How Do I give a student extended time on a test?

Directions: NOTE: We suggest using Firefox to set extended time.

1. Go the Test. Click the **chevron** and then click **Edit the Test Options.**



2. Scroll down to the Test Availability Exceptions section, click Add User or Group.

TEST AVAILABILITY EXCEPTIONS		
Click Add User or Group to search for course users	nd groups to add to the exception list. Timer and force completion must be enabled	in the
not want students to see group members. Click Rem	ve all Exceptions to delete all exceptions for the test.	<i>you uu</i>
Add User or Group		

3. Select the student(s) or Group and then click Submit

Search: Any Not Blank	Go	
USEP OR GROUP	USERNAME	NAME
	student01	Student01 Student01
	student03	student03 student03
	student02	Student02 Student02
- <u>&</u>		#1 Manual Enroll Group
- <u>&</u>		#1 Self Enroll Group
		Displaying 1 to 5 of 5 items Show All Edit Paging
		B - Suisser - Submit



4. Make all your changes in this window. If you change the available dates, you will need to save those dates.

NAME	ATTEMPTS	TIMER AVAILABI			
٨	lake changes in this window			_	
Ctudent01 Student0	Cincle Attempt	60		Force Completion	E
	Single Attempt	🔲 Auto Submit	Cli	•	

5. When you complete all the changes, click $\ensuremath{\textbf{Submit}}$

TEST AVAILABILITY E	XCEPTIONS				
Click Add User or Gro previous test availabili not want students to se	up to search for course users and gro ty step to enable those settings for ex ee group members. Click Remove all	oups to add to the exception list cceptions. If you choose to use g I Exceptions to delete all except	t. Timer and force groups, you must i tions for the test.	completion must be ena make the group unavaila	bled in the ble if you do
Add User or Group	Remove All Exceptions				
NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS	×
L Student01 Stud	dent01 Single Attempt 💌	120 Auto Submit		♥ Force Completion -	×
DUE DATE					
Set the date the assess	ment is due. Optionally, do not allow	students to take a test once th	e due date has pa	issed.	
Submissions are accep	ited after this date, but are marked L	ate.			
Click Submit to edit op	ntions for this test. Click Cancel to qu	it.		Cance	Submit

