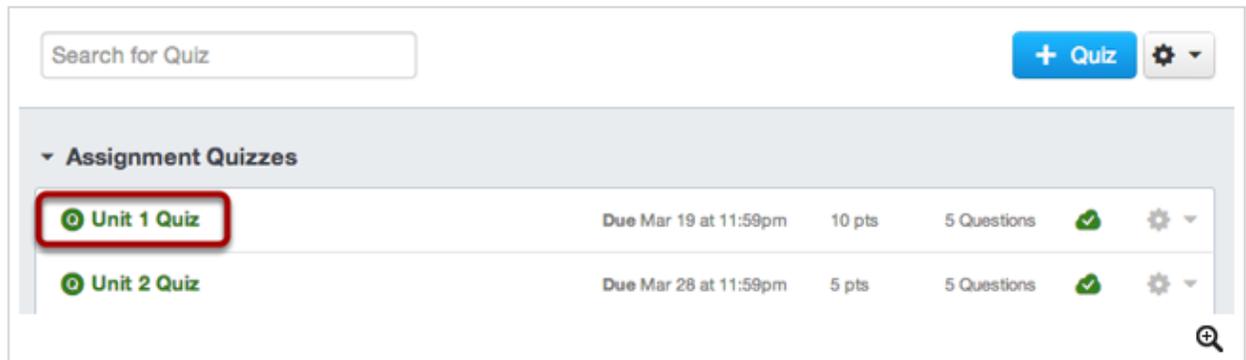# How to Give Extra Time on Quizzes

- First, be sure that the quiz is published.
- Go to Quizzes and locate the quiz.

- Click to open the quiz and then find the link on the right side of the page that says "Moderate this Quiz".

- If you only need to add extra time for one student, click on the pencil next to the student's name.

- Fill in the number of extra minutes that the student should have on the quiz. NOTE: "Extra time on every attempt" refers to *only* this quiz – *if* you allow more than one attempt on the quiz.

- If you need to give the same amount of extra time to more than one student, check the names of all students who will be receiving extra time.

- Add the extra time for the students as shown above.