

Brightspace Exam Checklist for Students with Accommodations

IMPORTANT: If you are delivering an exam in Brightspace for students with approved accommodations please check the following items. This checklist assumes that all “regular” exam settings are already set properly.

General

These are items on the main section of the quiz creation tool.

- ✓ Did you make the quiz visible by using the **Visibility Slider** near the Save button, bottom of page?

Availability Dates & Conditions

- ✓ Did you set accurate **Start** and **End Dates** (and times) for the exam?

Timing & Display

- ✓ Under **Timing & Display**, did you check the box for **Set Time Limit** and set an appropriate time limit? This is required for the students with extended time accommodations to receive the proper time based on their time multiplier.
- ✓ Under **Timer Settings**, we *strongly suggest* the “**Asynchronous**” and “**Automatically submit**” options.

Instructions for Adding Students to the Special Access Section

1. Navigate to the quiz settings and the **Availability Dates & Conditions** tab.
2. Click **Manage Special Access**, then **Add Users to Special Access**
3. Scroll down to **Users**.
4. Select the check box next to the student who needs accommodation.
5. Scroll up to set the date, time and the time limit - if they are different from the regular class. In most cases you are just adding 50% more time to the time limit.
6. Scroll back down ... and click **Save**, and then **Save and Close**
7. Repeat for any other students as needed.

These settings will override the settings for the main class and apply these special access settings to only those students under the special access tab

Final Checks...

- ✓ Did you do a final **Preview** of the exam to be sure the delivery, formatting and readability of all questions is accurate?
- ✓ Did you provide all needed information for the CTE/OSSS through **Accommodate**? e.g. passwords!

Respondus Lockdown Browser (RLDB)

If you are using the RLDB, go to the **Lockdown Browser** tab under **Quizzes**.

- ✓ Did you click the radio button for **Require Respondus LockDown Browser for this exam**?
- ✓ Under **Advanced Settings** did you click the radio button for **Lock students into the browser until exam is completed**?
- ✓ Under **Advanced Settings**, please *un-check the Monitor (webcam) requirement*.

If you need help with Brightspace, please call OSSS/CTE at ext. 4040 or ext. 4365.