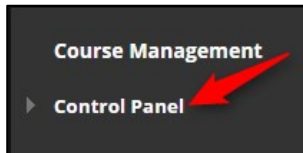# Creating Groups for Extended Time

This tutorial will walk you through how to create a group for extended time for testing. The same directions can be applied to creating groups for specific access to items such as if a student needs early access the materials.

Directions for Creating Groups:

1. Go into your course.

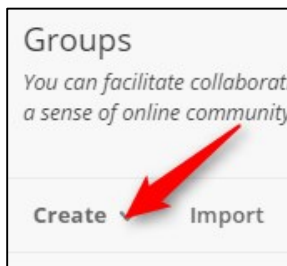2. Click on the **Control Panel**
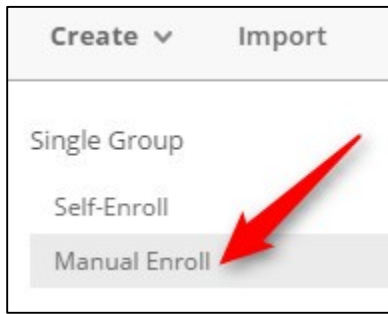

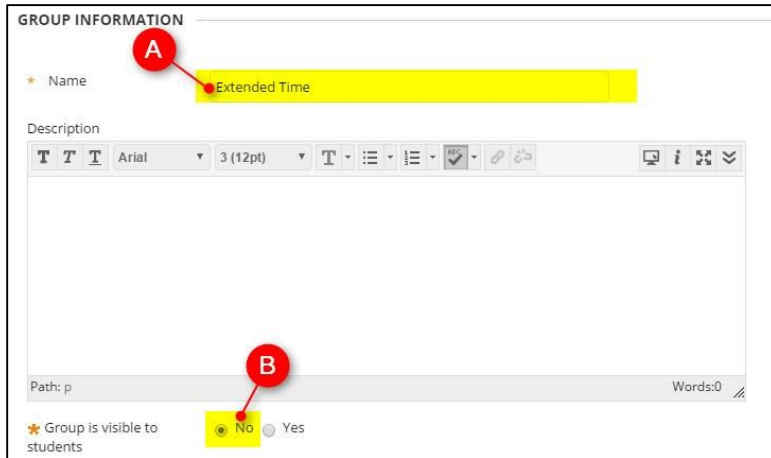
3. Click on **Users and Groups**
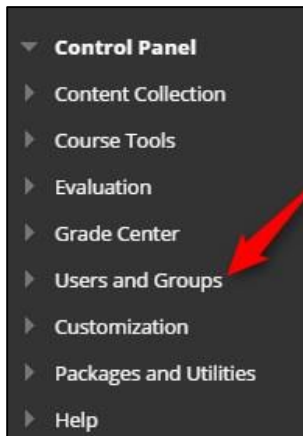
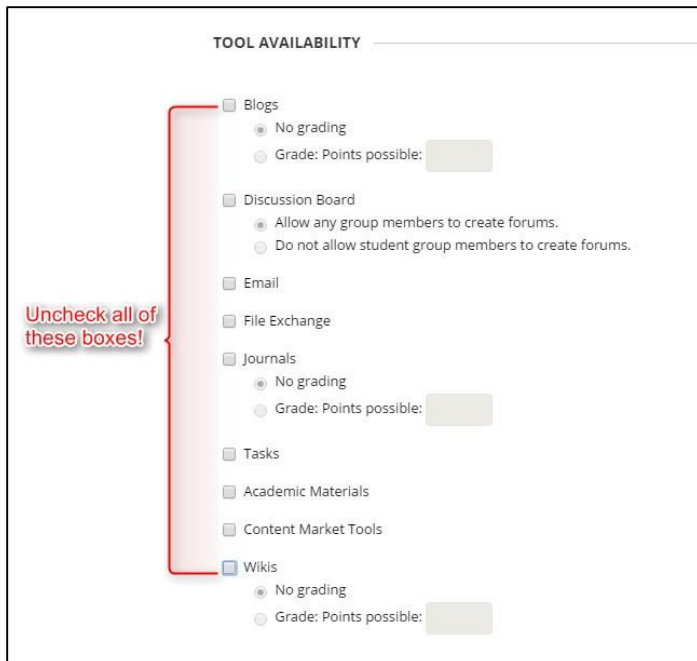4. Click on **Groups**

5. Click on **Create**

6. Click on **Manual Enrollment**

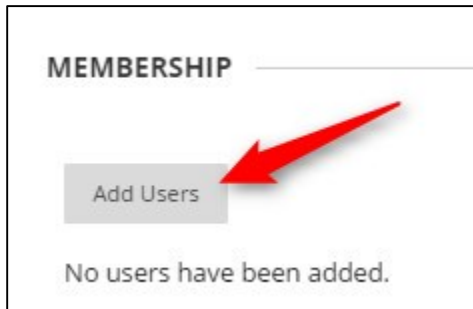**7.** Enter the **Name** of your group and change option for **Group is visible to students** to **No**

