

Canvas Guide: How to Adjust for Student Exam Accommodations

UBC CENTRE FOR ACCESSIBILITY

UPDATED AUGUST 2023

Table of Contents

- I. Add Time in Classic Canvas for Extended Time Accommodation
- II. Add Time in New Canvas for Extended Time Accommodation

Add Time in Classic Canvas for Extended Time Accommodation

UBC CENTRE FOR ACCESSIBILITY CANVAS GUIDE – SECTION I

Step 1: Locate the Canvas Quiz

≡ > Quizzes B. Find the quiz you need to adjust and click the title.

Search for Quiz

+ Quiz ⋮

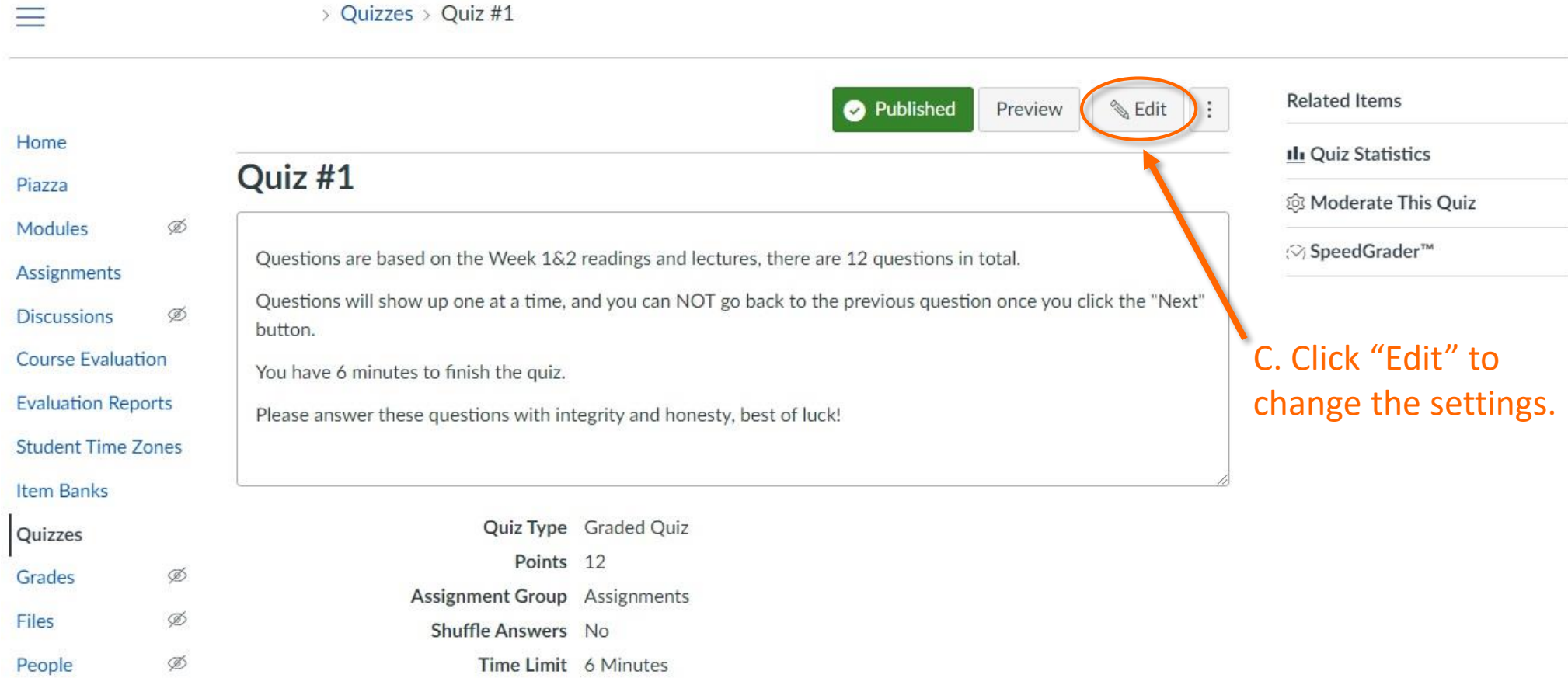
Home
Piazza
Modules
Assignments
Discussions
Course Evaluation
Evaluation Reports
Student Time Zones
Item Banks
Quizzes
Grades
Files

