



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.)
- If you have any questions regarding student accommodations or Faculty Accommodation Memos (FAMs), please contact **Educational Access Services (EAS)**.

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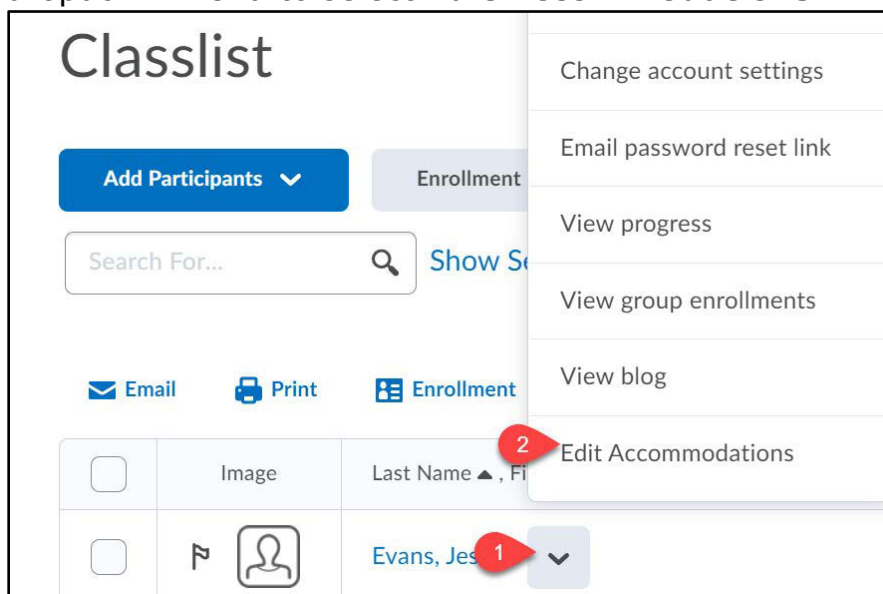
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Tutorial Video(s)

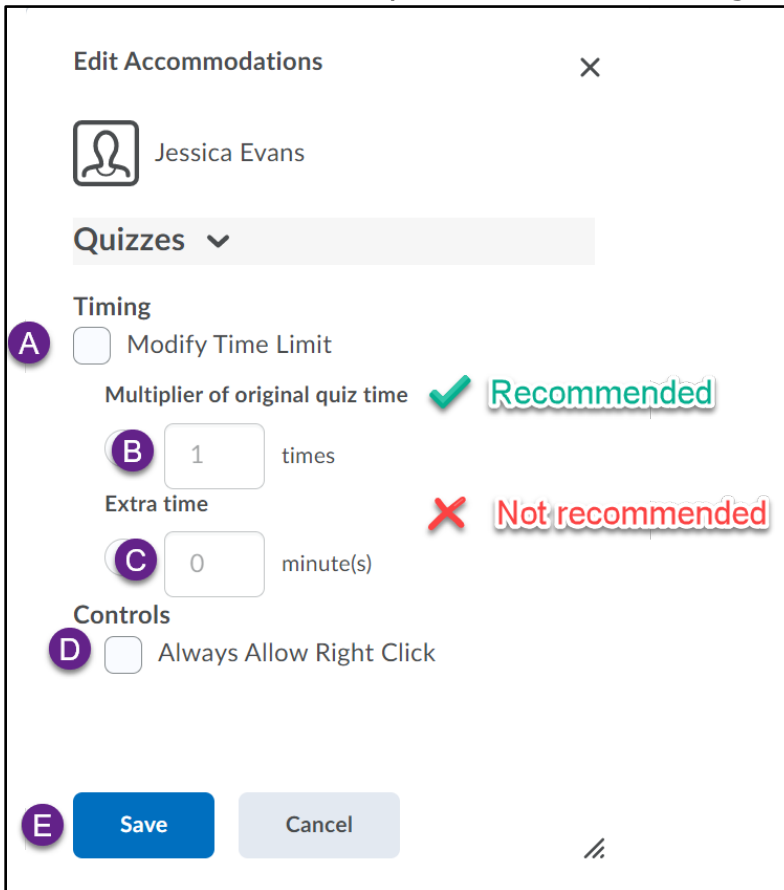
- [D2L Accommodations](#) (Panopto video)
- [Grant Special Access for a Quiz](#)

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.
 - Always Allow Right Click:** Check the box if the student needs this option based on the FAM. (For example, this is needed if the student uses a screen reader.)
 - Save:** Click **Save** once you've finished editing the accommodations.



