

# Canvas Guide: How to Adjust for Student Exam Accommodations

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UBC CENTRE FOR ACCESSIBILITY

UPDATED AUGUST 2023

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# Add Time in Classic Canvas for Extended Time Accommodation

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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



> Quizzes > Quiz #1

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

Published Preview  Edit ⋮

## 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
Time Limit	6 Minutes

### Related Items

- Quiz Statistics
- Moderate This Quiz
- SpeedGrader™

C. Click "Edit" to change the settings.

# Step 3: Adjust Time Limit

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Quiz Type

Assignment Group

**Options**

Shuffle Answers

Time Limit  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** **Until**

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

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:

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, 12:00 p.m.

Until

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

Assign to

Matthew Michael

Due

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

Available from

May 12, 2023, 3:00 p.m.

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, 12:00 p.m.

Until

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

Assign to

Matthew Michael

Due

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

Available from

May 12, 2023, 3:00 p.m.

Until

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 quiz management interface. At the top, there is a breadcrumb trail: > Quizzes > Quiz #1. Below this, there are several buttons: 'Published' (highlighted with an orange circle and an arrow), 'Preview', 'Edit', and a three-dot menu. 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!'. On the right side, there is a 'Related Items' section with links for 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader™'. On the left side, there is a navigation menu with links for Home, Piazza, Modules, Assignments, Discussions, Course Evaluation, Evaluation Reports, Student Time Zones, Item Banks, Quizzes, Grades, and Files.

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

Published Preview Edit

Related Items

- Quiz Statistics
- Moderate This Quiz
- SpeedGrader™

Home

Piazza

Modules

Assignments

Discussions

Course Evaluation

Evaluation Reports

Student Time Zones

Item Banks

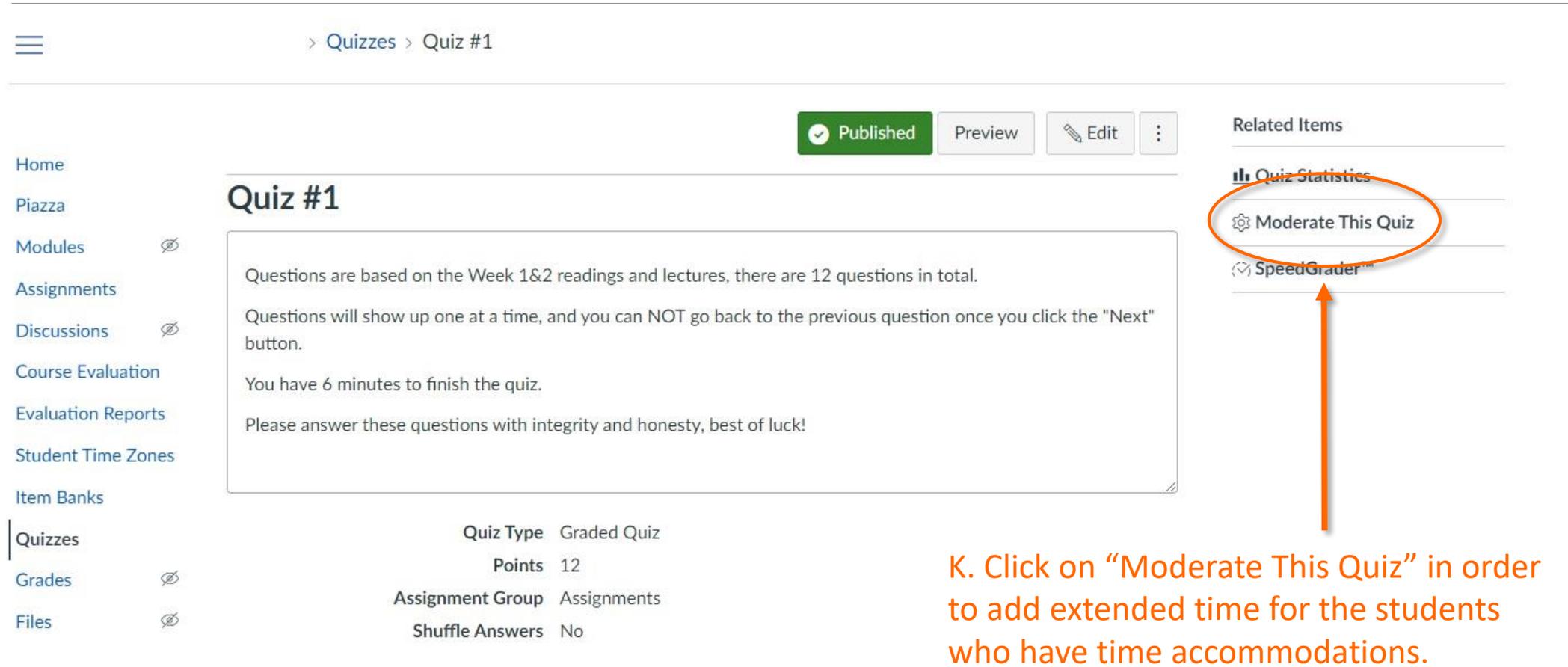
Quizzes

Grades

Files

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

# Step 7a: Moderate for Extended Time



> Quizzes > Quiz #1

**Published** Preview Edit ⋮

## 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!

Related Items

- Quiz Statistics
- Moderate This Quiz**
- SpeedGrader™

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

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.

