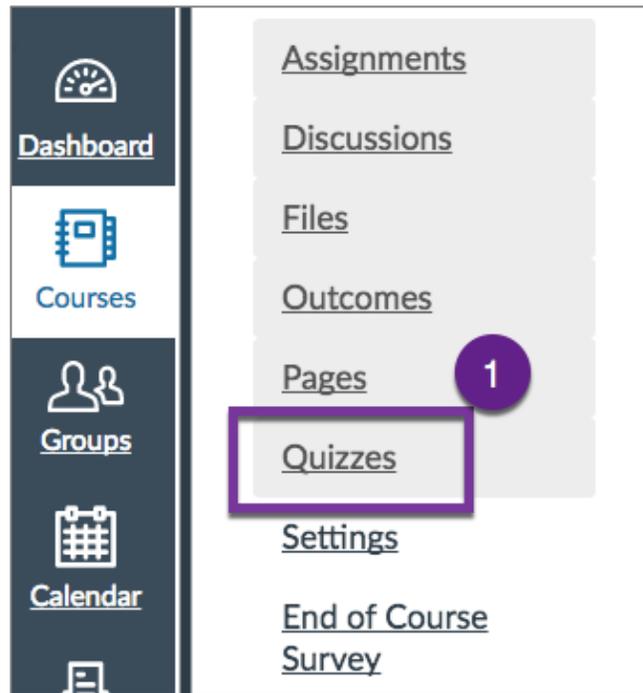
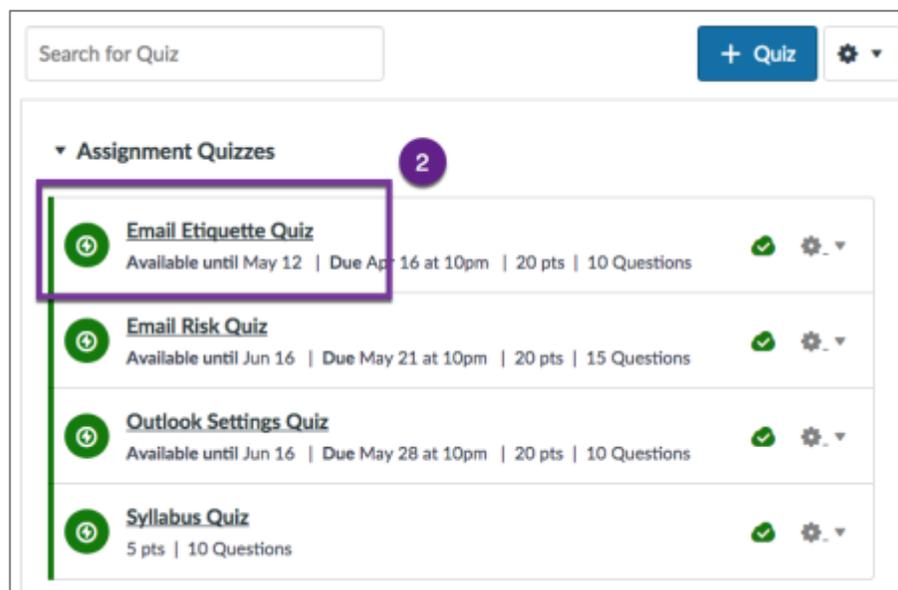


# Moderating (Changing) Canvas Quiz Settings

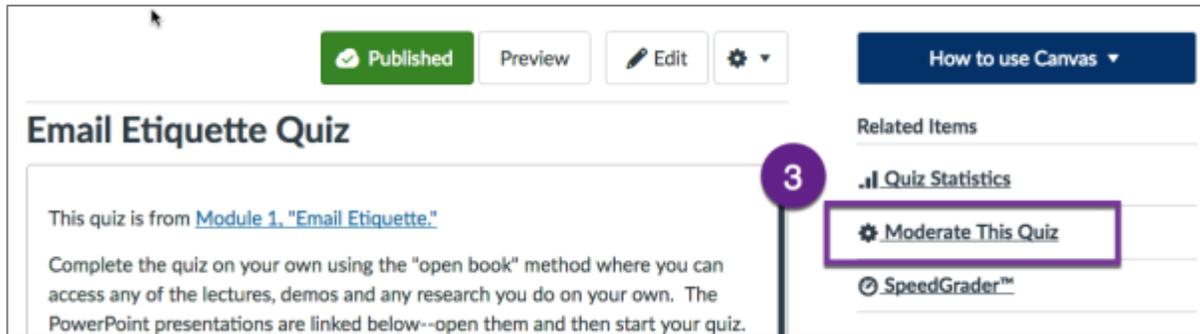
1. When a student needs to have the standard quiz settings altered because they require accommodations of extra time or a new due date, the professor must first go into the course **Quizzes** tab in the left-hand navigation pane.



2. Select the quiz or quizzes to be changed.



3. At the quiz editing screen, select **Moderate This Quiz** in the right-hand navigation pane.



4. At the far right of the student is a **pencil icon** that allows for editing that student's quiz profile.

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 a pencil icon. The table contains seven rows of student data. A purple circle with the number 4 highlights the pencil icon in the 'Score' column for the first student, 'Doe, Jamal'.

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/> Doe, Jamal	--		1		
<input type="checkbox"/> Student, Fake1	--		1		
<input type="checkbox"/> Student, Fake2	--		1		
<input type="checkbox"/> Student, Fake3	--		1		
<input type="checkbox"/> Student, Fake4	--		1		
<input type="checkbox"/> Student, Test	--		1		

- The professor can change one or both of the **Extra Attempts** or **Extra time on every attempt** options. Note the details provided based on the quiz settings—these allow the professor to add the extra time, for example, based on the accommodation determination—if 4 times the normal time, the additional time would be 60 extra minutes; if the student needs to retake the exam, adding an extra attempt (1) is typed in the box.
- If the quiz is locked because the due date has past, the professor should place a check mark in the **Manually unlock the quiz for the next attempt** box.
- When completed, select **Save**.

Sample results for items 5 and 6 above:

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/> Doe, Jamal gets 60 extra minutes on each attempt	--		1		
<input type="checkbox"/> Student, Fake1	--		2		
<input type="checkbox"/> Student, Fake2	--		1		