

How to Set Up a Test/Quiz in ECN for Students Who Need Different Time/Date Settings

You may have students in your course who require different time or date settings for an assessment. While previous versions of ECN required instructors to create separate groups and assessments, these variances in delivery settings now are set as exceptions under the settings for a particular test or quiz. The directions below detail how to do this after a test or quiz has been created in ECN.

- For setting exceptions for individual students, see pages 1-5.
- For setting exceptions for a group of students, see pages 5-11.

Setting Exceptions for Individual Students

Accessing the Exceptions to Time Limit and Delivery Date Menu

1. Click on the “Actions” button next to the assessment whose settings you wish to edit and select the “Settings” link.

The screenshot displays the ECN interface for managing tests and quizzes. On the left is a navigation sidebar with categories like 'Course Tools' and 'Communication Tools'. The main content area is titled 'TESTS & QUIZZES' and includes a sub-menu for 'Assessments'. Below this is the 'Assessment List' table, which has columns for 'Title', 'Status', and 'In Progress'. The table lists several assessments, including 'Draft - Sample - Requires Respondus LockDown Browser', 'Sample', 'MB's Sample Quiz', and 'Draft - MB's Sample Quiz'. The 'MB's Sample Quiz' row is selected, and its 'Actions' dropdown menu is open, showing options: 'Scores', 'Edit', 'Preview', 'Print', and 'Settings'. Red arrows highlight the 'Actions' button and the 'Settings' option.

Title	Status	In Progress
Draft - Sample - Requires Respondus LockDown Browser	Draft	
Sample	Published - Active	0
MB's Sample Quiz	Published - Active	0
Draft - MB's Sample Quiz	Draft	

2. Click on "Exceptions to Time Limit and Delivery Date" to access setting options.

Settings - MB's Sample Quiz

▼ About this Assessment

Title	MB's Sample Quiz
Published Assessment URL:	https://ecn.walsh.edu/samigo-app/servlet/Login?id=19c28970-4870-44eb-be35-fc234b5b8796
Creator	Mary Messner
Author(s)	
Description/Intro (optional)	


Honor Pledge Require students to agree to honor pledge before beginning assessment

Attachments
No Attachment(s) yet
[Add Attachments](#)

▸ Metadata

- Availability and Submissions
- Exceptions to Time Limit and Delivery Date
- Grading and Feedback
- Layout and Appearance

[Save](#) [Cancel](#)



Setting Time/Date Exceptions by User

1. Select the student who will receive different time/date settings for the assessment from the “Exception for User” drop down list.

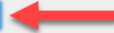
Settings - MB's Sample Quiz

▸ About this Assessment


▸ Availability and Submissions


▾ Exceptions to Time Limit and Delivery Date


Add New Exception

Exception for User: 

Exception for Group:

It is available: 

It is due:  and has a time limit of

Late submissions accepted until?: 

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

▸ Grading and Feedback

▸ Layout and Appearance

2. Enter the dates the assessment will be available, due, and accepted as late, as well as the time limit the student will have.

Settings - MB's Sample Quiz

▸ About this Assessment



▸ Availability and Submissions



▾ Exceptions to Time Limit and Delivery Date


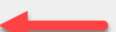
Add New Exception

Exception for User:

Exception for Group:

It is available:  

It is due:  and has a time limit of 

Late submissions accepted until?:  

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

▸ Grading and Feedback

▸ Layout and Appearance

3. Click on the “Add an Exception” button. This step must be completed or the exceptions will not be saved.

Settings - MB's Sample Quiz [Expand All](#)

- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date**

Add New Exception


Exception for User: Dude, Student (studentdude) ▼

Exception for Group: Select Group ▼

It is available: 12/18/2019 12:00 am 📅

It is due: 12/22/2019 11:55 pm 📅 and has a time limit of 02 ▼ 15 ▼

Late submissions accepted until?: 12/23/2019 12:05 am 📅

Add an Exception 

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

- Grading and Feedback
- Layout and Appearance

Save **Cancel**

4. Repeat Steps 1-3 for any additional students who will receive different time/date settings for this assessment. All exceptions which are entered will appear under the “Existing Exceptions” header and may be edited/deleted as needed.

