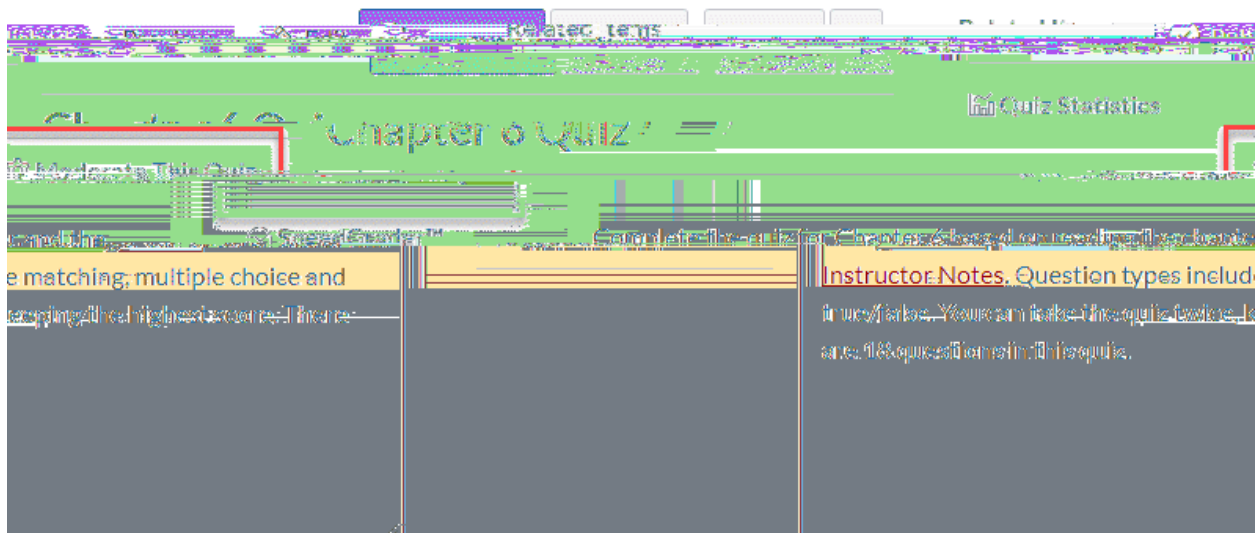


Extending Testing Time in MyClasses Canvas Step-by-Step Guide

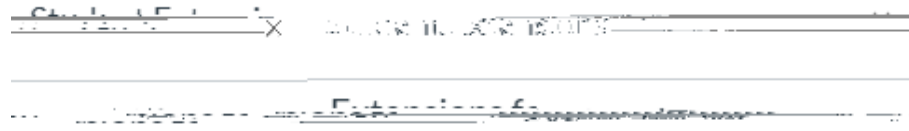
Students with approved testing accommodations are often allowed additional time on tests, exams and quizzes. After an assessment is published in the Quizzes tool, the Moderate this Quiz feature allows an instructor to add additional time to an individual student's attempt. The process must be repeated for each assessment within the course.

1. Within your course, select **Quizzes**.
2. Click on the title of the specific assessment.
3. In order for the Moderate this Quiz feature to be available, ensure that the assessment is **Published**.
4. On the right, under Related items, select **Moderate This Quiz**.



5. Locate the student's name and click on the pencil icon to edit settings.
6. In the section for **Extra time on every attempt** enter the additional time the student is allowed according to their accommodation. The current amount of time for the assessment is displayed for your convenience. For example, if a student has an accommodation of time and a half for a 25

minute assignment, you would enter 13 in the minutes text box.



7. Click **Save**.