

D2L Accommodations

This guide will walk you through the new process for setting up **course-level** quiz accommodations via the **Classlist** tool in D2L. This process may replace **Special Access** in the Quiz tool and will save you time, especially if you use D2L quizzes often in your course. Right now, Accommodations only applies to the **Quiz** tool. Future versions of this process may apply to other types of assessments.

Please note:

- This process only applies to quizzes using the **D2L Quiz tool**. It does **not** work for publisher or other third-party quizzes.
- Once set, the accommodations apply to **EVERY** quiz in the course for the individual student.
- There are some situations where **Special Access** may still be used for accommodations or other unique access situations. **Quiz-specific** Special Access can overwrite an accommodation for any user on a quiz-by-quiz basis. (A warning appears if the **Special Access** parameters are **timing** related.)
- In **Assignments** and **Surveys**, you may set up **Special Access** by going to the **Restrictions** tab when you **Edit** the **Assignments** or **Surveys**.
- Right now, there is no method to set up special access in the **Discussions** tool. You may need to create another discussion and then set restrictions.
- For additional ideas, check out D2L's [Common Accommodations Using Brightspace](#) community resource page (requires log in to Brightspace Community). [There are a few tools mentioned in the article that are not currently used at CMU: Awards, Learning Outcomes (the tool), Brightspace for Parents (K12 application), ReadSpeaker, Learner Experience (we use Content), Video Assignments (we encourage other video tools, such as Video Note, Panopto, and Zoom), and Activity Feed (we use Announcements).]
- If you need to adjust settings for **Respondus Lockdown Browser**, you may also refer to the **Special Access and Accommodations** section of our [Quizzes guide](#).
- If you have any questions regarding student accommodations or Faculty Accommodation Memos (FAMs), please contact **Educational Access Services (EAS)**.

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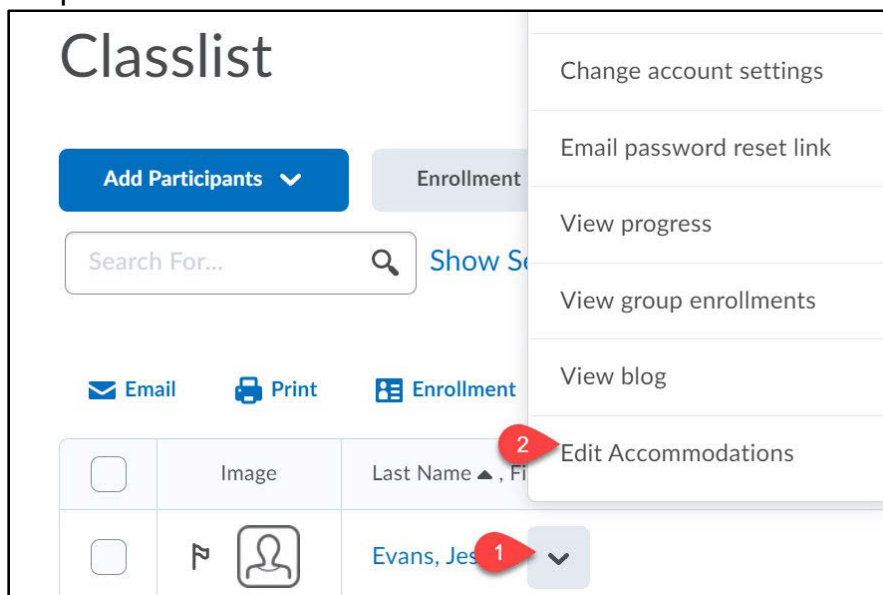
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Tutorial Video(s)