Edit Accommodations [X]

 Jessica Evans

Quizzes [v]

Timing

A Modify Time Limit

Multiplier of original quiz time **Recommended**

B times

Extra time **Not recommended**

C minute(s)

Controls

D Always Allow Right Click

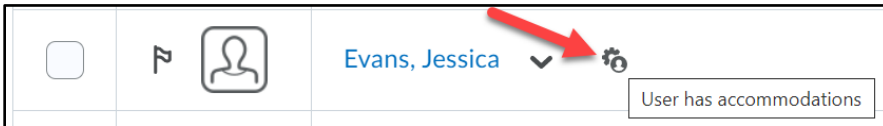
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If you need to override the accommodations for a **specific** quiz, follow the directions in the section: [Overriding Accommodations with Special Access](#).

Viewing Student Accommodations

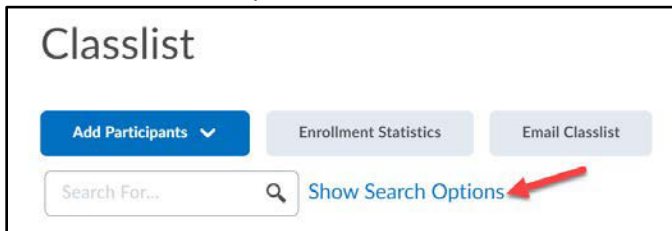
Classlist

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**.

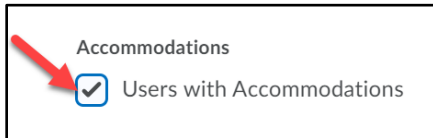


If you have a large class, you can use a filter in **Classlist** to show **Users with Accommodations**.

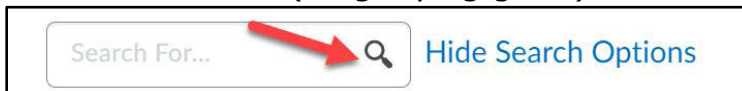
1. Go to **Classlist**, then click on **Show Search Options**.



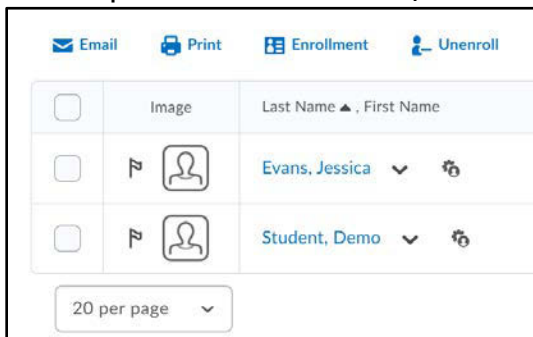
2. In the **Accommodations** section, checkmark **Users with Accommodations**.



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



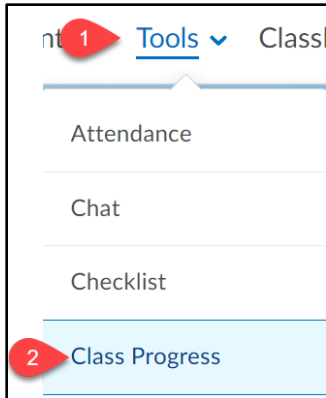
4. You'll see just the list of students with accommodations. (You can use this same filter option to **Email** and/or **Print** from the **Classlist** as well.)



Class Progress

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

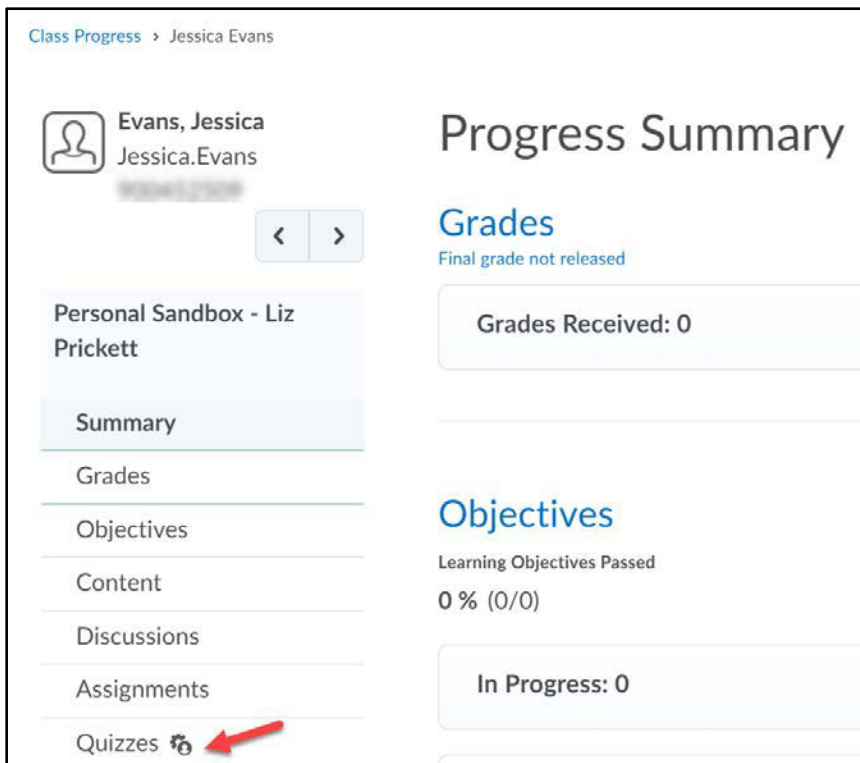
1. Go to **Tools > Class Progress**.



