



Provide Accommodations for Students in Canvas

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Assignments

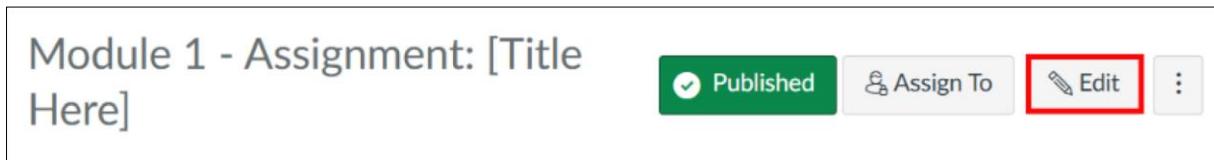
How to Extend Due Date

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



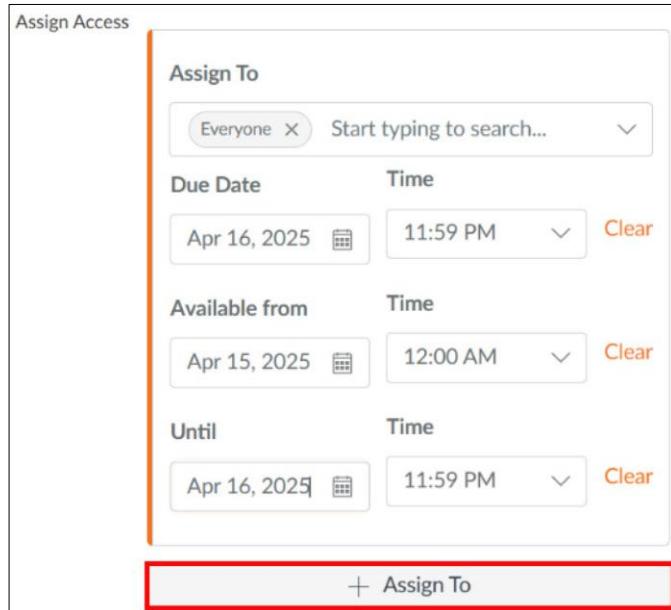
A screenshot of a course navigation bar. On the left, there are links for Announcements, Modules, Assignments (which is highlighted with a red box and has a red arrow pointing to it), and Quizzes. On the right, there are buttons for 40% of Total, a plus sign, and three dots. The main content area shows a list of assignments under the heading 'Assignments'. The first assignment is titled 'Module 1 - Assignment: [Title Here]' with a subtitle 'Example: Module 1 / Week 1 / Chapter 1 Module'. To the right of the assignment title are a green checkmark button, a 'Published' button, an 'Assign To' button, an 'Edit' button (which is highlighted with a red box), and three dots.

2. Click the **Edit** button.



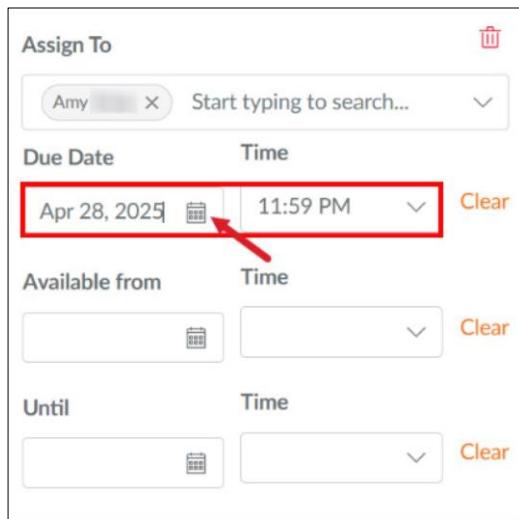
A screenshot of the 'Module 1 - Assignment: [Title Here]' edit page. The title is displayed at the top. Below it are buttons for 'Published' (green with checkmark), 'Assign To', 'Edit' (which is highlighted with a red box), and three dots. The main area is currently empty.

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



A screenshot of the 'Assign Access' dialog box. It contains fields for 'Assign To' (set to 'Everyone'), 'Due Date' (set to 'Apr 16, 2025'), 'Time' (set to '11:59 PM'), 'Available from' (set to 'Apr 15, 2025'), 'Time' (set to '12:00 AM'), and 'Until' (set to 'Apr 16, 2025'). At the bottom is a large red box highlighting the '+ Assign To' button.

