

Giving individual students extra time on an assessment

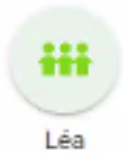
(i.e. Accessibility accommodations)

Section 1



MOODLE

Section 2



LÉA

Section 3



TEAMS (using Office 365 Forms)



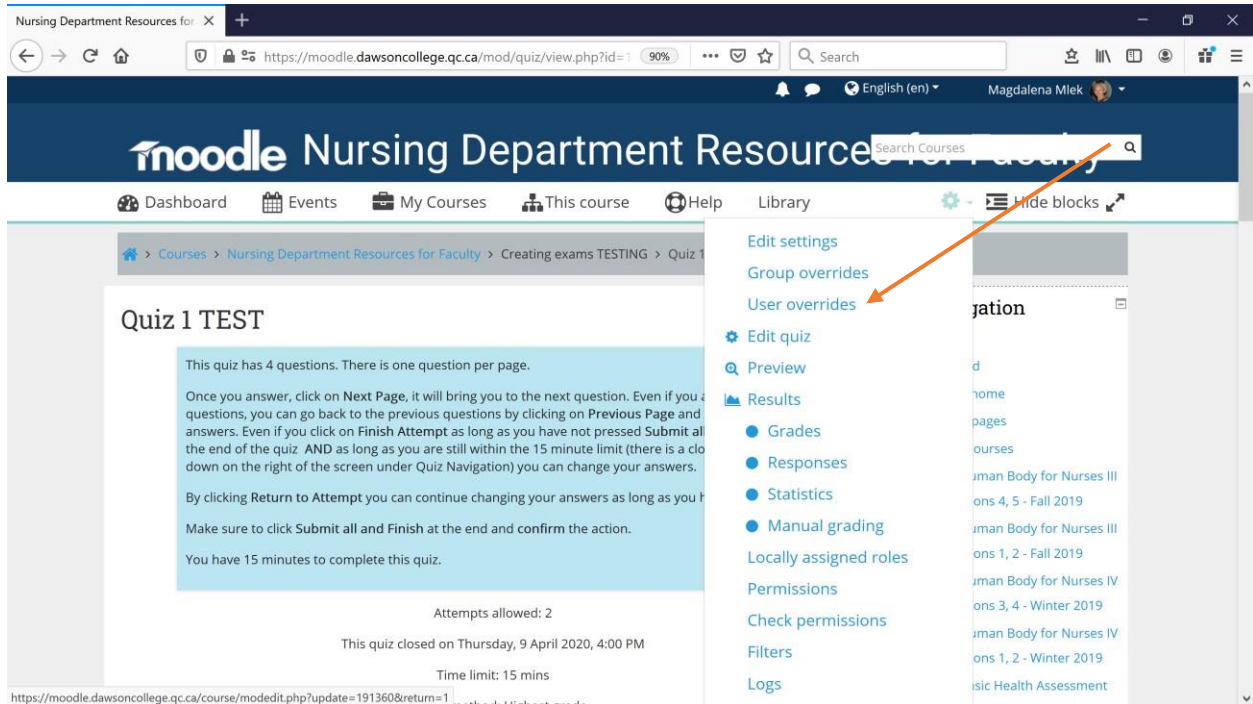
MOODLE

Giving individual students extra time on an assessment

(i.e. Accessibility accommodations)

