Set Special Accommodations for a Student in Quizzes

Overview

There are two ways to set up a special accommodation for a student in the Quizzes tool, either at the individual quiz level or at the course level to apply to all quizzes (or exams). Instructions below will cover both options. It is very important to note that you should not set an accommodation at both levels for the same student, as the quiz level accommodation (Part 2) will over-ride (or void) the course level accommodation (Part 1).

Objectives

By following the guide, you will be able to:

> Part 1: Set a Time Extension Accommodation at the Course Level (all quizzes).
> Part 2: Set an Accommodation/Special Access at the Quiz Level (specific quiz).

Part 1: Set a Time Extension Accommodation at the Course Level

Use the Course Level Accommodation to provide extended time on all quizzes (or exams). Remember: Whenever additional accommodations are set for a student for a specific quiz (at the quiz level), the course level accommodation will not apply for that quiz. Quiz level accommodations override (void) course level accommodations.

1. From the course navigation bar, click **Classlist**.
2. Locate the student in the Classlist and click the dropdown arrow next to their name.
3. Select **Edit Accommodations** from the dropdown menu.
4. Check the box next to **Modify Time Limit**.
5. Select how you would like to set the time accommodation for the student.
   a. Choose the **Multiplier of original quiz time** option to enter an accommodation in a manner such as 1.5 times the original quiz time (sometimes referred to as time and a half). For example, for a 30 minute quiz, the student with this accommodation would have 45 minutes to complete the quiz.

   b. Choose the **Extra time** option to enter an accommodation as a specific amount of extra time, such as 20 minutes, to each quiz. For example, for a 30 minute quiz, the student with this accommodation would have 50 minutes to complete the quiz.
6. Click **Save** when finished.

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Part 2: Set an Accommodation/Special Access at the Quiz Level

Use the Quiz Level Accommodation to provide an accommodation or special access for a student at the quiz level. The accommodation/special access will apply only to the specific quiz.

1. From the course navigation bar, click **Course Tools**.
2. Select **Quizzes** from the dropdown menu.
3. Click the link to the specific quiz to apply the accommodation.
4. Click the **Availability Dates & Conditions** panel, located along the right.
5. Under the 'Special Access' section, click the link to **Manage Special Access**.
6. Select the 'Type of Access'.
   a. Choosing the **Allow selected users special access to this quiz** option, will enable special access (including unique date, time, and attempts allowed) for the student(s) added to Special Access. (Note: Any options not changed on this page will match the regular settings for all other students on this quiz.)

   b. Choosing the **Allow only users with special access to see this quiz** option, will make the quiz visible to ONLY the student(s) added to Special Access. IMPORTANT: If some students have already taken the quiz, this setting will make the quiz and any past submission attempts hidden from a student's view.
7. Click the **Add Users to Special Access** button.

   Important Note: If you plan to use the search box under the 'Users' section to locate a student's name, consider first select the user (step 9) to check the box next to their name and then scroll back up to set the special access parameters (step 8). Doing a search removes any previously established settings. Settings cannot be saved until it is connected to a student.

8. Set the Special Access Properties. (Note: Any options not changed on this page will match the regular settings set for all other students on this quiz.)
   a. **Properties:** If you want to set different access dates for the student, change the Start Date and End Date.
   b. **Timing:** If you want to set a different amount of time for the student:
      1. Click the checkbox to 'Override time limit'.
      2. Click the radio button to 'Set time limit'.
      3. Adjust the 'New Time Limit' field (minutes).
      4. Select the behavior 'When the Time Limit Expires'.
   a. **Attempts**: If you are allowing a student to retake a quiz for a 2nd time, you will need to change the 'Attempts Allowed' to 2 for the student to have access.

      If you want to set a different number of attempts:
      1. Click the checkbox to 'Override attempts allowed'.
      2. Adjust the 'Attempts Allowed' field.
         • (Optional) If you allow more than 1 attempt, 'Optional Advanced Conditions' are available if you wish to qualify the next attempt, with a min. or max. percentage score.
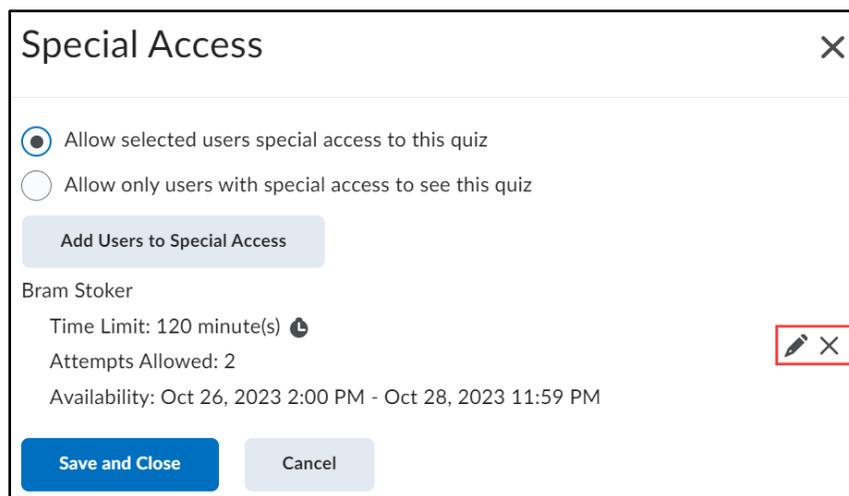
9. Scroll down to the 'Users' section.
    a. Locate the student's name in the list.

        Important Note: If you already set the parameters, do not use the search field to locate a student's name since doing so will remove the selected settings.

    b. Check the box to the left of the name of the student(s) being granted special access.
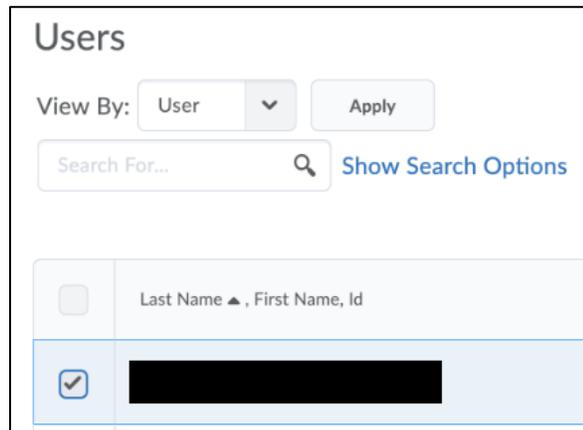
10. When finished, click the **Save** button at the bottom of the page.

11. Repeat steps to add alternative accommodations for other students.

12. To edit the special access, return to the Manage Special Access page:

    •   Use the Pencil icon to edit the student's special access.

    •   Use the X icon to remove the student's special access.

13. Click **Save and Close** button.

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