

# Quick Reference – Moderate Quiz

## About

Use the “Moderate Quiz” feature to allow for student extensions (exceptions). The types of extensions that may be given to an individual student include:

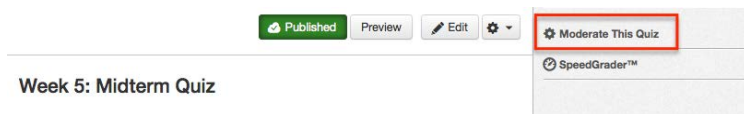


- Giving a student an additional attempt
- Allowing a student to take a Quiz before the Available From date
- Allowing a student to take a Quiz after the Available Until date
- Allowing a student to have Extra Time on a Quiz

## Select Student(s) and Add Extension(s)

### Access Moderate Quiz

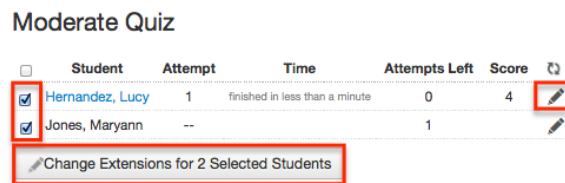
Click on the Title of a Quiz to see the option to “Moderate this Quiz”



### Select one or more students

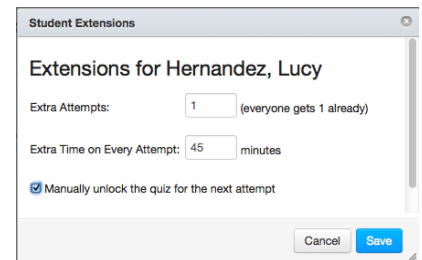
From within the Moderate Quiz option, edit and create an extension for a single student or multiple students

- Click on the Edit pencil to add an Extension for one student
- Checkmark to the left of multiple students and select “Change Extensions” to add an Extension for multiple students



### Add one or more extensions

- **Extra Attempts** – if the student has already taken the Quiz, allow for an extra attempt by entering 1 or more.
- **Extra Time** - If the student needs extra time on a Quiz (ex. the Time Limit is 45 and they need 90 minutes), then enter the “extra time” needed for the student.
- **Unlock:** If the Available From date has not yet been reached and the student is taking the Quiz early, checkmark the box to “Manually unlock the quiz for the next attempt”. If the Available Until date has passed and the student is taking the Quiz late, checkmark the box to “Manually unlock the quiz for the next attempt”.



**Note:** Manually unlocking the quiz means that there is no end date for the Quiz for the selected student.

## Add an Extension while a quiz is in progress

Within Moderate Quiz you may also notice that a quiz is in progress when you see a running clock under the Time column for a student. If there is a need to adjust a Quiz while it is in progress:

- Click on the Clock icon



- Add a specific time for the Quiz to end for the student

### 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: Sep 16 at 12:25pm

Ending: Sep 16 at 1:10pm

End the quiz  minutes from

## Resources

- For more information, refer to the Canvas guide on [how to use the moderate quiz](#).
- To give students different availability and due dates, we recommend using the [Differentiated Assignments feature](#).