




## EXTENDING TIME DURING QUIZ IN CANVAS

**If a student is currently taking a quiz in Canvas and has an issue you can extend their time to complete it.**

- Click on the **Quiz** you need to adjust
- Open the **Moderate Quiz** page in the top right corner of the Quiz assignment in progress.
- The student’s remaining time will display next to a clock icon. To extend time on the quiz, click the **clock icon**. Canvas will show you what time the quiz began and what time it is scheduled to end.

### Moderate Quiz

Search People						Filter
<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score		
<input type="checkbox"/> Boone, Emily	2	00:12 	8	8		
<input type="checkbox"/> Doe, Jessica	1	finished in 1 minute	9	7.0		

- In the minutes field (1) enter the number of extra minutes you want to give the student as part of their current attempt. In the time drop-down menu (2), choose whether you want to add those minute so the current time (**now**) or the scheduled end time (**current end time**).

#### Extend Quiz Time ×

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

**Started:** Jul 10 at 11:54am  
**Ending:** Jul 10 at 11:56am

End the quiz  minutes from now

Maximum of 1440 minutes (24 hours)

Cancel
Extend Time

- Click **Extend time** to accept these changes. You will see the student’s remaining time change. They will also see their remaining time change to what you have set.

Notes:

*It may take a few minutes for the time to update in the student’s view.*

*If you change the time relative to the Now option, you could inadvertently give the student less time than originally given. If you give a student less time, a warning will show asking if you are sure you want to do this.*

***You cannot give students time past the set available until date and time. The exam will be automatically submitted at the until time, even if you have extended time past then. We recommend you DO NOT set an until time on ProctorU quizzes in Canvas.***