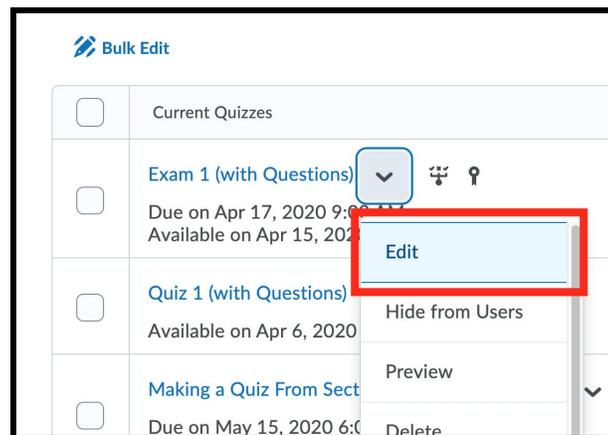


Setting Extended Time using Special Access in Quizzes

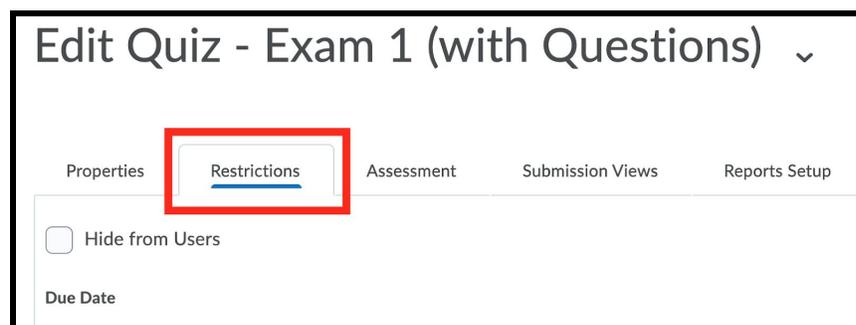
Step 1

Go to Quizzes in the Nav bar, choose the test you wish to edit, then click **Edit**.



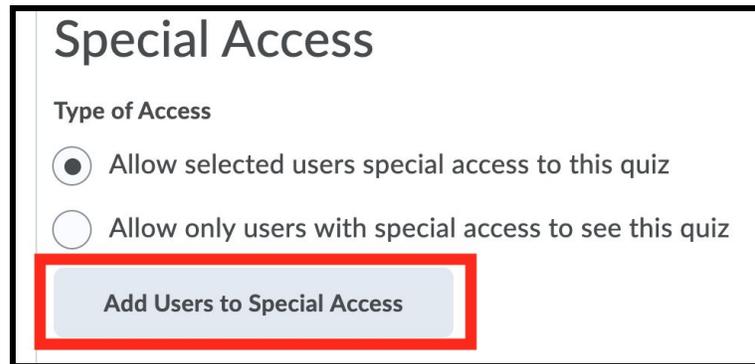
Step 2

Navigate to the **Restrictions** tab in the Quiz editor.



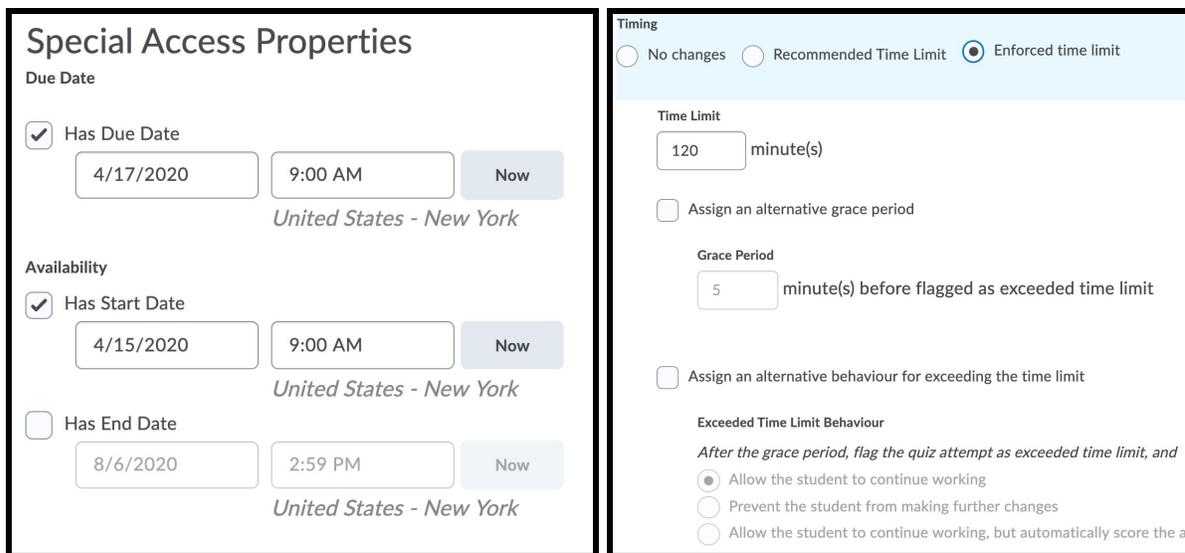
Step 3

Scroll down to Special Access, choose the type of access, and click **Add User to Special Access**.



Step 4

Choose the **Special Access** options the user requires. There are options to change **Date Restrictions**, **Time Allotments**, and **Number of Attempts**.



Step 5

Select users that require Special Access.

Note: Groups are not private, so you cannot add students to an “accommodations group” then give the group access. You must add the students individually.

Users

View By: User Apply

Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input checked="" type="checkbox"/>	D2L.Demo Instructor (Id: Demo.Instructor)
<input type="checkbox"/>	Demo Learner10 (Id: demolearner10)
<input checked="" type="checkbox"/>	Demo Learner11 (Id: demolearner11)

Step 6

When you are done, click **Add Special Access**.

Add Special Access Cancel

Special Access Properties Additional Information for Testing Accommodations

A professor when setting up a time limit in Brightspace must do **3 things** in order for students to receive their extended time.

After clicking "**Allow Special Access**" the professor must do the following in the "**Special Access Properties**" window:

1. Check the Due Date and Time at the top of the page. **If there is a due date and time selected on the original Exam Options, this will be auto filled AND it will override any extensions in time provided and force a student to submit an exam.**

Special Access Properties

Due Date

Has Due Date

4/17/2020 9:00 AM Now

United States - New York

Availability

Has Start Date

4/15/2020 9:00 AM Now

United States - New York

Has End Date

8/6/2020 2:59 PM Now

United States - New York

2. The professor needs to add the additional time to the box for extended time and any grace period they allow

Timing

No changes Recommended Time Limit Enforced time limit

Time Limit

120 minute(s)

Assign an alternative grace period

Grace Period

5 minute(s) before flagged as exceeded time limit

Assign an alternative behaviour for exceeding the time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

Allow the student to continue working

Prevent the student from making further changes

Allow the student to continue working, but automatically score the

3. The professor must then check the box to decide how the time is administered with regards to allowing "late" exams. This checkbox is labeled "**Assign an alternative behavior for exceeding the time limit.**" The three choices are:

1. Allow the student to continue working (*this marks the exam late*)
2. Prevent the student from making further changes (*this forces the student to submit the exam*)
3. Allow the student to continue working, but automatically score the exam as a zero (*this marks an exam late and similar to blackboard allows a professor to still look and grade the exam*)

Timing

No changes Recommended Time Limit Enforced time limit

Time Limit

120 minute(s)

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Exceeded Time Limit Behaviour

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Allow the student to continue working

Prevent the student from making further changes

Allow the student to continue working, but automatically score the exam as a zero



Must click checkbox and choose here