

# Provide Accommodations for Students in Canvas

## Contents

### **Assignments**

How to Extend Due Date .....	2
How to Provide More Attempts .....	3

### **Discussions**

How to Extend Due Date.....	6
-----------------------------	---

### **Classic Quizzes**

How to Extend Due Date.....	8
How to Provide More Attempts and Extra Time .....	9

### **New Quizzes**

How to Extend Due Date.....	11
How to Provide More Attempts and Extra Time .....	11

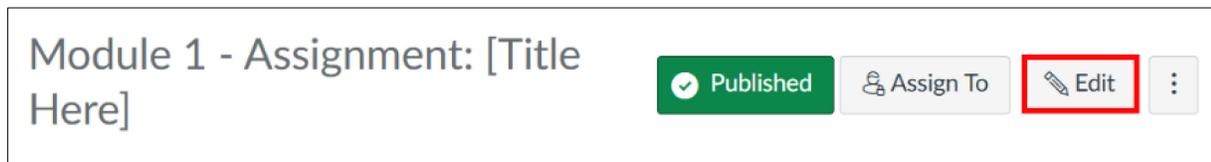
## Assignments

### How to Extend Due Date

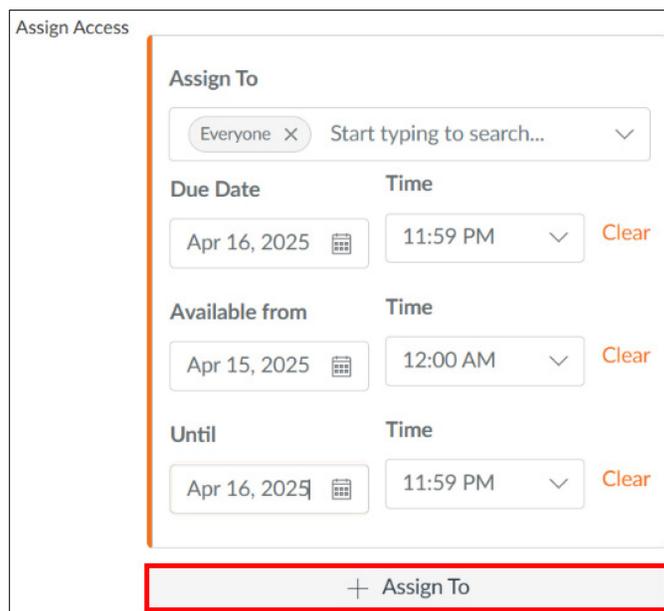
1. Choose **Assignments** from the course navigation and click on the assignment.



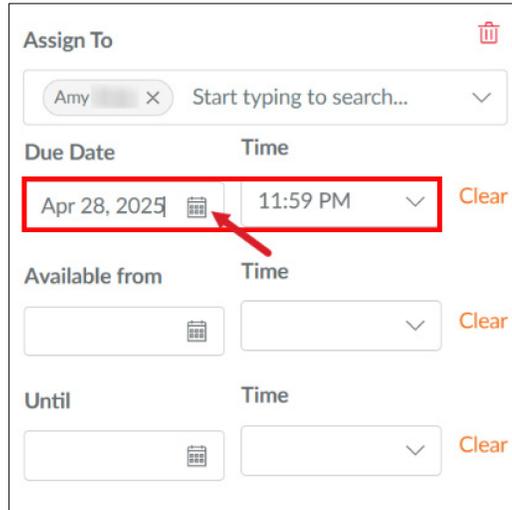
2. Click the **Edit** button.



3. Scroll down to the **Assign Access** box. To change the due date for a specific student, click the **+ Assign To** button.



