This document covers how to use settings within iLearn to setup accommodations for students in your course. This document assumes the test or exam has already been setup in iLearn.

The three scenarios in this document are:

1. A student needs additional time or alternate day/time on a test or exam.
2. A student needs breaks during a test or exam.
3. You need to disable Respondus Lockdown Browser for a student who is using JAWS.

A Student Needs Additional Time or Alternate Day/Time on a Test or Exam

You have two options for allowing additional time. One is for all tests offered and one is setup per test.

Set Additional Time For All Tests

This option allows you to modify the time limit by a multiplier or minutes and choose whether they can use the right-click option for a specific individual that would need additional time on all tests.

1. Go to the **Classlist**
2. Select the arrow to the right of the student and choose **Edit Accommodations**.
3. Check to **Modify Time Limit** and either enter a multiplier (Ex: 1.5) or additional minutes allowed.
4. Choose if you would like them to use the right-click option.
5. Click **Save**

Set Dates, Times or Attempts For Individual Tests

This option currently allows for more options to be set such as attempts, not requiring Lockdown Browser, etc. for a student on a specific test.

1. Go to the Quiz
2. Select the arrow to the right of the quiz and choose **Edit.**
3. Under the **Restrictions** tab, scroll down and choose **Add Users to Special Access.**
4. Select **Enforced Time Limit** to expand the options.
5. Enter the **Time Limit** for the exam to allow for the additional time.
   a. If they need access on a different day or at a different time, adjust the dates in the Special Access area.
6. Check the box to the left of the student from the list below the settings.
7. Select the **Add Special Access** button.

Type of Access

- **Allow selected users special access to this quiz** – this allows the class to access the quiz as a whole and gives only the people selected special access.
- **Allow only users with special access to see this quiz** – this allows **only** the people who are listed in the special access area access to the quiz.

A Student Needs Breaks During a Test or Exam

1. Go to the Quiz
2. Select the arrow to the right of the quiz and choose **Edit**
3. Under the **Restrictions** tab, scroll down and choose **Add Users to Special Access**
4. Select **Enforced Time Limit** to expand the options.

5. Enter the **Time Limit** for the exam allowing for their additional time, plus breaks. The full time limit should include both. You can add additional grace period time if needed as well.
6. Check the box to the left of the student from the list below the settings.
7. Select the **Add Special Access** button.

Instructions for Students with Breaks

- The student should NOT Submit the test until they are done with the complete test.
- If they need to exit the test during breaks, they can close the browser and re-enter as long as time is still left.
- If using Respondus Lockdown Browser, they will be required to type in a reason for leaving the session.
- If they exit the browser, the time does NOT stop.

Disable Respondus Lockdown Browser for a Student Using JAWS

1. Go to the Quiz
2. Select the arrow to the right of the quiz and choose **Edit**
3. Under the **Restrictions** tab, scroll down and choose **Add Users to Special Access**
4. Under Lockdown Browser, select Not required to take this quiz.
    a. If using Respondus Monitor, these steps will be different. Please see below.
5. Check the box to the left of the student from the list below the settings.
6. Select the **Add Special Access** button.

If Using Respondus Monitor

1. Go to the **Quizzes** area.
2. Select **Lockdown Browser** at the top of the list.
3. Select the arrow to the left of the quiz you want to edit.
4. Choose **Settings**
5. Choose **Either Respondus Monitor or a proctored lab can be used to take this exam** under *Monitor Webcam Settings*.
6. Enter a Password in the **Password Settings** above under the *Lockdown Browser Settings*.
7. Provide this password to the proctor or the student. Be aware, if you provide it to the student, this will work for others too. You can see who used the password in the **Class Results** in the Lockdown Browser area.

Other Useful Information

- When creating questions, do not use enumeration for answers. Screen readers, like JAWS, may have issues.
- If using images in a quiz question, make sure it has an **Alt Text** (but not too descriptive with the answer as it will be read by the screen reader).
- If you have a quiz with more than 15-20 questions, consider dividing the questions into pages.
- If using Lockdown Browser, make sure to setup a practice test with it enabled so students can download the software and prepare prior to the exam.
- If you need to reset a student's attempt, go to the Quiz list, select the arrow to the right and choose **Grade**. Select the checkbox to the left of the student's attempt and choose the **Reset** button at the top. *You can also use the Special Access tools to provide a 2nd attempt if you prefer.*
- A student took the test, but it didn't submit. Go to the Quiz, select the arrow to the right and choose **Grade**. Select **Users with attempts in progress** from the *Restrict to* drop-down box and click the **Magnifying Glass icon** to search. Select the **people icon** to the right of the attempt link and go through the process to **Submit** the test.