▼ Assignment Quizzes

Quiz #1	Available Multiple Dates Due Multiple Dates 12 pts 12 Questions	✓ ⋮
Quiz #2	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓ ⋮
Quiz #3	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓ ⋮
Quiz #4	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓ ⋮
Quiz #5	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓ ⋮

A. In the course menu, click “Quizzes”.

Step 2: Edit the Canvas Quiz



The screenshot shows the Canvas LMS interface for editing a quiz. The top navigation bar includes a hamburger menu, a breadcrumb trail '> Quizzes > Quiz #1', and a toolbar with 'Published' (green), 'Preview', 'Edit' (circled in orange with an arrow pointing to it), and a dropdown menu. The left sidebar lists navigation options: Home, Piazza, Modules, Assignments, Discussions, Course Evaluation, Evaluation Reports, Student Time Zones, Item Banks, Quizzes (selected), Grades, Files, and People. The main content area is titled 'Quiz #1' and contains instructions: 'Questions are based on the Week 1&2 readings and lectures, there are 12 questions in total.', 'Questions will show up one at a time, and you can NOT go back to the previous question once you click the "Next" button.', 'You have 6 minutes to finish the quiz.', and 'Please answer these questions with integrity and honesty, best of luck!'. The right sidebar, titled 'Related Items', includes links for 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader™'. At the bottom, a table displays quiz settings.

Quiz Type	Graded Quiz
Points	12
Assignment Group	Assignments
Shuffle Answers	No
Time Limit	6 Minutes

C. Click "Edit" to change the settings.

Step 3: Adjust Time Limit

Quiz Type Graded Quiz ▼

Assignment Group Assignments ▼

Options

☐ Shuffle Answers

☒ Time Limit 120 Minutes

☐ Allow Multiple Attempts

☐ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

D. Make sure the time limit is set for the regular class exam duration.

Step 4a: Adjust Quiz Availability Period

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

☐ Require Respondus LockDown Browser

Assign

Assign to

Everyone X

Due

May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Fri, May 12, 2023, 12:00 p.m.

Until

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

+ Add

E. Click “Add” to adjust the quiz availability period for students who have extended time accommodations.

☐ Notify users this quiz has changed

Cancel

Save

Step 4b: Adjust Quiz Availability Period

Assign

Assign to

Everyone Else

Due

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Fri, May 12, 2023, 12:00 p.m.

Until

May 12, 2023, 2:15

Fri, May 12, 2023, 2:00 p.m.

Assign to

Matthew

Michael

Due

May 12, 2023, 3:15 p.m.

Available from

May 12, 2023, 12

Fri, May 12, 2023, 12:00 p.m.

Until

May 12, 2023, 3:15

Fri, May 12, 2023, 3:15 p.m.

+ Add

☐ Notify users this quiz has changed

Cancel Save

F. In the new “Assign to” box, type in a student’s name, then select them from the drop down menu to add them to the list of exceptions.

G. Enter their start and end time plus additional buffer time for internet or tech issues. In this case, we’ve added 15 minutes on top of their extended time.

*Buffer times do not afford students more time than they are entitled to as we will end exams at the appropriate time.

Step 4c: Adjust Quiz Availability Period

Assign

Assign to

Everyone Else

Due

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Fri, May 12, 2023, 12:00 p.m.

Until

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

Assign to

Matthew

Michael

Due

May 12, 2023, 3:15 p.m.

Available from

May 12, 2023, 12

Until

May 12, 2023, 3:15 p.m.

Fri, May 12, 2023, 3:15 p.m.

+ Add

☐ Notify users this quiz has changed

Cancel Save

H. If you have students who will start or end at a different time than others, you'll need to add an additional "Assign to" box for them.

Step 5: Save your Settings

Assign

Assign to

Everyone Else

Due

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Fri, May 12, 2023, 12:00 p.m.

Until

May 12, 2023, 2:

Fri, May 12, 2023, 2:00 p.m.

Assign to

Matthew

Michael

Due

May 12, 2023, 3:15 p.m.

Available from

May 12, 2023, 12

Fri, May 12, 2023, 12:00 p.m.