4. Assign to a specific student from a drop-down list and change the **Due Date**. Click **Save**.



Assign To 🗑️

Amy × Start typing to search... ▾

Due Date Time

Apr 28, 2025 📅 11:59 PM ▾ Clear

Available from Time

📅  ▾ Clear

Until Time

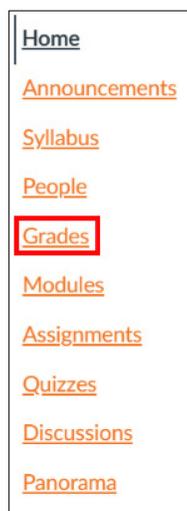
📅  ▾ Clear

### How to Provide More Attempts

**NOTE:** Before the instructor can proceed with these steps, the student needs to send the assignment file to the instructor (e.g., via email).

If an assignment has a limited number of attempts, and you want to provide an **additional attempt** for the **student with accommodations**, follow these steps:

1. In Course Navigation, click the **Grades** link.

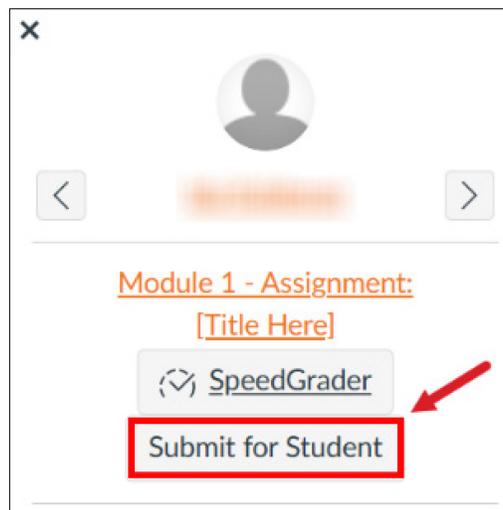


- Home
- Announcements
- Syllabus
- People
- Grades**
- Modules
- Assignments
- Quizzes
- Discussions
- Panorama

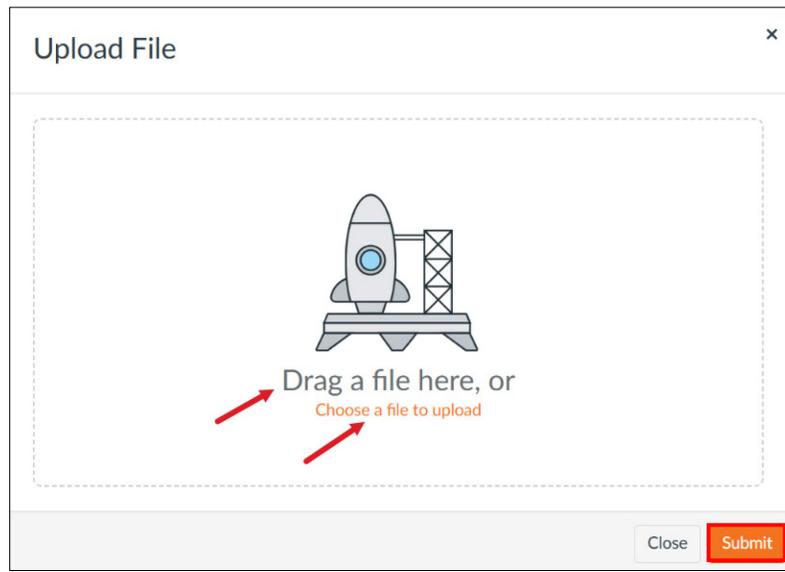
2. Locate the student's name and assignment. Click the **Gradebook cell [1]** and click the **Grade Detail Tray icon [2]**.

Student Name	Notes	Module 1 - Assignment: [T Out of 5
[Redacted]		-
[Redacted]		[1] [Gradebook cell] /5 [Grade Detail Tray icon] [2]
[Redacted]		-

3. In the pop-up window, click **Submit for Student**.

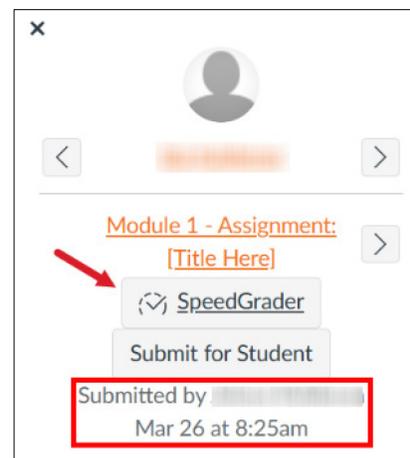


- In a new Pop-up window, you can **drag** or **upload** a file that the student sent to you. Click **Submit**.



