
NYU Brightspace Accommodated Exams & Assignments

Moses Center for Student Accessibility & NYU Digital Accessibility

csaexams@nyu.edu

Last updated December 15, 2021

Contents

Quizzes	3
Assignments	5

Quizzes

Brightspace allows extended time accommodations on quizzes.

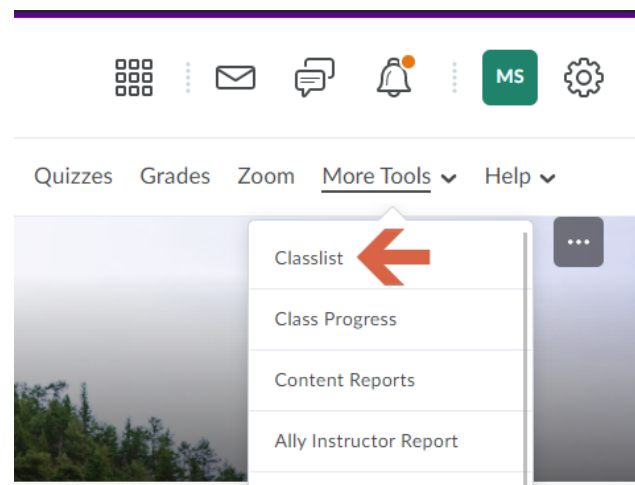
Classlist accommodations

If you edit accommodations for a student in the Classlist, it will apply to all future quizzes. Classlist accommodations DO NOT apply to [Assignments](#).


How to give a student extended time on quizzes

1. Open course Classlist

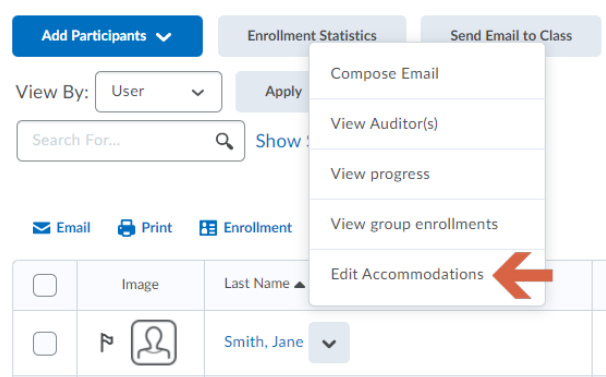
More Tools > Classlist



2. Edit Accommodations

Select the Actions button  for a student
> Edit Accommodations

Classlist



3. Modify Time Limit

Use the multiplier to extend time.

1.5 times for students with time and a half accommodations

2.0 times for double accommodations

Reasonable Breaks

Add an additional **.25** times for reasonable breaks without a time penalty.

★ If a student has both extended time and reasonable breaks, follow instructions for both time additions.

Edit Accommodations [Close]

Jane Smith

Quizzes [Dropdown]

Timing

Modify Time Limit

Multiplier of original quiz time

1.5 times

Extra time


0 minute(s)



Controls


Always Allow Right Click

Save **Cancel**

Confirming Active Accommodations in Brightspace

An icon  appears next to a student when quiz accommodations are active.

<input type="checkbox"/>	Image	Last Name ▲, First Name
<input type="checkbox"/>		Smith, Jane [Dropdown]
<input type="checkbox"/>		Maloof, Nahid [Dropdown]

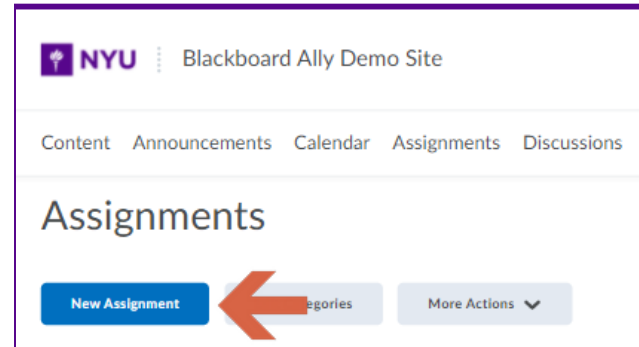


Assignments

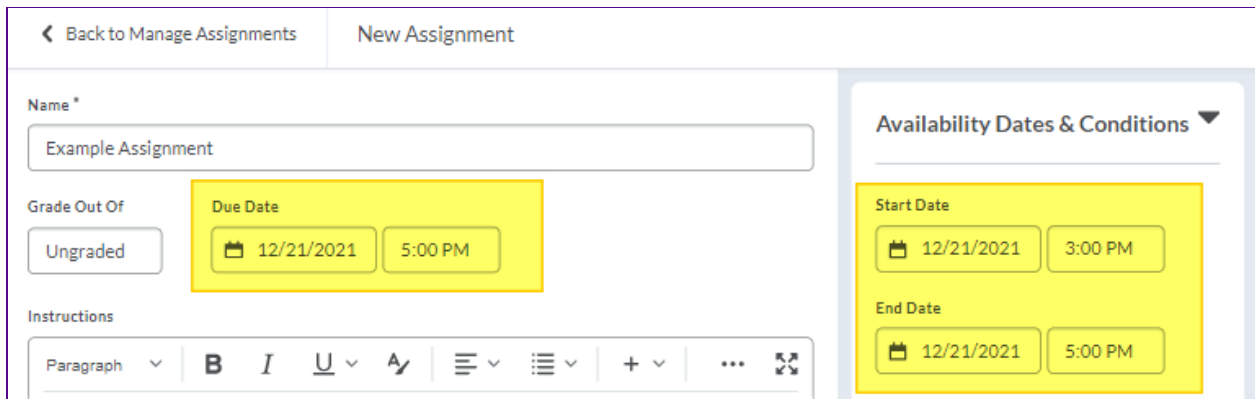
How to extend dates for Brightspace Assignments

1. Create New Assignment

Select New Assignment in the Assignments tab.

