Effective Use of Canvas

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Understanding Open/Close/Due Dates for Quizzes/Exams

BACKGROUND INFORMATION: Make sure you are aware of how to set the quiz options (http://guides.instructure.com/m/4152/l/41475-what-options-are-available-for-quizzes)

Recommended practice for setting open and close dates for quizzes and exams:

- Set Due Date to be 11:59pm on exam date (this will show on the calendar, quizzes page and assignments page)
- Set Available From Date to be the same as the first appointment time with ProctorU
- Set Available Until Date to be through the expected window for students with delays (consider 24-48 hours after exam)
- Manually unlock the exam for students who need to take the exam late through the Moderate option for the quiz (http://guides.instructure.com/m/4152/l/50753-once-i-publish-my-quiz-how-can-i-give-my-students-extra-time-or-extra-attempts)

**NOTE**: Students in process of taking the exam at the time of the due date will have their exam auto-submitted. Either start the student taking the exam with enough time to complete the exam before the due date or start the student after the due date but before the available until date.

You can extend a student’s quiz time, or allow for students who need accommodations for extra time using the moderate option (http://guides.instructure.com/m/4152/l/50753-once-i-publish-my-quiz-how-can-i-give-my-students-extra-time-or-extra-attempts)

For students who need to take the exam early, you can make the Available From Date open early. A second option would be to put the student in a MISC section and then set the variable due date for the earlier time frame.

**NOTE**: The appointment with ProctorU is the limit that keeps a student from taking the exam when they are not supposed to take it. Make sure to contact ProctorU at passwords@proctoru.com for all students who should have appointments outside of the normal window.

If you have students who are taking exams at different times in separate sections, you can set varied due dates (http://guides.instructure.com/m/4152/l/101241-what-are-varied-due-dates). If some students will take the exam on campus in an assembly hall or classroom, you can set the varied due date for that section to be the time that they are supposed to be in the room to take the exam, with an available from and until time that is the same as the due date. This will mean that the exam never is available for those students to click on and even if they set an appointment with ProctorU, they will not be able to take the exam.

Any quiz, discussion, or assignment with a due date will appear on the Calendar. If you delete the item from the calendar, it will delete the actual item, not just the calendar entry. You can retrieve a deleted quiz or exam. See your Instructional Designer for help, but note that there are extensive issues associated with deleting, so please be careful!