Accommodating the students who need extended time on ReggieNet Quizzes & Exams

The ReggieNet Test & Quizzes tool allows instructors to easily give extended time on assessments to individual students or groups of students. By adjusting the Settings on a published copy of a test or quiz, instructors can grant extended time without having to create a duplicate assessment. Two methods can be used to give extended assessment times depending on whether you want to extend the time individually or by group.

**Method 1: Extended time assessments for individual students**

1. In the appropriate ReggieNet course, click on the Test & Quizzes tool in the left-hand tool column.
2. Select the Published Copies tab.
3. Find the assessment for allowing extended time. Click on the Select Action drop-down menu for that assessment and Select Settings.
4. Click on Exceptions to Time Limit and Delivery Date.
5. Click on the Select User drop-down menu associated with Exception for User and choose the student from the list that will be given extended time.
6. If you are granting extended time that will be on the same date as the published assessment, use the hour/minute drop-down menu for setting the hours and/or minutes that the time extension will total.
7. If you are granting extended time that will be on a different date than the published assessment, click the calendar icons for It is available and It is due to select the date(s). Then select the total time for the assessment using the hour/minute drop-down menu.
8. Click the calendar associated with Late submissions accepted until? and select a date if you wish to allow for late submissions.
9. Finish by clicking on the Add an Exception button.
Method 2: Extended time assessments for groups

1. In the appropriate ReggieNet course, click on the Site Info tool in the left-hand tool column.
2. Select the Manage Groups tab at the top of the page.
3. Select the Create New Group tab at the top of the new page that opens.
4. Enter a Title for the new group. Students can see this group name so make sure to name appropriately.
5. If desired, enter a Description of the group.
6. Click on the student(s) from the Site Member List who will be given extended time.
7. Click on the right arrow “>” button to add them to the Group Member List.
8. Click the Add button to create the group.
9. Next click on the Test & Quizzes tool in the left-hand tool column.
10. Select the Published Copies tab.
11. Find the assessment for allowing extended time. Click on the Select Action drop-down menu for that assessment and select Settings.
12. Click on Exceptions to Time Limit and Delivery Date.
13. Click on the Select Group drop-down menu associated with Exception for Group and choose the student from the list that will be given extended time.
14. If you are granting extended time that will be on the same date as the published assessment, use the hour/minute drop-down menu for setting the hours and/or minutes that the time extension will total.
15. If you are granting extended time that will be on a different date than the published assessment, click the calendar icons for It is available and It is due to select the date(s). Then select the total time for the assessment using the hour/minute drop-down menu.
16. Click the calendar associated with Late submissions accepted until? and select a date if you wish to allow for late submissions.
17. Finish by clicking on the Add an Exception button.