**Moderating Quizzes** Canvas Instructor Guide: How do I use the Moderate Quiz Tool?

1. To give extra attempts or extra time to students who need it, go into the Quizzes tab and click on the name of the desired quiz

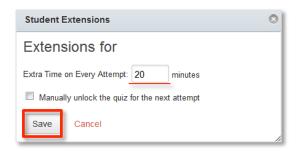
Home	Assignment Quizzes				
Announcements	Class 01 - Homework (6 pts)				
Assignments	Class 01 - Homework (6 pts)	/1			
Discussions	Due: Sep 8 at 11:59pm Time Limit: 300 minutes				
Grades	Unlimited Attempts	6 Questions			
People		Z11			
Files	Class U2 - Homework (5 pts) Due: Sep 11 at 11:59pm	Quiz Details:			
Pages	Class 02 - Homework (5 pts) Due: Sep 11 at 11:59m Time Limit: 300 minutes Unlimited Attempts	5 Points 5 Questions			
Quizzes	Ommined satespie	5 446510115			

2. Click on the "Moderate This Quiz" option and Select the pencil icon next to a student's name

Class 01 - Homew	ork					Moderate This Quiz
nstructions:						Delete This Quiz
						🚡 Let Students Take this Q
	Questions	Limits	Points	Due Date	Availability	Show Assignment Rubric
	6 Questions	300 Minutes	6 pts possible	Sep 8 at 11:59pm	Sep 4 at 3:30pm through	
		Unlimited Attempts			Sep 8 at 11:59pm 4 days	Show Student Quiz Result (0 students submitted so far)
			Take the	Quiz		speedGrader™

Moderate Quiz								
	Student	Attempt	Time	Score	<u>2</u> 5			
	Johnson, Neal							
	Jufliak, Christina							
	Monk, Lalibela							
	Monk, Lalibela							
	Student, Test							
	Yang, Jing							
	Yang, Jing							

3. Enter the necessary information and click Save



Note: selecting to manually unlock the next quiz attempt will allow a student to access a locked quiz on his or her own time once. Then the quiz will lock back up again for that student.