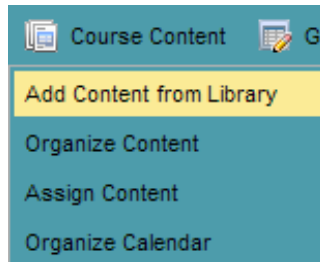


How to extend time / due date on a test for one or more students --Workaround--

While it is not possible to give one student more time in the same test than the other students, we do have a work-around to allow for one or more students to have more time.

1. Go to **Course Content** → **Add Content from Library**.

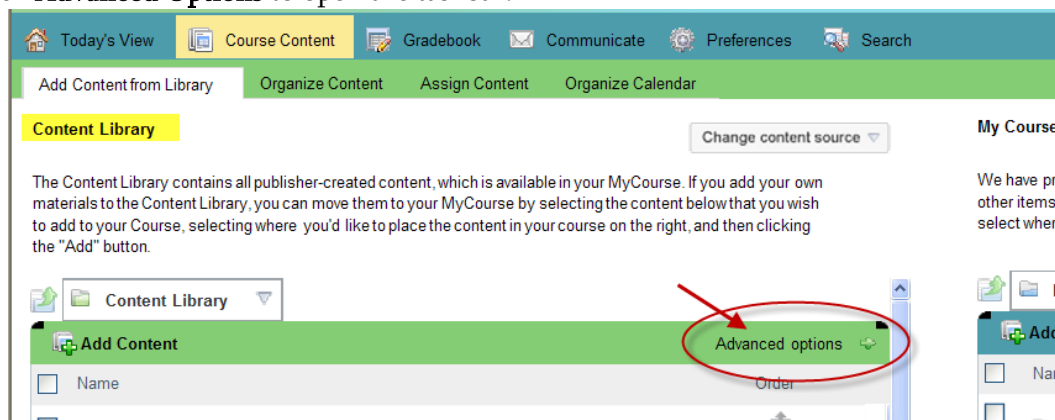


Note: The copy must be made in the **Content Library.*

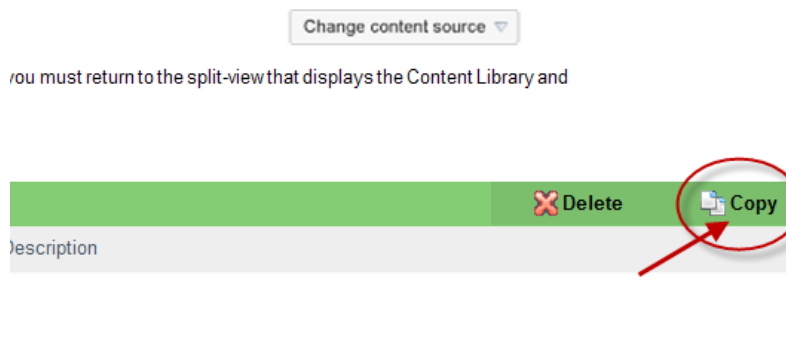
2. Locate the test in the **Content Library** (left side of the page) and make a copy of it.

To copy:

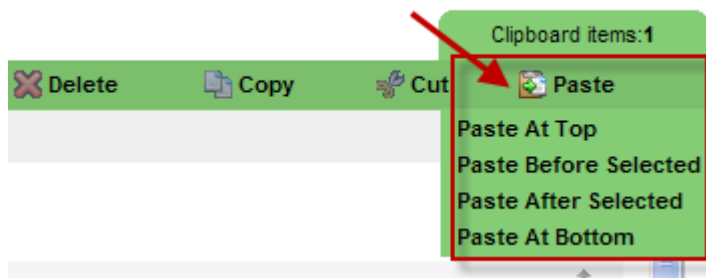
1. Click **Advanced Options** to open the taskbar.



2. Then, place a checkmark in the box to the left of the test and click the **Copy** icon in the taskbar. The title of the item will turn to red italics.



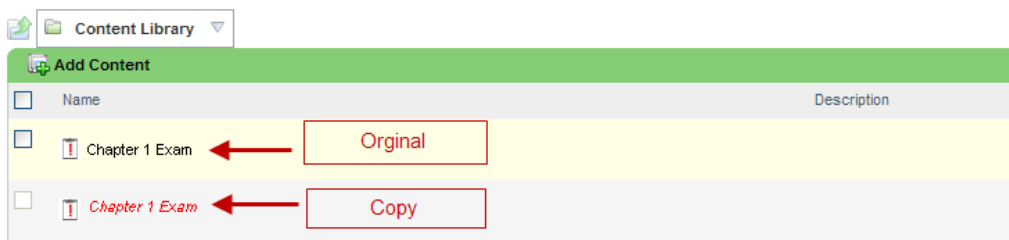
- Then click the **Paste** icon if you want to copy the test into the same folder that the original test is in. If you want to copy the test into a different folder, navigate to that folder first before clicking **Paste**.