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

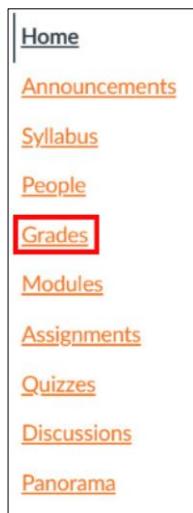


How to Provide More Attempts

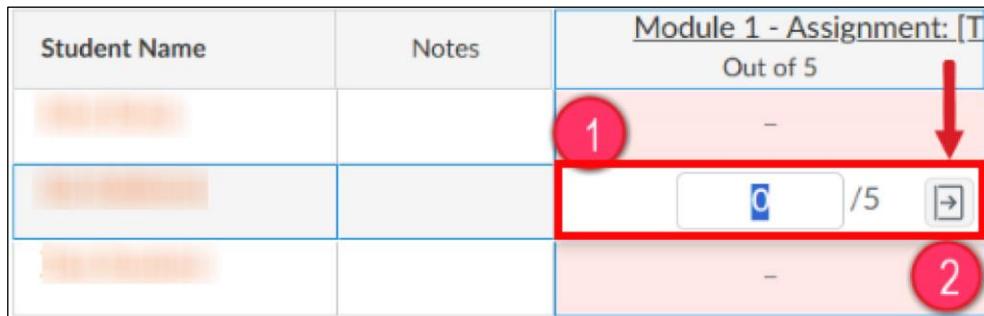
NOTE: Before the instructor can proceed with these steps, the student needs to send the assignment file to the instructor (e.g., via email).

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:

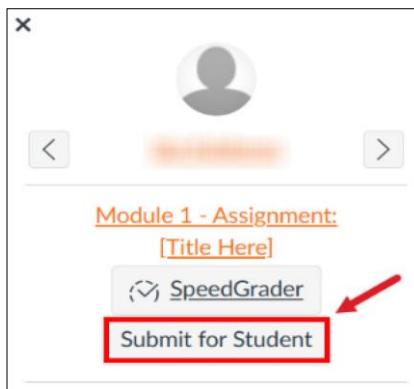
1. In Course Navigation, click the **Grades** link.



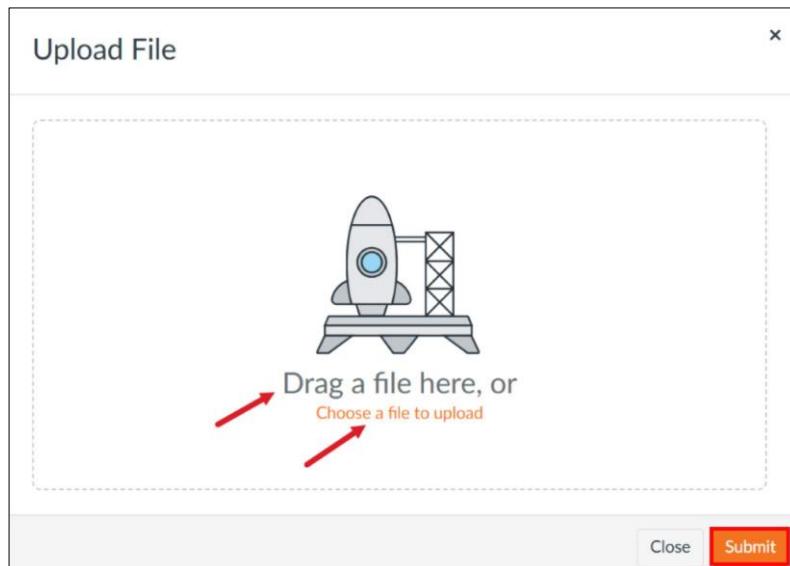
2. Locate the student's name and assignment. Click the **Gradebook cell** [1] and click the **Grade Detail Tray** icon [2].



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



4. 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.

