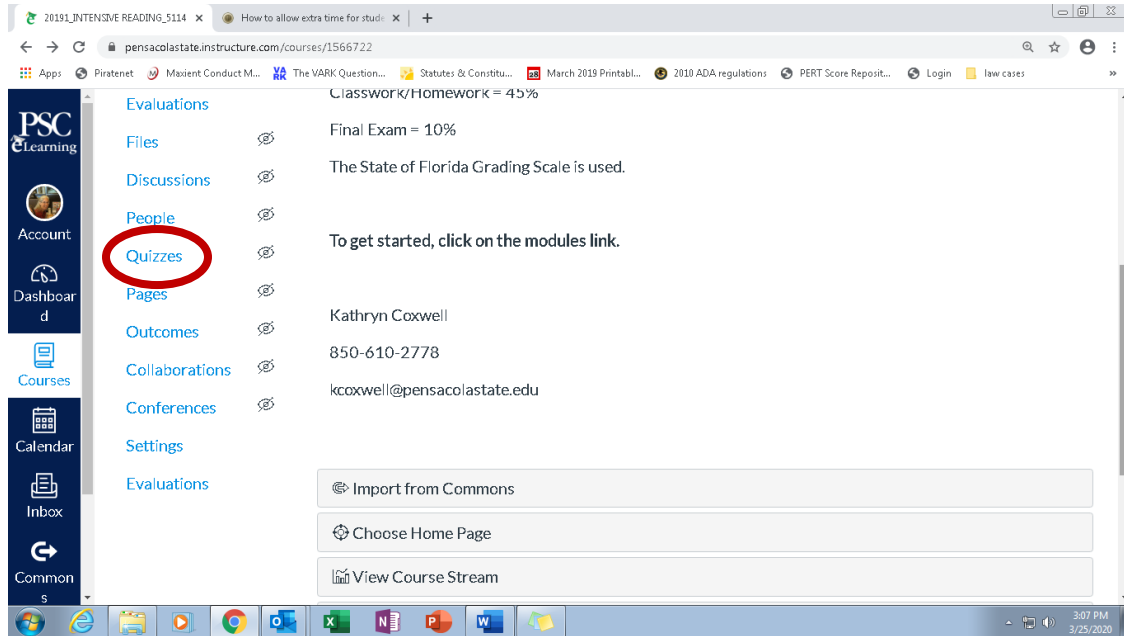


Adding Extended Time to Canvas Tests & Quizzes

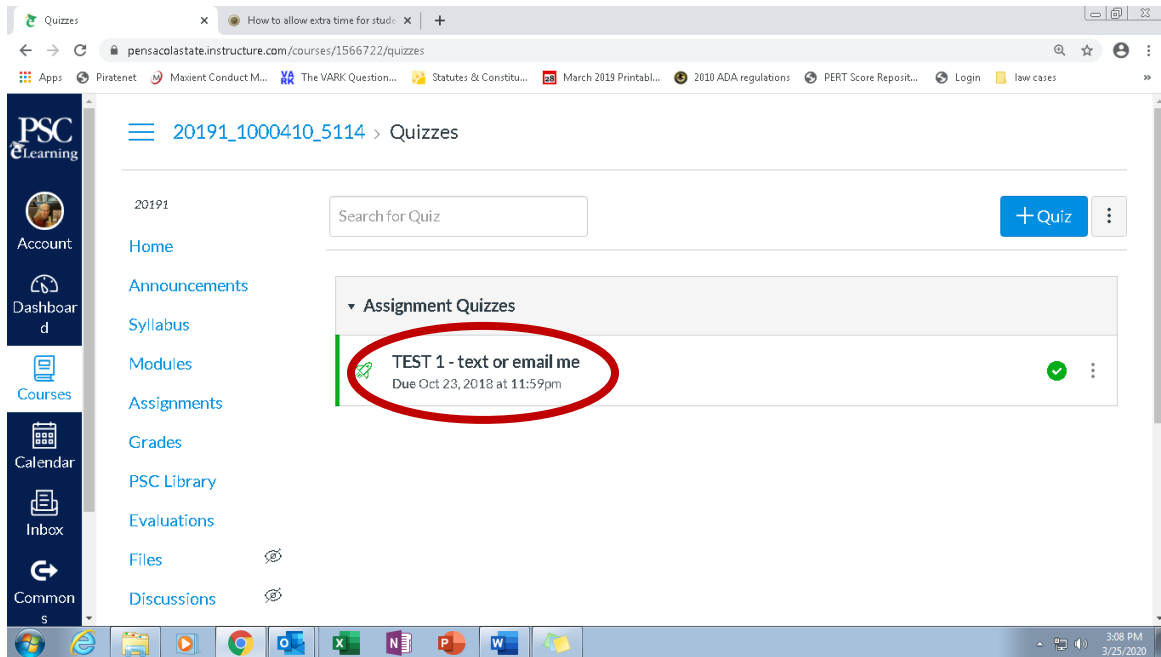
Go to your course module.

