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.

	D1 > Assign	iments	
) Home Int Announcement		Search for Assignment	+Group + Assignment :
Syllabus Modules		ij ≁ Assignments	+ :
s Grades		ii 🕼 Unnamed Quiz	S :
Assignments Google Drive LockDown Broy	weer	H x2 practice	• :
Zoom		ii * Discussions	+ :
Rubrics People	Ø Ø		
Collaborations Discussions	Ø Ø		+ :
Quizzes Files	Ø Ø	Individual Assignment: [Title Here] Week I: [Title or Theme Here] Module	Ē 🛛 :
Pages Outcomes	ø	ij • Quizzes	+ :
Settings		Week 1: [Title Here] Week 1: [Title or Theme Here] Module	F: • :
		ii • Special Projects	+ :
		No assignments in this group	

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

Home		Search for Quiz	+ Quiz
Announcements	5 -		
Syllabus		 Assignment Quizzes 	
Modules			
Grades		practice 2 pts 2 Questions	 Image: Image: Ima
Assignments			
Google Drive		22 Quiz: [Title Here]	 :
LockDown Brov	vser	S2 Unnamed Quiz	
Zoom		Available Multiple Dates Due Multiple Dates	⊘ 🗄
Attendance		37 Unnamed Quiz	\bigcirc :
Rubrics	ø		
People	ø		
Collaborations	Ø		
Discussions	Ø		
Quizzes	ø		
Files	ø		
Pages	Ø		
Outcomes	Ø		
Mediasite Collec	ction		
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 Announcements	5							Poir	nts 0 🛇 Not F	Published
Syllabus Modules		Details Questions								
Grades		Name the Quiz Here								
Assignments		Quiz Instructions:								
Google Drive		Edit View Insert Form	at Tools Table							
LockDown Brow	/ser	12pt \lor Paragraph \lor	BIUA	✓ <u>ℓ</u> ∨ ⊤ ² ∨	& ~ & ~	$\mathbb{P}_{\mathfrak{g}} \vee \text{iff} \vee$	• 😾	≣∽≣∽	≝ :	
Zoom										
Attendance		Add quiz/exam instruct	ons here							
Rubrics	Ø									
People	ø									
Collaborations	Ø									
Discussions	Ø									
Quizzes	Ø									
Files	Ø									
Pages	Ø									
Outcomes	Ø	р						ú	(f) 5 words	∠ !!
Mediasite Collec	tion									
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	01 > Quiz	zes > Unnamed Quiz
Home		
Announcements	5	Points 0 \otimes 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 Brov	vser	$12 pt \lor \ Paragraph \lor \ \ B \ \ \underline{I} \ \ \ \ \underline{A} \lor \underline{\mathscr{A}} \lor \ \ \underline{\mathscr{A}} \lor \ \ \underline{\mathscr{A}} \lor \ \ \underline{\mathscr{B}} \lor \ \ \ \ \underline{\mathscr{B}} \lor \qquad \ \ \underline{\mathscr{B}} \lor \qquad \ \ \ \underline{\mathscr{B}} \lor \qquad \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
Zoom		
Attendance		Add quiz/exam instructions here
Rubrics	ø	
People	ø	
Collaborations	ø	
Discussions	ø	
Quizzes	ø	
Files	ø	
Pages	ø	
Outcomes	ø	p
Mediasite Colle	ction	

Now Click "+ New Question"

Home							Points 0	⊗ Not Published	:
Announcements							1 011100 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	users this quiz has changed				Cancel Sa	ve & Publish S	Save
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		Enter your question and multiple answers, then select the one correct answer.	
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{\mathbb{Z}} \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	.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	🔊 🛍
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:

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

Answers:

Correct Answer	This			
· · · · · · · · · · · · · · · · · · ·	the student chooses this answer:			
	ew Insert Format Tools Tabl $ extsf{Paragraph} arphi \mid old B \ I \ oldsymbol{ extsf{D}}$	& ~ & ~ ~ ~ ~	~ . ●	
Feedba				
Feedba	CK			
p		 	💼 👔 1 word	
				V ³ ∠ "
Possible Answer				

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

Possible Answer a			
Possible Answer ex	ample		
····			+ Add Another
			+ Add Anothe

