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Step 1: Locate the Canvas Quiz

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

B. Find the quiz you need to adjust and click the title.
Step 2: Edit the Canvas Quiz

C. Click “Edit” to change the settings.
Step 3: Adjust Time Limit

D. Make sure the time limit is set for the regular class exam duration.
Step 4a: Adjust Quiz Availability Period

E. Click “Add” to adjust the quiz availability period for students who have extended time accommodations.
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 entitle to as we will end exams at the appropriate time.
Step 4c: Adjust Quiz Availability Period

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

I. Don’t forget to click “Save” at the bottom of the page so that your changes are saved.
Step 6: Publish Quiz to Moderate Time

J. Make sure the quiz is published or you will not be able to moderate time.
Step 7a: Moderate for Extended Time

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

L. Use the search bar to find the student.

M. Click on the pencil icon (✏️) to edit the student’s writing time.
Step 7c: Moderate for Extended Time

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

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
Step 1: Locate the Canvas Quiz

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

B. Find the quiz you need to adjust and click the title.
Step 2: Adjust Quiz Availability Period

C. Click “Add” to adjust the quiz availability period for students who have extended time accommodations.
Step 3a: Adjust Quiz Availability Period

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

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

G. Don’t forget to click “Save” at the bottom of the page so that your changes are saved.
Step 5: Click on Build to Edit Quiz

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

J. Click on the “Settings” Tab

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.
Step 7b: Check the Moderate Tab

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

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.