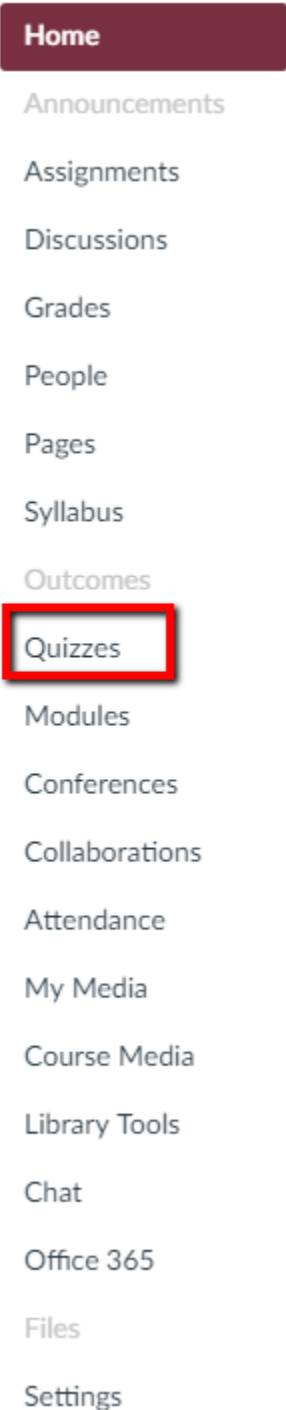


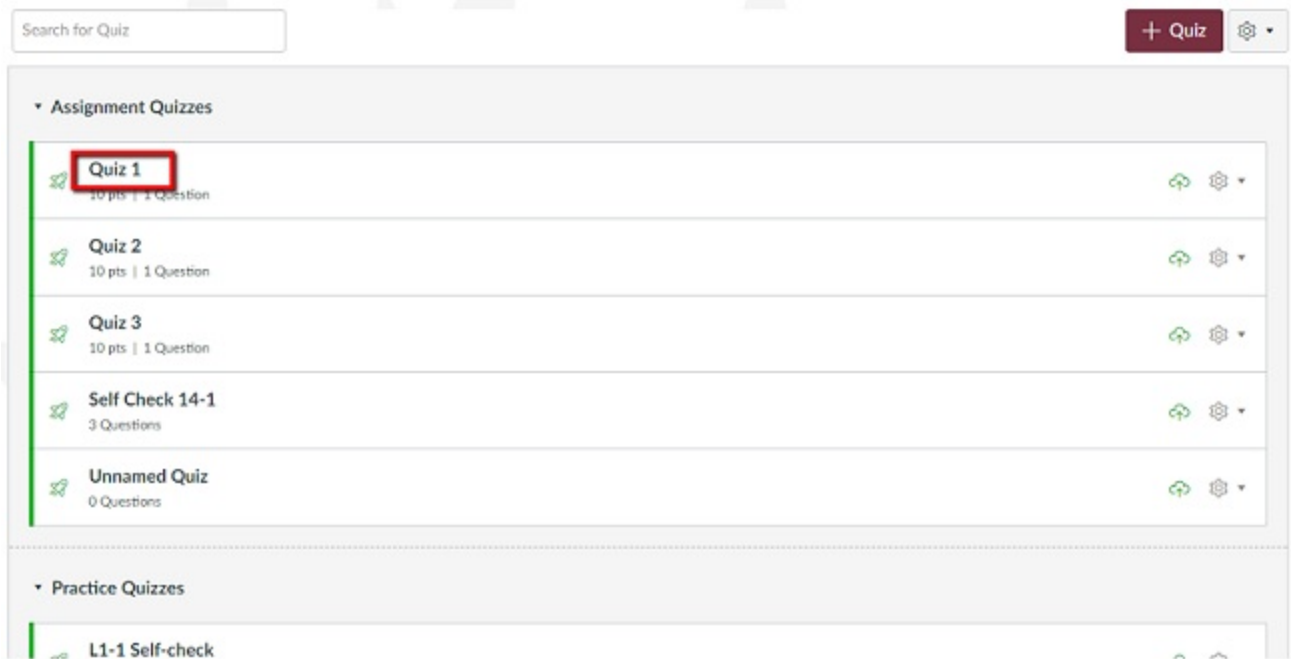
How to allow extra time for student(s) on a Canvas assessment

These directions will allow you to create the extended test time DSPS students may have as part of their Academic Accommodation plan as noted on the Letter of Accommodation sent to faculty. It is likely that the only accommodations being provided to an online student is extended test time and possibly recorded live lectures. Please contact Sean in DSPS at 588-5134 if you have any questions.

