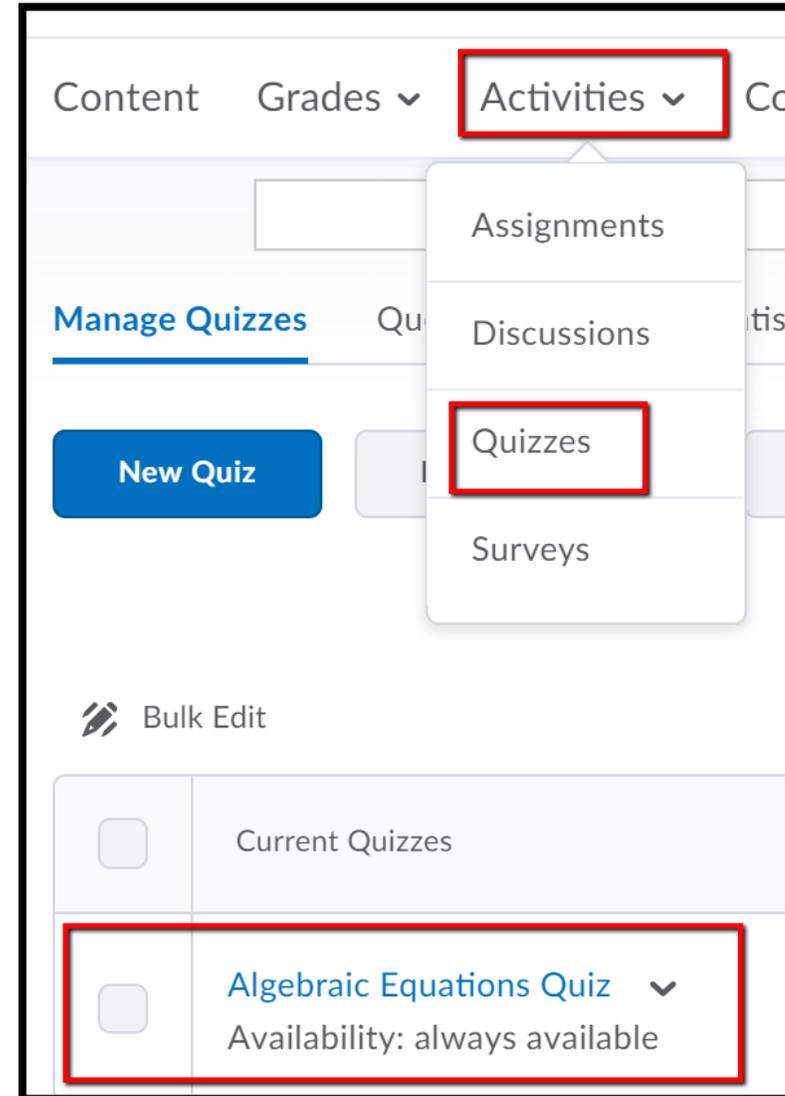


How to Add Extended Time

In myleoonline

From Course Home Page

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

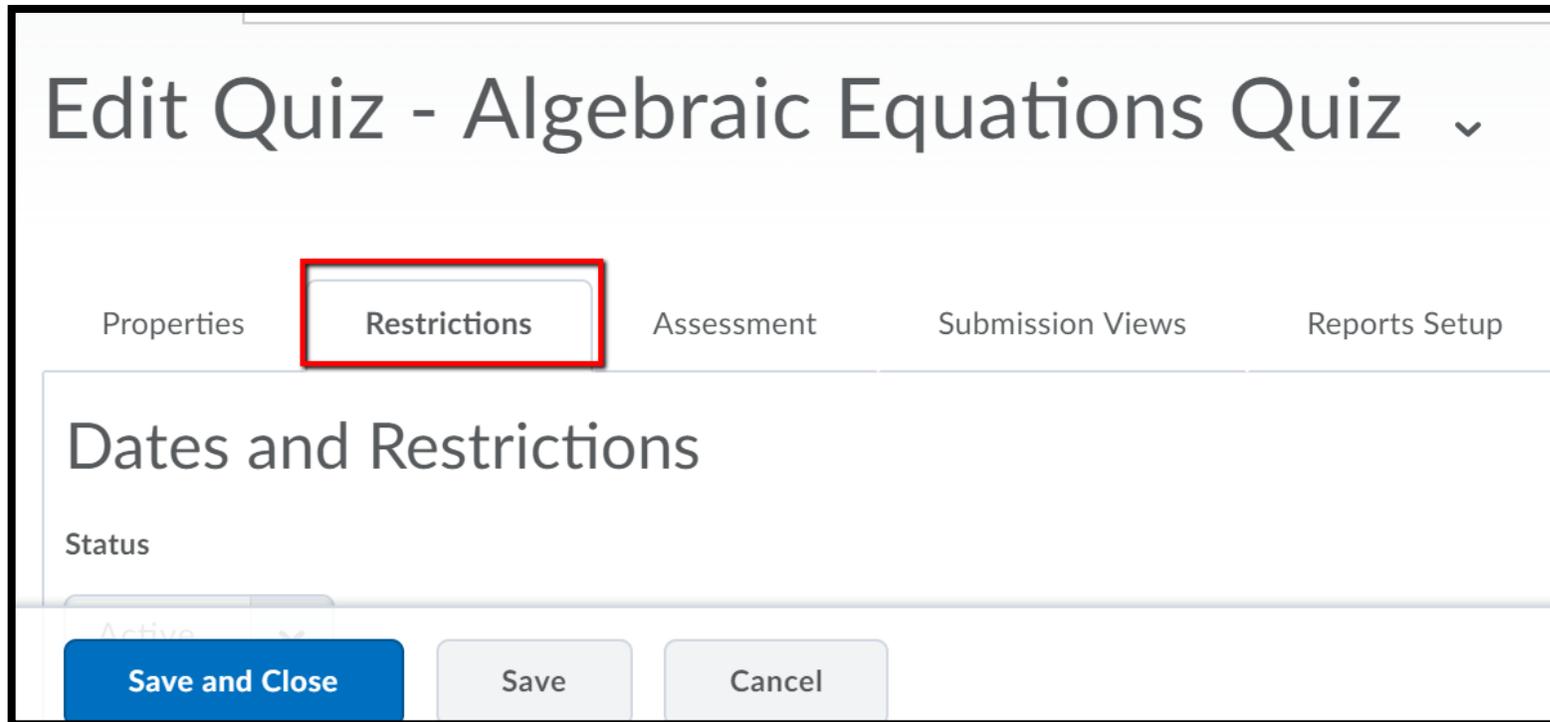


The screenshot shows a course management interface. At the top, there are navigation tabs: 'Content', 'Grades', 'Activities', and 'Co'. The 'Activities' tab is selected and highlighted with a red box. A dropdown menu is open under 'Activities', showing options: 'Assignments', 'Discussions', 'Quizzes', and 'Surveys'. The 'Quizzes' option is highlighted with a red box. Below the dropdown, there is a 'Manage Quizzes' link and a 'New Quiz' button. A 'Bulk Edit' icon is visible. Below that, there is a table with a header 'Current Quizzes'. The first row in the table is highlighted with a red box and contains the text 'Algebraic Equations Quiz' with a dropdown arrow, and 'Availability: always available'.

