CANVAS: ACCOMMODATIONS
## ADD ADDITIONAL TIME, ATTEMPTS & EXTEND DUE DATES
Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

ACCOMMODATIONS

Canvas allows instructors to easily add any required accommodations for student assessments. Common accommodations are to allow additional time, additional attempts, or extended availability dates and due dates for assessments.

QUIZ: ADD ADDITIONAL TIME AND ATTEMPTS

Additional time and attempts can be added to a Quiz by using the Moderate This Quiz feature. Access the quiz in Canvas, then click the **Moderate This Quiz** button on the right sidebar menu.
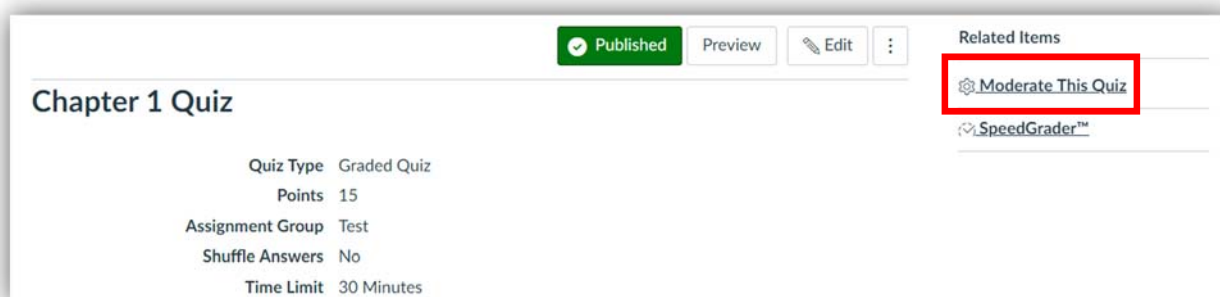
The Moderate Quiz page will show student names, how many attempts the student has completed, the time of the last attempt, the number of attempts remaining, and the score of the last attempt.

1. **Search**: Allows an instructor to search for a specific student by entering the student name in the Search People field, located at the top of the page. Click the Filter button to view the results.
2. **Edit**: Located to the far right of each student name, click the Edit icon for a specific student to add additional time and/or attempts.
3. **Student Checkbox:** To select multiple students to add an accommodation, click the checkbox located to the left of each student name to select it. Click the checkbox at the top of the column to select all students in the course.
4. **Change Extensions for [#] Selected Students:** Click the Change Extensions for [#] Selected Students link at the bottom of the page to add an accommodation for the multiple students selected.

The Student Extensions screen will provide the instructor with the available extension options.

1. **Extra Attempts:** Enter the number of additional attempts in the provided field. The current number of attempts will be displayed under Extra Attempts. For example, if students will receive one attempt and the accommodation allows for a total of three attempts, enter two into the Attempts field (1 original attempt + 2 extra attempts = 3 total attempts). If no additional attempts are required, leave the field blank.
2. **Extra Time on Every Attempt:** Enter the extra time in minutes in the provided field. The current time limit will be displayed under Extra Time. For example, if students will have 1 hour to complete the quiz and the accommodation is for time and a half, enter 30 in the Minutes field (60 original minutes + 30 extra time = 90 total minutes). If no additional time is required, leave the field blank.
3. **Manually Unlock the Quiz for the Next Attempt:** Selecting this checkbox automatically unlocks the quiz for the student's additional attempt(s). Depending on the Quiz settings selected, additional options may be available and displayed here.
4. **Save:** Click the Save button to add the entered accommodations for the selected student(s).

QUIZ, ASSIGNMENT, DISCUSSION: ADD A SEPARATE DUE DATE & AVAILABILITY DATES

Canvas allows instructors to assign unique Due Dates and Availability Dates to entire courses, individual sections, groups, or individual students. Access the Quiz, Assignment, or Discussion in Canvas, then click the **Edit** button on the top tool bar. Scroll down to find the **Assign To** section. By default, all Quizzes, Assignments, and Discussions are assigned to everyone in the course.

1. **Add:** Click the Add button to add an exception.

2. **Assign To:** Designates who it is assigned to with the associated due and availability dates. Click the field to access a complete list of available courses, sections, groups or students and click to select the student to be assigned the exception. Repeat the process for each additional student to be added.
3. **Due Date:** Use the Calendar Icon to designate the due date for the selected student(s).
4. **Available From:** Allows students to access the assessment on the selected date/time. Use the Calendar Icon to designate the Available From date for the selected student(s).
5. **Available Until:** Allows students to access the assessment until the selected date/time. Use the Calendar Icon to designate the Available Until date for the selected student(s).

Once the exceptions have been added, click the **Save** or **Save & Publish** button at the bottom of the page. The multiple due and available dates will be noted.

Online Quiz 1

Quiz Type	Graded Quiz
Points	10
Assignment Group	Quiz
Shuffle Answers	Yes
Time Limit	30 Minutes
Multiple Attempts	No
View Responses	Always
Show Correct Answers	Immediately
One Question at a Time	No

Due	For	Available from	Until
Mar 22	Everyone else	Mar 10 at 12am	Mar 22 at 11:59pm
Mar 27	1 student	Mar 10 at 12am	Mar 27 at 11:59pm

ADDITIONAL RESOURCES:

For more detailed information, consult the Canvas Guides for the following topics. To access the Canvas Guides, log into Canvas and click the **Help** link on the Global Navigation Menu on the left. Select **Search the Canvas Guides** from the meu. Click the link for **Canvas Guides**, then **Instructor Guides**.

- Once I publish a quiz, how do I use the Moderate Quiz page?
- Once I publish a quiz, how do I give my students extra attempts?
- Once I publish a timed quiz, how do I give my students extra time?
- How do I assign a quiz to an individual student?
- How do I assign an assignment to an individual student?
- How do I assign a graded discussion to an individual student?