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

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].
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].

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.

**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.