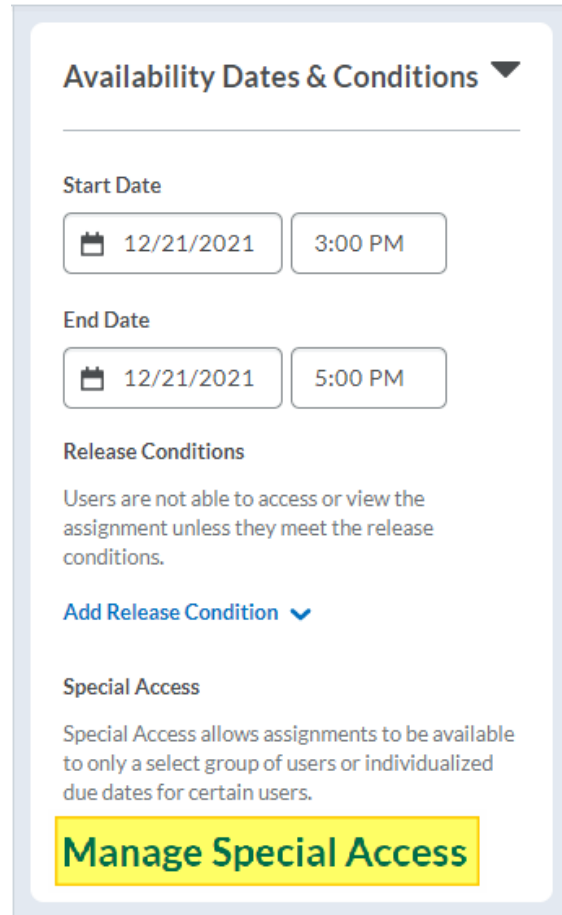


2. Enter assignment details given for the entire class

A screenshot of the 'New Assignment' form in Brightspace. The form has a header with a back arrow and 'Back to Manage Assignments', and the title 'New Assignment'. The form is divided into several sections: 'Name' with a text input field containing 'Example Assignment'; 'Grade Out Of' with a dropdown menu set to 'Ungraded'; 'Due Date' with a date and time picker set to '12/21/2021 5:00 PM'; 'Instructions' with a rich text editor showing 'Paragraph' and various formatting options; and 'Availability Dates & Conditions' with a dropdown arrow. Under 'Availability Dates & Conditions', there are two date and time pickers: 'Start Date' set to '12/21/2021 3:00 PM' and 'End Date' set to '12/21/2021 5:00 PM'. The 'Due Date' and 'Availability Dates & Conditions' sections are highlighted with a yellow background.

3. Management Special Access

Select Manage Special Access under the Availability Dates & Conditions



Availability Dates & Conditions ▼

Start Date

12/21/2021 3:00 PM

End Date

12/21/2021 5:00 PM

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition](#) ▼

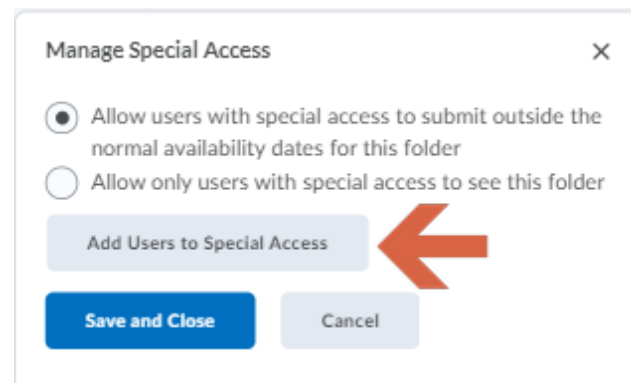
Special Access

Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access

4. Add Users to Special Access

Select the first option then select Add Users to Special Access



Manage Special Access ✕

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

Save and Close Cancel

5a. Set Special Access Properties

Change only the parameters that need to be changed

- Change the due date to end when extended time ends
- Change start date and end date if the student needs access to the exam before or after the exam is open to the rest of class

Properties

Due Date

Has Due Date

Availability

Has Start Date

Has End Date

5b. Select Students

Select the students who will have the same special access.

Users

View By:

<input type="checkbox"/>	First Name ▲ , Last Name
<input checked="" type="checkbox"/>	Jane Smith
<input type="checkbox"/>	Nahid Maloof


Multiple Special Access events

You can create multiple Special Access events for different groups of students (i.e 1.5 time, 2 time, etc) by selecting Add Users to Special Access.


Manage Special Access ✕

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

[Add Users to Special Access](#) 

Jane Smith

Due Date: Dec 21, 2021 10:00 PM  ✕

Availability: Ends Dec 21, 2021 10:00 PM

[Save and Close](#) [Cancel](#)