2. Click on a **student**.

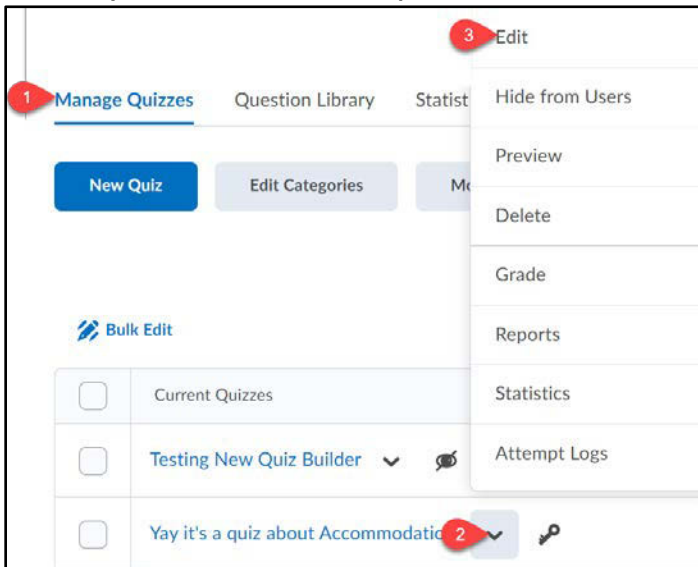


3. If the student has accommodations set, you'll see the gear/person icon by **Quizzes** with the hover over message **"This user has quizzing accommodations."**



Overriding Accommodations with Special Access

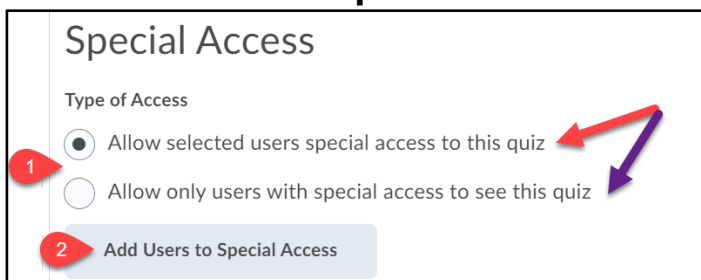
1. Go to **Assessments > Quizzes**.
2. On the **Manage Quizzes** page, click **Edit** from the dropdown menu of the quiz in which you want to add special access.



3. Go to **Restrictions**.



4. Scroll down to the **Special Access** section and 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,** and **Attempts Allowed.**

Special Access Properties

Due Date

Has Due Date

5/1/2019 5:23 PM Now
United States - Denver

Availability

Has Start Date

4/24/2019 3:23 PM Now
United States - Denver

Has End Date

5/1/2019 5:23 PM Now
United States - Denver

Timing

No changes Recommended Time Limit Enforced time limit

Attempts

Override attempts allowed



Attempts Allowed

1 Apply


Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

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

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

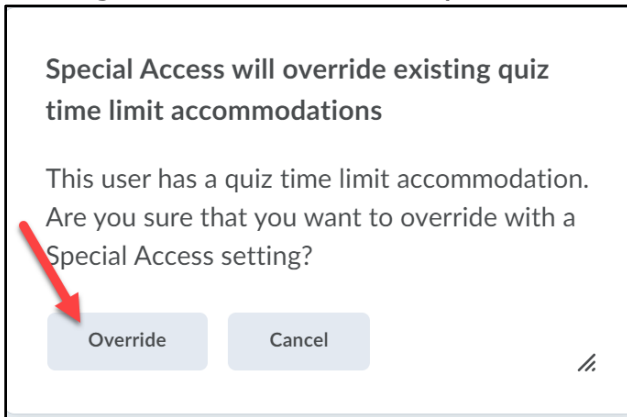
<input checked="" type="checkbox"/>	(Id: [redacted]) 2.00 times quiz time = 40 minute(s) 
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Note: If multiple students need the **same** adjustment(s), you may checkmark them at the same time. If they need **different** adjustments, you'll need to set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