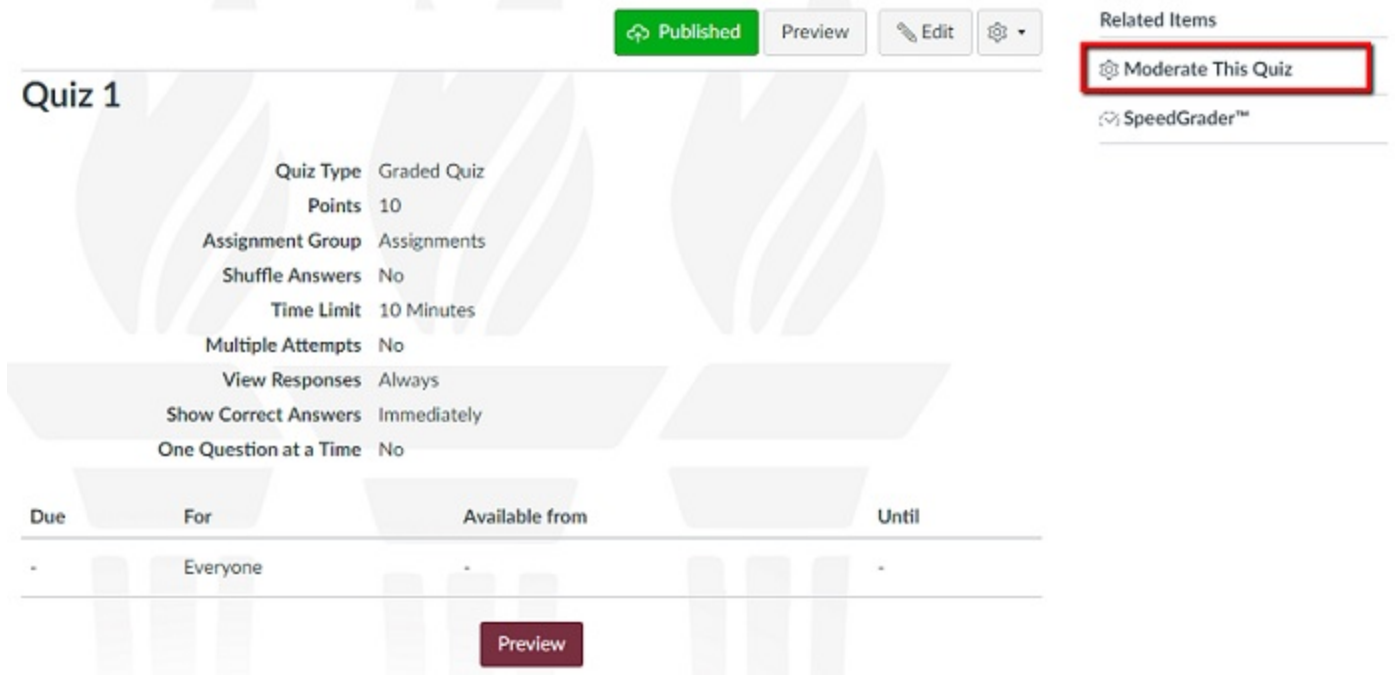
1. Click into your Canvas course site.
2. Select **Quizzes** from your course navigation menu on the left side of the screen.



3. On the Quizzes page, locate the published quiz whose time you want to adjust for a student. Click on the quiz's title.



4. Select the **Moderate This Quiz** option that displays in the upper right corner.




5. On the Moderate Quiz page, locate the student(s) for whom you want to adjust the quiz time. Check the grey box to the left of each student who you wish to give extra time. Then, scroll down to the bottom of the page and select **Change Extensions for x Selected Students**.

Moderate Quiz

Search People

<input type="checkbox"/> Student	Attempt	Time	Attempts Left
<input checked="" type="checkbox"/> Han Solo	--		1
<input type="checkbox"/> Mallette, Knox	--		1
<input type="checkbox"/> McCann, Charles	--		1
<input checked="" type="checkbox"/> Saullo, John	--		1
<input type="checkbox"/> Shepherd, Monea'	--		1
<input type="checkbox"/> Student, Tes	--		1



6. On the Student Extensions pop-up window, enter in the extra time in minutes that you want your student(s) to have for each attempt beyond the time scheduled for your quiz/test.

Student Extensions ×

Extensions for 2 Students

Extra Attempts:
everyone already gets 1 attempts

Extra time on every attempt:
everyone already gets 10 minutes minutes

Manually unlock the quiz for the next attempt

7. Click the **Save** button.

Student Extensions ×

Extensions for 2 Students

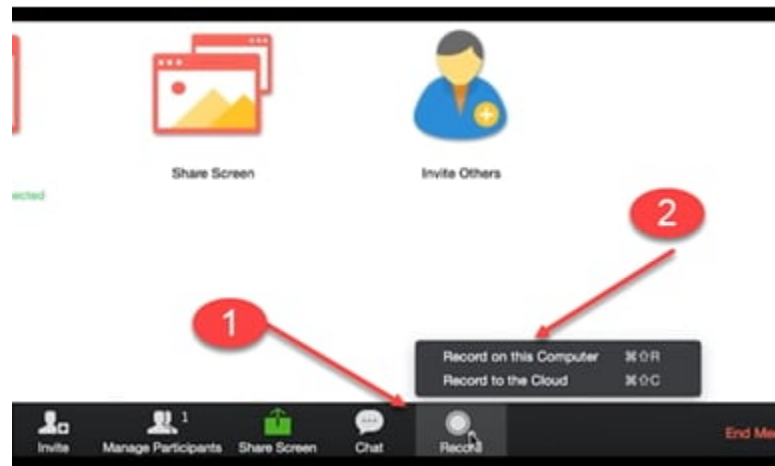
Extra Attempts:
everyone already gets 1 attempts

Extra time on every attempt:
everyone already gets 10 minutes minutes

Manually unlock the quiz for the next attempt

Recording a Zoom Session

1. Locate the menu bar and select the recording button.



2. When the need to pause or stop recording occurs, just simply click on the Pause / Stop button.



3. Once recording is complete, the file will be saved in mp4 format. Located in the folder zoom.
4. Unable to locate your file? Open up the software, find and click on meeting. Select the recorded option, once it opens you will find the recorded files.



5. Managing your recorded files is simple. You can select or share it.

