

Introduction

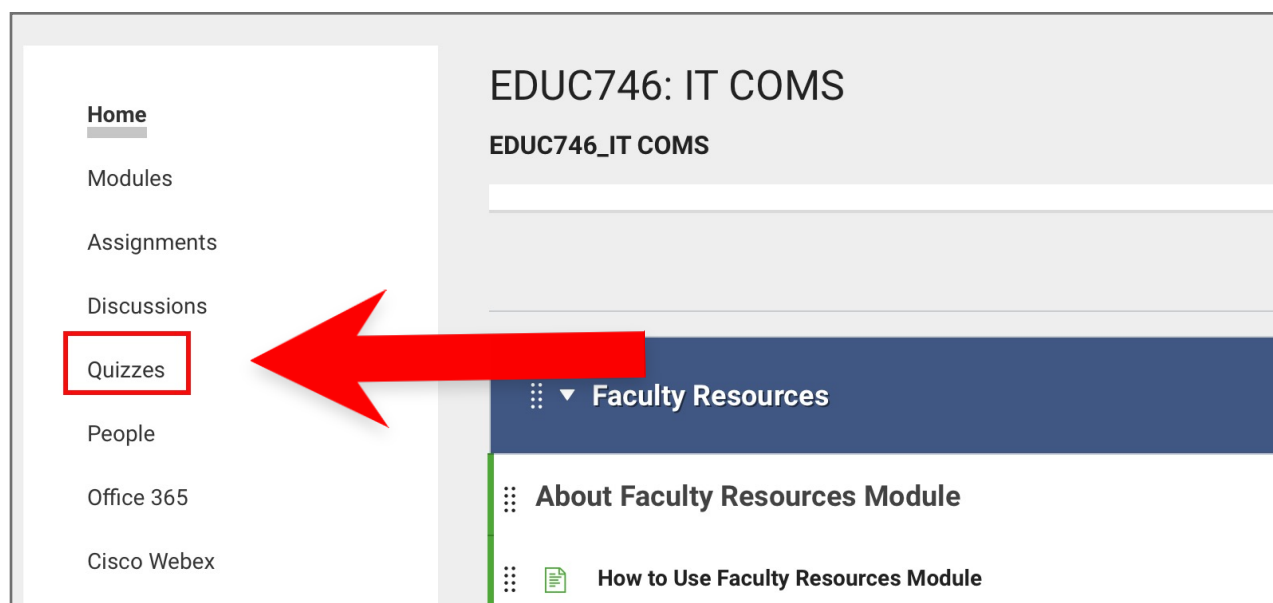
It is important that you know how to moderate quizzes to help students manage technical difficulties and to provide required ODAS accommodations. In this document, you will learn how to moderate a quiz in a Canvas course.

Notes:

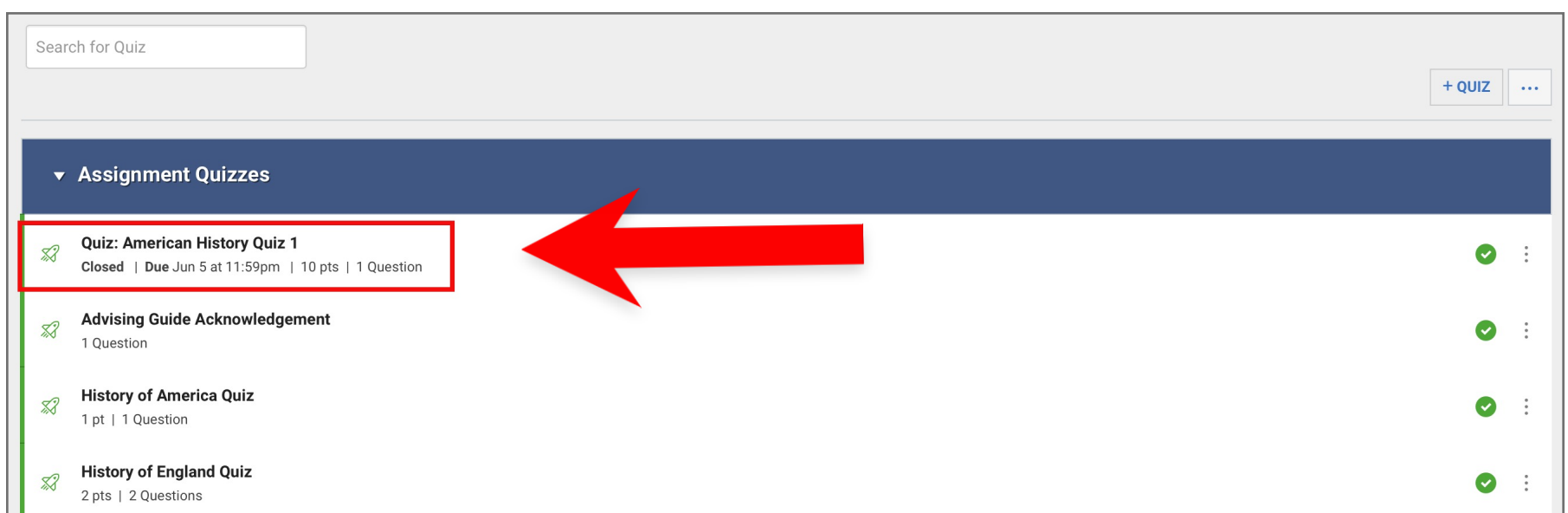
For moderating quizzes, you will have to go through each quiz one by one. It is recommended to first go through and find all the students in your course that require ODAS Accommodations. You can do this by visiting your **“myStudents”** tab in the course. Once you have that list of students, open your first quiz.

Instructions

Step 1: Once you have that list of students, navigate to the “Quizzes” tab in the course menu.



Step 2: Open the desired quiz.



Step 3: Click on the “Moderate Quiz” button from the right side of the quiz.

Quiz: American History Quiz 1

Instructions

Quiz Type: Graded Quiz
Points: 10
Assignment Group: Assignments
Shuffle Answers: No
Time Limit: 30 Minutes
Multiple Attempts: Yes
Score to Keep: Highest
Attempts: Unlimited
View Responses: Always
Show Correct Answers: Immediately
One Question at a Time: No

Due	For	Available from	Until
Jun 5	Everyone	Apr 14 at 12am	Jun 5 at 11:59pm

Step 4: To add a Time Accommodation for a student, click on the pencil icon in line with their name.

Moderate Quiz

Search People FILTER

Student	Attempt	Time	Score	
<input type="checkbox"/> Berry, Justin	--			
<input type="checkbox"/> Brown, Melvin	--			
<input type="checkbox"/> Nhekairo, Nawona	--			
<input type="checkbox"/> Peterson, Katy	--			
<input type="checkbox"/> Student, Test	--			

Step 5: In the “Extra time on every attempt:” text box, add the appropriate amount of time according to the ODAS Accommodation and click save

STUDENT EXTENSIONS

Extensions for

Extra time on every attempt:
everyone already gets 30 minutes

☐ Manually unlock the quiz for the next attempt

Cancel Save



STUDENT EXTENSIONS

Extensions for

Extra time on every attempt:
everyone already gets 30 minutes

☐ Manually unlock the quiz for the next attempt

Cancel Save

Step 6: To add a Time Accommodation to multiple students at once, click on the checkbox next to each student who needs a Time Accommodation

Moderate Quiz

Search People

FILTER

<input type="checkbox"/> Student	Attempt	Time	Score	
<input type="checkbox"/> Berry, Justin	--			
<input type="checkbox"/> Brown, Melvin gets 30 extra minutes on each attempt	--			
<input checked="" type="checkbox"/> Nhekairo, Nawona	--			
<input checked="" type="checkbox"/> Peterson, Katy	--			
<input type="checkbox"/> Student, Test	--			

Change Extensions for 2 Selected Students

Step 7: After selecting all the appropriate students, click on the “Change Extensions for Selected Students” link that appears below the list of students.

