

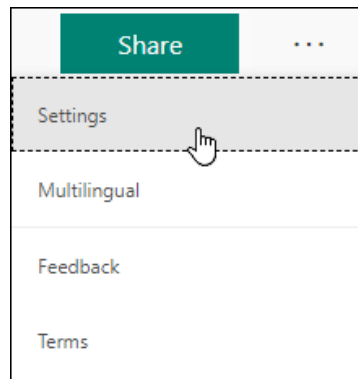


Teams using Office 365 Forms Giving individual students extra time on an assessment *(i.e. Accessibility accommodations)*

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.

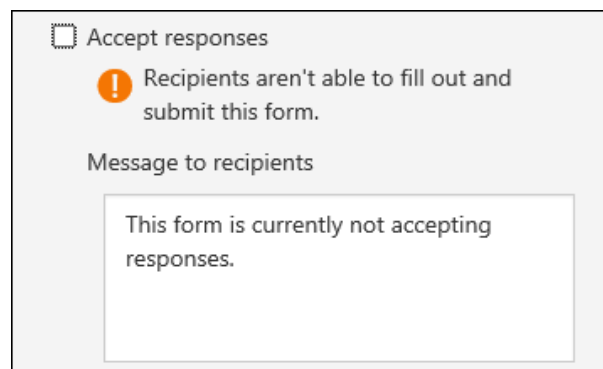
Step 1

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



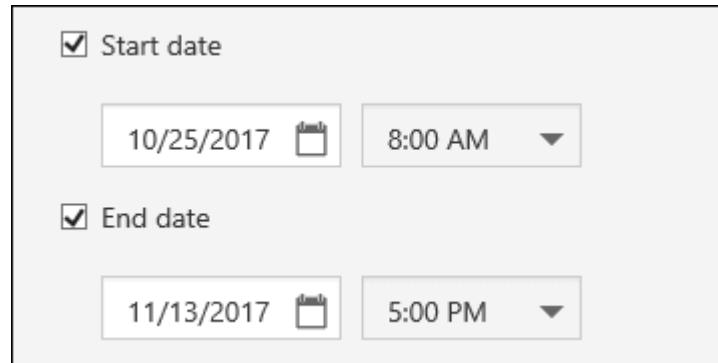
Step 2

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".