

This guide will show you how to change the dates on a quiz for individual students in a course, as well as add extra time and quiz attempts for individual students. These directions apply to the classic quiz tool.

## Change Quiz Dates Individual Students

1. Click the **Quizzes** tab and click the name of the quiz you wish to edit.
2. Click **Edit** in the upper right side of the screen and scroll to the bottom of the page.
3. Click **+ Add** under the due dates section.
4. Click the name of the student(s) who need a different due date in the drop-down menu.  
**HINT:** Start typing their name if you do not see it in the list.
5. Add due date and availability dates, as needed.
6. Click **Save**.

## Add Extra Time and Attempts

The quiz must be published to add additional time or attempts.

1. Click the **Quizzes** tab and click the name of the quiz you would like to edit.
2. Click **Moderate This Quiz** in the upper right side of the screen.
3. Click the **pencil icon** for the applicable student.
4. Add additional attempts in the applicable box.

Extra Attempts:  
everyone already gets 1

 attempts

**NOTE:** Attempts add to existing number of attempts, e.g., student above gets 2 attempts total.

5. Add additional time in the applicable box.

Extra time on every attempt:  
everyone already gets 20 minutes

 minutes

**NOTE:** Minutes add to existing minutes. In the example above, student above gets 30 minutes total.

6. Click **Save**.
7. Repeat Steps 1-7 for each quiz needing extra time or attempts.  
**NOTE:** Complete *Change Quiz Dates* section above if you also use dates to control how long the student has access to the quiz.