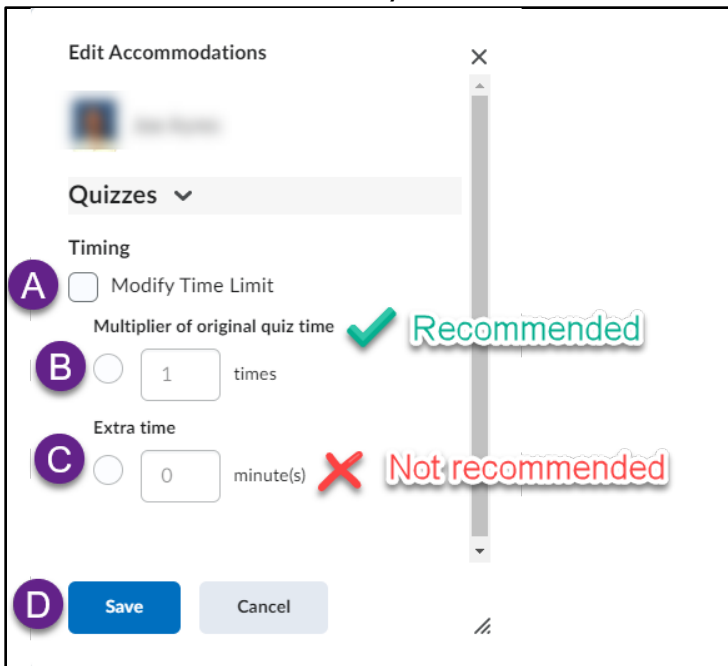
- [D2L Accommodations](#) (Panopto video – note: the right click option is no longer in the tool)
- [Grant Special Access for a Quiz](#)

Set Quiz Accommodations

1. Go to **Classlist**.
2. Navigate to the **student** needing accommodations for quizzes and use the dropdown menu to select **Edit Accommodations**.



3. In **Edit Accommodations**, adjust **Timing** and **Controls** as needed based on the student's **Faculty Accommodation Memo (FAM)**.
- Modify Time Limit:** Check the box if the student needs extended time. Once checked, you may use the multiplier (**recommended**) **OR** extra time option to adjust the time.
 - Multiplier of original quiz time:** Enter the number of times the student needs based on the FAM. Usually, this is 1.5 (150%) or 2 (200%). (This is the **recommended** option.)
 - Extra time:** Enter the number of extra minutes needed. This option is **NOT** recommended since this applies to **EVERY** quiz, and you may have quizzes/exams of varying times.
 - Save:** Click **Save** once you've finished editing the accommodations.

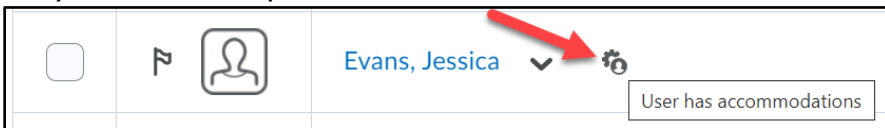


If you need to override the accommodations for a **specific** quiz, follow the directions in the section: [Overriding Accommodations with Special Access](#).

Viewing Student Accommodations

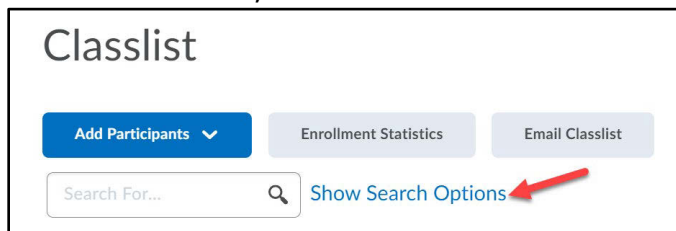
Classlist

If you want to double check or edit the accommodation settings for a student, you can go back to **Classlist** and navigate to the **student** needing accommodations for quizzes. You will see gear/person icon by the name indicating **User has accommodations**. You may use the dropdown menu to select **Edit Accommodations**.

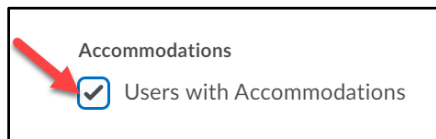


If you have a large class, you can use a filter in **Classlist** to show **Users with Accommodations**.

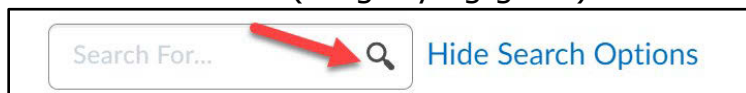
1. Go to **Classlist**, then click on **Show Search Options**.