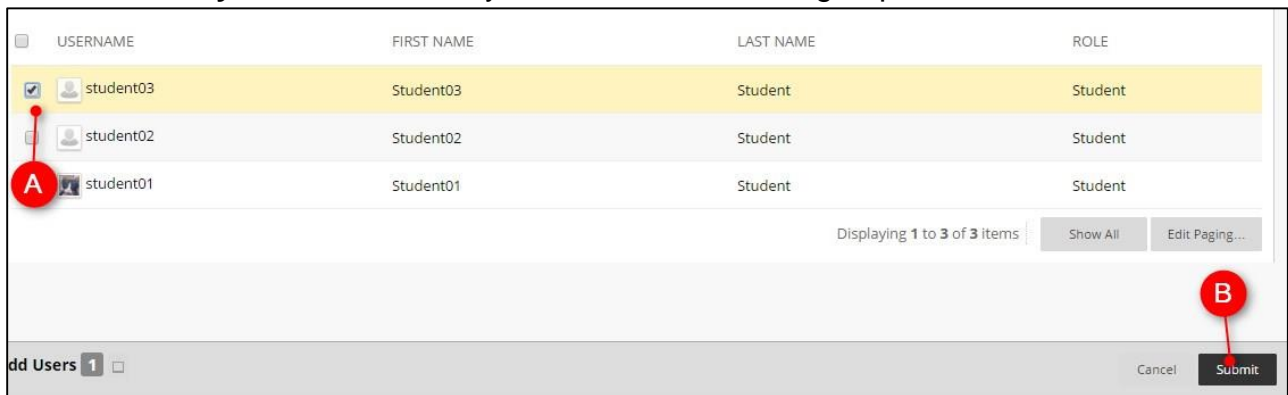**8.** Uncheck the all items located under Tool Availability
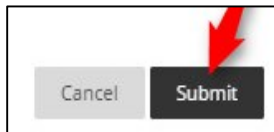
9. Uncheck the Allow Personalization option

10. Click on **Add Users**

11. Put a **check by each username** you want **to add** to the group and click on **Submit**
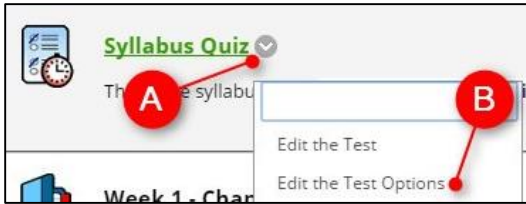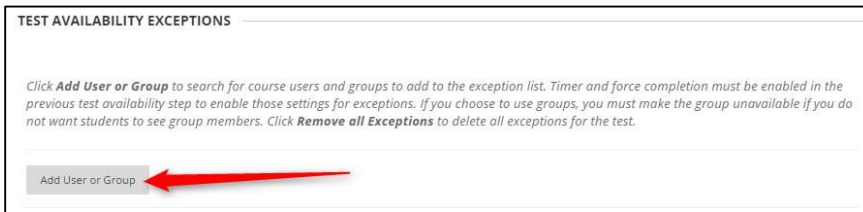

12. Click on **Submit**

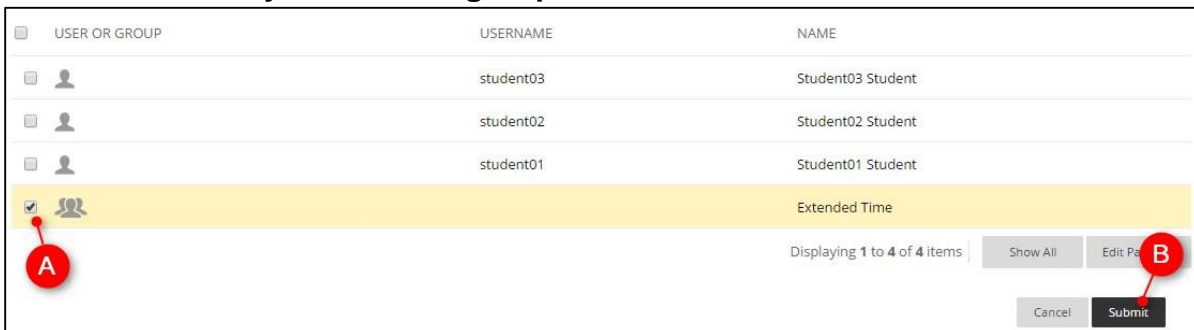**Directions for Extending Time on an Assessment:**

1. Locate the assessment you need to add the extended time to

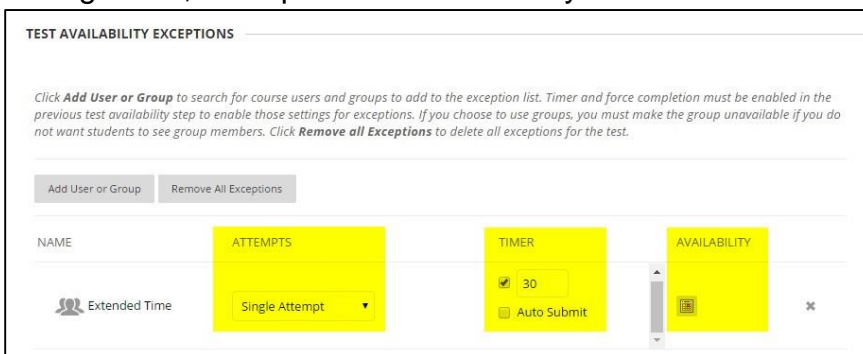2. Click on the **Chevron** and click on **Edit the Test Options**

3. Scroll down to **TEST AVAILABILITY EXCEPTIONS** and click on **Add User or Group**

4. Click on the **box by the correct group name** and then click on **Submit**

5. Change time, attempts and/or availability as needed

6. Click on **Submit**