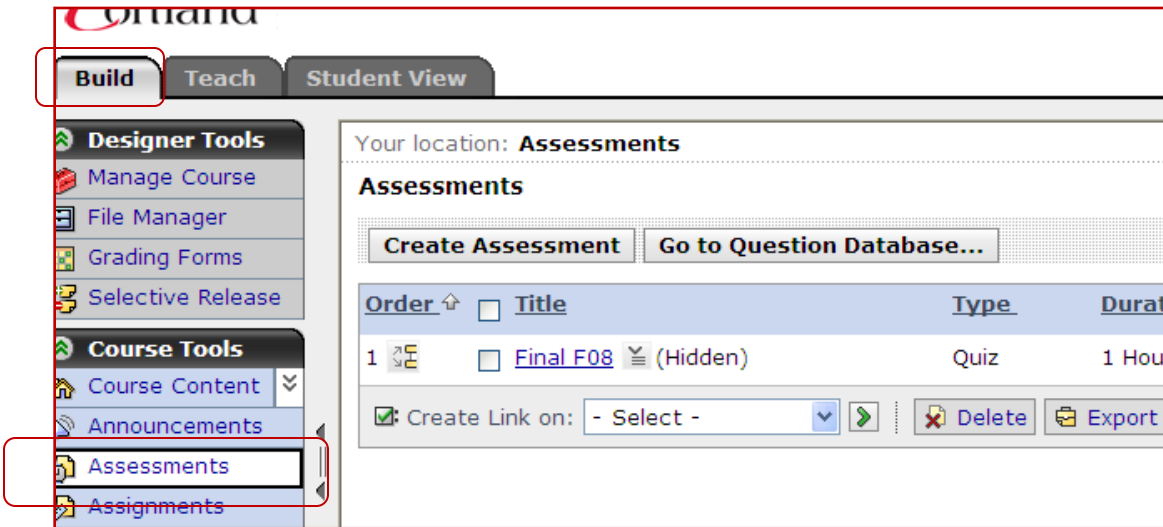


eLearning – Creating an Extended Time Exam (and releasing it to who needs it)

Log into the course in which you want to create the assessment that has an extended time period. Make sure you are in Build mode and click on Assessments.



You will want to click on Create Assessment



Then title the “new” Assessment (in this case Final Fo8 ET – for extended time) and repeat the Description and Type of assessment from the original one. Under TEMPLATE you will select the exam in which you want to duplicate by clicking on Base On An Existing Assessment; choosing the Assessment name and then clicking on Save.

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Create Assessment

*Title:

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until at least one question is added)

Grade Book column name

The Grade Book column name appears in Grade Book as a column header for this assessment.

Type

Quiz
Quizzes are online assessments for which grades are assigned.

Survey
Surveys are anonymous online evaluations for which no grades are assigned.

Self Test
Self tests are assessments for which Students receive grades and feedback, though the recorded in the Grade Book tool.

Template

Select whether or not you want to base this assessment on an existing assessment.

Do not base on an existing assessment

Base on an existing assessment:

Apply assessment settings only (do not include the questions)

*Required field

When you click on save it will take you back to the Assessment area where you will now see both exams.

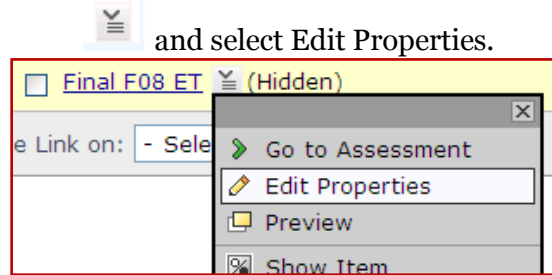
Assessments

Order	Title	Type	Duration	Points
1	<input type="checkbox"/> Final F08 (Hidden)	Quiz	1 Hour(s)	100
2	<input type="checkbox"/> Final F08 ET (Hidden)	Quiz	1 Hour(s)	100