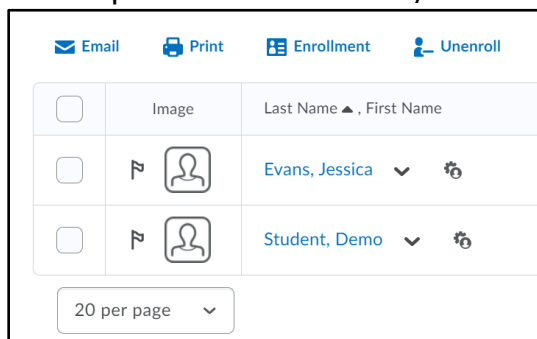
2. In the **Accommodations** section, checkmark **Users with Accommodations**.



3. Click the **Search** (magnifying glass) icon.



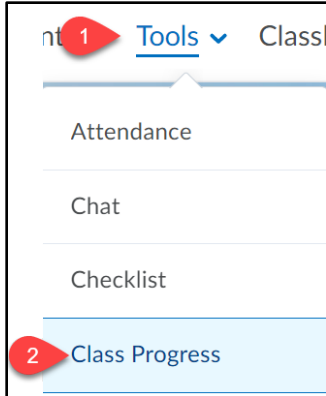
4. You'll see just the list of students with accommodations. (You can use this same filter option to **Email** and/or **Print** from the **Classlist** as well.)



Class Progress

You can also see if a student has accommodations set in Class Progress.

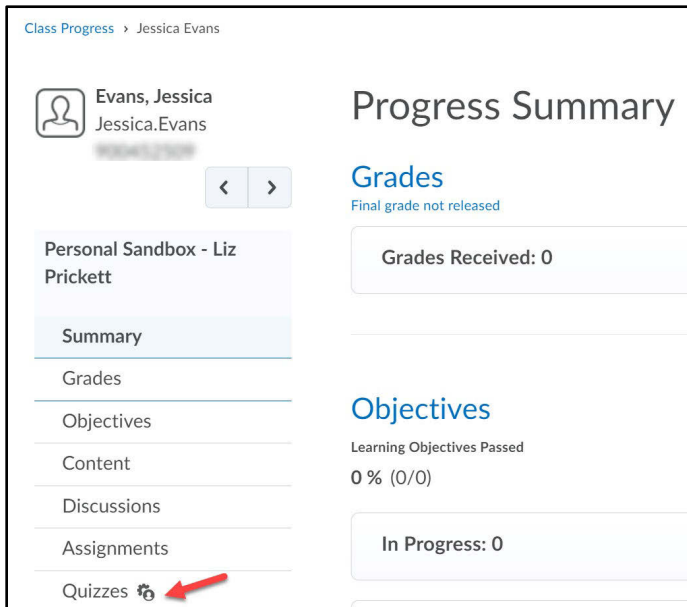
1. Go to **Tools > Class Progress**.



2. Click on a **student**.

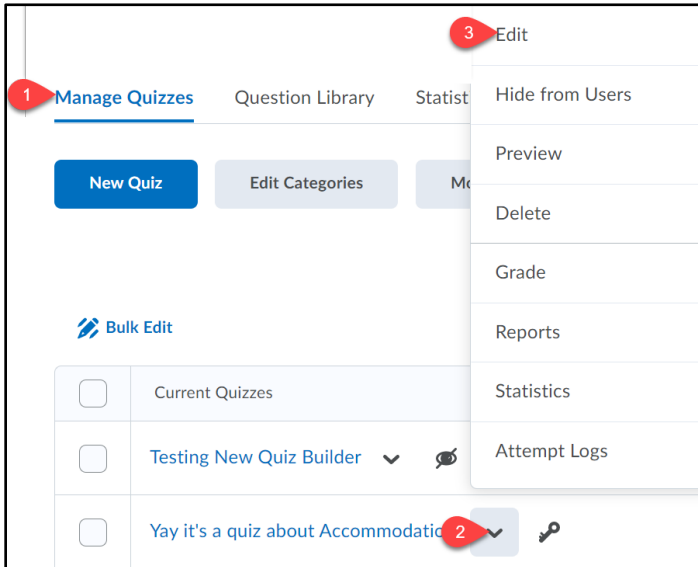


3. If the student has accommodations set, you'll see the gear/person icon by **Quizzes** with the hover over message **"This user has quizzing accommodations."**