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 Quiz Here	.+				Moderate This Quiz
Syllabus							(☉) SpeedGrader™
Modules		Add quiz/exam instructions here					
Grades		Add quiz/exaministructions here					
Assignments							
Google Drive							
LockDown Brov	wser						
Zoom							
Attendance						13	
Rubrics	ø	Quiz Type	Graded Quiz				
People	ø	Points					
Collaborations	ø	Assignment Group					
		Shuffle Answers					
Discussions	ø		75 Minutes				
Quizzes	Ø	Multiple Attempts					
Files	Ø	View Responses Show Correct Answers					
Pages	ø	One Question at a Time					
Outcomes	ø	Require Respondus LockDown					
Mediasite Colle	ction	Browser					
	00011	Required to View Quiz Results	No				
My Mediasite		Webcam Required	No				
Settings		Lock Questions After Answering	Yes				

Home Image: Provine Preview Edit Image: Preview Image: Preview </th <th>PRAC-00</th> <th>1⇒Qi</th> <th>uizzes > Name the Quiz Here</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	PRAC-00	1⇒Qi	uizzes > Name the Quiz Here						
Syllabus Name the Quiz Here (*) Modules Add quiz/exam instructions here (*) Grades Add quiz/exam instructions here - Assignments Google Drive LockDown Browser Zoom Attendace Rubrics Ø Quiz Type Grades Ø Points 1 1 People Ø Assignment Group Quizzes O Quizzes Collaborsions Ø Time Limit 75 Minutes - Quizzes Multiple Attempts No Piese Ø One Question at Time Piese Ø One Question at Time View Response Navas Pages Ø One Question at Time Vediasite Collection Browser Required to View Quiz Result No Modules Collection Required to View Quiz Result No -	Home				Published	Preview	🗞 Edit	:	Related Items
Spriadus Add quiz/exam instructions here SpeedGrader** Modules Add quiz/exam instructions here SepeedGrader** Assignments Google Drive SepeedGrader** LockDown Browser LockDown Browser SepeedGrader** Zoom View Company SepeedGrader** Attendance Quiz Type Gradel Quiz People Ø Assignment Group Quizzes Collaborations Ø Shuffle Answers Yes Discussions Ø Multiple Attempts No Files Ø One Question at a Time Yes Quizcos One Question at a Time Yes Show Correct Answers Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDow No Mediasite Collectivit Browser Webcam Required No	Announcements								Moderate This Quiz
Grades Add quiz/exam instructions here Assignments Google Drive Google Drive LockDown Browser Zoom Attendance Rubrics Ø Quiz Type Golaborations Ø Godel Quiz People Ø Godel Quiz Olaborations Ø Quisers Olaborations Ø Gomel Quiz Quizes Multiple Attemp ves Piscussions Ø Multiple Attemp Piscussions Ø One Question at at mediately Pages Ø One Question at at mediately Pages Ø Require Respondus LockDow Muddisite Required to View Quize Result No	Syllabus		Name the Quiz Here	.*					(☉ SpeedGrader™
Grades Assignments Assignments Image: Component of the second of the secon	Modules								
Google Drive Image: Construction of the section of the sectin of the section of the section of the section of the section of	Grades		Add quiz/exam instructions here						
LockDown Browser Zoom Attendance Rubrics Ø Quiz Typ Graded Quiz People Ø Assignment Group Quizzes Collaborations Ø Shuffle Answers Yes Discussions Ø Time Limit 75 Minutes Quizzes Ø Multiple Attempt No Show Correct Answers Immediately Pages Ø One Question at a Time Pages Ø One Question at a Time Pages Ø Require Respondus LockDown No Mediasite Collection Require Webcam Require No No	Assignments								
Zoom Attendance Rubrics Ø Quiz Type Graded Quiz People Ø Quiz Type I Collaborations Ø Assignment Group Quizzes Collaborations Ø Shuffle Answere Yes Quizzes Ø Multiple Attempte No Quizzes Ø Multiple Attempte No Files Ø Show Correct Answere Immediately Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDow o No Mediasite Collection Browser No No My Mediasite Keguired to Yies Quizz Resuto No	Google Drive								