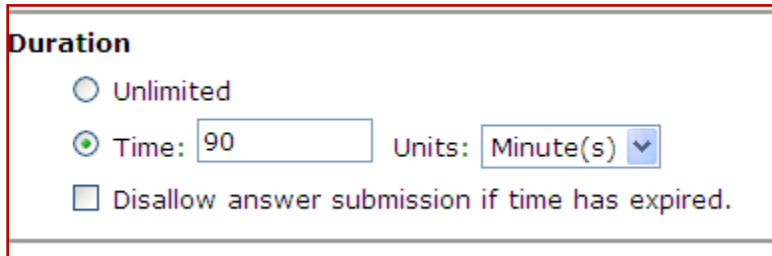
Create Link on:

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Now, we need to extend the time allowed on the second assessment. Click on the Action Menu



You will then extend the time needed (in this case from an hour to an hour and 1/2); scroll to the bottom and hit Save.



Duration

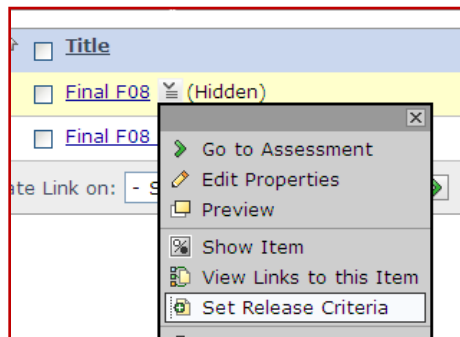
Unlimited

Time: Units:

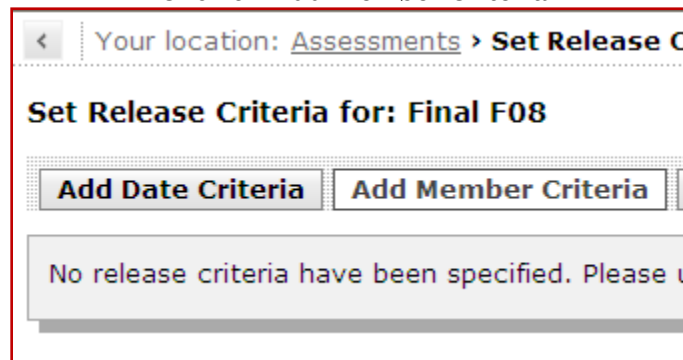
Disallow answer submission if time has expired.

To avoid confusion; you will now need to make sure that the students only see one test. For the first final we will assign it to all students EXCEPT for “Fake Student 1.”

Click on the Action Menu next to the non-extended time exam and select Set Release Criteria.



Click on Add Member Criteria



Your location: [Assessments](#) > **Set Release C**

Set Release Criteria for: Final F08

No release criteria have been specified. Please u

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Then select ALL of your students EXCEPT the student(s) that need extended time. Please note...select the Demo Student so you can see what the student sees and hit Save.

Add Member Criteria

User ID
 Equals Does not equal

<input type="checkbox"/> <u>User ID</u> ↑	<u>First Name</u>
<input type="checkbox"/> fakestudent1	Fake
<input checked="" type="checkbox"/> fakestudent2	Fake
<input checked="" type="checkbox"/> fakestudent3	Fake
<input checked="" type="checkbox"/> webct_demo_956692492001	Demo

Save **Cancel**

Double check that the appropriate students are listed and hit Save

Add Date Criteria **Add Member Criteria** **Add Group Criteria** **Add Grade**

To add a new criterion below an item, select the item. If no item is selected, the new criterion will be added to the top of the list.

Move **Criteria**

UserID Equals fakestudent2, fakestudent3, webct_demo_956692492001

Indent **Outdent** **Delete All**

Save **Cancel** **Preview Expression**

You will see that the Exam shows as Hidden (we didn't reveal it to the students yet AND conditional...release criteria was added)

We then need to assign the Extended Time exam so only "Fake Student 1" will see it. Click on the Action Menu next to the extended time exam and select Set Release Criteria.