Settings - MB's Sample Quiz [Expand All](#)

- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date**

Add New Exception

Exception for User: Select User ▼

Exception for Group: Select Group ▼

It is available: 📅

It is due: 📅 and has a time limit of 00 ▼ 00 ▼

Late submissions accepted until?: 📅

Add an Exception


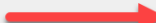
You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

Existing Exceptions

User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
Dude, Student (st	Select Group	2019-Dec-18 12:00 AM	2019-Dec-22 11:55 PM	2019-Dec-23 12:05 AM	2	15	Edit	Delete

- Grading and Feedback
- Layout and Appearance

Save **Cancel**

- When you have finished entering exceptions, click on the “Save” button.

Settings - MB's Sample Quiz [Expand All](#)

▶ About this Assessment

▶ Availability and Submissions

▼ **Exceptions to Time Limit and Delivery Date**

Add New Exception

Exception for User:

Exception for Group:

It is available:

It is due: and has a time limit of

Late submissions accepted until?:

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

Existing Exceptions

User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
Dude, Student (st)	Select Group	2019-Dec-18 12:00 AM	2019-Dec-22 11:55 PM	2019-Dec-23 12:05 AM	2	15	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

▶ Grading and Feedback

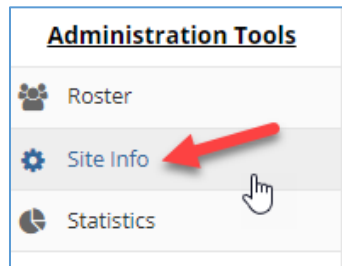
▶ Layout and Appearance

Setting Exceptions for a Group of Students

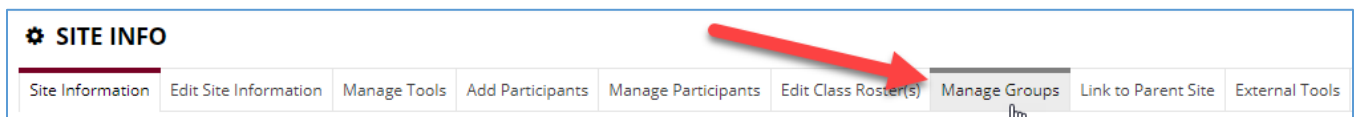
Creating a Group in ECN

If you have a number of students who will need the same time/date exceptions, you may create a group in ECN and then enter their assessment settings as a group rather than individually. To do so, first create a group in ECN. Note: Since the August 2019 ECN update, it is no longer necessary to create a group of students receiving exceptions and another group for the rest of the class. Only an exception group needs to be created.

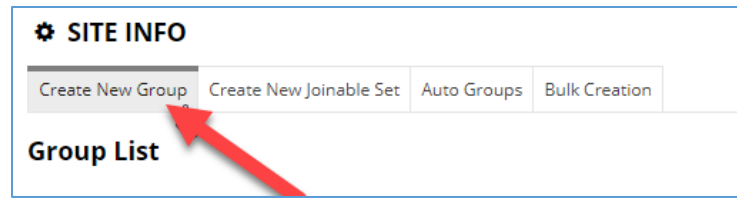
- Click on the “Site Info” button located under “Administration Tools” in the left navigation menu.



