra time, not the full time. If the normal time for an exam is 60 minute and your student has 1.5X, in this blank you need to put 30 minutes. That student will then have 90 minutes to take the exam.

Hit Save. As a reminder in the exam settings, set the Available Until time for the LONGEST time any of your students has for the exam, or it will cut students with extra time off. For example, if you make the exam available from 1-2pm to everyone, but a student gets 90 minutes, it will cut them off at 2pm anyways. The easiest way to prevent this is to set your "Available to" time in the main quiz settings to be the longest time of any of your extended time students, like from 1pm-4pm to be safe. This will not

inhibit the timer from doing its job for your normal time students, they will still start at 1 and have one hour on the timer.

The "Manually unlock the quiz for next attempt button" will show the exam as visible to that student until you go back in and uncheck it. This is useful for a quick email exchange, but not useful if you only want them to see it for a certain time period. If you want the stricter option, simply add their name to new Assign to time period shown in the #1 of the extra time instructions.

3. To give a student extra time while they are in the exam, go to the "Moderate this Quiz"

PRAC-00	01⇒ Qu	izzes > TEST	EXAMPLE				6d Student View
Home					Published Pr	eview 🗞 Edit 🗄	Related Items
Announcements	nnouncements					Moderate This Quiz	
Syllabus		IESTEX	KAMPLE				(☉) SpeedGrader™
Modules			Quiz Type	Graded Quiz			
Grades			Points	1			
Assignments			Assignment Group	Assignments			
Google Drive			Shuffle Answers	No			
LockDown Brow	/ser		Time Limit	75 Minutes			
700m			Multiple Attempts	No			
			View Responses	Always			
Allendance	~		One Question at a Time	No			
Rubrics People	Ø	Requ	ire Respondus LockDown	No			
Collaborations	ø	Reg	ired to View Quiz Results	No			
Discussions	ø	noqu	Webcam Required	No			
Quizzes	ø						
Files	ø	Due	For	Available from	Until		
Pages	ø	Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:59	Ppm	
Outcomes	ø			Proviou			
Office 365				Preview	l		

Students who are still in the quiz will show their timer and a blue clock icon, click on the icon and a pop up will appear and give you the option to extend their time:



If you have any questions over exams in Canvas please email McKensie Le Fevre <u>mlefevre@bio.tamu.edu</u> for assistance.