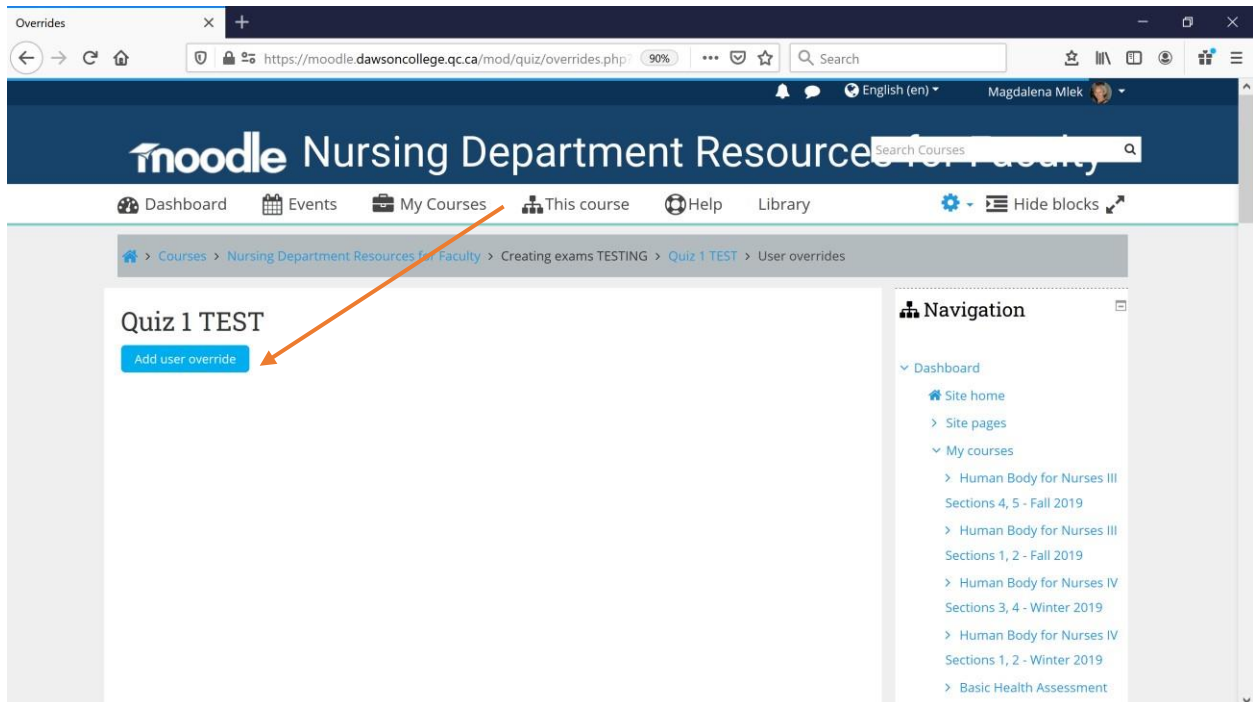
Step 1

Click on the test on your Moodle page. From Settings drop-down menu choose User overrides.