The image shows a Gradebook table and a Grade Detail Tray. The Gradebook table has columns for Student Name, Notes, and a grade cell for 'Module 1 - Assignment: [Title Here]'. The grade cell contains a SpeedGrader icon with a red arrow pointing to it. The Grade Detail Tray shows a student profile, the assignment title 'Module 1 - Assignment: [Title Here]', a 'SpeedGrader' button with a red arrow, a 'Submit for Student' button, and a 'Submitted by' section with a red box around the date 'Mar 26 at 8:25am'.

Discussions

How to Extend the Due Date

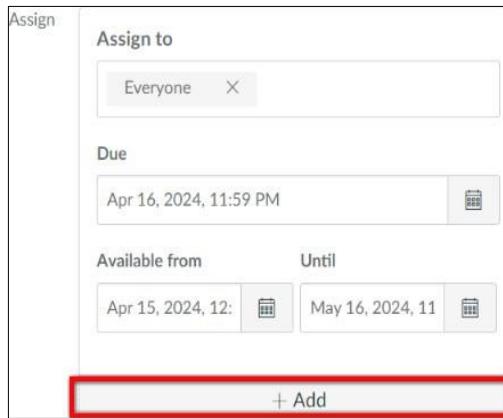
- Select **Discussions** from the course navigation menu and select the discussion.

The image shows the course navigation menu with 'Discussions' selected, indicated by a red box. The main area shows a discussion titled 'Discussion: Self-Introduction' with a red arrow pointing to it. Below the title, it says 'Last post at Feb 14, 9:49 AM'. To the right, there are discussion stats: '100 pts - 70 pts', '0', '1', a checkmark, and a green bookmark icon.

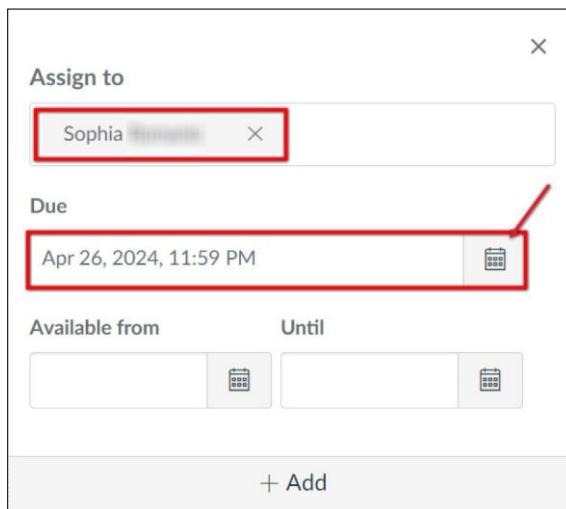
- Click three dots (located on top right) and select **Edit** from a drop-down list.

The image shows a drop-down menu for a discussion post. The menu items are: '1 Reply' (with a checkmark and green bookmark), three dots (with a red circle and number 1), 'Mark All as Read' (radio button), 'Mark All as Unread' (checkbox), 'Edit' (button with a red box and red circle with number 2), 'Delete' (trash icon), 'Close for Comments' (padlock icon), and 'Send To...' (user icon).

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



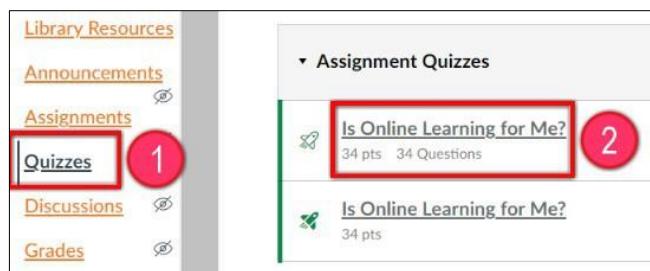
4. Assign to a specific student from a drop-down list and change the due date.



