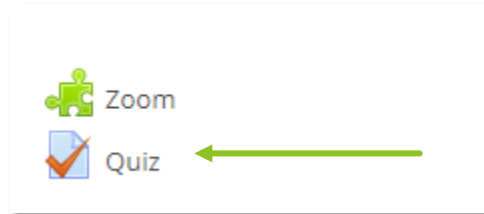
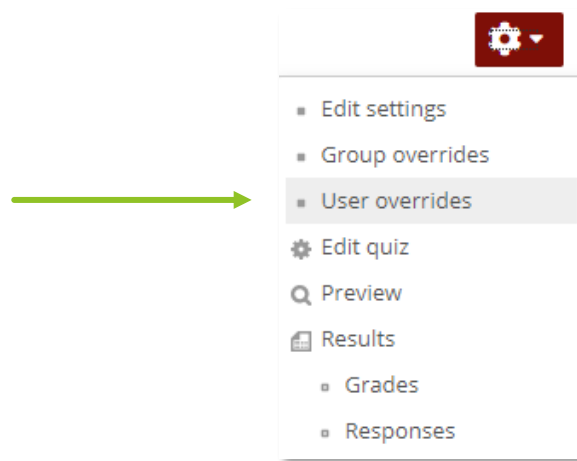


Enabling Extra Time in Moodle Quizzes

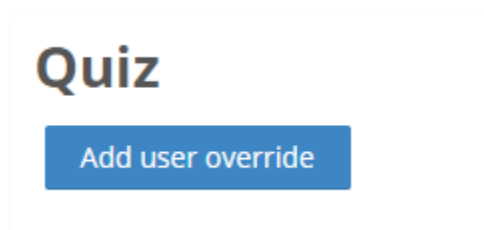
1. Click to enter the quiz



2. Locate the **gear/cog** icon in the upper right-hand corner of Moodle and click to open the **Administration** menu. From the drop down list, select **user overrides**.



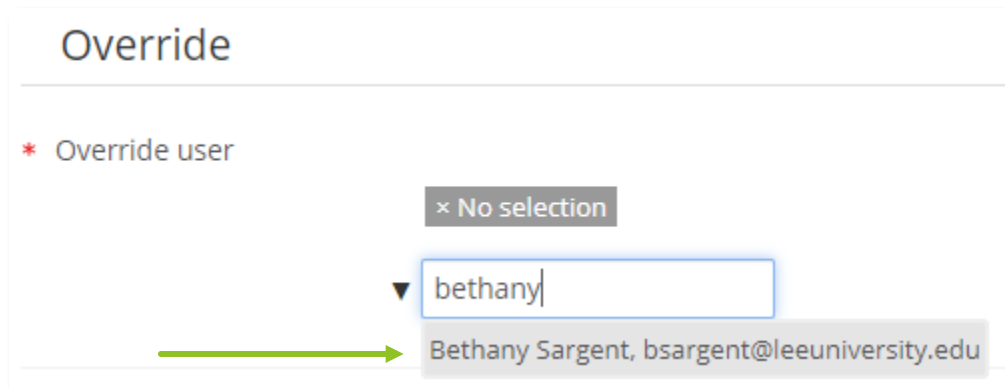
3. Select **Add User Override**



4. If “invalidparameter” error appears, please click anywhere outside of the popup box to dismiss (this will not affect the quiz)

