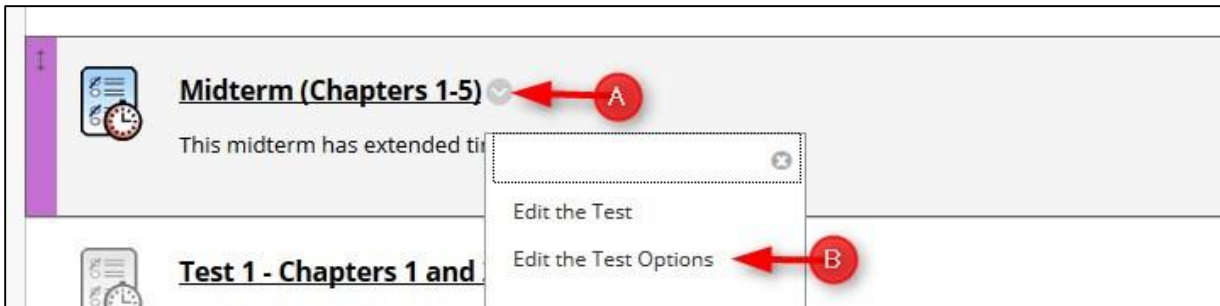


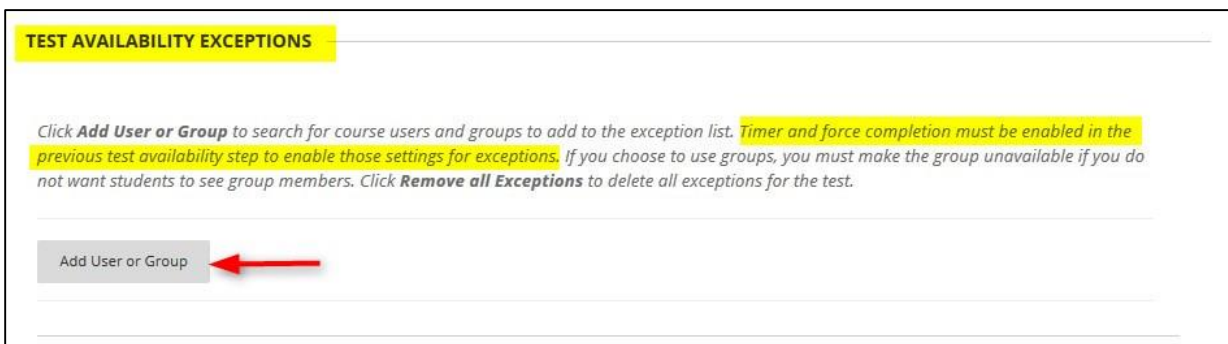
How Do I give a student extended time on a test?

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

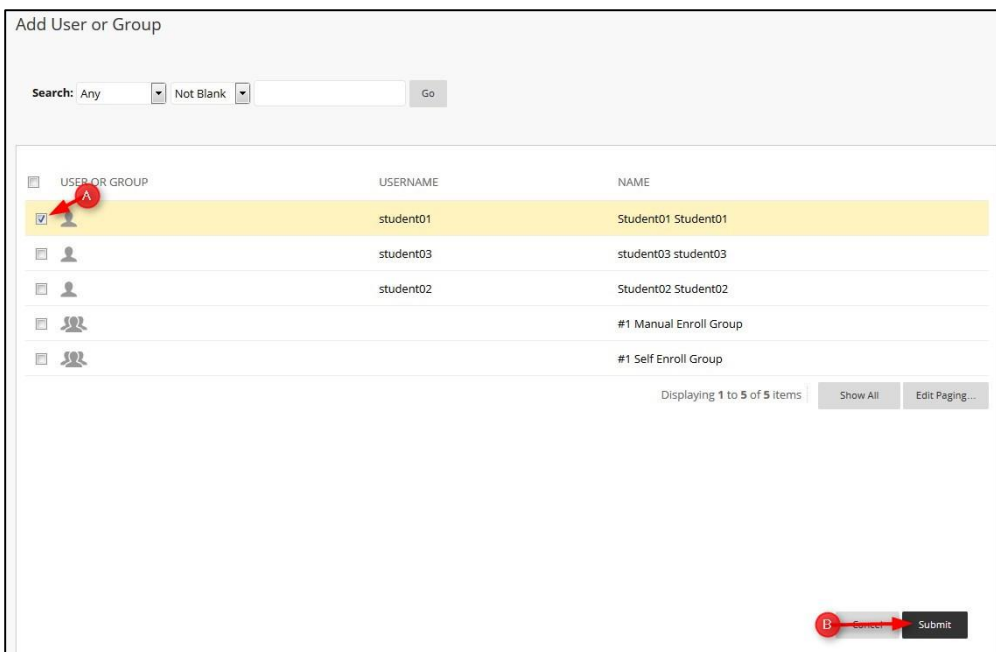
1. Go the Test. Click the **chevron** and then click **Edit the Test Options**.



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



3. Select the student(s) or Group and then click **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	AVAILABILITY	OPTIONS
Make changes in this window				
Student01 Student01	Single Attempt	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion

Click here to change available dates.

5. When you complete all the changes, click **Submit**

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS
Student01 Student01	Single Attempt	<input checked="" type="checkbox"/> 120 <input type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*