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OwlMed: Adding Additional Time on OwlMed Active Exams

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How to Add Additional Time on OwlMed Exams

To add additional time to a student's exam, you can use the Reset option:

1. Go to the Manage Exams screen
2. Find exam - click into the **Responses** column

The screenshot shows the OwlMed Exam Manager interface. The left sidebar has a menu with 'Exams' and 'Manage Exams' highlighted. The main content area shows a table of exams. The 'Responses' column for the 'Leo Test OBGYN Clinical Reasoning Exam' is highlighted with a red box, showing '1/4' responses. The table has columns: Name, Responses, View Exam, Link, Access?, Details, PDF, and Key.

Name	Responses	View Exam	Link	Access?	Details	PDF	Key
Leo Test OBGYN Clinical Reasoning Exam	1/4	View	Event	Yes			key
Sample Exam	0/0	View	Course	No			key

3. Find the student's name - click into the **Reset** column

Refreshing in: 45

Results Summary

Exam: *Leo Test OBGYN Clinical Reasoning Exam*

Linked to *LEOPD - Test*

Total Points: 137

View ▾ Options ▾ Refresh PDF Response Report

Viewing 1 to 4 of 4 Search:

Student	Answered	Score	Possible	Bonus	Reporting	Reset	LinkStatus	Leader
test, student (test)	0		137	0	Remove	Open	Linked	No
Test2, Student (Test2)	0		137	0	Remove	Open	Linked	No
Test3, Student (test3)	0		137	0	Remove	Open	Linked	No
Test4, Student (test4)	0		137	0	Remove	Open	Linked	No

Show entries

Previous **1** Next

4. Update the fields as appropriate - click **Save**

Reset Survey/Exam status

Exam: **Leo Test OBGYN Clinical Reasoning Exam**

Attempts Allowed: **1**

Student: **student test**

Submitted: *

Reset Method: *

Extend Original end time by:

Submit Count:

Save

- Submitted = No
- Reset Method = Extend Exam
- Extend Original end time by: 8 (or whatever amount of time)
- Submit Count = 0

If needed, you can also manage a student's specific access time. This can be done by going to the Manage Exams screen and clicking into the **Access** column.

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