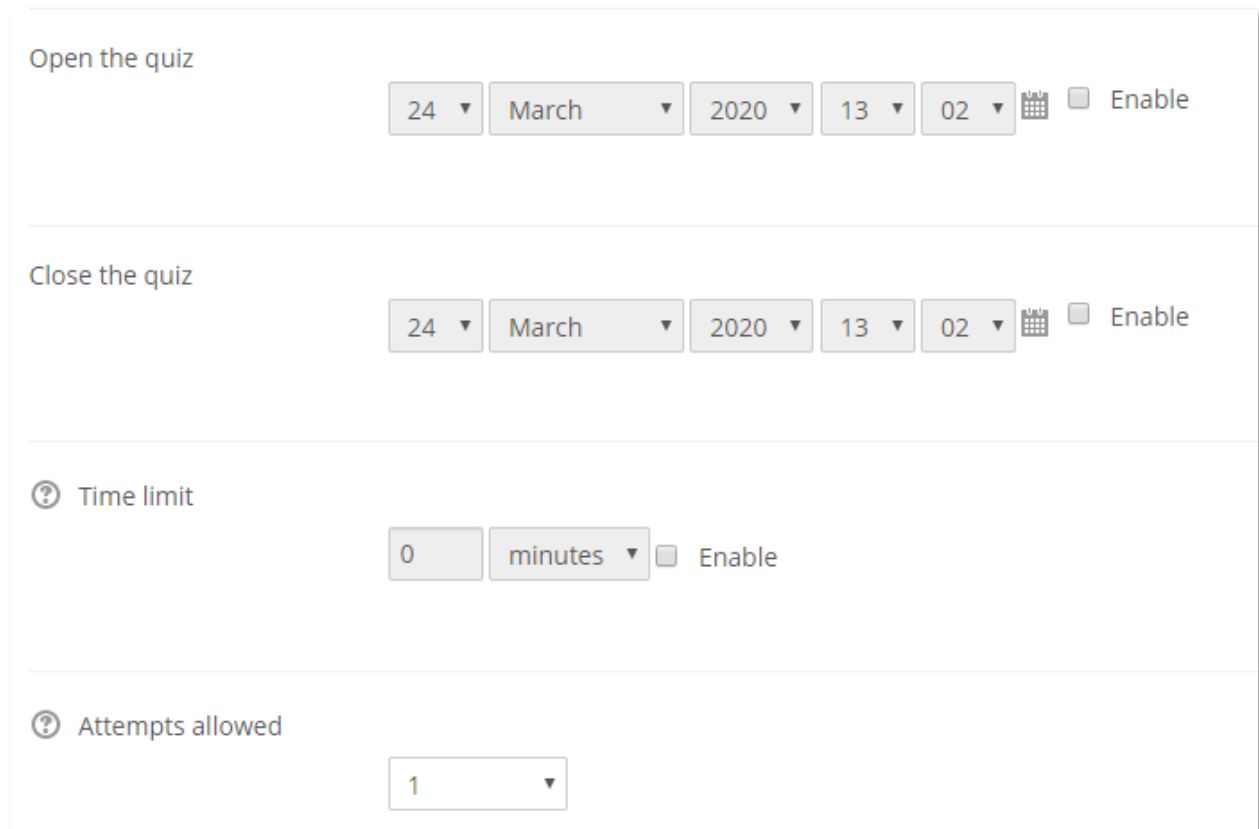


5. Search for students in the dropdown menu. When a student name appears, click it to select (you will see the student name appear above the search box in gray)



The screenshot shows a form titled "Override" with a section labeled "* Override user". A search box contains the text "bethany". Above the search box is a gray button with "x No selection". Below the search box, a dropdown menu is open, showing a list item "Bethany Sargent, bsargent@leeuniversity.edu" which is highlighted in gray. A green arrow points from the left towards this highlighted item.

6. You can choose to set a new open and/or close date. You can also choose to allow extra time or additional attempts. This will apply only to the student selected above and will override the settings in the quiz.



The screenshot shows a form with four sections for quiz settings:

- Open the quiz:** Includes date pickers for day (24), month (March), and year (2020), followed by time pickers for hour (13) and minute (02), a calendar icon, and an "Enable" checkbox.
- Close the quiz:** Includes identical date and time pickers and an "Enable" checkbox.
- Time limit:** Includes a numeric input field with "0", a unit dropdown menu with "minutes", and an "Enable" checkbox.
- Attempts allowed:** Includes a dropdown menu with the value "1".

7. When finished, be sure to **save** at the bottom of the page.