Classic Quizzes

How to Extend Due Date

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



2. Click **Edit**.



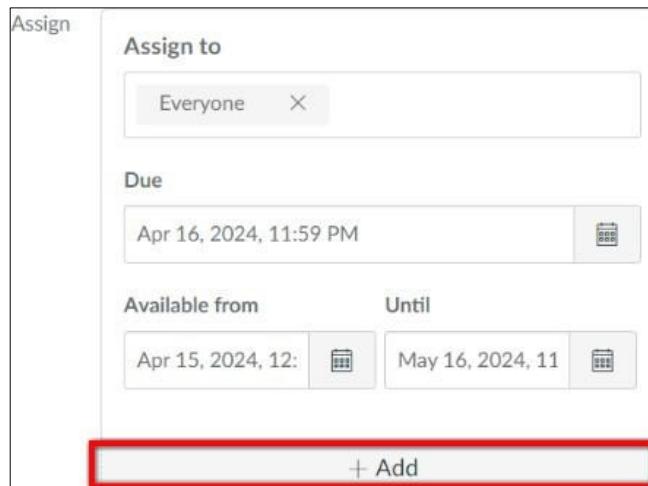
Assignment Quizzes

Is Online Learning for Me?
34 pts 34 Questions

Edit

SpeedGrader

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



Assign

Assign to

Everyone

Due

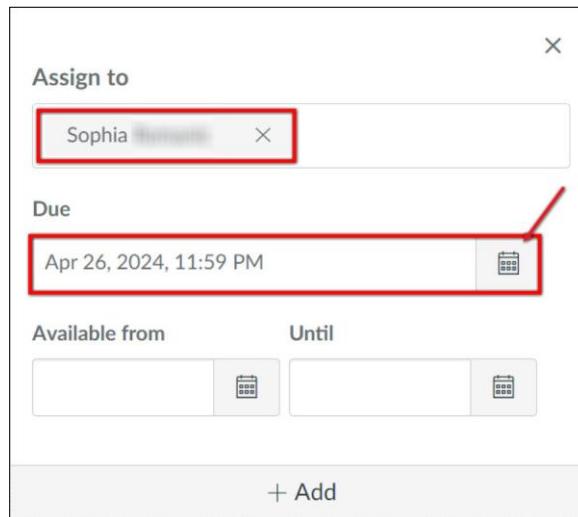
Apr 16, 2024, 11:59 PM

Available from Until

Apr 15, 2024, 12:00 AM May 16, 2024, 11:59 PM

+ Add

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



Assign to

Sophia

Due

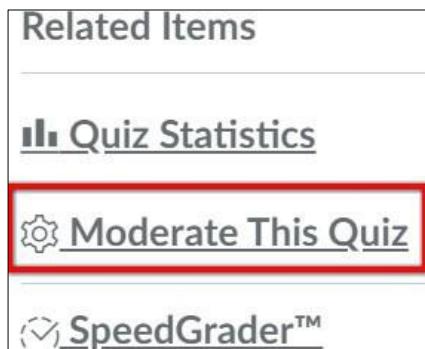
Apr 26, 2024, 11:59 PM

Available from Until

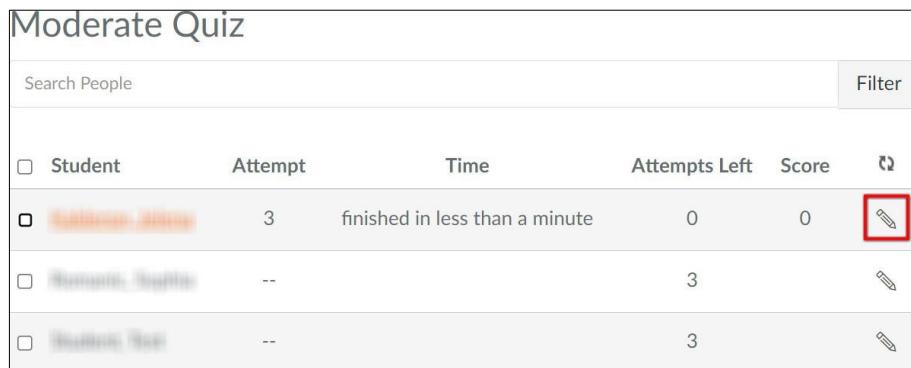
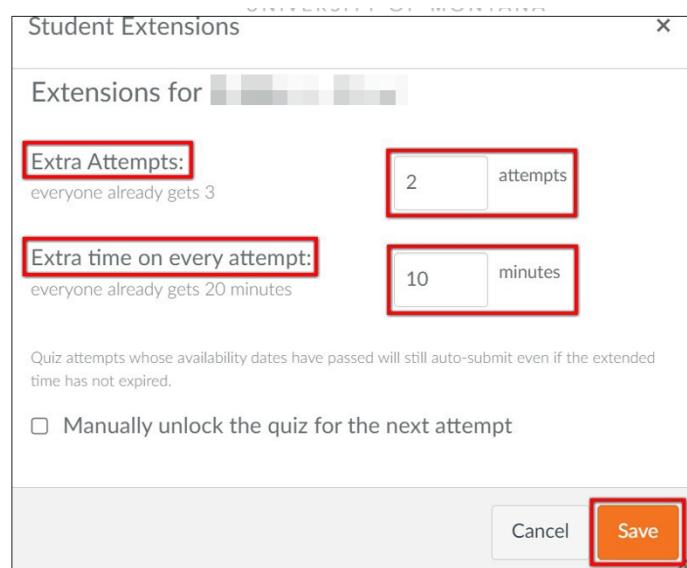
+ Add