- After submitting the assignment on behalf of the student, you will see a **new assignment** icon in the Gradebook along with the **submission details** in the Grade Detail Tray, where you can also view the uploaded file in SpeedGrader.

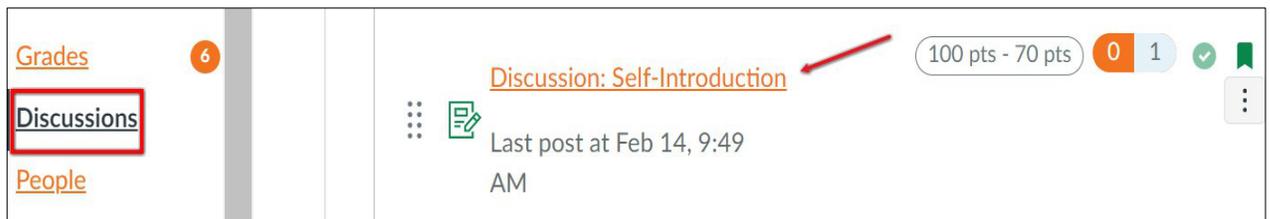
Student Name	Notes	Module 1 - Assignment: [T Out of 5
[Redacted]		-
[Redacted]		
[Redacted]		-



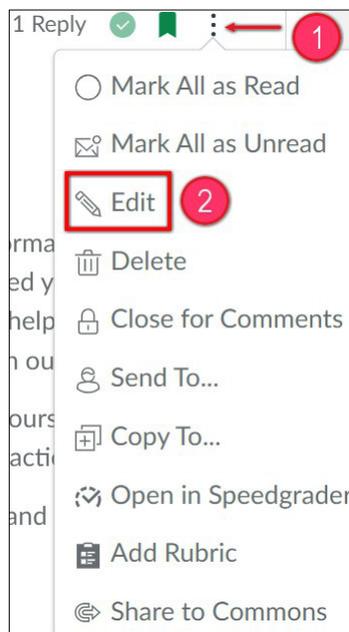
## Discussions

### How to Extend the Due Date

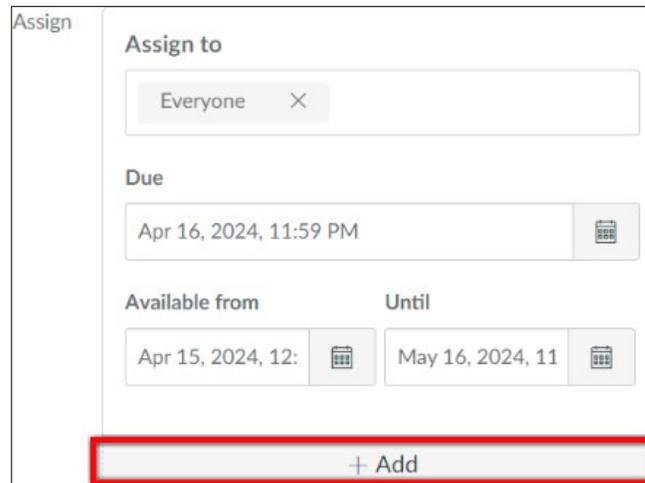
1. Select **Discussions** from the course navigation menu and select the discussion.