Attendance Quiz Type Graded Quiz Rubrics Ø Quiz Type Graded Quiz People Ø Assignment Group Quizzes Collaborations Ø Shuffle Answers Yes Discussions Ø Multiple Attempts No Quizzes Ø Multiple Attempts No Files Ø One Question at a Time Homediately Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDow No MyMediasite Required to View Quiz Result No Guizeet Required to View Quiz Result No	LockDown Brow	ser							
Rubrics Ø Quiz People Ø One Olaborationo Ø Ostastignment Group Quizes Collaborationo Ø Shuffel Answer Sec Discussions Ø Multiple Attempt Solinutes Quizes Ø Multiple Attempt Nove Pages Ø Nove Orecret Answer Immediately Pages Require Respondus LockDow Nove Nove Multiple Attempt Browser Solinutes Solinutes Multiple Attempt Nove Solinutes Solinutes Pages Ø One Question at Tames Solinutes Multiple Attempt Browser Solinutes Solinutes Multiple Attempt Nove Solinutes Solinutes Solinutes Require Respondus LockDow Solinutes Solinutes Multiple Attempt Browser Solinutes Solinutes Solinutes Webcam Require Solinutes Solinutes	Zoom								
Number Point Point Point Point People Ø Assignment Group Quizzes Collaborations Ø Shuffle Answer Yes Discussions Ø Multiple Attempts No Quizzes Ø Multiple Attempts No Quizzes Ø Multiple Attempts No Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser So No My Mediasite Kequired to View Quiz Results No Outcomes Required to View Quiz Results No Required to View Quiz Results No	Attendance							10	
People Ø Point 1 Collaboration Ø Assignment Group Quizzes Discussions Ø Shuffle Answers Ys Quizzes Ø Multiple Attempts No Quizzes Ø Multiple Attempts No Pages Ø Show Correct Answers Imediately Nutcomest Ø One Question at attempts Ys Multiple Hart Browser Ys Ys MyMediasity Required to Vise Wag Requires No	Rubrics	ø	Quiz Type	Graded Quiz					
Assignment Group Quizzes Collaborations Image: Shuffle Answers Yes Discussions Image: Shuffle Answers 75 Minutes Quizzes Image: Multiple Attempts No Quizzes Image: Show Correct Answers Naways Files Show Correct Answers Image: Minutes Outcomes Require Respondus LockDown No Muthaiste Collector Browser No My Mediasite Required to View Quiz Result No	People	Ì	Points	1					
Shuffle Answer Yes Discussions Ø Time Limit 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 Required to View Quiz Result No My Mediasite Webcam Required No			Assignment Group	Quizzes					
Quizzes Ø Multiple Attempts No Files Ø View Responses Always Files Ø Show Correct Answers Immediately Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser Required to View Quiz Results No My Mediasite Webcam Required No	Collaborations		Shuffle Answers	Yes					
Files Ø View Responses Always Files Ø Show Correct Answers Immediately Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser No My Mediasite Webcam Require No	Discussions	Ø	Time Limit	75 Minutes					
Files Show Correct Answers Immediately Pages Ø One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser No My Mediasite Webcam Required No	Quizzes	Ø	Multiple Attempts	No					
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 No	Files	ø							
One Question at a Time Yes Outcomes Ø Require Respondus LockDown No Mediasite Collection Browser Required to View Quiz Results No My Mediasite Webcam Required No	Pages	đ							
Mediasite Collection Browser Required to View Quiz Results No Wy Mediasite Webcam Required No	-								
Mediasite Collection Required to View Quiz Results No My Mediasite Webcam Required No	Outcomes	Ś		No					
My Mediasite Webcam Required No	Mediasite Collec	tion		N					
	My Mediasite								
	Settings								

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:

Home	Search for Quiz	+ Qui
Announcements		
Syllabus Modules	Assignment Quizzes	
Grades Assignments	TEST EXAMPLE Available until Mar 31 Sign Due Mar 31 at 11:59µm 1 pt 1 Question	0
Google Drive	彩 Example 1pt 1 Question	\otimes
LockDown Browser Zoom	Name the Quiz Here 2pt: 2 Questions	0
Attendance Rubrics Ø	2 practice 2 pts / 2 Questions	0
People Ø Collaborations Ø	vp practice	0
Discussions Ø Quizzes	27 Quiz: [Title Here]	•
Files	27 Quiz: [Title Here]	0
Pages Ø		
Outcomes Ø	·	

Once in the Quiz, click "Edit"

