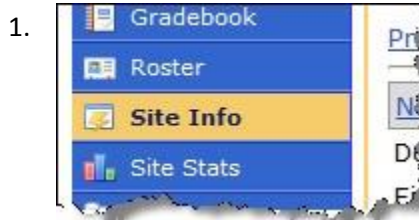


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**Extended Time for Students with Disabilities****USAonline Assessments: Extended Time for Students with Disabilities**

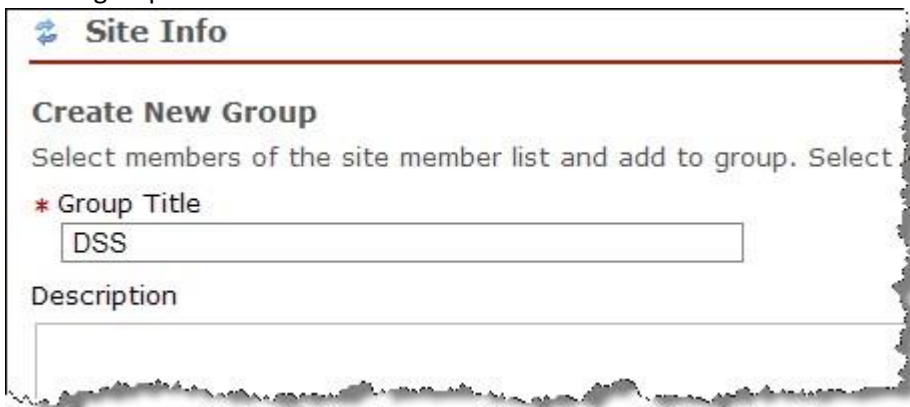
2. Click on "Manage Groups"



3. Click on "Create New Group"



4. Make a group. You could name it DSS.



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**Extended Time for Students with Disabilities**

5. Put the student in the group. Click on the student's name and use the arrow button to move the student into the group.

The screenshot shows a dialog box titled "Membership" with two columns: "Site Member List" and "Group Member List". The "Site Member List" contains the following items:

- Role: Student
- Role: Instructor
- Role: Teaching Assistant
- Doe, Jane (demostudent) - highlighted in blue
- Five, Student (demostudent05)
- Four, Student (demostudent04)
- Miller, Joni (trainer2)
- Miller, Joni (millerjm)
- One, Student (demostudent01)
- Three, Student (demostudent03)
- Two, Student (demostudent02)

Between the two lists are five arrow buttons: a right-pointing arrow (>) which is highlighted with a green box, a left-pointing arrow (<), a double right-pointing arrow (>>), and a double left-pointing arrow (<<). At the bottom of the dialog are "Add" and "Cancel" buttons.

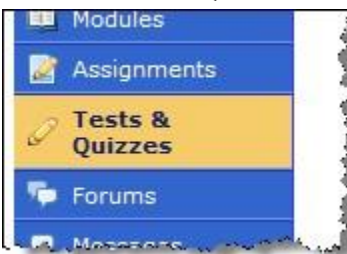
6. The students who are in the group are listed on the right. Click "Add" to create the group.

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**Extended Time for Students with Disabilities**

The screenshot shows a web interface for managing membership. It features two main sections: "Membership Site Member List" on the left and "Group Member List" on the right. The "Membership Site Member List" contains a scrollable list of roles and names, including "Role: Instructor", "Role: Student", "Role: Teaching Assistant", and several "Student" entries with IDs like "demostudent05". The "Group Member List" currently contains only one entry: "Doe, Jane (demostudent)". Between the two lists are four buttons: ">", "<", ">>", and "<<". At the bottom left, there are two buttons: "Add" (highlighted with a green box) and "Cancel".

7. Click on Tests & Quizzes.



8. In Working Copies, make a copy of the test by choosing "Duplicate" from the drop down menu.

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**Extended Time for Students with Disabilities**

**Working Copies:** not released to students      **Published Copies:**

Action	Title ▲
-- Select Action --	Chapter 01 Quiz
-- Select Action --	Chapter 02 Quiz
<ul style="list-style-type: none"> <li>Edit</li> <li>Preview</li> <li>Print</li> <li>Settings</li> <li>Publish</li> <li><b>Duplicate</b></li> <li>Export</li> <li>Remove</li> </ul>	Chapter 03 Quiz
-- Select Action --	Chapter 04 Quiz
-- Select Action --	Chapter 05 Quiz