Until

May 12, 2023, 3:

Fri, May 12, 2023, 3:15 p.m.

+ Add

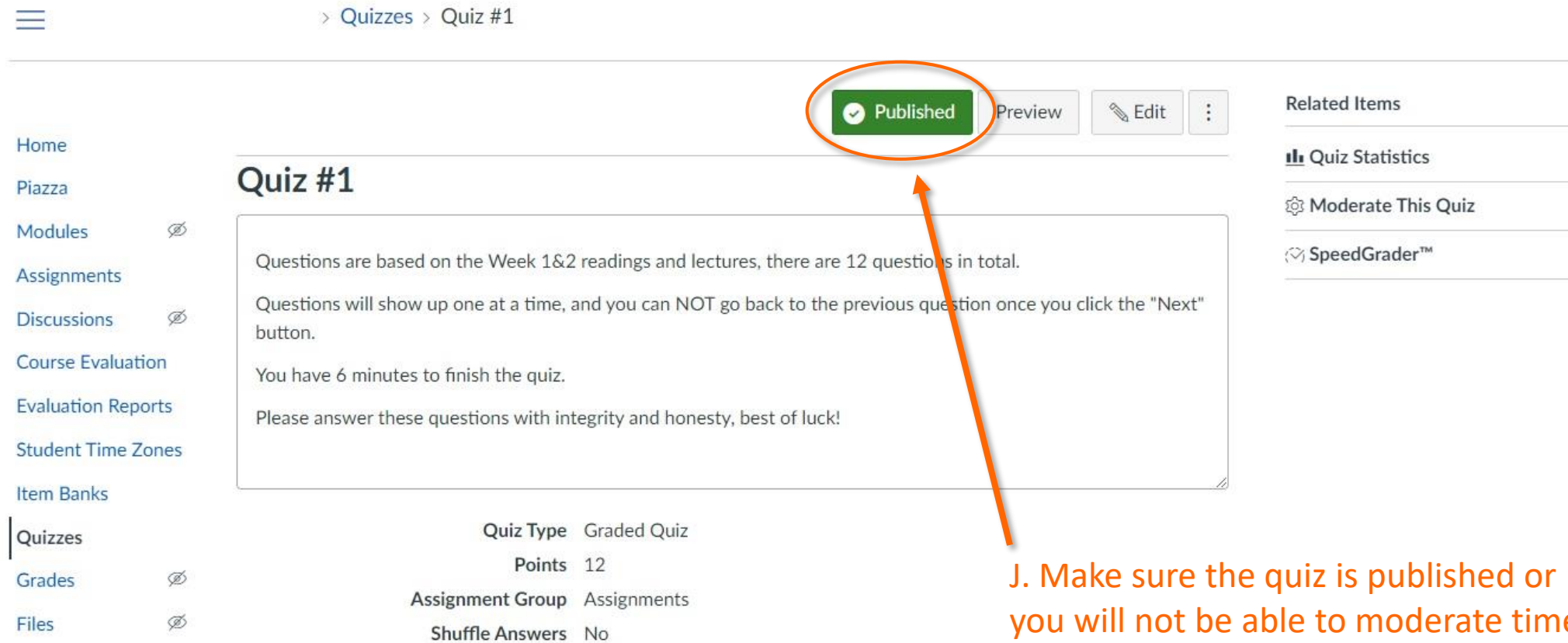
I. Don't forget to click "Save" at the bottom of the page so that your changes are saved.

☐ Notify users this quiz has changed

Cancel

Save

Step 6: Publish Quiz to Moderate Time



The screenshot shows a web interface for managing a quiz. At the top, there is a breadcrumb trail: > Quizzes > Quiz #1. Below this, there is a navigation menu on the left with links: Home, Piazza, Modules, Assignments, Discussions, Course Evaluation, Evaluation Reports, Student Time Zones, Item Banks, Quizzes (highlighted), Grades, and Files. The main content area is titled 'Quiz #1' and contains the following text: 'Questions are based on the Week 1&2 readings and lectures, there are 12 questions in total.', 'Questions will show up one at a time, and you can NOT go back to the previous question once you click the "Next" button.', 'You have 6 minutes to finish the quiz.', and 'Please answer these questions with integrity and honesty, best of luck!'. Above the quiz content, there are four buttons: 'Published' (green with a checkmark, circled in orange), 'Preview', 'Edit', and a menu icon. An orange arrow points from the 'Published' button to the text at the bottom right. On the right side, there is a 'Related Items' section with links: 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader™'. Below the quiz content, there is a table with quiz details:

Quiz Type	Graded Quiz
Points	12
Assignment Group	Assignments
Shuffle Answers	No

J. Make sure the quiz is published or you will not be able to moderate time.

Step 7a: Moderate for Extended Time

The screenshot shows the Canvas LMS interface for a quiz. On the left is a navigation menu with links: Home, Piazza, Modules, Assignments, Discussions, Course Evaluation, Evaluation Reports, Student Time Zones, Item Banks, Quizzes (highlighted), Grades, and Files. The main content area is titled 'Quiz #1' and contains the following text: 'Questions are based on the Week 1&2 readings and lectures, there are 12 questions in total.', 'Questions will show up one at a time, and you can NOT go back to the previous question once you click the "Next" button.', 'You have 6 minutes to finish the quiz.', and 'Please answer these questions with integrity and honesty, best of luck!'. Above this text are buttons for 'Published' (green), 'Preview', 'Edit', and a menu icon. To the right, under 'Related Items', are links for 'Quiz Statistics', 'Moderate This Quiz' (circled in orange), and 'SpeedGrader'. An orange arrow points from the text below to the 'Moderate This Quiz' button.

Quiz #1

Questions are based on the Week 1&2 readings and lectures, there are 12 questions in total.

Questions will show up one at a time, and you can NOT go back to the previous question once you click the "Next" button.

You have 6 minutes to finish the quiz.

Please answer these questions with integrity and honesty, best of luck!

Quiz Type Graded Quiz

Points 12

Assignment Group Assignments

Shuffle Answers No

Related Items

- Quiz Statistics
- Moderate This Quiz
- SpeedGrader

K. Click on "Moderate This Quiz" in order to add extended time for the students who have time accommodations.

Step 7b: Moderate for Extended Time

Moderate Quiz

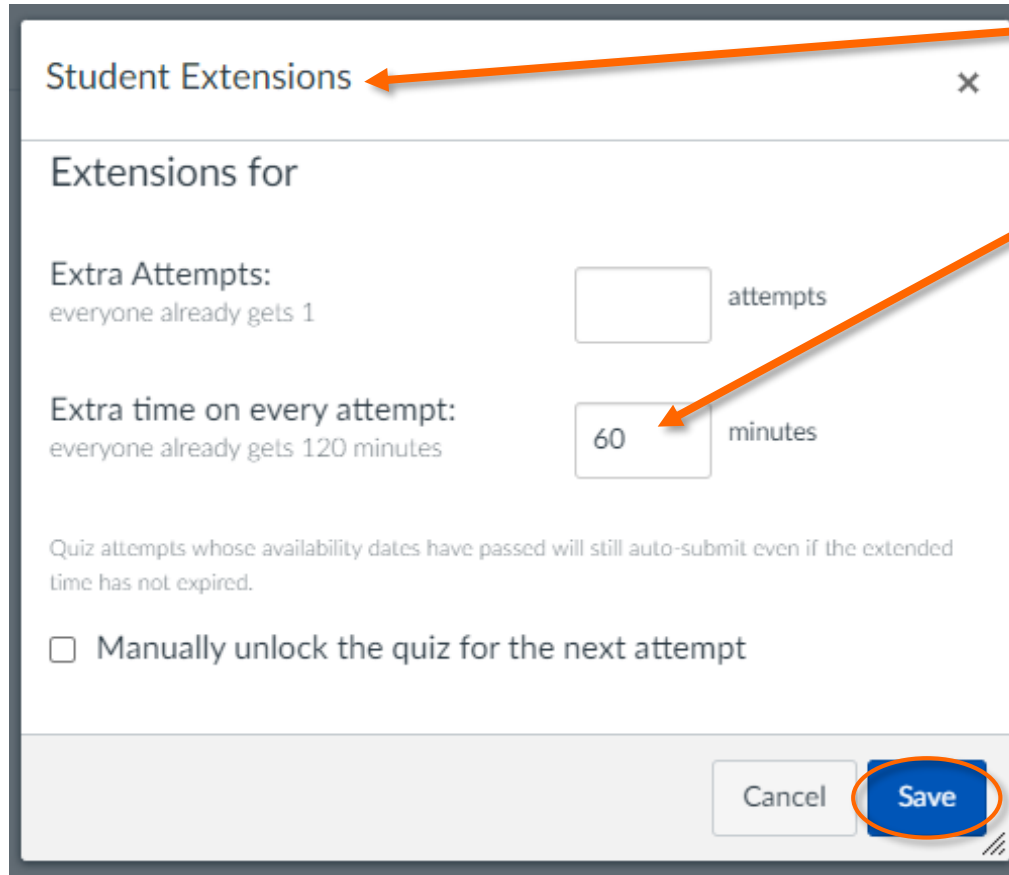
L. Use the search bar to find the student.