Select the Quizzes link.



The screenshot shows the Canvas LMS interface for a course. The left sidebar contains navigation links: PSC eLearning, Account, Dashboard, Courses, Calendar, Inbox, and Commons. The 'Quizzes' link is circled in red. The main content area displays course information: 'Classwork/Homework = 45%', 'Final Exam = 10%', and 'The State of Florida Grading Scale is used.' Below this, there is a message: 'To get started, click on the modules link.' and contact information for Kathryn Coxwell: 'Kathryn Coxwell', '850-610-2778', and 'kcoxwell@pensacolastate.edu'. At the bottom, there are buttons for 'Import from Commons', 'Choose Home Page', and 'View Course Stream'.

Click on the title of the quiz or test to which you need to make adjustments.



The screenshot shows the 'Quizzes' page in the Canvas LMS. The breadcrumb trail is '20191_1000410_5114 > Quizzes'. There is a search bar labeled 'Search for Quiz' and a '+ Quiz' button. Under the 'Assignment Quizzes' section, a quiz titled 'TEST 1 - text or email me' is listed with a due date of 'Due Oct 23, 2018 at 11:59pm'. The quiz title is circled in red. The left sidebar shows navigation links: Home, Announcements, Syllabus, Modules, Assignments, Grades, PSC Library, Evaluations, Files, and Discussions.

Click on Moderate This Quiz.

The screenshot shows the Blackboard interface for a quiz titled "TEST 1 - text or email me". The page includes a navigation sidebar on the left with options like Home, Announcements, Syllabus, and Quizzes. The main content area displays the quiz title and a text box with instructions: "Text (850-610-2778) or email me (kcoxwell@pensacolastate.edu) including your name and your favorite flavor of ice cream (Mine is rocky road.)". Below the text box, the quiz type is listed as "Graded Quiz" with 0 points. In the top right corner, under "Related Items", the link "Moderate This Quiz" is circled in red.

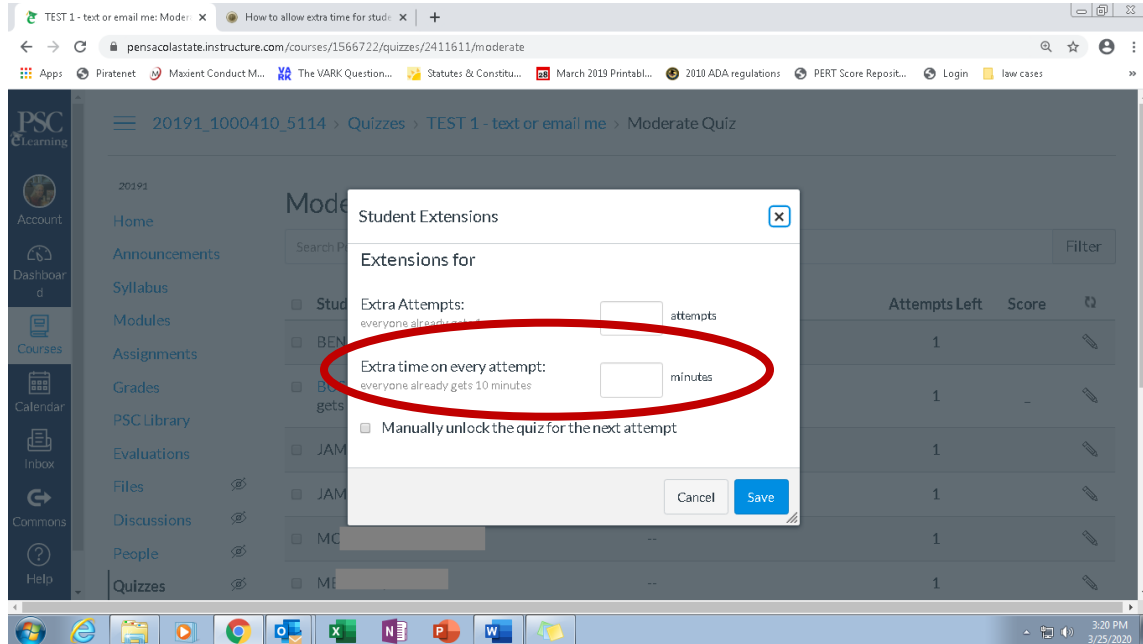
Click on the edit pencil for the student whose time you need to adjust.