Create Assessment **Go to Question Database...**

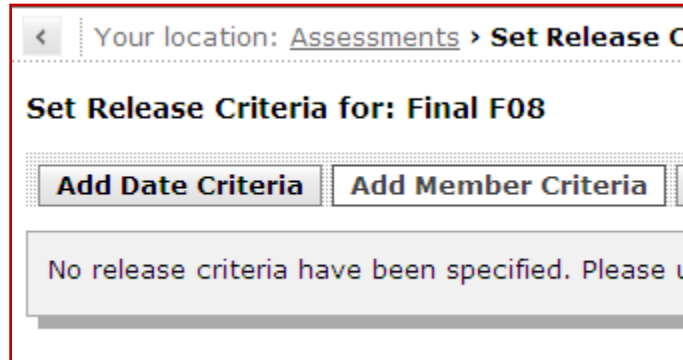
Order	Title
1	Final F08 (Hidden + Conditional)
2	Final F08 ET (Hidden)

Create Link on: - Select

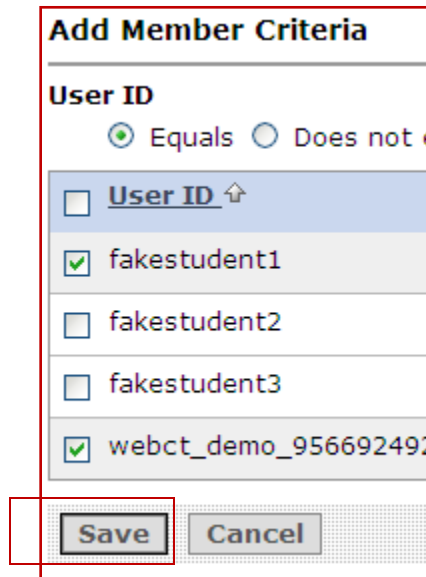
- Go to Assessment
- Edit Properties
- Preview
- Show Item
- View Links to this Item
- Set Release Criteria**

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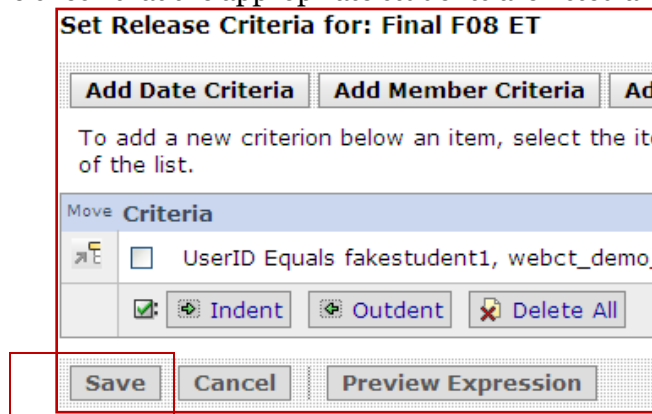
Click on Add Member Criteria



Then select only the student(s) that need extended time. Please note...select the Demo Student so you can see what the student sees (only YOU as the Demo Student will see both exams) and hit Save.

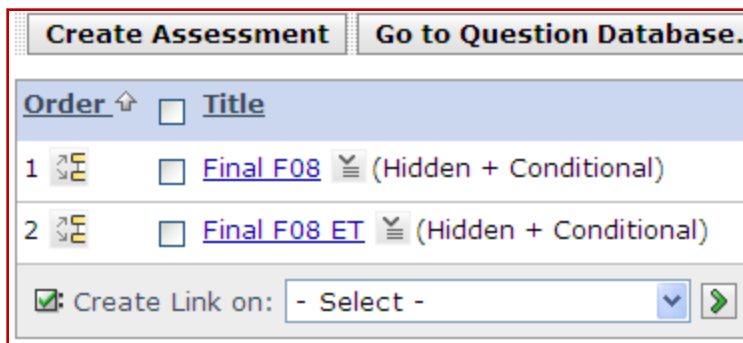



Double check that the appropriate students are listed and hit Save



Now both exams should look like this (Hidden + Conditional)

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Once you SHOW the items (by clicking on the Action Menu  and selecting Show Item you should be able to view both exams from the student view.

Please note: Your students will only be able to see the exam that YOU released to them; they will not see both!