Current Quizzes	
<input type="checkbox"/>	Algebraic Equations Quiz ▼ Availability: always available

Restrictions Tab

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



Edit Quiz - Algebraic Equations Quiz ▾

Properties **Restrictions** Assessment Submission Views Reports Setup

Dates and Restrictions

Status

Active

Save and Close Save Cancel

The screenshot shows a web interface for editing a quiz. At the top, the title is 'Edit Quiz - Algebraic Equations Quiz' with a dropdown arrow. Below the title is a horizontal navigation bar with five tabs: 'Properties', 'Restrictions', 'Assessment', 'Submission Views', and 'Reports Setup'. The 'Restrictions' tab is highlighted with a red rectangular border. Below the tabs, the main content area is titled 'Dates and Restrictions'. Underneath this title, the word 'Status' is visible, followed by a dropdown menu currently showing 'Active'. At the bottom of the interface, there are three buttons: 'Save and Close' (a blue button), 'Save' (a light gray button), and 'Cancel' (a light gray button).

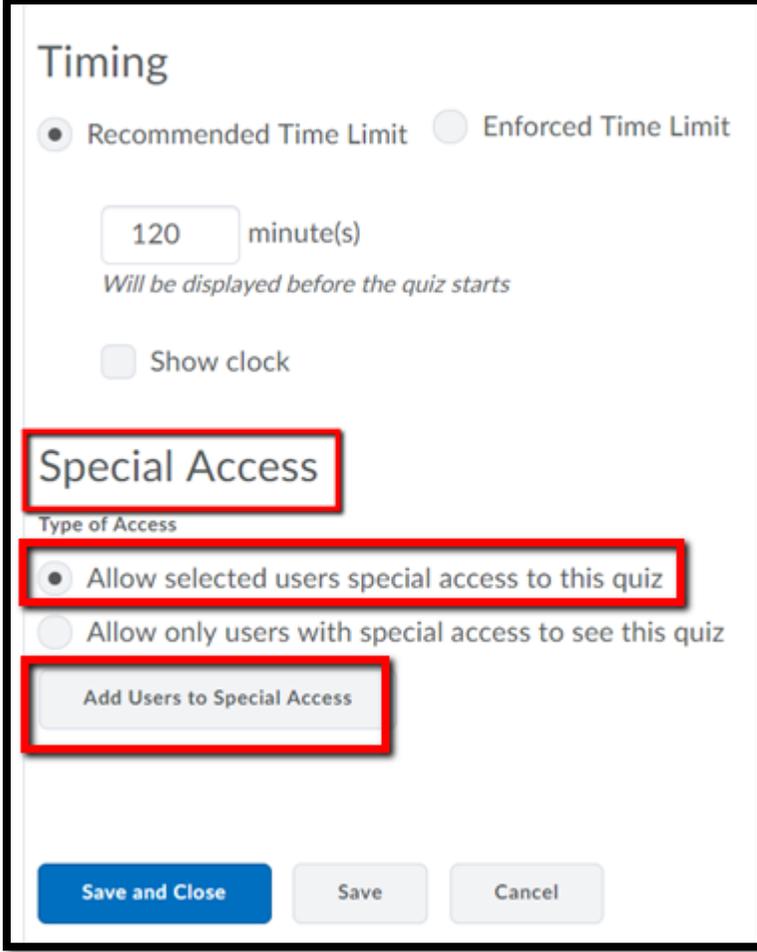
Restrictions Tab

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**



The screenshot displays the 'Restrictions Tab' settings for a quiz. The 'Timing' section includes two radio buttons: 'Recommended Time Limit' (selected) and 'Enforced Time Limit'. Below this is a text input field containing '120' followed by 'minute(s)', with a note 'Will be displayed before the quiz starts'. There is also an unchecked checkbox for 'Show clock'. The 'Special Access' section is highlighted with a red box and contains the text 'Special Access' and 'Type of Access'. Below this, two radio buttons are shown: 'Allow selected users special access to this quiz' (selected) and 'Allow only users with special access to see this quiz'. A button labeled 'Add Users to Special Access' is also highlighted with a red box. At the bottom, there are three buttons: 'Save and Close' (blue), 'Save' (grey), and 'Cancel' (grey).

