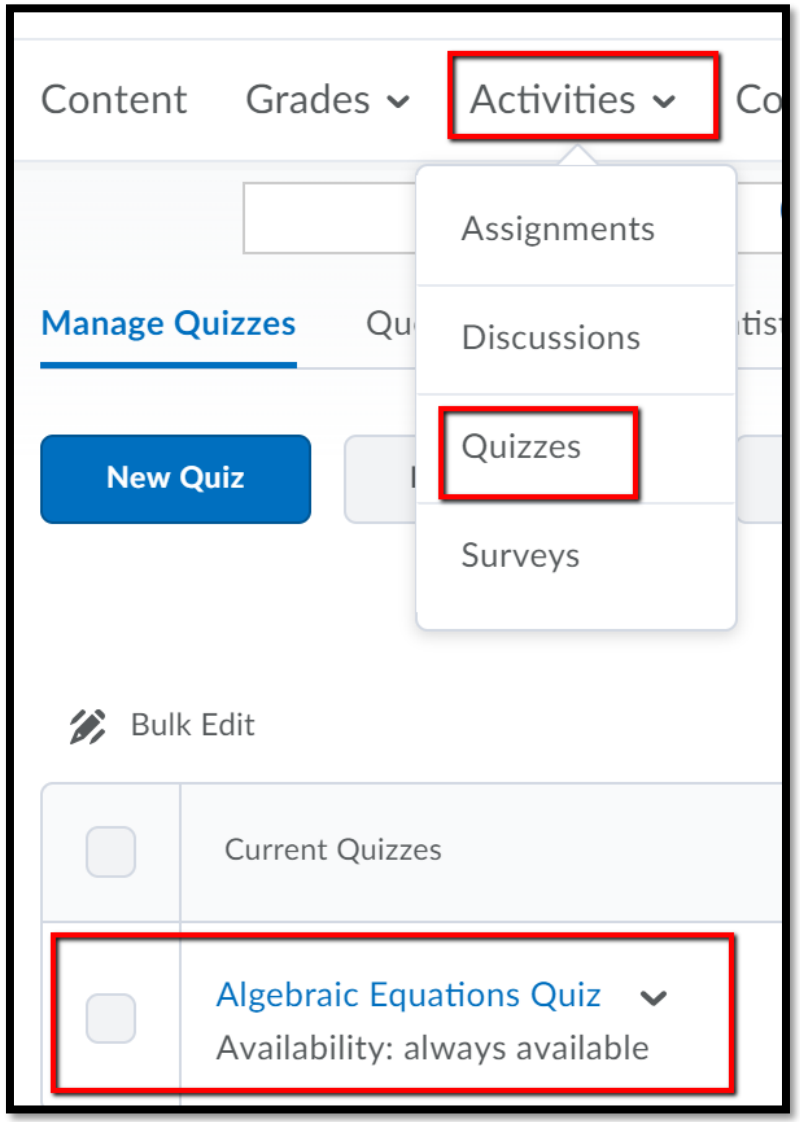
How to Add Extended Time

In myleoonline

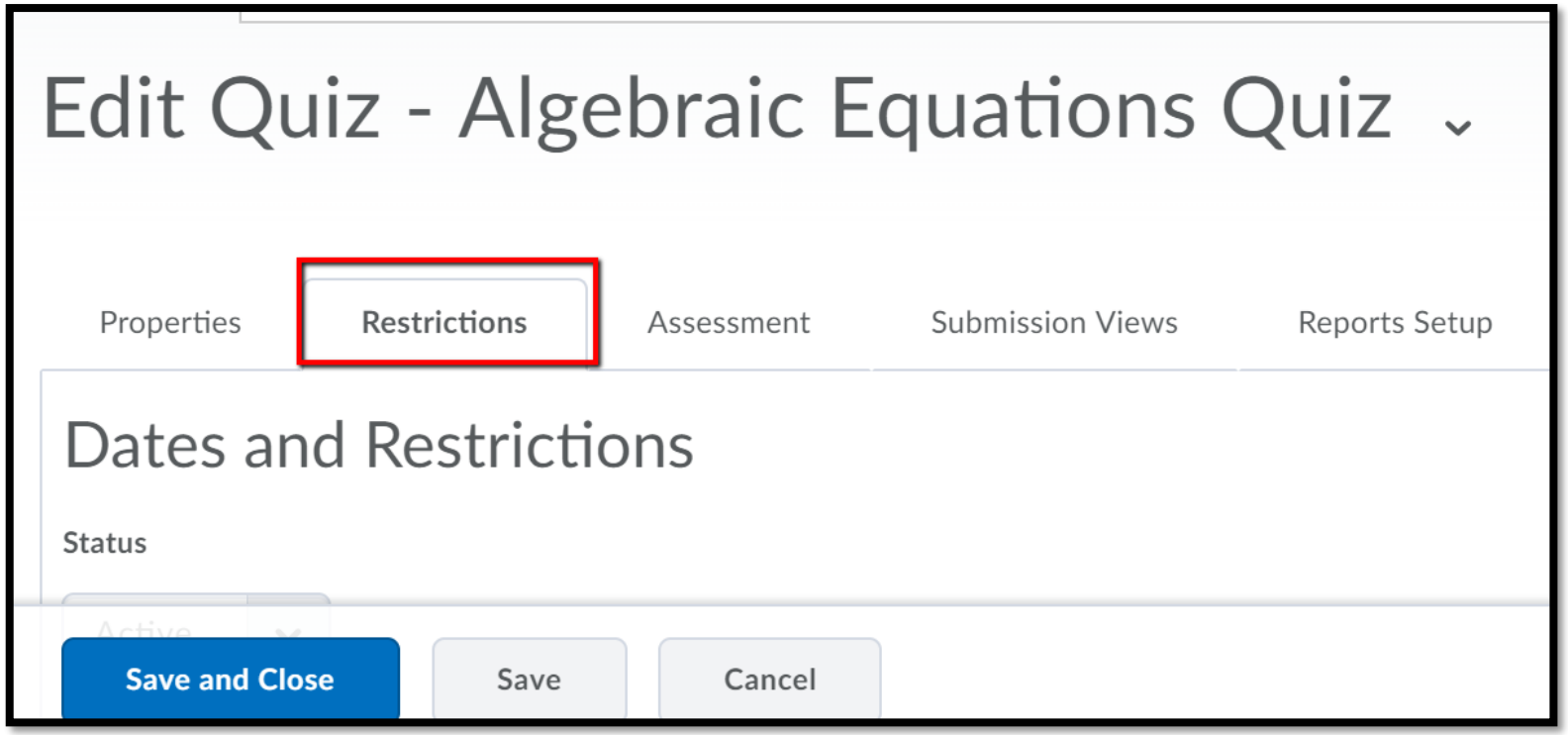
From Course Home Page

- Under **Activities**
- Click on **Quizzes**
- Scroll down to find **Quiz**