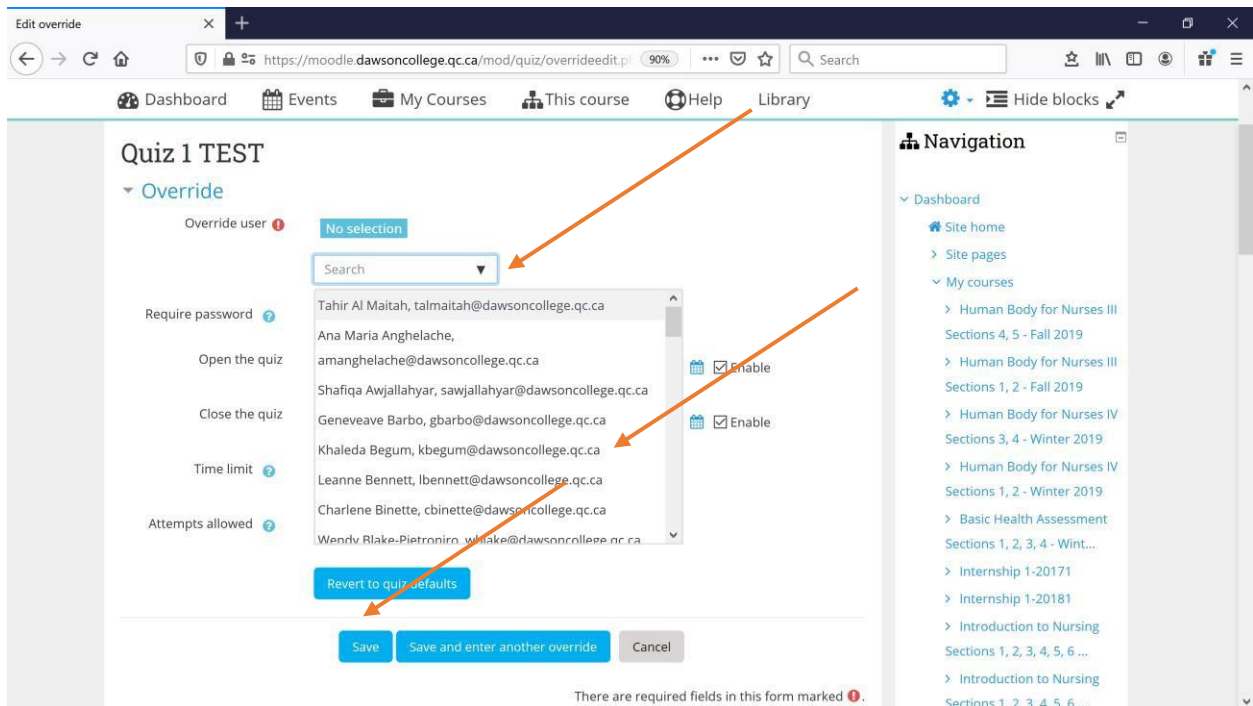
Step 2

Click on Add user override.



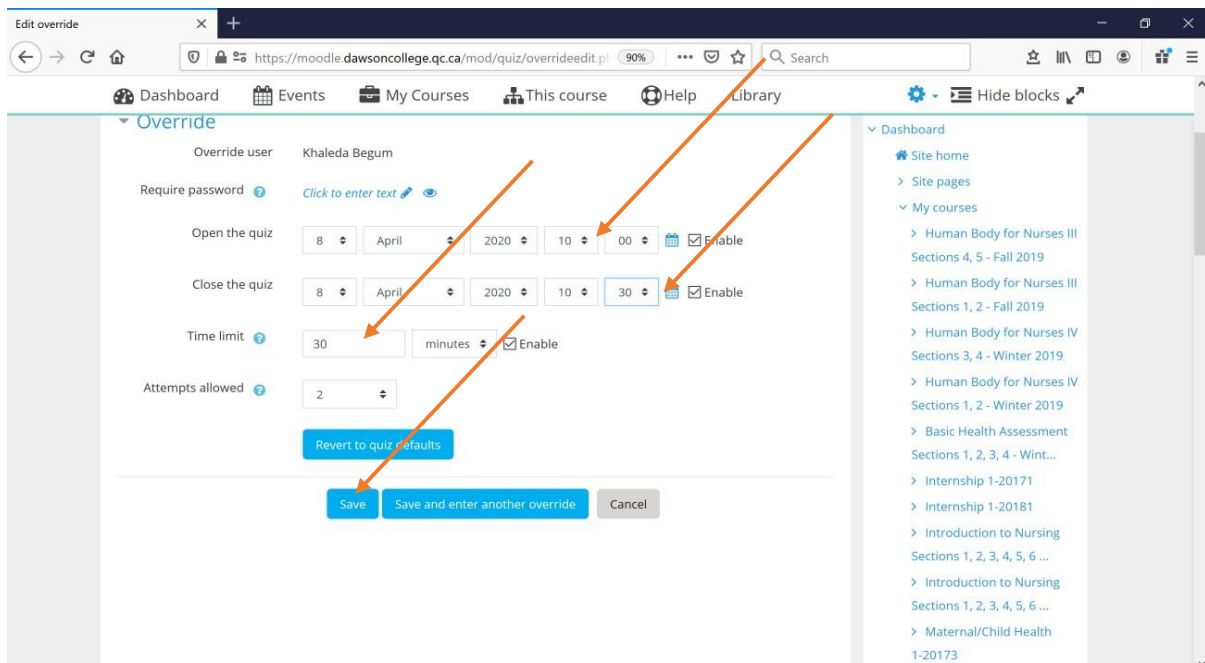
Step 3

In the Override user drop-down, select the student for whom you would like to add the extra time. Save.



