

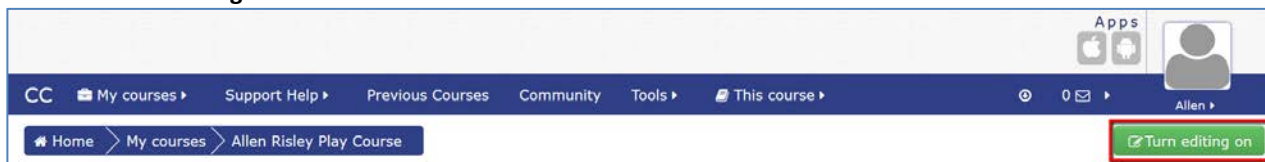


Quizzes – 3.2 - How to Allow Additional Quiz Time for One or More Students

Why Do This

You may need to give a student with a disability extra time to complete a quiz. Or you might need to reopen or extend the open period for a student who has a legitimate reason for missing a quiz. You can also set different quiz open/close times for groups as well as individual students.

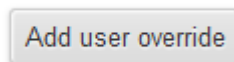
1. Log onto Cougar Courses and go to the main page of your course.
2. Click **Turn editing on**.



3. Create the quiz and select **Save and display** or select **Edit** next to the quiz name and then **Edit settings**.
4. In the Administration block> Quiz administration:
 - Click **User overrides** to modify the settings for one student.
or
 - Select **Group overrides** to modify for a group. Note: you must have groups already setup in your course to use the Group override function. See [Group Override](#) section below for next steps.

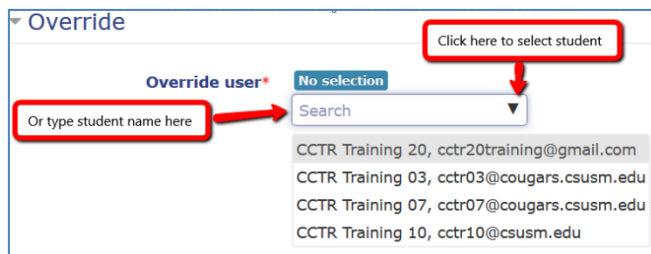


In the Edit override screen, you can change the availability period, modify the time limit or the number of attempts allowed:



User Override

5. Click Add User override button.
6. Select the student or enter their name in the search field.

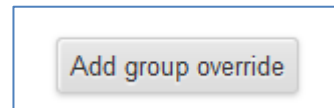


7. Select the student or group.
8. To modify the availability or reopen the quiz for the selected student/group:
 - a. Click **Enable** adjacent to the Open and Close the quiz fields.
 - b. Set the desired **dates and times**.
9. To allow additional time:
 - a. Click **Enable** adjacent to the Time limit fields.
 - b. Use the dropdown to select the time variable: minutes, hours or days. Enter the value in the first field.
10. To require a password in order for the student/group to attempt the quiz, **type the password** into the Require password field.
11. Click either **Save and enter another override** to add additional students/groups, or **Save** to return to course.

The screenshot shows the 'Override user' form. Red boxes with numbers 7 through 11 point to specific elements: 7 points to the 'Override user' dropdown menu; 8 points to the 'Enable' checkbox next to the 'Open the quiz' field; 9 points to the 'Enable' checkbox next to the 'Time limit' field; 10 points to the 'Require password' text input field; and 11 points to the 'Save' button. The form includes fields for 'Open the quiz', 'Close the quiz', 'Time limit', and 'Attempts allowed'. At the bottom, there are buttons for 'Revert to quiz defaults', 'Save', 'Save and enter another override', and 'Cancel'. A red note at the bottom states: 'There are required fields in this form marked *.'

Group Override

When setting up the quiz, set the timing for the first group. Then use the group override to change the timing for all the other groups.



5. In the next screen, click **Add group override**.
6. Select first group from dropdown.
7. To modify the availability or reopen the quiz for the selected group:
 - a. Click **Enable** adjacent to the Open and Close the quiz fields.
 - b. Set the desired **dates and times**.
8. To allow additional time:
 - a. Click **Enable** adjacent to the Time limit fields.
 - b. Use the dropdown to select the time variable: minutes, hours or days. Enter the value in the first field.
9. To require a password in order for the group to attempt the quiz, **type the password** into the "Require password" field.
10. Click either **Save and enter another override** to add additional students/groups, or **Save** to return to course.

The screenshot shows the 'Override group' form. Red boxes with numbers 5 through 10 point to specific elements: 5 and 6 point to the 'Override group' dropdown menu; 7 points to the 'Enable' checkbox next to the 'Open the quiz' field; 8 points to the 'Enable' checkbox next to the 'Time limit' field; 9 points to the 'Require password' text input field; and 10 points to the 'Save' button. The form includes fields for 'Open the quiz', 'Close the quiz', 'Time limit', and 'Attempts allowed'. At the bottom, there are buttons for 'Revert to quiz defaults', 'Save', 'Save and enter another override', and 'Cancel'. A red note at the bottom states: 'There are required fields in this form marked *.'