The screenshot shows the "Moderate Quiz" page in Blackboard. It features a search bar and a table with the following columns: Student, Attempt, Time, Attempts Left, and Score. The table lists several students, with the second student's entry including a note: "gets 20 extra minutes on each attempt". The edit pencil icon in the rightmost column of the table is circled in red.

Student	Attempt	Time	Attempts Left	Score
Bl [redacted], AC [redacted]	--		1	
B [redacted], KA [redacted] gets 20 extra minutes on each attempt	--		1	--
JA [redacted], KF [redacted]	--		1	
JA [redacted], T [redacted]	--		1	
MC [redacted], CC [redacted]	--		1	
ME [redacted], LI [redacted]	--		1	

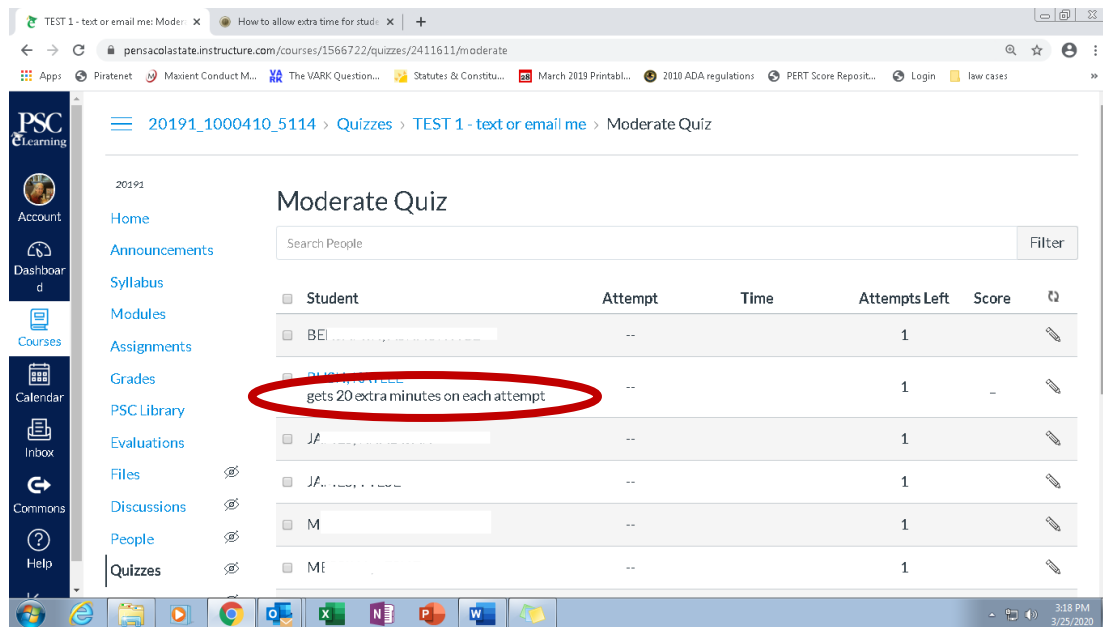
Add the extended time to the box.

REMEMBER: Put the extra time in the box. For example, if the class gets 60 minutes and the student's accommodation is 1.5x, then the student will get 90 minutes. **Only put 30 in the box.** Canvas will add the 30 to the existing 60 for a total of 90 minutes.



Click save.

Canvas will tell you who has extended time once you save.



NOTE: You have to adjust the time for each student on EACH test or quiz. There is no way to change multiple students or multiple tests at the same time.