2. Click three dots (located on top right) and select **Edit** from a drop-down list.

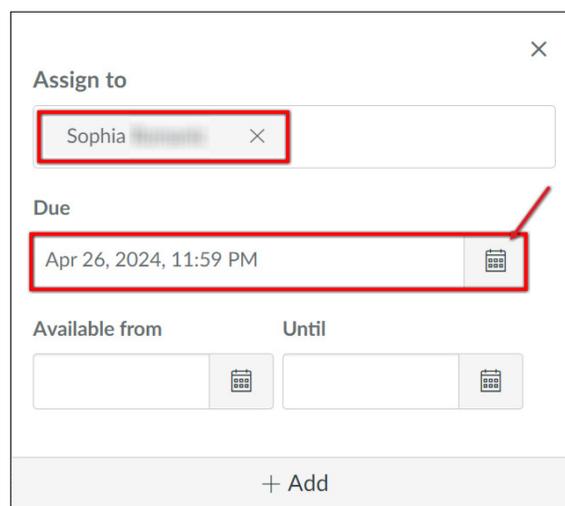


3. Scroll down to the **Assign** box. To change the due date for a specific student, click the **+ Add** button.



The screenshot shows the 'Assign' dialog box. It has a title 'Assign' in the top left corner. Below the title is the 'Assign to' section with a dropdown menu showing 'Everyone' and a close button 'X'. Below that is the 'Due' section with a date and time field showing 'Apr 16, 2024, 11:59 PM' and a calendar icon. Below the 'Due' section are two date fields: 'Available from' showing 'Apr 15, 2024, 12:' and 'Until' showing 'May 16, 2024, 11', both with calendar icons. At the bottom of the dialog box, there is a button labeled '+ Add' which is highlighted with a red rectangular border.

4. Assign to a specific student from a drop-down list and change the due date.

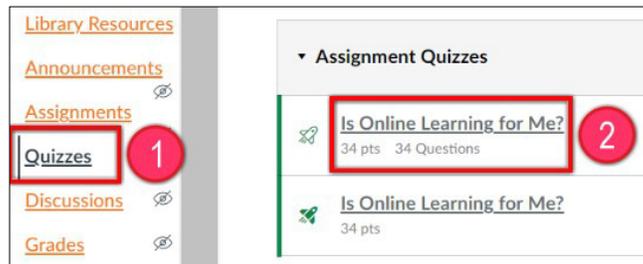


The screenshot shows the 'Assign' dialog box with a close button 'X' in the top right corner. The 'Assign to' section has a dropdown menu showing 'Sophia' with a close button 'X'. The 'Due' section has a date and time field showing 'Apr 26, 2024, 11:59 PM' and a calendar icon. Below the 'Due' section are two empty date fields for 'Available from' and 'Until', each with a calendar icon. At the bottom of the dialog box, there is a button labeled '+ Add'. Red rectangular boxes highlight the 'Sophia' dropdown menu and the 'Due' date field. A red arrow points to the calendar icon in the 'Due' field.

## Classic Quizzes

### How to Extend Due Date

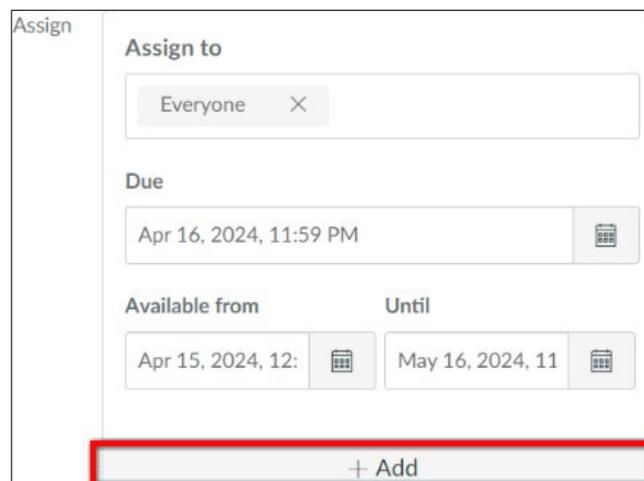
1. Select the **Quizzes** link on the Course Navigation Menu and select the quiz.