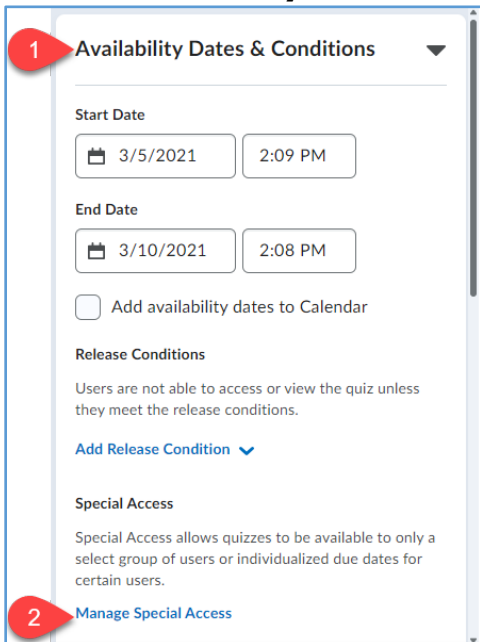


Overriding Accommodations with Special Access

1. Go to **Assessments > Quizzes**.
2. On the **Manage Quizzes** page, click **Edit** from the dropdown menu of the quiz in which you want to add special access.



3. Go to **Availability Dates & Conditions** and click **Manage Special Access**.



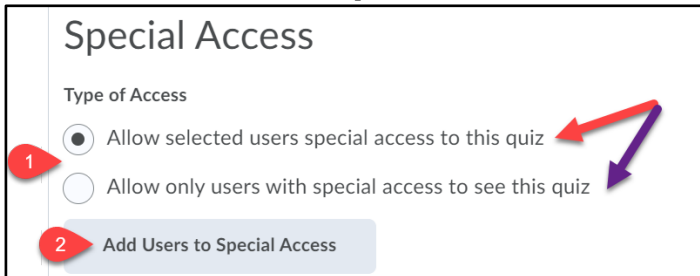
4. Select the type of access:

- **Allow selected users special access to this quiz** lets you assign alternative date restrictions and time limits for specific users.

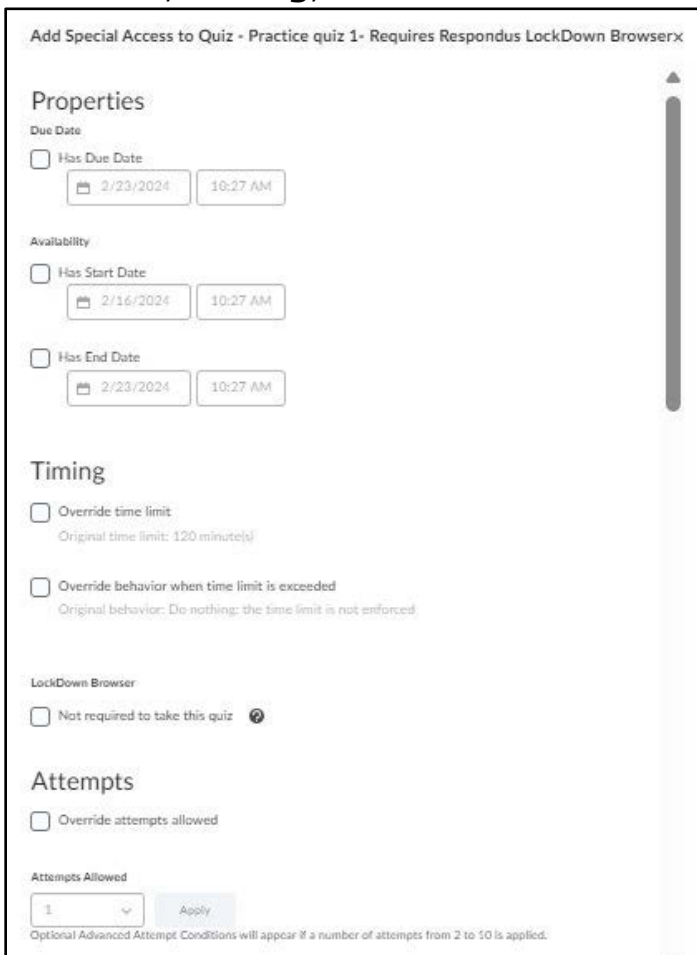
OR

- **Allow only users with special access to see this quiz** restricts access for the quiz to specified users.

