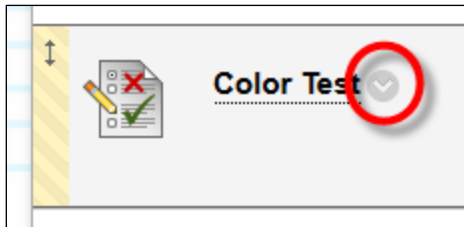


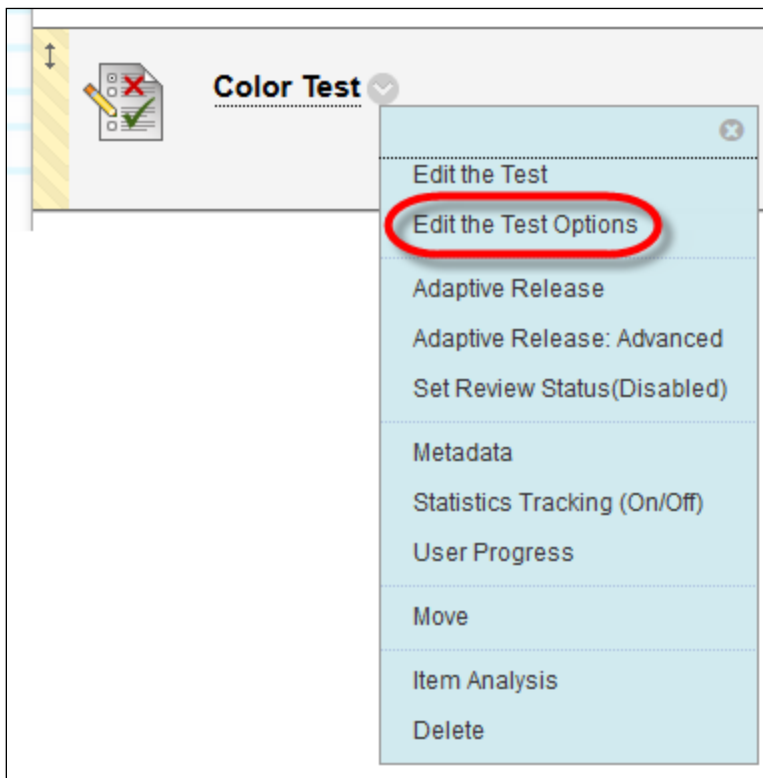
ACCOMMODATING STUDENTS WITH SPECIAL NEEDS

Students requesting modifications for testing due to special needs must register with the campus office of Student Disability services (806-651-2335).

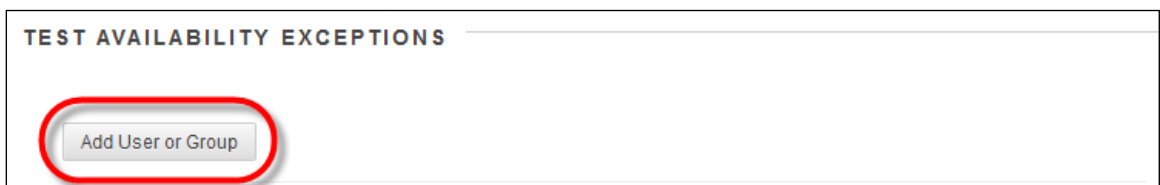
Step 1: Locate each exam in your course. Click the dropdown, contextual menu for the exam.



Step 2: Select **Edit the Test Options**.



Step 3: locate the **Test Availability Exceptions** area, and select the **Add User or Group** button.



Step 4: In the popup window that appear, select the checkbox next to the User or Users (Students) who need accommodations, and click Submit.

<input type="checkbox"/>	User or Group	User ID or Group Name	First Name	Last Name
<input checked="" type="checkbox"/>		Susan Fulgham	Susan	Fulgham
<input type="checkbox"/>		Study Group 1		
<input type="checkbox"/>		Study Group 2		
<input type="checkbox"/>		Study Group 3		
<input type="checkbox"/>		Study Group 4		

Displaying 1 to 5 of 5 items | [Show All](#) | [Edit Paging...](#)

[Cancel](#) [Submit](#)

Step 5: The student's name appears in the Test Availability Exception area. The settings on the exam are automatically entered here as well. Change the **Timer** settings.

Name	Attempts	Timer	Availability	Options
Susan Fulgham	Single Attempt	<input checked="" type="checkbox"/> 60		<input type="checkbox"/> Force Completion <input type="checkbox"/> Auto Submit

Step 6: Save the exam by clicking **Submit** at the top or bottom of the page.