- Click on **Quiz** Name



Restrictions Tab

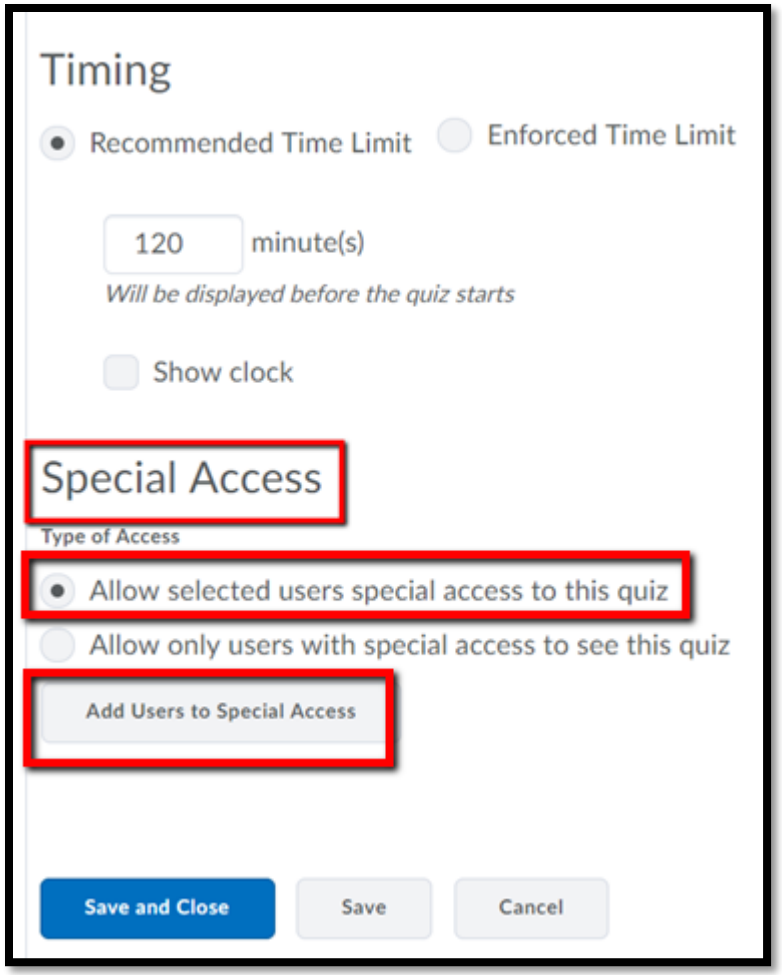
- When the Quiz opens, click on the **Restrictions tab.**
- Scroll all the way to the bottom of the page to **Special Access**