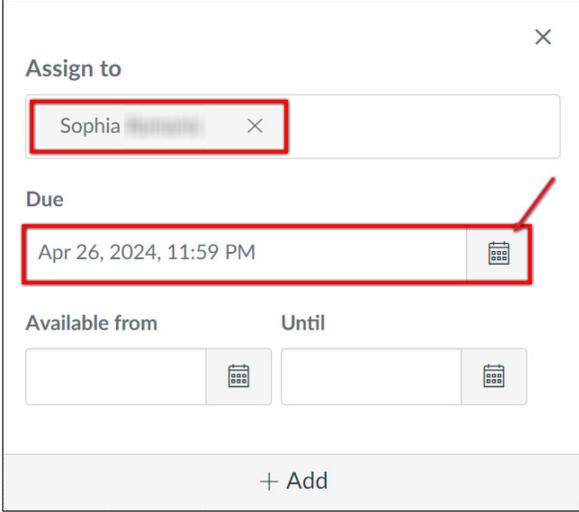
2. Click **Edit**.



3. Scroll down to the **Assign** box. To change the due date for a specific student, click the **+ Add** button.



4. Assign to a specific student from a drop-down list and change the due date.



Assign to

Sophia ×

Due

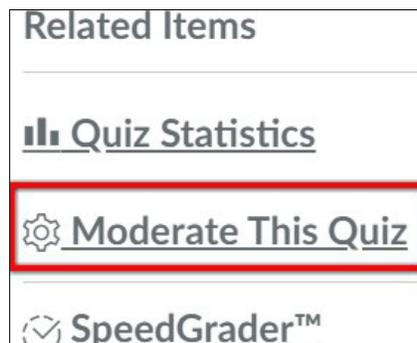
Apr 26, 2024, 11:59 PM 

Available from  Until 

+ Add

## How to Provide More Attempts and Extra Time

1. Open the quiz, scroll down (or scroll to the left depending on the size of your monitor screen), and click **Moderate This Quiz**.



- Click the pencil icon and change **Attempt** and **Time** accordingly for specific students. **Save** the changes.

Moderate Quiz

Search People Filter

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/> <b>Kalderon, Jelena</b>	3	finished in less than a minute	0	0	
<input type="checkbox"/> <b>Remond, Sophie</b>	--		3		
<input type="checkbox"/> <b>Student, Test</b>	--		3		

Student Extensions ✕

Extensions for Kalderon, Jelena

**Extra Attempts:**  attempts  
everyone already gets 3

**Extra time on every attempt:**  minutes  
everyone already gets 20 minutes

Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.

Manually unlock the quiz for the next attempt

## New Quizzes

### How to Extend Due Date

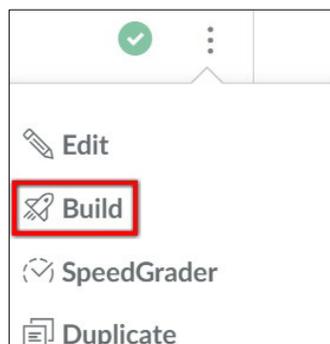
*For the new quizzes, the instruction of extending due date is the same as for the classic quizzes.*

### How to Provide More Attempts and Extra Time

1. Select the **Quizzes** link on the Course Navigation Menu and select the quiz.



2. Open the **Build** Page in three dots drop-down list (located on top right).



3. Choose the **Moderate** tab.



4. Click **Moderate** again for the selected student.

 [Attempt 1 / 3](#) 50% 01:36 [View Log](#)  Time: + 20 min **Moderate**

5. Set **Additional Attempts** and **Time Adjustments**.

 **Manage current attempt**

Assessment Settings  
1 attempt

**Additional Attempts**

2

Assessment Settings  
Time limit - unlimited

**Time adjustments**

Give additional time

Hours	Minutes
0 <input type="button" value="↑"/> <input type="button" value="↓"/>	10 <input type="button" value="↑"/> <input type="button" value="↓"/>