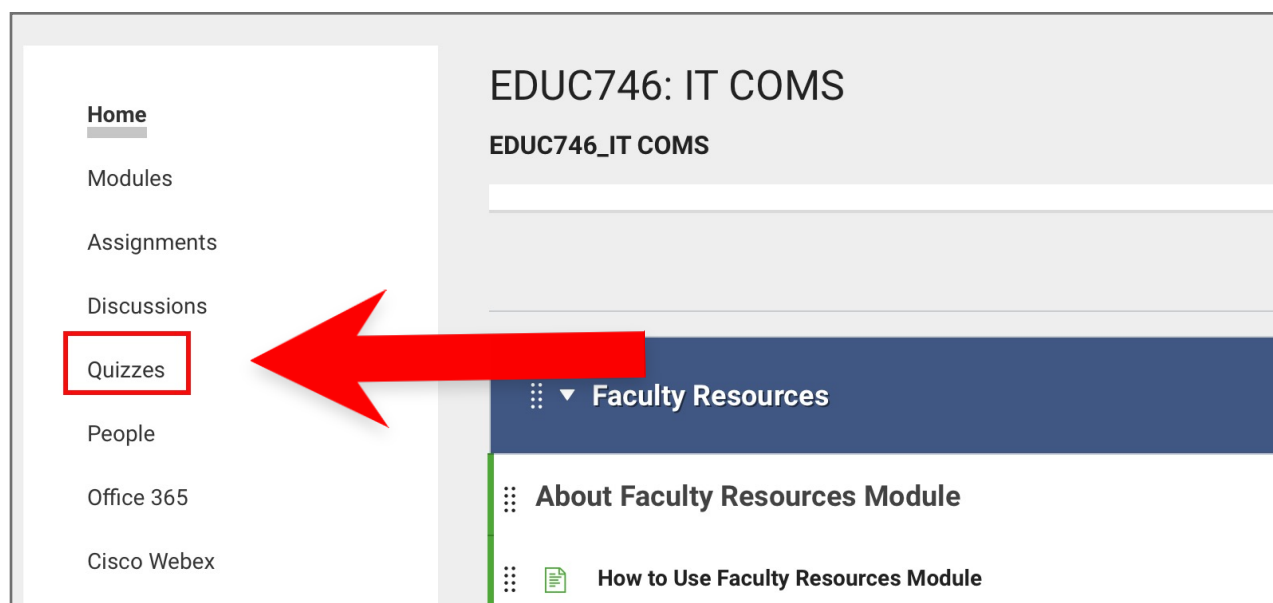# Moderating Quizzes

▶ Play Video!

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.
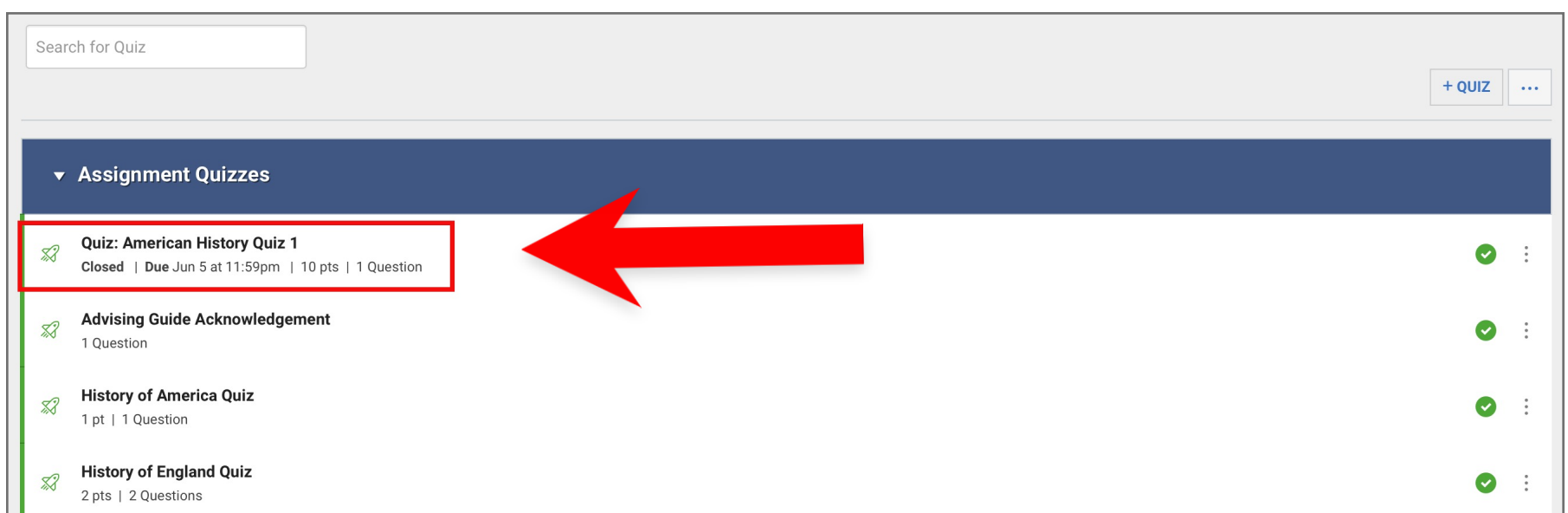
Notes:

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.

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

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

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

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

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.

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

Step 12: Add the extra attempts and click "Save".

💡 **Tips for Success!**

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