

1. To assign students additional time, you will need to click on quizzes and click onto the three dots at the end (1)



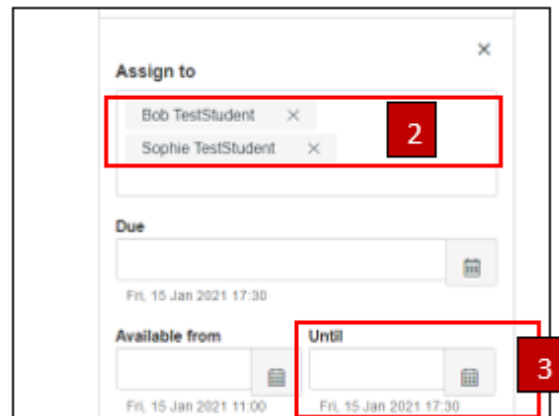
Then click on Edit (2).



1. Click on the 'Add' button below the 'assign to everyone' group to add a new grouping (1).

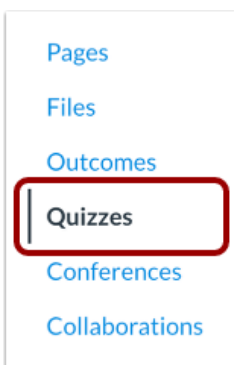


2. Assign the students who need additional time (2). **Please note:** You can only group students together if they have the same time adjustment. Students with separate time requirements will need to be added to a separate grouping, by repeating step 1



3. Assign the 'available from' date and time and then add the additional time to the 'available until' time and click Save (3).

2. In Course Navigation, click the **Quizzes** link



3. Click on the title of the quiz

▼ Assignment Quizzes

- American Revolution Quiz**
Due Apr 3 at 11:59pm | 9 pts | 9 Questions ✓ ⋮
- History Overview**
Due Apr 16 at 11:59pm | 11 pts | 11 Questions ✓ ⋮
- The Articles of Confederation and the Constitution Quiz**
Due Apr 30 at 11:59pm | 10 pts | 10 Questions ✓ ⋮

4. Click on **Moderate this Quiz** on the right-hand side

Related Items

- Quiz Statistics
- Moderate This Quiz**
- Download All Files
- SpeedGrader™

5. To moderate a quiz for one student, locate the student and click the **Edit** icon [1]. You can also filter students in your course by using the **Search People** field [2].

Moderate Quiz

Search People 2 Filter

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/> Boone, Emily	1	finished in 7 minutes	9	8	1
<input type="checkbox"/> Doe, Jessica	1	finished in 1 minute	9	7.0	
<input type="checkbox"/> Johnson, Max	1	finished in 4 minutes	9	3.666666666666667	
<input type="checkbox"/> Jones, Bruce	--		10		

6. If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click **Change Extensions for [#] Selected Students** button [3].

The screenshot shows the 'Moderate Quiz' interface. At the top, there is a 'Search People' input field and a 'Filter' button. Below this is a table with columns: Student, Attempt, Time, Attempts Left, Score, and an edit icon. The table lists several students, with the first two, 'Boone, Emily' and 'Doe, Jessica', selected. A red box labeled '1' highlights the checkboxes for these two students. A red arrow labeled '2' points to the top checkbox. At the bottom of the table, a button labeled 'Change Extensions for 2 Selected Students' is highlighted with a red box and labeled '3'.

Student	Attempt	Time	Attempts Left	Score	
<input checked="" type="checkbox"/> Boone, Emily	3	finished in 2 minutes	7	8	
<input checked="" type="checkbox"/> Doe, Jessica	1	finished in 1 minute	9	7.0	
<input type="checkbox"/> Johnson, Max	2	finished in 2 minutes	8	3.66666666666667	
<input type="checkbox"/> Jones, Bruce	--		10		
<input type="checkbox"/> Rogers, Joe	--		10		
<input type="checkbox"/> Sanderson, Nora	--		10		
<input type="checkbox"/> Smith, Jane	--		10		

[Change Extensions for 2 Selected Students](#)

7. Type the number of extra minutes in the **Extra Time on Every Attempt** field. Extra time can only be added in full-minute increments. If you are adding time for multiple students, the student extension box will apply the extra time for all selected students.

Notes: Quiz availability dates still apply when moderating a quiz. If the until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired. To set this ensure the available until date of the quiz is set for a longer period to allow for time adjustments.

The 'Student Extensions' dialog box is shown. It has a title bar with a close button. The main content area is titled 'Extensions for 2 Students'. There are two input fields: 'Extra Attempts: everyone already gets 2' and 'Extra time on every attempt: everyone already gets 15 minutes'. The 'Extra time on every attempt' field is highlighted with a red box. Below these fields is a note: 'Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.' There is a checkbox for 'Manually unlock the quiz for the next attempt'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Note: Once you finish adding the additional time to the quiz, you can unpublish the quiz and all moderations will be saved. You can then continue to edit the quiz prior to publishing it for your students to access.