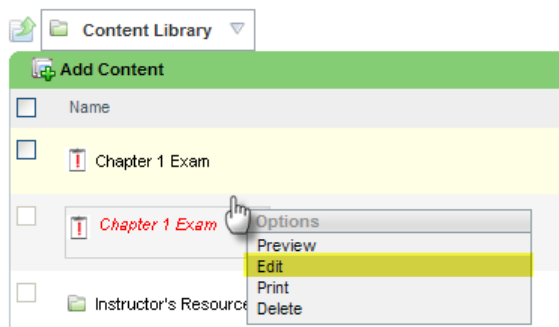
- Choose **Paste At Top** or **Paste At Bottom** based on your preference.
- Scroll to the top or bottom of the test list, depending on which you chose in Step 4. The copied test will then appear in the list with the same name. We will need to change the test name next.

Content Library

This screen provides advanced options for managing and organizing your Content Library. To add this content to your Course, you must return to the [Course Content](#) side by side.



- Hover your mouse over the copied test until you see the down-arrow appear. Click the down-arrow and select **Edit**.



- Change** the name of the test and click “save and continue”.
- Then choose the **Preferences** tab and scroll down and change the time setting for the test to the new time you would like to give the student. Click **SAVE AND RETURN**.

Activity details Questions HelpLinks Messages Grades **Preferences**

General

Display question(s) per page

Allow students to skip questions
Only available when showing one question per page

Allow student to flag questions
Only available when showing one question per page

Display one section per page

Allow student to skip pages

Show Immediate Feedback

Allow Student to Try Again
Only available when Feedback is enabled

Requires students to answer all questions

Display Direction Lines On Each Page

Display Score For Question

Remove Correct/Incorrect indicators in Students Results view

Include in Course Plan Scoring

Display Questions In Column

Save response at the end of each page

Allow student to save for later
Requires multiple number of attempts. Allows student

Number of attempts

Specify number of attempts

Number of attempts is unlimited

Show hints

Display Resource Toolbar

Shuffle order of sections to each student

This activity requires manual grading

This activity contains multimedia

Enable Late Submissions

Appearance

Select Activity Style [Preview](#)

Timing

Enforce at Activity level Question level None

Time required to complete the activity : (HH:MM)

Next, you need to add the copied test to the **My Course** area of your course.

9. Go to the **My Course** side (right side of the page) and open the folder that you wish to add the copied to in your course (where you would like the test to be located in your course).
10. Select the copied test in the **Content Library** and click **ADD** in the middle of the page. This will add the copied test to **My Course**.

The Content Library contains all publisher-created content, which is available in your MyCourse. If you add your own materials to the Content Library, you can move them to your MyCourse by selecting the content below that you wish to add to your Course, selecting where you'd like to place the content in your course on the right, and then clicking the "Add" button.

Content Library

Change content source

My Course

We have pre-populated your Course with all of publ other items from the Content Library (on left), select where you'd like to place the content in your course

- In **My Course** (right side), hover your mouse over the copied test in until you see the down-arrow appear. Click the down-arrow and select **Properties**.

My Course

We have pre-populated your Course with all of publisher-created content (see My Course below). However other items from the Content Library (on left), select the content in the content library that you wish to add to where you'd like to place the content in your course below, and then click the "Add" button.

- In the **General** tab, change the name to whatever you'd like so that you know it is a copy with special settings.
- Then on the navbar to the level, select **Select Students**. Highlight **Select Specific students...**

Properties

Set Scheduling Options for the assessment. Please note: Location restrictions will not work if this activity is assigned using the calendar

General

Availability

Select Students

Select Locations

Assign this item to all students

Select specific students who should be assigned this item. Only these students will be allowed to take the test

14. Then select the student(s) names to whom you'd like to give extra time and click the add button in the middle



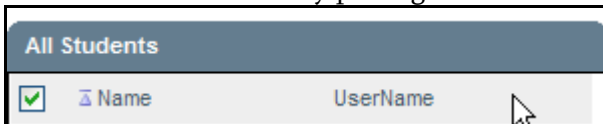
15. Click **Save**.

16. Now select **Availability** on the left navbar and set the times/due date that you'd like.

17. Click **Save and Close**.

18. Locate the original test and repeat steps 11 through 13 above.

19. Then select all students by placing a checkmark to the left of the column head **Name**,



20. Uncheck the student(s) to whom you have given additional time. Click **Save and close** if you have already assigned the original test. If not, click **Save** and select **Availability**. You can make the assignment there. Click **Save and close**.