student Filter

☐ Student	Attempt	Time	Attempts Left	Score	
☐ Student, Test	--		1		

M. Click on the pencil icon (✎) to edit the student's writing time.

Step 7c: Moderate for Extended Time



The screenshot shows a 'Student Extensions' dialog box. It has a title bar with a close button (X). The main content area is titled 'Extensions for'. It contains two sections: 'Extra Attempts:' with a text input field showing '1' and the label 'attempts'; and 'Extra time on every attempt:' with a text input field showing '60' and the label 'minutes'. Below these is a note: 'Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.' At the bottom, there is a checkbox labeled 'Manually unlock the quiz for the next attempt'. At the very bottom are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange circle. Three orange arrows point from external text blocks to the dialog: one to the title bar, one to the '60' input field, and one to the 'Save' button.

Student Extensions

Extensions for

Extra Attempts:
everyone already gets 1

Extra time on every attempt:
everyone already gets 120 minutes

60 minutes

Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.

☐ Manually unlock the quiz for the next attempt

Cancel Save

N. A new window will pop up for time extensions.

O. In "Extra time on every attempt", type in the amount of time (in minutes) that the student will receive on top of the regular class exam duration.

If the student has 1.5x extended time accommodation, and the regular class exam duration is 120 minutes, then the student will receive an additional 60 minutes.

P. Don't forget to save your adjustments.

Step 7d: Moderate for Extended Time

Moderate Quiz

student					Filter
☐ Student	Attempt	Time	Attempts Left	Score	⌵
☐ Student, Test gets 60 extra minutes on each attempt	--		1		

Q. After saving, you should see that the student's extended time has been.

R. Repeat steps 7b & 7c for additional students as necessary.

Add Time in New Canvas for Extended Time Accommodation

UBC CENTRE FOR ACCESSIBILITY CANVAS GUIDE – SECTION II

Step 1: Locate the Canvas Quiz

≡ > Quizzes B. Find the quiz you need to adjust and click the title.

Search for Quiz + Quiz ⋮

Home
Piazza
Modules
Assignments
Discussions
Course Evaluation
Evaluation Reports
Student Time Zones
Item Banks
Quizzes
Grades
Files

▼ Assignment Quizzes

Quiz #1	Available Multiple Dates Due Multiple Dates 12 pts 12 Questions	✓	⋮
Quiz #2	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓	⋮
Quiz #3	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓	⋮
Quiz #4	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓	⋮
Quiz #5	Available Multiple Dates Due Multiple Dates 10 pts 10 Questions	✓	⋮

A. In the course menu, click “Quizzes”.

Step 2: Adjust Quiz Availability Period

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

<https://ubc.quiz-lti-yul-prod.instructu> Find

Assign

Assign to

Everyone X

Due

May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Until

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

+ Add

C. Click “Add” to adjusted the quiz availability period for students who have extended time accommodations.

☐ Notify users that this content has changed

Cancel

Save

Build

Rubric

+ Rubric

Step 3a: Adjust Quiz Availability Period

Assign

Assign to

Everyone Else

Due

May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Until

May 12, 2023, 2:00 p.m.

Fri, May 12, 2023, 2:00 p.m.

Assign to

Michael

Matthew

Due

May 12, 2023, 3:15 p.m.

Available from

May 12, 2023, 12

Until

May 12, 2023, 3:15 p.m.

Fri, May 12, 2023, 3:15 p.m.