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**

The screenshot displays the 'Special Access Properties' form. The 'Availability' section includes 'Has Start Date' (3/21/2018, 1:36 PM, Now) and 'Has End Date' (3/28/2018) with a location of 'United States - Chicago'. The 'Due Date' section includes 'Has Due Date' (3/28/2018, 2:36 PM, Now) with the same location. The 'Timing' section has three radio buttons: 'No changes', 'Recommended Time Limit', and 'Enforced time limit', with the latter selected and highlighted by a red box. Below this, the 'Time Limit' field is also highlighted by a red box and contains the value '120 minute(s)'. There is an unchecked checkbox for 'Assign an alternative grace period'. At the bottom, there are 'Add Special Access' and 'Cancel' buttons.

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**

The screenshot shows a web interface titled "Users". At the top, there is a "View By:" dropdown menu set to "User" and an "Apply" button. Below this is a search bar with the text "Search For..." and a magnifying glass icon, followed by a link for "Show Search Options". The main area contains a table with columns for "First Name", "Last Name", and "Id". The first row is highlighted in blue and contains the name "Alex William" and a search input field. A checkbox to the left of this row is checked. Below the table, there is a large white modal window. At the bottom of the interface, there are three buttons: "Add Special Access" (highlighted with a red box), "Cancel", and "CHANGE OR DELETE" (disabled).

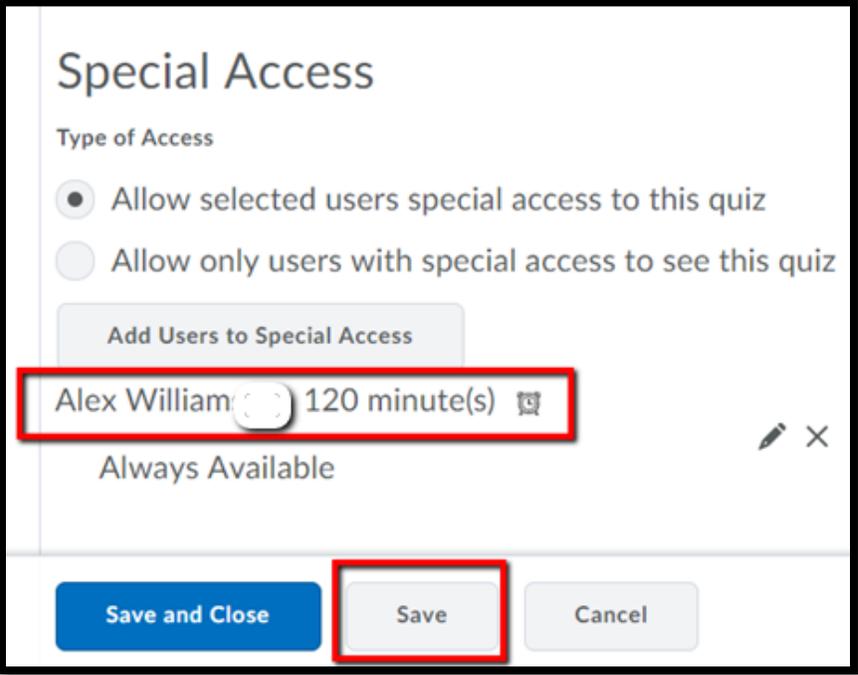
Restrictions Tab

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

➤ Verify **student's name**

➤ Verify **student's time**

➤ Click **Save**



The screenshot shows a 'Special Access' dialog box with the following elements:

- Title:** Special Access
- Type of Access:** Two radio button options:
 - Allow selected users special access to this quiz
 - Allow only users with special access to see this quiz
- Action:** A button labeled 'Add Users to Special Access'.
- User List:** A list of users with a search icon on the right. One user is highlighted with a red box:
 - Alex William (with a dropdown arrow) 120 minute(s) (with a trash icon)
- Availability:** A dropdown menu currently set to 'Always Available'.
- Buttons:** Three buttons at the bottom: 'Save and Close' (blue), 'Save' (highlighted with a red box), and 'Cancel' (grey).

Have Questions

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