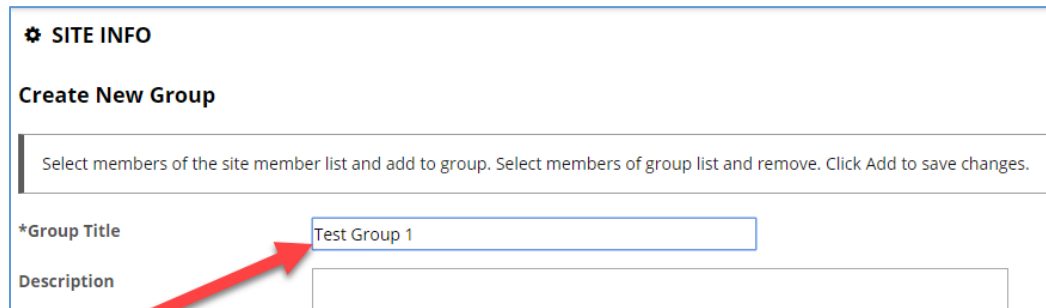
- Click on the “Manage Groups” tab.



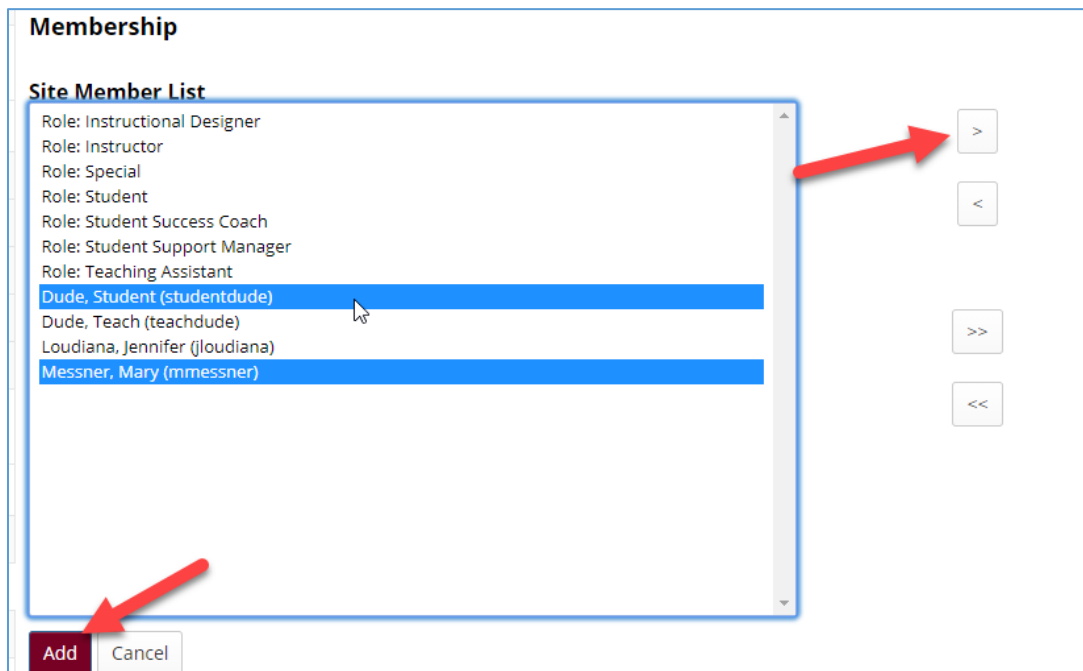
3. Click on the “Create New Group” tab.



4. Enter a name for the group in the “Group Title” field.



5. Click on the name(s) of the student(s) in the “Site Member List” to include in this group (You may select multiple names at once by holding down the Ctrl button on your keyboard while clicking).
6. Click on the “>” button to add the selected student(s) to the “Group Member List.”
7. Click on the “Add” button to add the group to the course.



8. Repeat steps to add additional groups to the course.

Accessing the Exceptions to Time Limit and Delivery Date Menu

1. Click on the “Actions” button next to the assessment whose settings you wish to edit and select the “Settings” link.

The screenshot shows the 'TESTS & QUIZZES' section of a course management system. On the left is a sidebar with navigation options: Overview, Course Tools (Syllabus, Lessons, Attendance, Assignments, Drop Box, Gradebook Classic), Tests & Quizzes (Resources, Sign-up), and Communication Tools (Discussion Forums, Messages). The main content area is titled 'ASSESSMENTS' and contains an 'Assessment List'. The list has columns for Title, Status, and In Progress. The 'MB's Sample Quiz' row is highlighted, and its 'Actions' dropdown menu is open, displaying options: Scores, Edit, Preview, Print, and Settings. Red arrows indicate the path from the 'Actions' button to the 'Settings' option.

