

Quizzes: Extra Time Accommodation

Quick Summary

Creating extra time accommodation in Brightspace is fast and easy. Rather than going through each individual quiz, you can automatically add extra time to all quizzes for individual students who need this accommodation. Here is a quick summary of the steps:

1. Under Course Tools, select Classlist.
2. Select the dropdown arrow next to the name of the student who needs the accommodation and select “Edit Accommodations.”
3. Enter the amount of time needed and save.
4. Repeat steps 1-3 for all students who need similar accommodation.

For more detailed instructions with pictures, please review the steps outlined below.

Video

Select the link below if you prefer a video version of this tutorial. Note, this video shows an older Brightspace layout, but the basic steps are the same.

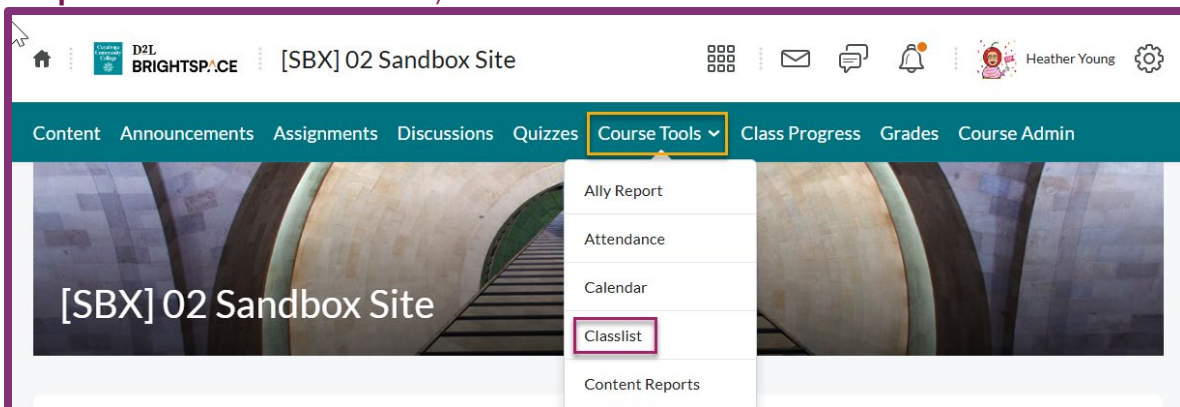
[Quizzes: Extra Time Accommodation](#)

Terminology

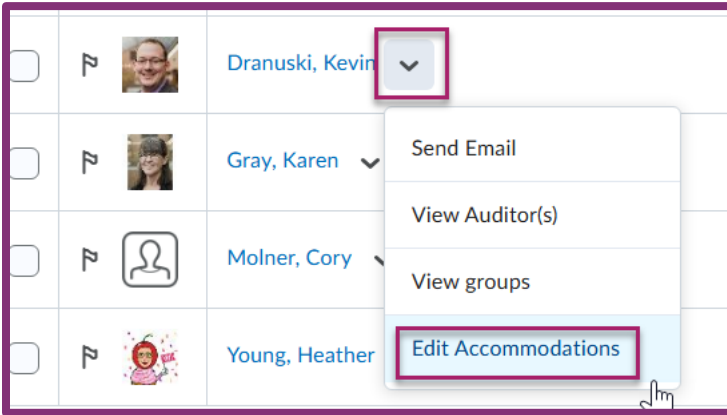
In Brightspace, the term “**Quiz**” may refer to all manner of assessments in which a variety of questions are asked, and the student is tasked with inputting answers. In your course, you may refer to this type of assessment as a quiz, test, exam, or even assignment. This is similar to the way that Blackboard referred to all these items as “Tests.”

Steps to Add Extra Time for All Quizzes

Step 1: Under Course Tools, select Class List.

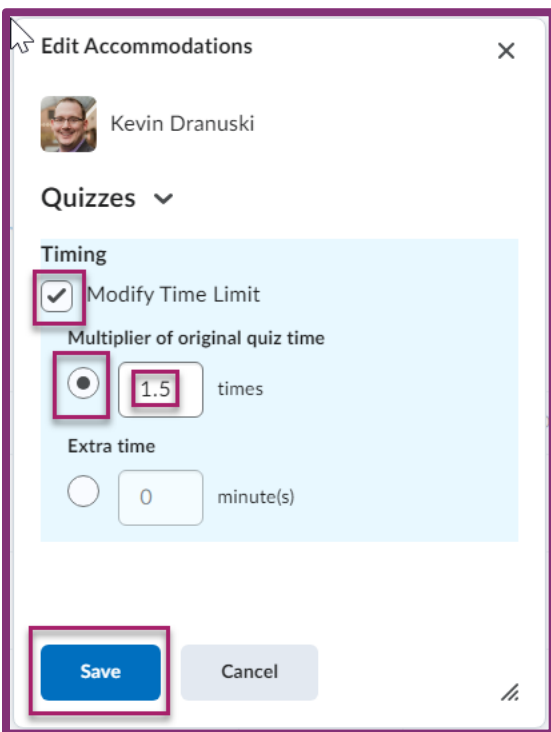


Step 2: Select the dropdown arrow next to the name of the student who needs the accommodation and select “Edit Accommodations.”



Step 3: Adjust the timing as needed.

- Select the checkbox for “Modify Time Limit.”
- Select either Multiplier or Extra Time (see below) and enter a numerical value in the box.
- Select Save.



Note, there are two options for entering time:

1. **Multiplier:** Multiplies the original time limit by a set amount. For example, if the student requires time and a half on each quiz, enter 1.5. This will adjust an original time limit of 30 minutes to 45 minutes, 60 minutes to 90 minutes, and so on.
2. **Extra time:** Adds a set amount of extra time to each quiz. For example, if the student requires an extra 15 minutes on each quiz, this will adjust an original time limit of 30 minutes to 45 minutes, 60 minutes to 75 minutes, and so on.

Make sure to read the accommodation letter from the SAS office carefully when selecting your option and entering the accommodation time.

Need Help?

If you need help adding this or any other accommodation to your Brightspace course, please contact the [Help Desk](#). For other Brightspace questions, please review the [Faculty Support Flow Chart](#) to ensure you contact the correct person or department.