<input type="text" value="student"/>	Filter				
<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	⌵
<input type="checkbox"/> Student, Test	--		1		

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

# Step 7c: Moderate for Extended Time

Student Extensions

Extensions for

Extra Attempts:  
everyone already gets 1

Extra time on every attempt:  
everyone already gets 120 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
<input type="checkbox"/>	Student	Attempt	Time	Attempts Left	Score	↺
<input type="checkbox"/>	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

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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.

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

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 📅 Until 📅

May 12, 2023, 12 📅 May 12, 2023, 3: 📅  
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

Cancel Save Build

Rubric

+ Rubric

# Step 5: Click on Build to Edit Quiz

Search for Quiz

> Quizzes

+ Quiz

Home

Zoom

Modules

Grades

Quizzes

Piazza

Course Evaluation

Assignments

Discussions

Files

People

Pages

Syllabus

Outcomes

Rubrics

Media Gallery

My Media

Settings

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	✓	⋮
<b>Exam #1</b>		35 pts	✓	⋮
<b>Exam #2</b>		50 pts	✓	⋮
<b>Exam #3</b>		50 pts	✓	⋮

Edit

**Build**

Duplicate

Delete

H. Locate the Quiz on the course page.

I. Click on the three dots (⋮) for a list of options, then select "Build".

# Step 6: Check the Settings Tab

Build Settings Reports Moderate Return

## 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

Build Settings Reports Moderate Return

Moderate

john

Show All

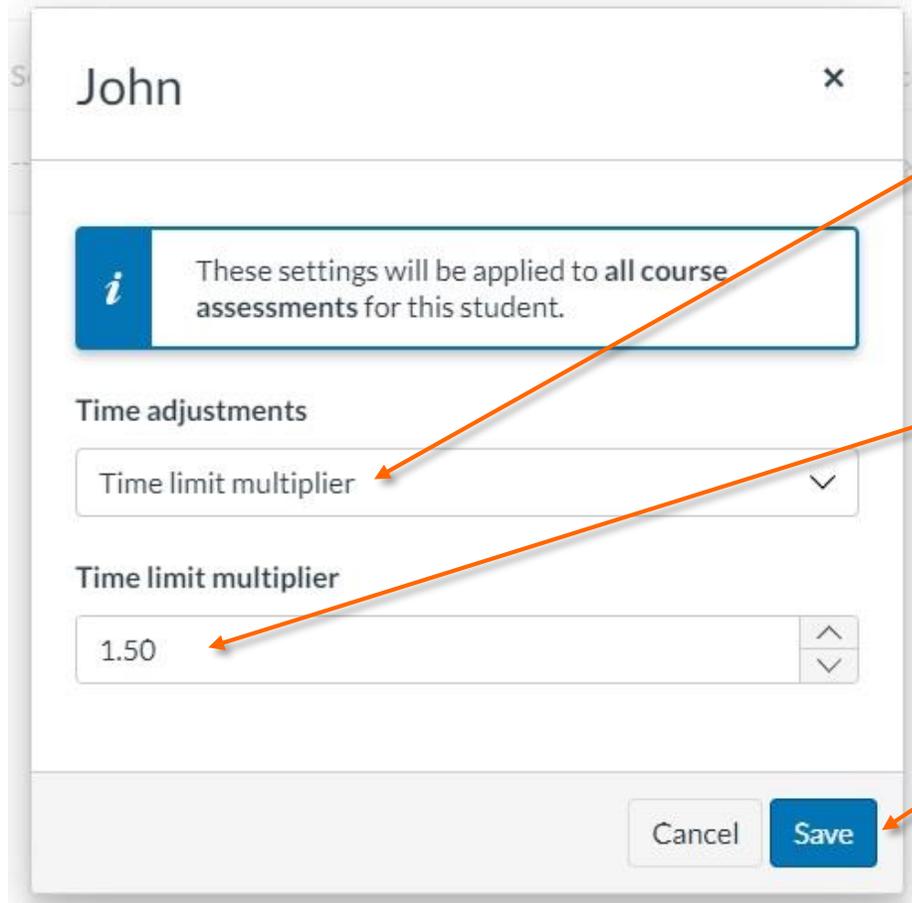
Student	Attempts	Score	Time	Log	Accommodations
John	---	---	---	---	None

Moderate

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.

# Step 7b: Check the Moderate Tab



The screenshot shows a settings window for a student named John. At the top, there is a header with the name 'John' and a close button (X). Below the header is an information box with a blue 'i' icon and the text: 'These settings will be applied to all course assessments for this student.' Underneath is a section titled 'Time adjustments' containing a dropdown menu currently set to 'Time limit multiplier'. Below that is a section titled 'Time limit multiplier' containing a text input field with the value '1.50' and up/down arrow buttons. At the bottom of the window are two buttons: 'Cancel' and '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

Moderate

john

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?

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