Step 4

Adjust the Close Quiz time and/or time limit as required and ensure the Enable boxes have been checked. Save. You will be prompted to enter the new time for each of these students depending on their accommodations.



Step 5

If you have more than one student, who requires more time on the test, click on Save and enter another override.

The screenshot shows the 'Edit override' page in Moodle. The user is 'Khaleda Begum'. The 'Open the quiz' is set for 8 April 2020 at 10:00. The 'Close the quiz' is set for 8 April 2020 at 10:30. The 'Time limit' is set to 30 minutes. The 'Attempts allowed' is set to 2. There are three buttons at the bottom: 'Revert to quiz defaults', 'Save and enter another override', and 'Cancel'. An orange arrow points to the 'Save and enter another override' button.

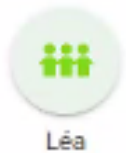
Step 6

Double check your information (see below). Here you have 3 students who have 30 minutes to complete the test, while everyone else in this course has 15 minutes.

The screenshot shows the 'Overrides' page for 'Quiz 1 TEST'. The page displays a table with the following data:

User	Overrides	Action
Shafiq Awjallahyar	Time limit 30 mins	[Settings] [Copy] [Delete]
Khaleda Begum	Time limit 30 mins	[Settings] [Copy] [Delete]
Vanessa Palma	Time limit 30 mins	[Settings] [Copy] [Delete]

Below the table is a button labeled 'Add user override'.



LÉA

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With LÉA, you can create assessments to specify deadlines. Please note, LÉA does not have the feature to select certain students for a particular assignment (different from Moodle). Therefore, a new assignment (copy of the original) will have to be created. Only those students who have an accommodation should be given the title and link for this new assignment.

Step 1

To get to access these settings, select **Assignment Summary** from the menu on the left.

The screenshot shows the LÉA interface. On the left, the 'My classes' menu is open, showing a list of options. The 'Assignments and Dropbox' option is selected, and its sub-menu is visible, with 'Assignments summary' highlighted. On the right, the 'Activity in my classes' page is shown for the class '203-NYA-05 sect. 00008'. The page displays various class activities and statistics, including 'Online class', 'Course outline', 'Documents and videos', 'Assignments and Dropbox', 'Evaluation grades', 'Students having used Léa', 'Absences and late arrivals', and 'Class forum'.

Step 2

Select the **target audience**.

characters like?, !, \$, etc.) they will automatically be replaced by the system.

Category

Choose the category to which this assignment belongs. If the desired category doesn't appear in the list, you can add a category by selecting "Other" in the list.

Intended audience

- Students of all the courses that I teach (Fall 2020)
- Students of all sections for my course 203-NYC-05 - WAVES, OPTICS AND MODERN PHYSICS
- Students of course 203-NYC-05 sect.00007

Step 3

Set the **publication date and start time** of the assessment.

Publication date

- As of now
- Not for the moment (students cannot view the document)
The assignment will not be visible for the students.
- As of the following date

▼ ▼ ▼ Day start ▼

Loading of the instructions will only be available on the day of the assessment.

Assignment submission

Submit

- The students' assignments are submitted through a digital dropbox. With a few steps, each student will be able to upload a file to your computer with ease. You will be informed when an assignment was submitted. In addition, the files are free of any viruses.
- Alternative electronic delivery mode
If the files are to be submitted electronically, you must give instructions for electronic delivery to the students.

Maximum size by submitted file: 200 MB

Step 4

Set the **submission deadline and end time** of the assessment.

