

Extended Time for Assessments

1. Find the desired assessment in the course.
2. Click on the drop-down arrow to the right of the name of the assessment.
3. Click on **Edit Test Options**.
4. Scroll down to option #3, **Test Availability Exceptions** and click **Add User of Group**.

Add User or Group



5. Use the boxes to select the student(s) and click **Submit**.

User or Group



Cancel Submit

6. Set the attempts, timer, and availability based on the SAS accommodations letter received.

Name	Attempts	Timer	Availability	Options
 Test Student	Single Attempt Multiple Attempts Unlimited Attempts	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion -

7. Click **Submit**.

Instructional Technology and Online Learning

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