

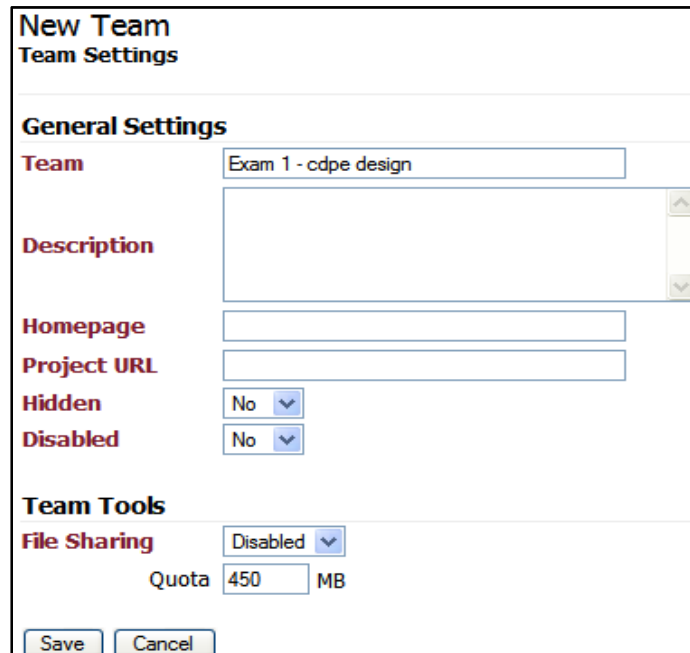
Extending Assessment Dates

Occasionally you may want to extend an assessment for a particular student or group of students. For instance, if a student had a family emergency and you felt it would benefit the student to have more time to take their assessment you could use the steps below to accommodate their needs.

I. Create your Team

1. Select **Manage** on the **Map** menu.
2. Under **Course Management** select **Teams**.
3. From your list of choices under **Team Editor** choose **Add a Team**.
4. Fill out the **Team** field on the **New Team** page. For the purpose of extending assessments this is the only field that you will need to fill out.

When naming your team it may be helpful to use descriptive naming conventions. You may find that using the name of the assessment and the name of the student in the title helps you differentiate between teams.



New Team	
Team Settings	
General Settings	
Team	Exam 1 - cdpe design
Description	
Homepage	
Project URL	
Hidden	No
Disabled	No
Team Tools	
File Sharing	Disabled
Quota	450 MB
Save Cancel	

Select **Save** and the **Add Team Members** page will come up.

Exam 1 - cdpe design
Add Team Members


= already a member

	Name	Login Name	Teams
<input type="checkbox"/>	1.		
<input type="checkbox"/>	2. Admin20, ANGEL	Admin20	
<input type="checkbox"/>	3. course_design, cdpe	cdpe_course_design	CDPE, CDPE Staff
<input checked="" type="checkbox"/>	4. design, cdpe	cdpe_design_2009_sum	CDPE
<input type="checkbox"/>	5. design, cdpe	cdpe_design_2009_spr	CDPE
<input type="checkbox"/>	6. student 01, cdpe	cdpe_student_01	

5. Select the students you will be extending the assessment deadline for and select the **Add Selected** button.
6. Select **Done**.

II. Select Assessment

1. Select **Assessments** on the **Map** menu, and choose the exam you will be extending.
2. Under the title of the assessment select **Settings**.
3. Select the **Access** tab (see image on next page).

 **exam 1**

Settings: Normal Advanced

Content **Access** Interaction Review Automate MetaData Assignment

Access Tracking
User Tracking: Disabled

View Restrictions
 Do not allow users to view this item
 Viewable By: Students
 Password:
 Team Access: All Teams
 Start Date: March 17, 2009 PM 07:40
 End Date: March 17, 2009 PM 07:40

Edit Restrictions
 Editable By: Course Editors
 Object Editable By: Course Editors

Internet Security
 Browser Security: None - no browser security imposed
 Note: Medium security measures are **not** 100% effective.
 IP Filter:

Save Cancel

4. Select the **Do not allow users to view this item** checkbox.
5. Select **Save**.

III. Copy Assessment

1. Select the **Assessments** folder on the **Map**.
2. Select **Add Content**.
3. Scroll down to **More Options** and select **Copy Items**.

4. Select the assessment you want to copy.
5. Select the **Assessments** folder and you will see two versions of the exam you copied – the original is the one on top.
6. Once again select the original exam.
7. Select **Settings**.
8. Select the **Access** tab.
9. Deselect the checkbox for **Do not allow users to view this item**.
10. Select **Save**.

IV. Select Settings for New Assessment

1. Select the **Assessment** folder.
2. Hover over the copy of the assessment and select **Settings** from underneath it.
3. Select the **Interaction** tab.
4. Set the date and time you want the exam to be open – making sure to select the **Date Enabled** and **Date Disabled** checkboxes.
5. Select **Save**.
6. Select **Settings** again.
7. Select the **Content** tab.
8. Re-title the assessment (e.g., Exam 1 Extended).
9. Select the **Access** tab.
10. Under **Viewable By** choose **Students**.
11. Under **Team Access** select **Selected Teams**.

12. A box will open up with a list of teams – choose the team that you will be extending the deadline for.
13. Put a checkmark in the boxes next to **Start Date** and **End Date** and select the extended date range.
14. Deselect the **Do not allow users to view this item** box.
15. Select **Save** when you are done. Now only the students in the team will have access to the assessment.
16. When you have finished these steps it is a good idea to view both exams to make sure that all the settings are correct.

V. Directing grades for both versions of the exam to the same Gradebook column

1. Select the **Assessments** folder.
2. Hover over the new version of the exam and select **Settings**.
3. Select the **Assignment** tab at the far right.
4. Under **Gradebook Settings**, use the drop-down to select the same Gradebook item title as the original exam.
5. Select the **Save** button.
6. Select **Settings**.
7. Select the **Assignment** tab.
8. Select the **Edit** button to the right of the **Gradebook Assignment** title.
9. Change the name in the **Title** box to match the name of the original assessment.
10. Select **Save** in the pop-up window. **Note: Do not select the “Save” button on the *Settings* page of the assessment.**
11. Select **Cancel** on the **Settings** page.