Restrictions Tab

In the **Restrictions Tab**

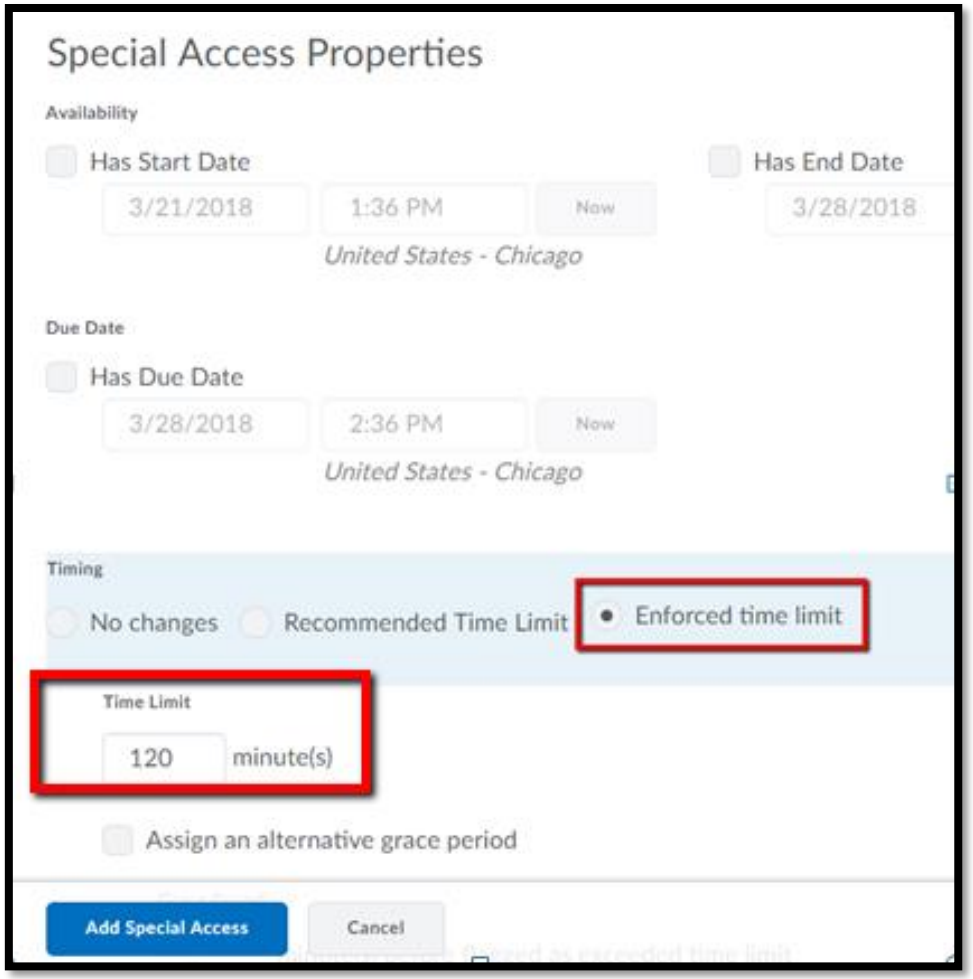
- Under **Special Access**
- Under **Type of Access** select **“Allow selected user special access to this quiz.”**
- Click **Add User to Special Access**



