

Extend Time on All Classic Quizzes

These instructions will show you how to extend time for all timed classic quizzes in Canvas Courses. This tool will only apply extra time to **existing quizzes only**. If another quiz is added, the process must be repeated.

Overwriting Quiz Extensions

Using this tool will **overwrite** any existing quiz extensions.

1. Click the Quiz Extensions tab in the course navigation menu.

Quiz Extensions

This tool will apply extra time to **all existing** quizzes/exams. For example, Suzy Johnson and Stephen Smith need double time. Select the students below and choose the appropriate amount of extra time e.g., double (2x).

If additional quizzes/exams are added during the semester, a message will appear below stating there are new quizzes which need extensions. Click the **Apply Now** button to add the same extensions.

Student Name	Filter	Selected Students
Jacobs, John	ce0011737	
Lopez, Justin		

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If it does not appear, take the following steps to add it to the Course Menu.

- a. Click on the Settings tab in the course navigation menu.
- b. Click on the Navigation tab.
- c. Drag and drop the Quiz Extensions link to the active section at the top of the page.
- d. Click the Save button.

2. Select the students from the left-hand menu or use the Filter box to quickly find a student.
3. Click the Submit button.
4. Use the dropdown menu to select how much extra time the selected students will receive.
 - A **custom** amount of time can be added as a percentage e.g. (2.5x represents 250%)

Extend Time ×

Choose a predetermined extension or set a custom extension represented by percentage.
For example, double time and a half would be 250%.

or %

The following students will have **200%** of normal time on all quizzes:

Jacobs, John ce0011737

✓ Submit

✗ Close

5. Click the Submit button.
6. Please stay on the page while the tool is processing.
7. A list will be generated of how much extra time was added to each quiz.

Note: The Quiz Extension Tool will only apply extra time to **existing classic quizzes only**. Newly created classic quizzes and Quizzes.Next assessments will not have the extra time applied to them. Quizzes.Next assessments have their own time extension tool located in the Moderate section.