



## 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.

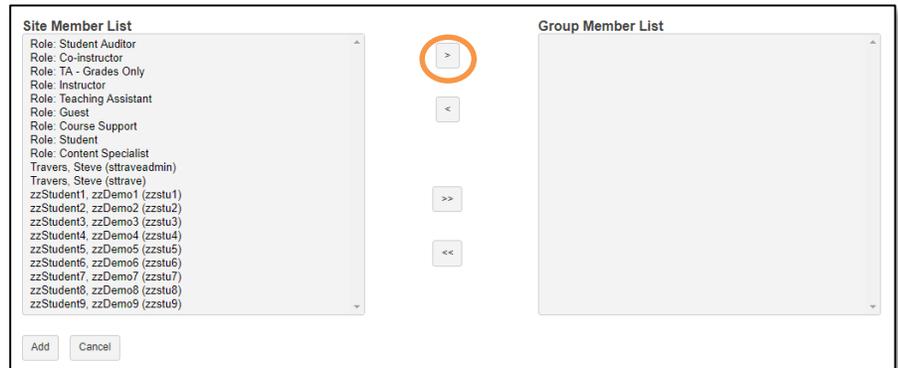
3. Find the assessment for allowing extended time. Click on the **Select Action** drop-down menu for that assessment and Select **Settings**.
4. Click on Exceptions to **Time Limit and Delivery Date**.
5. Click on the **Select User** drop-down menu associated with Exception for User and choose the student 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.