## How to do time extensions for quizzes and assignments

## How to give a student time extensions and/or more attempts in a quiz:

Log into Brightspace and navigate to the quiz for which you would like to do a special accommodation:				
1.		Quiz: Algebraic Operations Quiz	Click onto the quiz for which you would like to give a student the special accommodation.	
2.		Quiz Setup	Click onto "Quiz Setup".	
3.		Properties Restrictions	Switch to the "Restrictions" tab at the top.	
4.		Special Access Type of Access Allow selected users special access to this quiz Allow only users with special access to see this quiz Add Users to Special Access	Scroll down until you see these options. Click "Add Users to Special Access".	
5.		Users View By: User  Apply Search For Show Search Options First Name  Last Name, Org Defined ID	At the bottom you can select students for which you can change:	
	6.1	Due Date	The start, due and end dates,	
	6.2	Attempts Override attempts allowed Attempts Allowed 3 ~ Apply	the number of attempts,	
	6.3	Timing <ul> <li>No changes</li> <li>Recommended Time Limit</li> <li>Enforced time limit</li> </ul>	time constraints,	
	6.4	Advanced Attempt Conditions         To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.         If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.         Attempt 2 - Min:       % Max:       % on Attempt 1         Attempt 3 - Min:       % Max:       % on Attempt 2	and the Advanced Attempt Conditions.	

## How to give a student time extensions for an assignment:

For assignments, the above procedure does not work, because the button for Special Access is missing. Here is how we can still get to this button:

Log into Brightspace and navigate to the assignment for which you would like to do a <b>special accommodation</b> :				
1.	ss <u>Course Tools</u> V Help Course Admin Assignments	Click onto "Course Tools" and select "Assignments".		
2.	A04: MATLAB - Calculations & Scripts  A05: MATLAB - Logic & Plotting View Submissions A06: MATLAB - Selection Structures	Click onto "Quiz Setup".		
3.	Properties Restrictions	Switch to the "Restrictions" tab at the top.		
4.	Special Access <ul> <li>Allow users with special access to submit outside the normal availability dates for this folder</li> <li>Allow only users with special access to see this folder</li> </ul> Add Users to Special Access	Scroll down until you see these options. Click "Add Users to Special Access".		
5.	Users View By: User  Apply Search For Show Search Options First Name A, Last Name, Org Defined ID	At the bottom you can select students for which you can change:		
6.	Due Date    Has Due Date        Has Due Date	The start, due and end dates. (Not more like with the quiz, because those options do not apply to an assignment).		