

# 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

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**Quizzes**

### Assignment Quizzes

**Class 01 - Homework** (6 pts)

Due: Sep 8 at 11:59pm  
Time Limit: 300 minutes  
Unlimited Attempts

Quiz Details:  
6 Points  
6 Questions

**Class 02 - Homework** (5 pts)

Due: Sep 11 at 11:59pm  
Time Limit: 300 minutes  
Unlimited Attempts

Quiz Details:  
5 Points  
5 Questions

2. Click on the “Moderate This Quiz” option and Select the pencil icon next to a student’s name

Class 01 - Homework

Instructions:

Questions	Limits	Points	Due Date	Availability
6 Questions	300 Minutes Unlimited Attempts	6 pts possible	Sep 8 at 11:59pm	Sep 4 at 3:30pm through Sep 8 at 11:59pm 4 days

[Take the Quiz](#)

**Moderate This Quiz**

Delete This Quiz

Let Students Take this Quiz Now

Show Assignment Rubric

Show Student Quiz Results  
(0 students submitted so far)

SpeedGrader™

### Moderate Quiz

Student	Attempt	Time	Score	
Johnson, Neal	--			
Jufliak, Christina	--			
Monk, Lalibela	--			
Monk, Lalibela	--			
Student, Test	--			
Yang, Jing	--			
Yang, Jing	--			

3. Enter the necessary information and click Save

Student Extensions

Extensions for

Extra Time on Every Attempt:  minutes

☐ Manually unlock the quiz for the next attempt

**Save** Cancel

**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.