Home					Published Pre	view 🗞 Edit 🗄	Related Items
Announcements		TECTE					Moderate This Quiz
Syllabus		IEST E	XAMPLE				(♡) SpeedGrader™
Modules			Quiz Turco	Graded Quiz			
Grades			Points				
Assignments			Assignment Group				
Google Drive			Shuffle Answers	•			*
LockDown Brow			Time Limit	75 Minutes			
	ser		Multiple Attempts	No			
Zoom			View Responses	Always			
Attendance			Show Correct Answers				
Rubrics	Ø		One Question at a Time				
People	Ø	Requ	ire Respondus LockDown Browser	No			
Collaborations	ø	Requ	uired to View Quiz Results	No			
Discussions	ø		Webcam Required	No			
Quizzes	Ø	Due	For	Available from	Until		
Files	Ø		FUI				
Pages	ø	Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:59p	im	
Outcomes	ø						

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	m	
	Available from	Until	
	Mar 30 12am	mar 31 11:59pm	
	Tue Mar 30, 2021	Wed Mar 31, 2021 1	1:59pm
		$+ \operatorname{Add}$	

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

Assign				×
	Assign to			
	Everyone X			
	Due			
	Mar 31 11:59pm			
	Wed Mar 31, 2021 11:	59pm		
	Available from		Until	
	Mar 30 12am		Mar 31 11:59pm	
	Tue Mar 30, 2021		Wed Mar 31, 2021 11:	59pm
_				
	Assign to			×
	1			
	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 \times		
Due		
Mar 31 11:59pm		
Wed Mar 31, 2021 11:59pm		
Available from	Until	
Mar 30 12am	Mar 31 11:59pm	
Tue Mar 30, 2021	Wed Mar 31, 2021 11:	
		×
Assign to		
Name		
No results found		
		-
Mar 24 11:59pm		i
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm		
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from	Until	
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from Mar 10 12am	Until Mar 24 11:59pm	
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from	Until Mar 24 11:59pm	
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from Mar 10 12am Wed Mar 10, 2021	Until Mar 24 11:59pm Wed Mar 24, 2021	
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from Mar 10 12am Wed Mar 10, 2021	Until Mar 24 11:59pm	
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from Mar 10 12am Wed Mar 10, 2021	Until Mar 24 11:59pm Wed Mar 24, 2021	
Mar 24 11:59pm Wed Mar 24, 2021 11:59pm Available from Mar 10 12am Wed Mar 10, 2021	Until Mar 24 11:59pm Wed Mar 24, 2021	

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 > Qi	uizzes > TEST E	EXAMPLE					6d Student View
Home					✓ Published	Preview 🗞 Edit 🚦	Related Iter	ns
Announcements							Ø Moderat	e This Quiz
Syllabus		TEST EX	KAMPLE				() SpeedGr	ader™
Modules			Oute Trees	Graded Quiz				
Grades			Points					
Assignments			Assignment Group					
Google Drive			Shuffle Answers	No				
LockDown Brow	cor		Time Limit	75 Minutes				
	501		Multiple Attempts					
Zoom			View Responses					
Attendance			Show Correct Answers					
Rubrics	ø	Dom	One Question at a Time ire Respondus LockDown					
People	Ø	Kequ	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 11:5	59pm		
Outcomes	ø				1			
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
Student, Test			1	

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 prize of	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"

Home					Published	review 🗞 Edit 🗄	Related Iten	ns	
Announcements							Moderate This Quiz		
yllabus TEST EXAMPLE			KAMPLE				(☉) SpeedGrader™		
Modules				Graded Quiz					
Grades			Points	-					
Assignments			Assignment Group						
Google Drive			Shuffle Answers	No					
LockDown Brows	ser		Time Limit	75 Minutes					
Zoom			Multiple Attempts						
			View Responses						
Attendance			Show Correct Answers						
Rubrics	Ø		One Question at a Time						
People	ø	Requ	ire Respondus LockDown Browser	No					
Collaborations	ø	Required to View Quiz Results		No					
Discussions	ø		Webcam Required						
Quizzes	ø								
Files	ø	Due	For	Available from	Until				
Pages	ø	Mar 31	Everyone	Mar 30 at 12am	Mar 31 at 11:5	9pm			
	ø								
Outcomes	YE			Preview					

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.