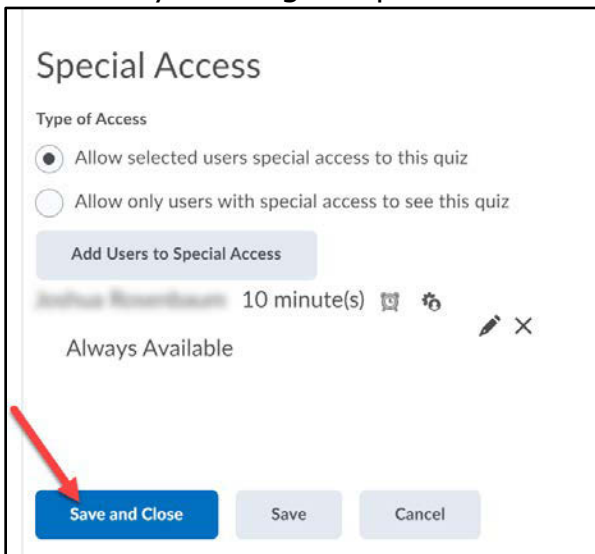
9. Click **Add Special Access**.



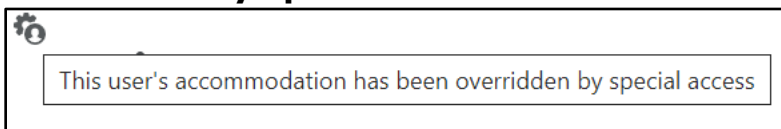
10. If you have adjusted the **Timing** and selected a user(s) with a timing accommodation, you will receive a warning, which reads: "This user has a quiz time limit accommodation. Are you sure that you want to override with a Special Access setting?" Click **Override** if you wish to continue.



11. 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**.



Note: The person/gear icon indicates **This user's accommodation has been overridden by special access.**

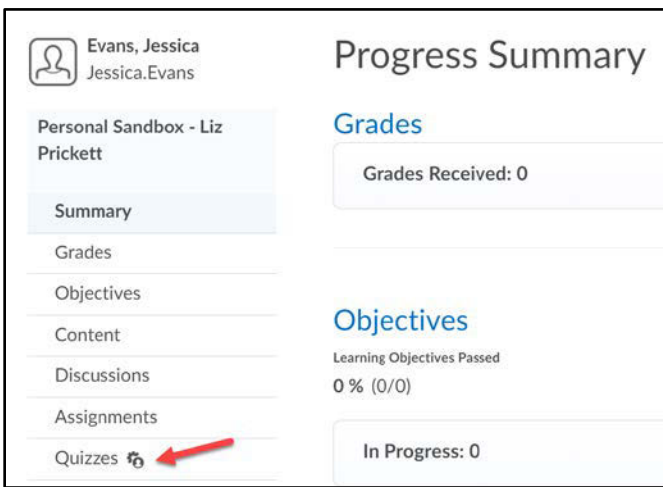


Student View

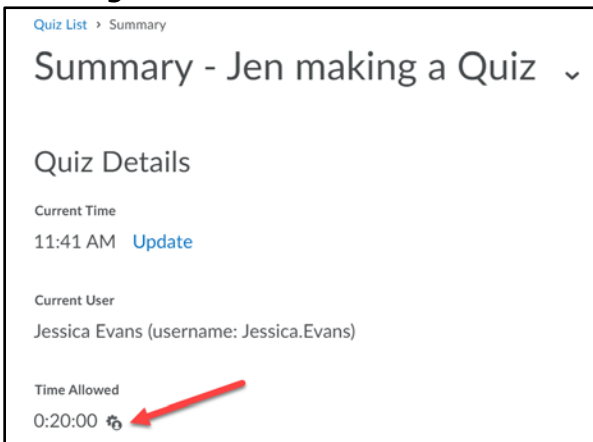
Students with accommodations can view their accommodations by going to **Classlist**. Students will see the same gear/person icon by their names with the hover over message **"You have accommodations."** They will **not** see their specific accommodations or any other students' accommodations.



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.