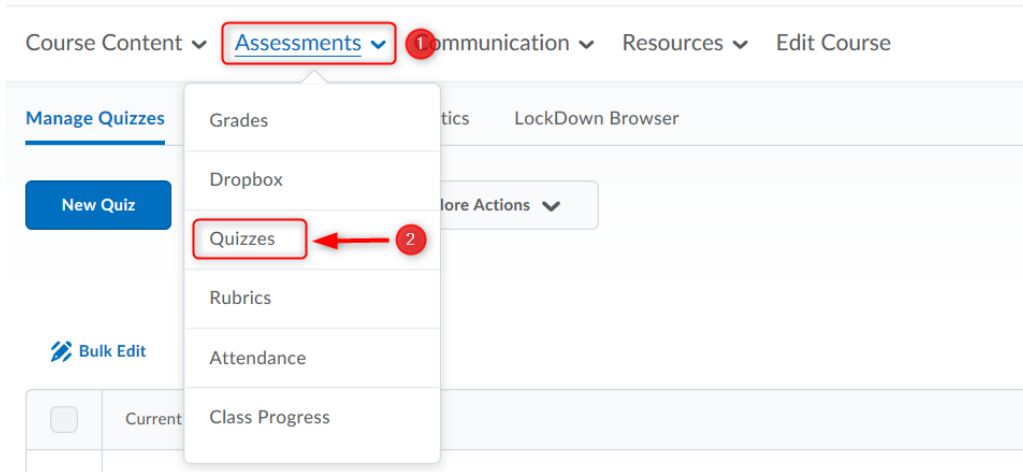
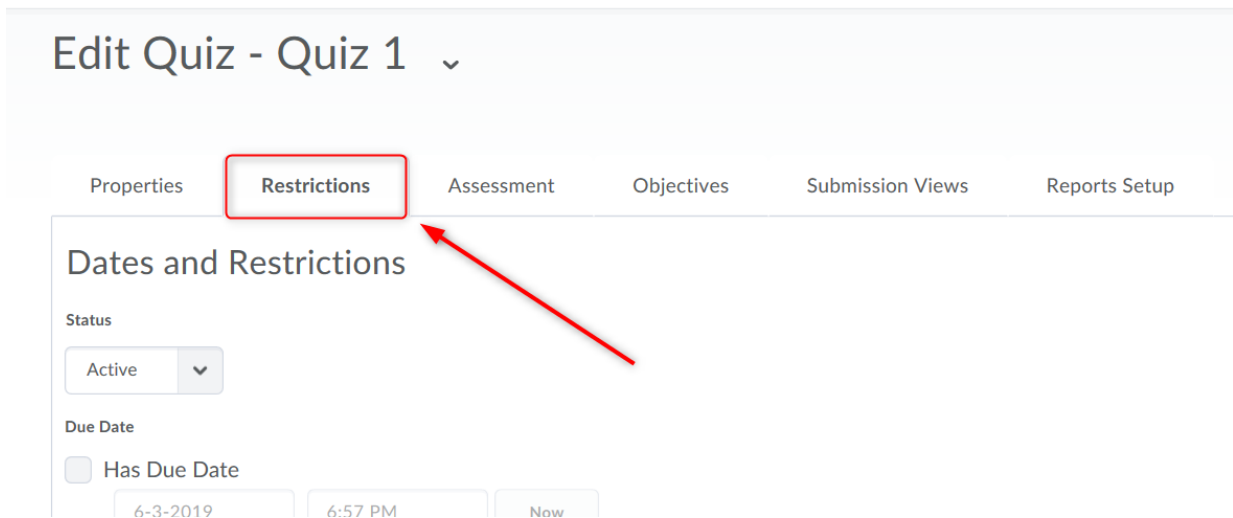


How To Extend Quiz Time For Individual Students:

1. Get to the quiz that you need to set up extended time for individual students by clicking on **“Assessments”** (1) and choosing **“Quizzes”** (2).



2. Click on the quiz that you need to set up extended time for individual students and go to **“Restrictions”**.



3. Scroll down and get to “**Special Access**” area. Choose “**Allow selected users special access to this quiz**” (1) and click on “**Add Users to Special Access**” (2).

Special Access

Type of Access

Allow selected users special access to this quiz 1

Allow only users with special access to see this quiz

Add Users to Special Access 2

4. Scroll down to “**Timing**” area and start setting up:
- (1) Select “**Enforced time limit**”
 - (2) Change/add time for the quiz
 - (3) You have an option to “**Assign an alternative grace period**”
 - (4) Add time for grace period (if required)
 - (5) Choose what should happen after grace period is reached
 - (6) You can allow student to keep working on their quiz by choosing option “**Allow the student to continue working**”

Timing

No changes Recommended Time Limit Enforced time limit 1

Time Limit

120 minute(s) 2

Assign an alternative grace period 3

Grace Period

5 minute(s) before flagged as exceeded time limit 4

Assign an alternative behaviour for exceeding the time limit 5

Exceeded Time Limit Behaviour

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

Allow the student to continue working 6

Prevent the student from making further changes

Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

5. After you are done exceeding quiz time, scroll down and choose students. Search for students (1), mark them (2), and click on “**Add Special Access**” (3).

Users

View By: User

Search For... 1

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input type="checkbox"/> 2	Student Demo

3

6. You can see a list of students with special access and changes that you have made:
For example: Length of the quiz is 120 minutes, but “Student Demo” got special access and “Demo Student” quiz length is 150 minutes.

Timing

Recommended Time Limit Enforced Time Limit

minute(s) ←
Will be displayed before the quiz starts

Show clock

Special Access

Type of Access

Allow selected users special access to this quiz
 Allow only users with special access to see this quiz

Student Demo 150 minute(s)

Always Available

7. You can **“Edit”** (1) and **“Delete”** (2) special access.

