D2L Quiz Settings for students with accommodations

Students that use accommodations may require additional time for quizzes. In some cases, depending on the disability, they may also rely on the use of screen readers, which convert written text to audio. This handout will cover how to: a) adjust the allowable time to take the quiz for individual students and b) how to insure that your quiz can be read by a screen reader.

Allowing Additional Quiz Time for Accommodation

Students needing special accommodations will often need additional time for taking quizzes. D2L provides a special access function which will allow you to provide additional time for selected students. To achieve this, follow these steps:

1. Log into D2L and go to your course section.

2. Click on Quizzes from the course menu.

3. Click on the quiz you wish to enable special access.

4. Click on the Restrictions tab.

5. You should have already set the start date, due date, timing, etc. required for the exam, so scroll down to the very bottom the page and click on the Add Users to Special Access button.
6. Scroll down to the Timing section and click on the circle beside “Enforced time limit”. This will reveal settings that will allow to adjust the time limit, grace period, and alternative behaviors. Generally you’ll only need to adjust the time limit.

7. The student’s accommodation letter will indicate how much additional time is needed for an exam. Generally it is time and a half, but that can vary depending upon the needs of the student. Enter the adjusted time limit in the box provided. For this example, will assign time and a half and allow 45 minutes.

8. Continue scrolling down on the page and you will see a list of all the students in your class. Put a checkmark in front of any student(s) who needs additional time.

9. Finally, click on the blue **Add Special Access** button at the bottom.
10. This will return you to the Restrictions page for your quiz. If you scroll to the bottom, it will list any student that has been allowed special access along with the time limit allotted.

![Image of Special Access settings](image)

**Insuring the Quiz is Compatible with Screen Readers**

Some accommodations may require the use of screen readers, which the student will use to select text so that it is read aloud electronically. There is one setting for quizzes, “Disable right click”, which if it has been checked, it will interfere with the ability to use a screen reader. By default, this setting is off (unchecked), however some instructors may often check this as a best practice, since it disables the ability to highlight text in order to copy it.

If you have a student who requires the use of a screen reader, please be aware of this and double-check your settings to insure that this setting has not been enabled. You can do this by following these steps.

1. Go to your course section and click on **Quizzes** from the course menu.

2. Click on the quiz you wish to check.

3. On the properties page, scroll down to the very bottom for the section called **Optional Advanced Properties**. (NOTE: If the settings for this are not visible click on the text below that says “Expand optional advanced properties”.)

4. Make sure that the box beside “Disable right click” is NOT checked.

![Image of Optional Advanced Properties settings](image)

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Kathleen Pendleton at Kathleen.Pendleton@ung.edu or 678-717-3933.