Assignments will be submitted to another location
Students must submit their assignments to the location you will specify below:

Submission deadline

▼ ▼ ▼ Time limit Day end ▼

If you have chosen online submission, the deadline will be indicated until that date without it being considered a submission. If you have chosen offline submission, this date will be indicated on the list of submissions.

Lates

- Accept late assignments
Any assignment submitted after the deadline will be marked as late on the list of submissions.
- Refuse late assignments
Once the deadline date and time has passed, no more submissions for this assignment will be accepted.

Allow several submissions

- Allow students who have already submitted an assignment to submit more than one file for his assignment or to submit an assignment if he makes a mistake when uploading a file. At all times, you will be able to view all documents uploaded for this assignment in the "List of assignments" section.

Submit Cancel

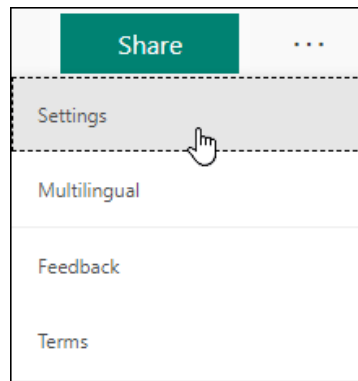


Teams using Office 365 Forms Giving individual students extra time on an assessment *(i.e. Accessibility accommodations)*

With Microsoft Forms, you can create a form (such as a survey or poll) or quiz (such as a math exam for students). Use form and quiz settings to specify deadlines, identify form responders, display correct answers for quizzes, and to set other preferences for Microsoft Forms.

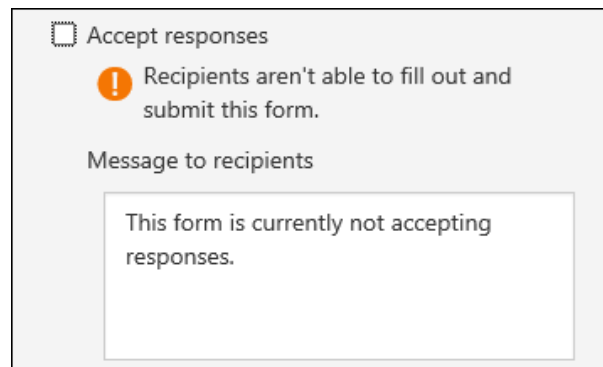
Step 1

To get to form or quiz settings, select **More form settings** ******* , and then select **Settings**.



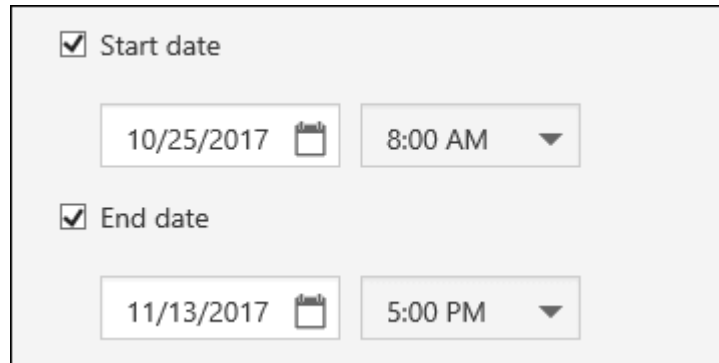
Step 2

Accept responses - If this setting is unchecked, you turn off the ability to collect any additional form responses. You can also customize the default message that recipients see when trying to submit their response after you turn off this setting.



Step 3

Start date and **End date** - You can specify an exact date and time when you want to start and stop collecting form responses. Click **Start date**, then click the date text box and select a date from the calendar control. Select a specific hour from the drop-down list of hour increments. Do the same for **End date**.



The screenshot shows a settings panel with two sections. The first section is titled "Start date" and has a checked checkbox. It contains a date input field with "10/25/2017" and a calendar icon, and a time dropdown menu showing "8:00 AM". The second section is titled "End date" and also has a checked checkbox. It contains a date input field with "11/13/2017" and a calendar icon, and a time dropdown menu showing "5:00 PM".