Title	Status	In Progress
Draft - Sample - Requires Respondus LockDown Browser	Draft	
Sample	Published - Active	0
MB's Sample Quiz	Published - Active	0
Draft - MB's Sample Quiz	Draft	

2. Click on "Exceptions to Time Limit and Delivery Date" to access setting options.

Settings - MB's Sample Quiz

▼ About this Assessment

Title	MB's Sample Quiz
Published Assessment URL:	https://ecn.walsh.edu/samigo-app/servlet/Login?id=19c28970-4870-44eb-be35-fc234b5b8796
Creator	Mary Messner
Author(s)	
Description/Intro (optional)	


Honor Pledge Require students to agree to honor pledge before beginning assessment

Attachments
No Attachment(s) yet
[Add Attachments](#)

▶ Metadata

▶ Availability and Submissions

▶ Exceptions to Time Limit and Delivery Date



Setting Time/Date Exceptions for a Group

1. Select the group which will receive different time/date settings for the assessment from the “Exception for Group” drop down list.

Settings - MB's Sample Quiz

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▼ Exceptions to Time Limit and Delivery Date

Add New Exception	Exception for User	Select User	▼
	Exception for Group	Select Group	▼
	It is available		📅
	It is due		📅 and has a time limit of 00 00
	Late submissions accepted until?		📅

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings of assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

2. Enter the dates the assessment will be available, due, and accepted as late, as well as the time limit the student will have.

Settings - MB's Sample Quiz

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▼ Exceptions to Time Limit and Delivery Date

Add New Exception	Exception for User	Select User	▼
	Exception for Group	Test Group 1	▼
	It is available		📅
	It is due		📅 and has a time limit of 00 00
	Late submissions accepted until?		📅

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

- ▶ Grading and Feedback
- ▶ Layout and Appearance

- Click on the “Add an Exception” button. This step must be completed or the exceptions will not be saved.

Settings - MB's Sample Quiz

▸ About this Assessment

▸ Availability and Submissions

▾ Exceptions to Time Limit and Delivery Date

Add New Exception

Exception for User:

Exception for Group:

It is available:

It is due: and has a time limit of

Late submissions accepted until?:

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

▸ Grading and Feedback

▸ Layout and Appearance

- Repeat Steps 1-3 for any additional groups who will receive different time/date settings for this assessment. All exceptions which are entered will appear under the “Existing Exceptions” header and may be edited/deleted as needed.

Settings - MB's Sample Quiz [Expand All](#)

▸ About this Assessment

▸ Availability and Submissions

▾ Exceptions to Time Limit and Delivery Date

Add New Exception

Exception for User:

Exception for Group:

It is available:

It is due: and has a time limit of

Late submissions accepted until?:

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

Existing Exceptions

User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
<input type="text" value="Select User"/>	<input type="text" value="Test Group 1"/>	2019-Dec-18 12:00 AM	2019-Dec-22 12:00 AM	2019-Dec-23 12:05 AM	2	15	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

▸ Grading and Feedback

▸ Layout and Appearance

5. When you have finished entering exceptions, click on the “Save” button.

Settings - MB's Sample Quiz [Expand All](#)

▸ About this Assessment

▸ Availability and Submissions

▾ Exceptions to Time Limit and Delivery Date

Add New Exception

Exception for User:

Exception for Group:

It is available:

It is due: and has a time limit of

Late submissions accepted until?:

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

Existing Exceptions

User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
<input type="text" value="Select User"/>	<input type="text" value="Test Group 1"/>	2019-Dec-18 12:00 AM	2019-Dec-22 12:00 AM	2019-Dec-23 12:05 AM	2	15	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

▸ Grading and Feedback

▸ Layout and Appearance