+ Add

D. In the new “Assign to” box, type in a student’s name, then select them from the drop down menu to add them to the list of exceptions.

E. Enter their start and end time plus additional buffer time for internet or tech issues. In this case, we’ve added 15 minutes on top of their extended time.

*Buffer times do not afford students more time than they are entitled to as we will end exams at the appropriate time.

Step 3b: Adjust Quiz Availability Period

Assign

Assign to

Everyone Else

Due

May 12, 2023, 2:00 p.m.

Available from

May 12, 2023, 12

Until

May 12, 2023, 2:00 p.m.

Assign to

Michael

Matthew

Due

May 12, 2023, 3:15 p.m.

Available from

May 12, 2023, 12

Until

May 12, 2023, 3:15 p.m.

+ Add

F. If you have students who will start or end at a different time than others, you'll need to add an additional "Assign to" box for them.

Step 4: Save your Settings

×

Assign to

Michael × Matthew ×

Due

May 12, 2023, 3:15 p.m. 

Available from

May 12, 2023, 12 

Until

May 12, 2023, 3:15 p.m. 

Fri, May 12, 2023, 3:15 p.m.

+ Add

G. Don't forget to click "Save" at the bottom of the page so that your changes are saved.

☐ Notify users that this content has changed

Rubric

+ Rubric

Cancel Save Build

Step 5: Click on Build to Edit Quiz

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with links: Home, Zoom, Modules, Grades, Quizzes (highlighted), Piazza, Course Evaluation, Assignments, Discussions, Files, People, Pages, Syllabus, Outcomes, Rubrics, Media Gallery, My Media, and Settings. The main content area is titled 'Quizzes' and includes a search bar and a '+ Quiz' button. Below this is a table of quizzes under the heading 'Assignment Quizzes'. The table lists several quizzes with their status (e.g., Closed, Available Multiple Dates), due dates, and point values. An orange arrow labeled 'H. Locate the Quiz on the course page.' points to the 'Exam #1' row. Another orange arrow labeled 'I. Click on the three dots (⋮) for a list of options, then select "Build".' points to the three-dot menu icon in the rightmost column of the 'Exam #1' row. A dropdown menu is shown for 'Exam #1', containing the options: Edit, Build (circled in red), Duplicate, and Delete.