Moderate Quiz

Search People

FILTER

<input type="checkbox"/> Student	Attempt	Time	Score	
<input type="checkbox"/> Berry, Justin	--			
<input type="checkbox"/> Brown, Melvin gets 30 extra minutes on each attempt	--			
<input checked="" type="checkbox"/> Nhekairo, Nawona	--			
<input checked="" type="checkbox"/> Peterson, Katy	--			
<input type="checkbox"/> Student, Test	--			

Change Extensions for 2 Selected Students

Step 8: Add the appropriate amount of time to the “Extra time on every attempt:” textbox and click save.

Note: You will have to do this step for every quiz in your course.

STUDENT EXTENSIONS

Extensions for

Extra time on every attempt:
everyone already gets 30 minutes

☐ Manually unlock the quiz for the next attempt

Cancel

Save

STUDENT EXTENSIONS

Extensions for

Extra time on every attempt:
everyone already gets 30 minutes

☐ Manually unlock the quiz for the next attempt

Cancel

Save

Step 9: If there are extenuating circumstances as to why a student cannot complete a quiz, such as loss of power or loss of internet, you can give them another attempt. Click on the “pencil icon” for the student who needs another attempt.

Moderate Quiz

Search People

FILTER

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	⌵
<input type="checkbox"/> Berry, Justin	--		1		
<input type="checkbox"/> Brown, Melvin	--		1		
<input type="checkbox"/> Nhekairo, Nawona	--		1		
<input type="checkbox"/> Peterson, Katy	1	finished in 1 minute			
<input type="checkbox"/> Russell, Nathan	1	finished in 10 days	0	1	
<input type="checkbox"/> Student, Test	--		1		

Step 10: In the “Extra attempts:” text box, add an extra attempt and click “save.”

STUDENT EXTENSIONS

Extensions for Russell, Nathan

Extra Attempts:
everyone already gets 1

0 attempts

☐ Manually unlock the quiz for the next attempt

Cancel

Save

STUDENT EXTENSIONS

Extensions for Russell, Nathan

Extra Attempts:
everyone already gets 1

1 attempts

☐ Manually unlock the quiz for the next attempt

Cancel

Save

Step 11: If you have multiple students who need extra attempts, click on the “checkboxes” for those students then click the “Change Extensions for Selected Students”.

Moderate Quiz

Search People

FILTER

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	⌵
<input type="checkbox"/> Berry, Justin	--		1		
<input type="checkbox"/> Brown, Melvin	--		1		
<input type="checkbox"/> Nhekairo, Nawona	--		1		
<input checked="" type="checkbox"/> Peterson, Katy	1	finished in 1 minute	0	0	
<input checked="" type="checkbox"/> Russell, Nathan	1	finished in 10 days	0	1	
<input type="checkbox"/> Student, Test	--		1		

Change Extensions for 2 Selected Students

Step 12: Add the extra attempts and click “Save”.

The diagram illustrates the process of adding extra attempts in the 'STUDENT EXTENSIONS' dialog box. The dialog box is titled 'STUDENT EXTENSIONS' and contains the section 'Extensions for 2 Students'. It features a text input field for 'Extra Attempts: everyone already gets 1' followed by the word 'attempts'. Below this is a checkbox labeled 'Manually unlock the quiz for the next attempt'. At the bottom are 'Cancel' and 'Save' buttons. A red box highlights the 'Extra Attempts' field in the initial state. A red arrow points to the second state, where the number '1' has been entered into the field, and the 'Save' button is highlighted with a red box.

Tips for Success!

As a note, you can only add an extra attempt if the student has already made an attempt.