

How do I change test settings to accommodate students with disabilities?

1. Make sure the Edit Mode is set to **On**



2. Locate an exam or a quiz you need and click the gray arrow to the right of the test name.

3. Select **Edit Test Options**

4. Scroll down and under **Test Availability Exceptions** and click “**Add User or Group**”

3. Test Availability Exceptions

Add User or Group

5. Check the box next to the name of the student for which you intend to make accommodations and click **Submit**

Add User or Group

Search:



<input type="checkbox"/>	User or Group	User ID or Group Name	First Name	Last Name
<input type="checkbox"/>		Demo dstudent149	Demo	dstudent149
<input checked="" type="checkbox"/>		Demo dstudent150	Demo	dstudent150
<input type="checkbox"/>		This group has signed		



Displaying 1 to 3 of 3 items |



6. Select the desired options for the student. The possibilities include the number of attempts, time allocated, auto submit, or dates available. Be sure to leave **Force Completion** NOT checked and click **Save** if you have chosen dates. *Note you can add additional students or groups and each can have unique accommodations.*

3. Test Availability Exceptions

Add User or Group Remove All Exceptions

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Demo dstudent150	Single Attempt	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit		<input type="checkbox"/>

After:  

Until:  

Clear Cancel Save

7. Click **Submit**