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**.



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

A screenshot of the 'Moderate Quiz' page. It shows a table with columns: Student, Attempt, Time, Attempts Left, Score, and a gear icon. There are three rows of data. The second row has a pencil icon in the gear column, which is highlighted with a red box. The other rows have pencil icons in the gear column.A screenshot of the 'Student Extensions' dialog box. It has a section for 'Extensions for' with a list of students. Below it are two settings: 'Extra Attempts:' (set to 2) and 'Extra time on every attempt:' (set to 10 minutes). Both of these settings are highlighted with red boxes. At the bottom, there is a note about auto-submit and a checkbox for 'Manually unlock the quiz for the next attempt'. The 'Save' button is highlighted with a red box.

New Quizzes

How to Extend Due Date

The steps for extending due dates in **New Quizzes** are the same as in **Classic Quizzes**. (Refer to Page 6 in this guide.)

How to Provide More Attempts and Extra Time

You have **two options** in New Quizzes for accommodating students.

Option 1: Apply Course-Level Accommodations (Time Multiplier Across All New Quizzes)

This method applies a time multiplier to **all New Quizzes** in the course for the selected student. You only need to set this once.

1. Open your course and select **Quizzes** from the Course Navigation menu.
2. Click into **any New Quiz**, then click the **Build** button.
3. From the Build page, select the **Moderate** tab at the top.
4. Locate the student and **click the student's name** (not the pencil icon).
5. In the **Accommodations** panel that opens, select **Time limit multiplier**.
6. Enter a multiplier (e.g., **1.5x** for time-and-a-half or **2x** for double time).
7. Click **Save**.

This accommodation will apply automatically to all New Quizzes in the course that have a set time limit.

The screenshot shows the Canvas Moderate page. At the top, there are tabs: Build, **Moderate** (which is selected and highlighted with an orange border), Reports, and Exports. A 'Return' button is also present. Below the tabs, there is a search bar and a 'Show All' dropdown. A note indicates that one assessment has an attempt in progress. The main table lists student attempts with columns for Student, Attempts, Score, Time, Log, and Accommodations. The student's name in the first row is highlighted with a red box. The 'Accommodations' column for this student shows 'None' and a pencil icon. The 'Accommodations' column for the second student shows 'None' and a pencil icon.