9. Edit the settings for the copy of the test (usually ends in Copy #1)

**Working Copies:** not released to students      **Published Copies:** released

Action	Title ▲
-- Select Action --	Chapter 01 Quiz
-- Select Action --	Chapter 01 Quiz - Copy #1
<ul style="list-style-type: none"> <li>-- Select Action --</li> <li>Edit</li> <li>Preview</li> <li>Print</li> <li><b>Settings</b></li> <li>Publish</li> <li>Duplicate</li> <li>Export</li> <li>Remove</li> </ul>	Chapter 02 Quiz
-- Select Action --	Chapter 03 Quiz
-- Select Action --	Chapter 04 Quiz
-- Select Action --	Chapter 05 Quiz

10. Name it Chapter 01 Quiz - DSS or whatever the test is called.

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**Extended Time for Students with Disabilities**

▼ **Assessment Introduction**

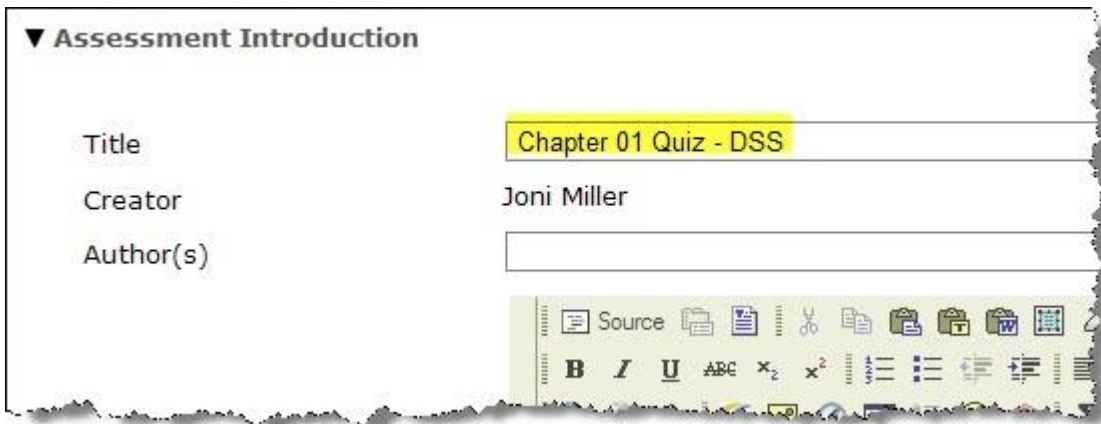
Title

Creator

Author(s)

Source

**B** *I* U ABC  $x_2$   $x^2$



11. Under "Assessment Released to" -> Change to Selected Groups and choose the group you just made.

▼ **Assessment Released To**

Anonymous Users

Sakai Practice Site

Selected Groups

Title : Description

DSS

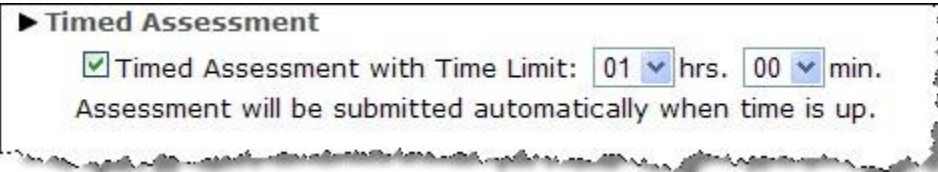


12. Under "Timed Assessment," change the time on the assessment.

► **Timed Assessment**

Timed Assessment with Time Limit:  hrs.  min.

Assessment will be submitted automatically when time is up.



13. Under "Grading," Change Gradebook Options to NONE instead of "Grades Sent to Gradebook."

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**Extended Time for Students with Disabilities**

► **Grading**

Students' Identities

Students' identities can be seen by graders

Anonymous grading only

Gradebook Options

None

Grades sent to Gradebook (Selecting "Grades sent to Gradebook")

Recorded Score If Multiple Submissions per User

Record the highest score

Record the last score

14. Click on the "Save Settings and Publish" button.

**Settings - Chapter 01 Quiz - DSS**

[Open](#) | [Close](#) All Menus

► **Assessment Introduction**

► **Delivery Dates**

► **Assessment Released To**

► **High Security**

► **Timed Assessment**

► **Assessment Organization**

► **Mark for Review**

► **Submissions**

► **Submission Message**

► **Feedback**

► **Grading**

► **Graphics**

► **Metadata**

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**Extended Time for Students with Disabilities**

15. Repeat for each test.
16. Email the student and let him or her know that both the regular time test and extended time test will show. The student should only take the DSS tests. (Suggestion: you can tell the student that if he or she takes the regular test, that is their grade. )
17. When the student takes the test, you will need to go to Scores for the DSS copy of the test, find their scores, and then go to the “regular” test and enter their score manually in the Adjustment (Adj) field, and click Update. Otherwise, the score will not go into the gradebook for this student.