Search for Quiz

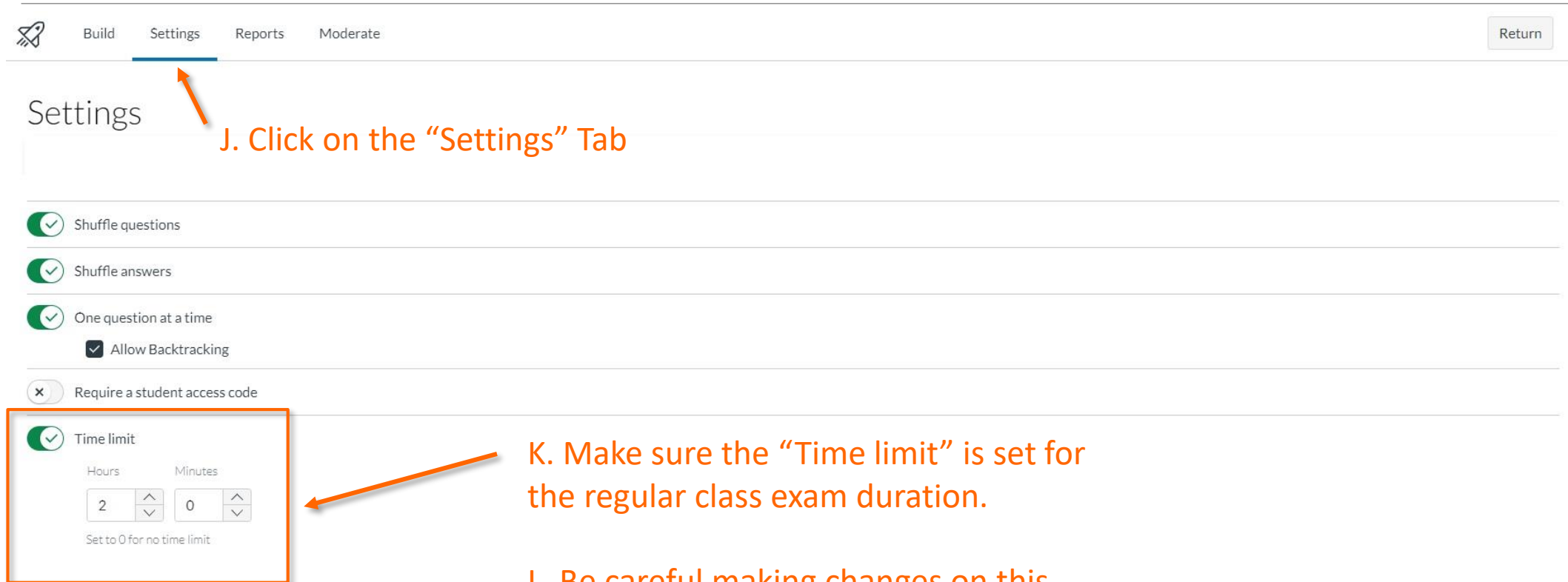
+ Quiz

▼ Assignment Quizzes

Closed	Due Feb 1, 2022 at 12:10pm	50 pts	⋮
Available Multiple Dates	Due Multiple Dates	50 pts	⋮
Available Multiple Dates	Due Multiple Dates	50 pts	⋮
Closed	Due Apr 26 at 11:15pm	50 pts	⋮
Closed	Due May 8 at 11:45am	50 pts	⋮
Exam #1		35 pts	⋮
Exam #2		50 pts	⋮
Exam #3		50 pts	⋮

Edit
Build
Duplicate
Delete

Step 6: Check the Settings Tab



The screenshot shows a web interface with a top navigation bar containing a rocket icon, 'Build', 'Settings' (highlighted with a blue underline), 'Reports', and 'Moderate'. A 'Return' button is in the top right. Below the navigation bar, the 'Settings' section is titled. An orange arrow points to the 'Settings' tab with the text 'J. Click on the "Settings" Tab'. The settings list includes: 'Shuffle questions' (checked), 'Shuffle answers' (checked), 'One question at a time' (checked), 'Allow Backtracking' (checked), and 'Require a student access code' (unchecked). The 'Time limit' section is highlighted with an orange box and an orange arrow. It shows 'Hours' set to 2 and 'Minutes' set to 0, with a note 'Set to 0 for no time limit'. An orange arrow points from the 'Time limit' section to the text 'K. Make sure the "Time limit" is set for the regular class exam duration.' and 'L. Be careful making changes on this page as your settings are saved automatically.'

Settings

J. Click on the "Settings" Tab

- ☒ Shuffle questions
- ☒ Shuffle answers
- ☒ One question at a time
- ☒ Allow Backtracking
- ☐ Require a student access code

☒ Time limit

Hours: 2 Minutes: 0

Set to 0 for no time limit

K. Make sure the "Time limit" is set for the regular class exam duration.

L. Be careful making changes on this page as your settings are saved automatically.

Step 7a: Check the Moderate Tab

M. Click on the "Moderate" Tab

N. Use the search bar to look up the student's name.

O. Click on the pencil icon (✎) to edit the student's writing time.

Student	Attempts	Score	Time	Log	Accommodations
John	---	---	---	---	✎ None

Step 7b: Check the Moderate Tab

John

These settings will be applied to all course assessments for this student.

Time adjustments

Time limit multiplier

Time limit multiplier

1.50

Cancel Save

P. Under “Time adjustments”, use the drop-down menu to select “Time limit multiplier”.

Q. Under “Time limit multiplier”, type in the extended time accommodation that this student has. If the student has 1.5x time, type that in.

R. Don’t forget to save your settings.

Step 7c: Check the Moderate Tab

 Build Settings Reports **Moderate** Return

Moderate

Show All ▼

Student	Attempts	Score	Time	Log	Accommodations
 John	---	---	---	---	 Time: multiplied by 1.5 Moderate

S. After saving, you can see the changes here.

T. Repeat steps 7a & 7b for each student you need to adjust extended time for.

Questions or Concerns?

If you have any questions about these processes, please contact an Exam Coordinator by emailing exam.coordinator@ubc.ca or calling (604) 822 - 0952.