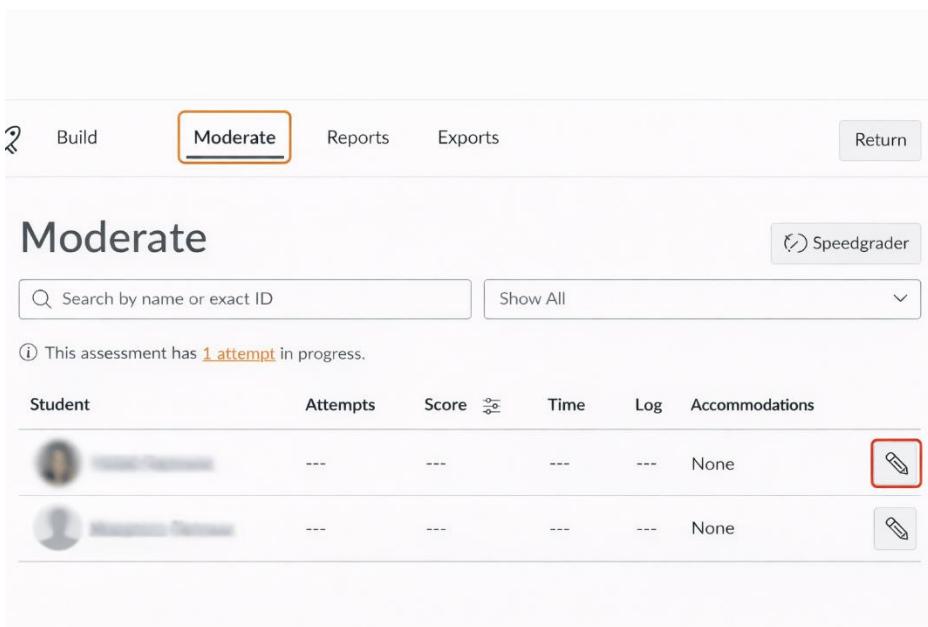
The screenshot shows the 'Course Accommodation' dialog box. It has a header 'Course Accommodation' and a close button 'x'. Below the header is a note: 'These settings will be applied to all the quizzes in this course for this student except for the already in-progress attempts.' Under 'Assessment Settings', it shows 'Time limit - 20 min'. Under 'Time adjustments', it shows 'Time limit multiplier' set to '1.50'. There are two checkboxes: 'Reduced answer choices' (unchecked) and 'Apply these changes to the in-progress attempts as well' (checked). At the bottom are 'Cancel' and 'Save' buttons.

Option 2: Provide Extra Time or Attempts for a Single New Quiz

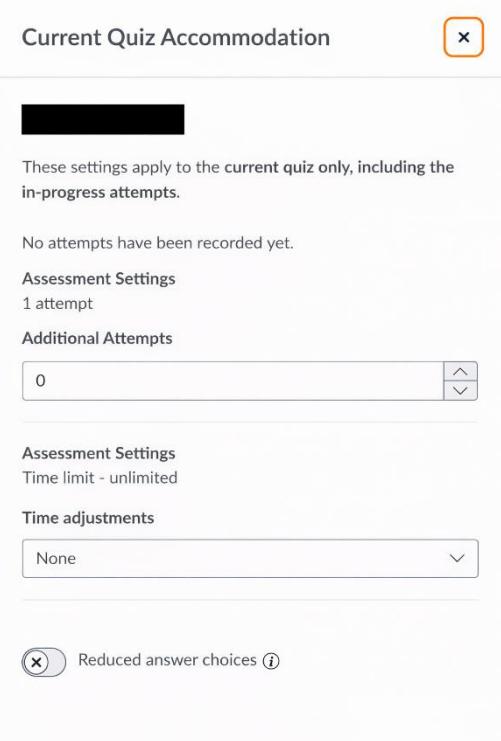
Use this option when a student only needs accommodations on **one quiz**.

1. Go to the **Quizzes** page in Course Navigation.
2. Click on the desired **New Quiz**, then click the **Build** button.
3. Click the **Moderate** tab at the top of the screen.
4. Locate the student and **click the pencil icon** in the **Accommodations** column.
5. In the **Manage current attempt** window, adjust any of the following:
 - a. **Additional Attempts** (enter the number of extra attempts)
 - b. **Time adjustments**:
 - i. Add extra time (minutes or hours)
 - ii. Remove time limit
 - iii. Choose other time-related settings
6. Click **Apply** or **Save**.

These changes apply only to the specific quiz you are editing.



The screenshot shows the Canvas Quizzes page with the 'Moderate' tab selected. A student's row is highlighted, and the pencil icon in the 'Accommodations' column is circled in red. The page includes a search bar, a 'Speedgrader' button, and a table with columns for Student, Attempts, Score, Time, Log, and Accommodations.



The screenshot shows the 'Current Quiz Accommodation' window. It displays the following settings:

- Assessment Settings**: Time limit - unlimited
- Time adjustments**: None
- Reduced answer choices**: (checkbox)