Add Special Access to Quiz

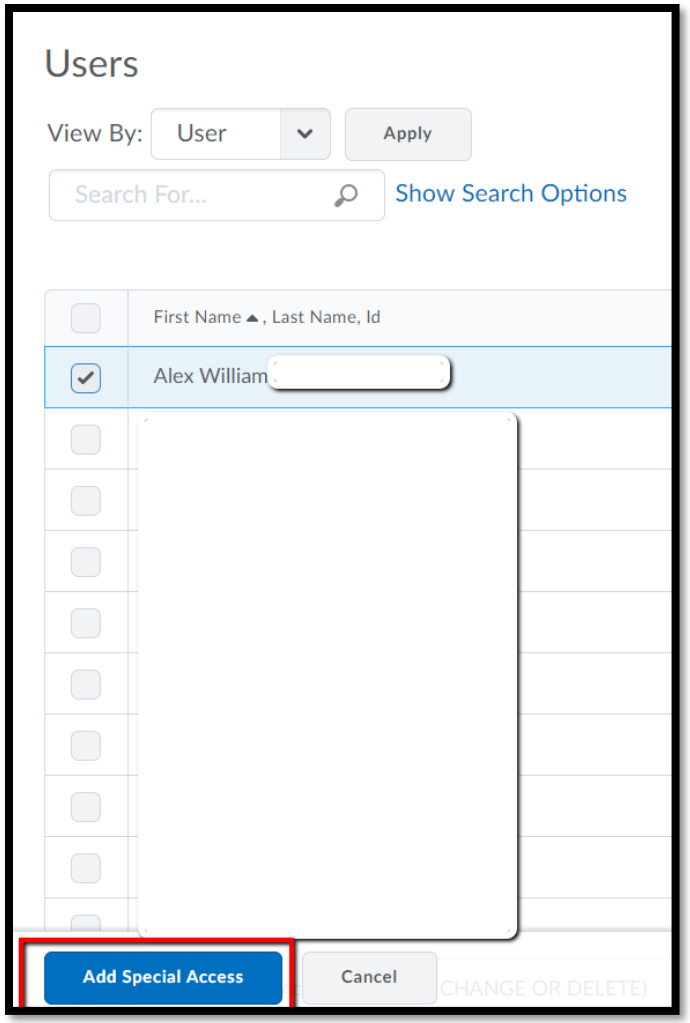
Special Access Properties

- Scroll down to **Timing**
- Select **Enforced time limit**
- Under **Time Limit** enter additional time in minutes.
  - For example a student with 1.5 extended time would receive 90 minutes on a 60 minutes quiz or exam.
  - A student with 2.0 extended time would receive 120 minutes on a 60 minute quiz or exam.
- Scroll down to **Users**



Users

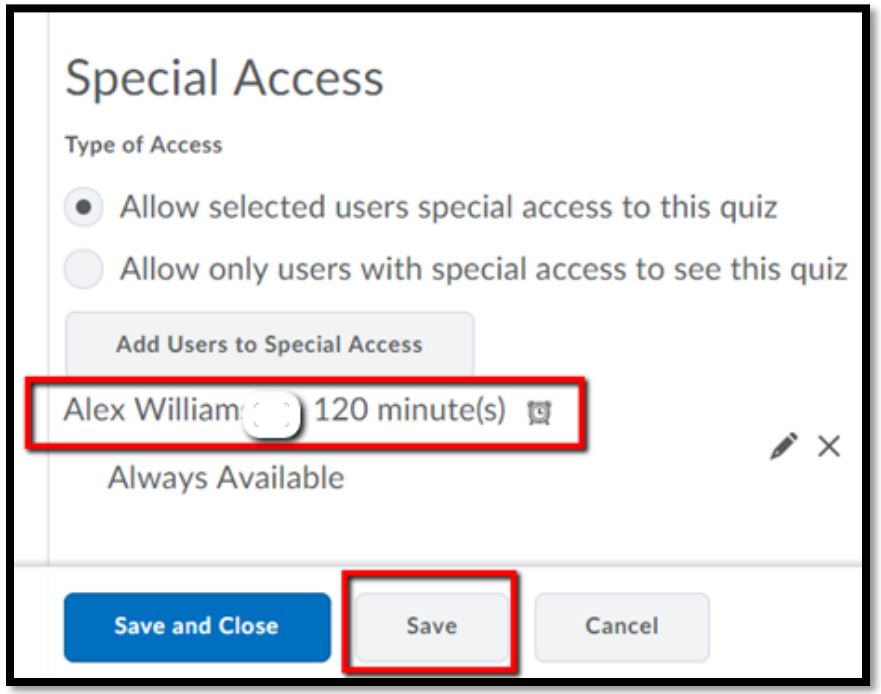
- Under **Users** put a check in the box to the left of the student's name.
  - If **more than one student** needs extended time **and their times are the same** they can be **done at the same time.**
  - If students have **different extended times,** complete the process for one student and then **repeat the process** for the second student.
- Click **Add Special Access**



Restrictions Tab

On the **Restrictions** tab scroll down to **Special Access** to

- Verify **student's name**
- Verify **student's time**
- Click **Save**



Have Questions

Contact the Office of Academic Technology at:

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