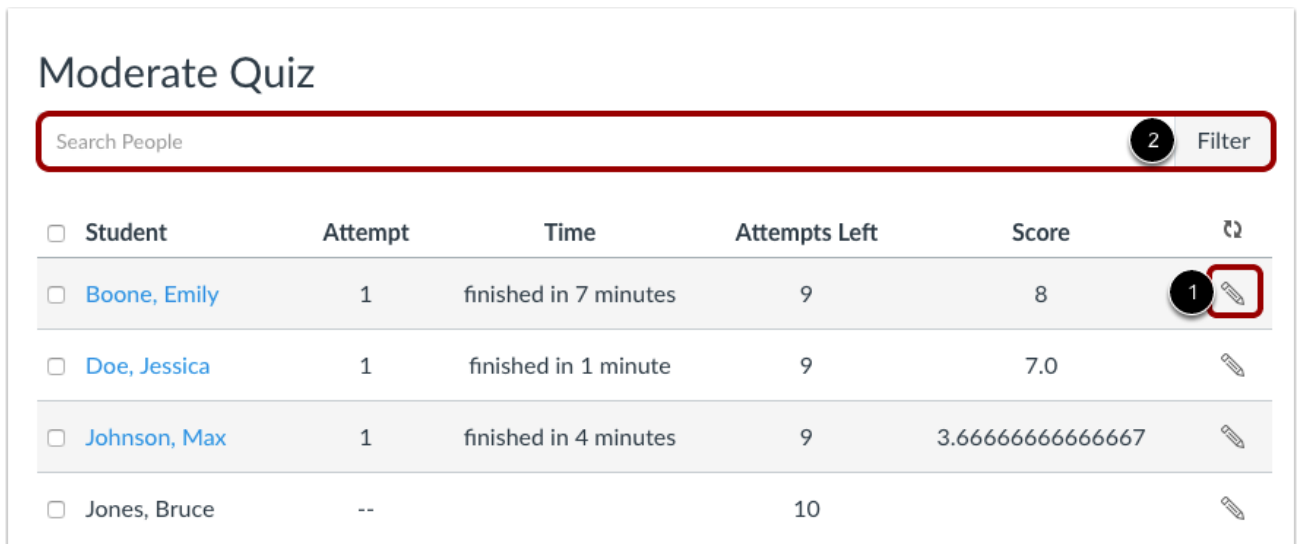# Canvas: Accessibility and Accommodation Tools

Extended Time for Tests and Quizzes

Extended time for tests or quizzes can be altered in Canvas, after the quiz is published but before it is administered to students.

1. Enter your class page on Canvas

2. Select "quizzes", in the left-hand navigation

3. Select the quiz you wish to make changes to

4. When you enter the quiz, select the "Moderate This Quiz" option on the upper left

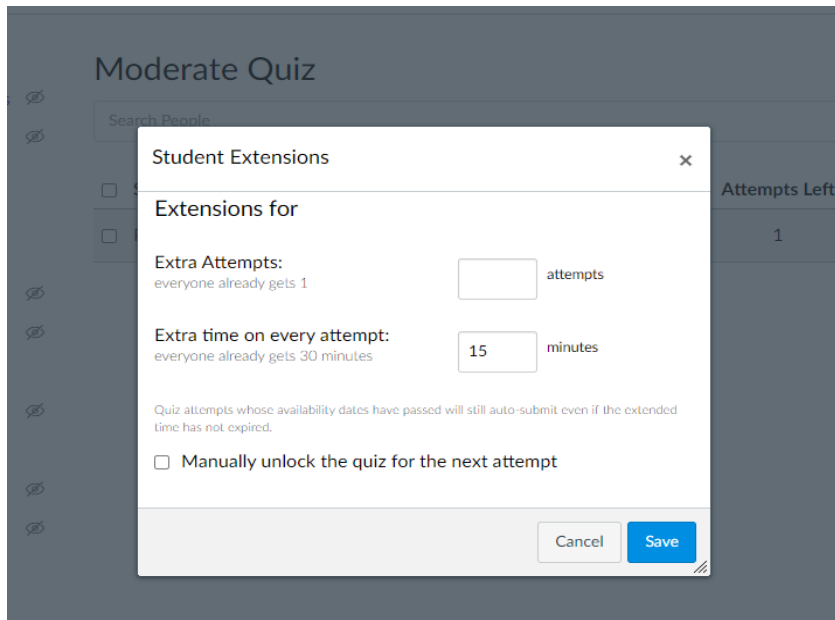5. In the moderate quiz page, you should see a list of students in the course

6. Select the Edit icon for the student you are providing testing accommodations for

7. Input the additional minutes the student receives for their accommodations

      a. Example: If a student receives 50% additional time, and the quiz is originally 30 minutes, you will input "15" for their extended time

8. Press Save

Notes:

- You can also use the steps above to provide additional attempts for students to take a quiz.
- The Extra Time on Every Attempt field only displays for quizzes with a time limit.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

Changing the Time for Tests and Quizzes

Students with accommodations may need to take their test/quiz at a different time then their peers, due to a scheduling conflict with extended time and back to back courses. Below is an outline of how to allow the student an alternative test time.

1. Enter your class page on Canvas
2. Select "quizzes", in the left-hand navigation
3. For the quiz you wish to make time changes too, select the three-dot icon to the right
4. Select the "copy-to" option, and then select that same course. This will duplicate the quiz in the course, back on the Quizzes page
5. Select the three-dot icon on the duplicate quiz, and select edit
6. For a student with extended time, you can provide that extended time in the total time limit of the duplicate quiz
7. Scroll down to "Assign", and assign to the specific student
8. Change the availability
9. Press Save

Creating Accessible Documents in Canvas

"Accessible materials" is not only a common accommodation at Stetson, but an important way to make sure your classroom is inclusive for all students. This is often provided as an accommodation for students who utilize Screen Reader software either due to a visual impairment, or learning disability.

Stetson has purchased SensusAccess, a software that allows users to convert files into accessible materials. This software has been integrated into Canvas, and is also available as part of our Accessibility website resources, here: https://www.stetson.edu/administration/accessibility-services/documents.php

To utilize on Canvas:

1. Go to your course
2. Select "SensusAccess Accessibility" on the left-hand navigation
3. Select the file(s) you wish to convert
4. Select the type of conversion you would like to create
5. Select your delivery method

Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.

When choosing the direct download delivery method do not refresh or close this page as the file will be delivered directly to your browser. Depending on the conversion type and file size longer waiting times may incur. For large files it is recommended to use the email delivery method.

[Return to course]

File selection

File   [course files/Coordinator of Acces ∨]

Requested conversion

Accessibility conversion	MP3
E-book	Braille
DAISY	