

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.

🌮 Bull	< Edit		
	Current Quizzes		
	Exam 1 (with Questions) Due on Apr 17, 2020 9:02 Available on Apr 15, 2021	► ♥	
	Quiz 1 (with Questions) Available on Apr 6, 2020	Hide from Users	
	Making a Quiz From Sect Due on May 15, 2020 6:(Preview	~

Step 2

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

Edit Q	uiz - Exaı	m 1 (wi	th Questic	ons) ~
Properties	Restrictions	Assessment	Submission Views	Reports Setup
Hide from	Users			
Due Date				



Step 3

Scroll down to Special Access, choose the type of access, and click $\boldsymbol{\mathsf{Add}}$

User to 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.**

Special Access Properties	Timing No changes Recommended Time Limit Imforced time limit
Has Due Date	Time Limit
4/17/2020 9:00 AM Now	
United States - New York	Assign an alternative grace period
Availability	Grace Period
Has Start Date	5 minute(s) before flagged as exceeded time limit
4/15/2020 9:00 AM Now	
United States - New York	Assign an alternative behaviour for exceeding the time limit
Has End Date	Exceeded Time Limit Behaviour
8/6/2020 2:59 PM Now	After the grace period, flag the quiz attempt as exceeded time limit, and Allow the student to continue working
United States - New York	 Prevent the student from making further changes Allow the student to continue working, but automatically score the a



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.

User	Users	
View B	View By: User ~ Apply	
Search For Q Show Search Options		
	First Name ▲ , Last Name, Org Defined ID	
	D2L.Demo Instructor (Id: Demo.Instructor)	
	Demo Learner10 (Id: demolearner10)	
	Demo Learner11 (Id: demolearner11)	

Step 6

When you are done, click Add Special Access.



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 <u>AND</u> it will override any extensions in time provided and force a student to submit an exam.

ue Date			
✔ Has I	Due Date		
4	/17/2020	9:00 AM	Now
		United States -	New York
Availability	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	1 S
No changes	Recommended Time Limit e Enforced time limit
Ware Links	
Time Limit	
120	minute(s)
Assign a	n alternative grace period
Grace P	teriod
5	minute(s) before flagged as exceeded time limit
-	
Assign a	n alternative behaviour for exceeding the time limit
Exceed	ad Time Limit Behaviour
After t	he grace period, flag the quiz attempt as exceeded time limit, and
(a) Al	low the student to continue working.
O Pr	event the student from making further changes
() A	low 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*)

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No ch	anges 🕜 Recommended Time Limit 💿 Enforced time limit
Time	Linit
12	0 minute(s)
	Assign an alternative grace period
	Grace Period
	5 minute(s) before flagged as exceeded time limit
-	
0	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
	C All when the state of the second se

Must click checkbox and choose here