5. Click **Add Users to Special Access**.





6. Set the **Special Access Properties** for the quiz as needed: **Due Date, Start Date, End Date, Timing, LockDown Browser** and **Attempts Allowed**.




Note: Only **timing** adjustments will override Accommodations.

7. In the **Users** section, any student(s) with Accommodations already set will show the current timing settings. If you hover over the icon, you check at a glance if the **This multiplier is a course level accommodation** or **This user's quiz time limit accommodation has been overridden by special access**. Note: It does not indicate if control (right click) settings have been enabled.

<input type="checkbox"/>	[Redacted] 1.50 times quiz time = 180 minute(s) 
<input type="checkbox"/>	[Redacted] 2.00 times quiz time = 240 minute(s) 

8. Checkmark the student(s) who need(s) Special Access.

<input checked="" type="checkbox"/>	[Redacted] (Id: [Redacted]) 2.00 times quiz time = 40 minute(s) 
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Note: If multiple students need the **same** adjustment(s), you may checkmark them at the same time. If they need **different** adjustments, you'll need to set one at a time.

9. Click **Save**.



10. Users with special access are listed in the **Special Access** section. **Edit** special access by clicking the pencil icon. To save changes, click **Save and Close**.





Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

[Redacted] 10 minute(s)    

Always Available

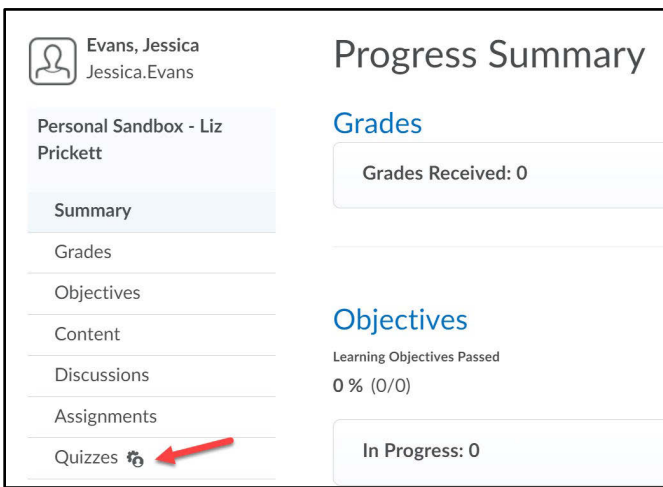
11. Before leaving the Quiz, be sure to **Save and Close** once more.

Student View

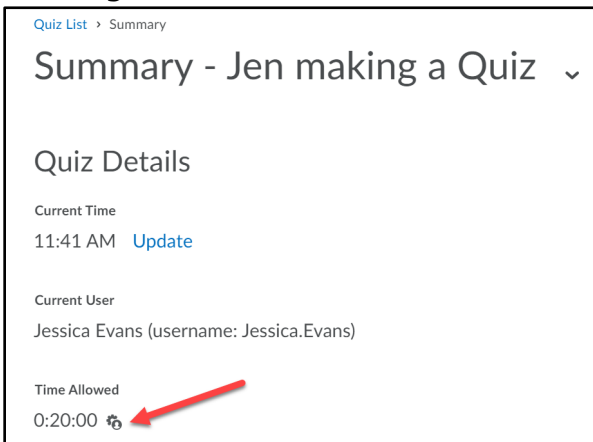
Students with accommodations can view their accommodations by going to **Classlist**. Students will see the same gear/person icon by their names with the hover over message **"You have accommodations."** They will **not** see their specific accommodations or any other students' accommodations.



Students may also note applied accommodations by going to Tools > Class Progress. The same icon will appear by Quizzes with the hover over message **"User has quizzing accommodations."**



If students go to a particular quiz, they can see the same icon, with the hover over message **"Your time limit accommodation is applied."**



Note: If **Special Access** has been used to adjust the timing, the students will just see their time allowed for that **particular** quiz instead of their accommodation icon.