# Adding a User Override to a Quiz

The time limit, deadline, and number of attempts allowed settings on a quiz can be overridden for specific users on specific quizzes to allow for accommodations or extensions. These overrides must be entered for each quiz to which the override applies. In other words, if a user has a time limit accommodation for all exams in the course, overrides must be set up on each exam. To add time limit, deadline, and attempt accommodations to a quiz, first select the quiz's link on the course home page:
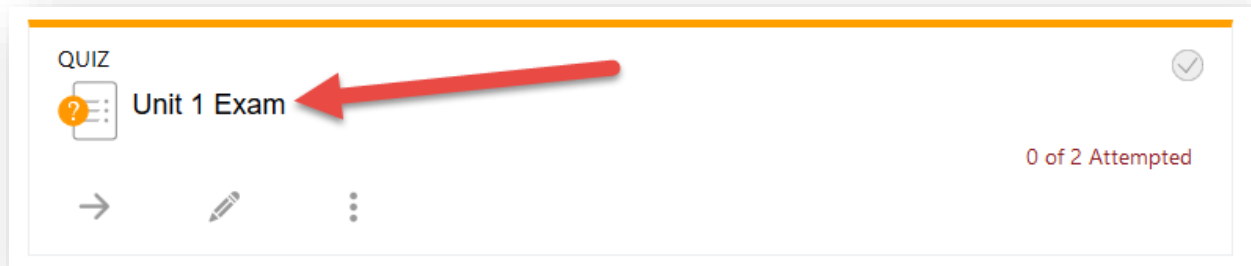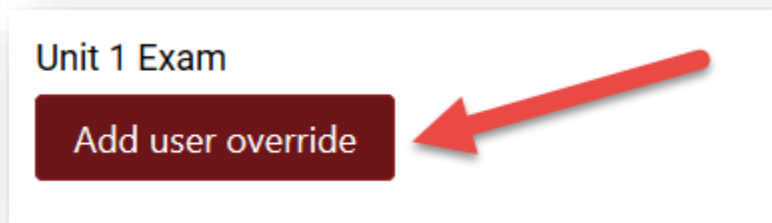

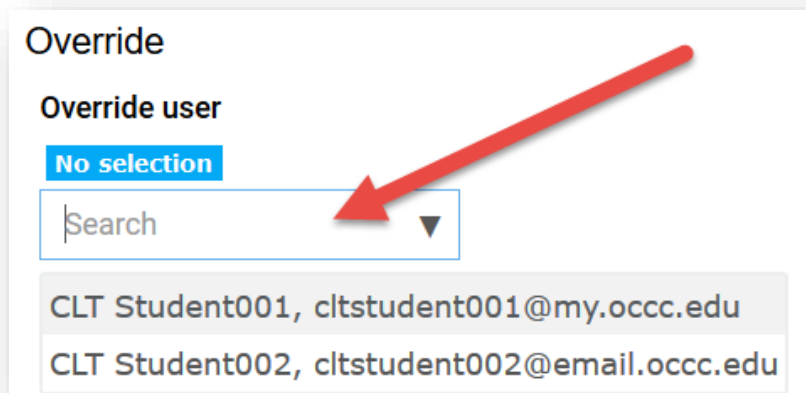After the page loads, open the **Admin menu** in the upper-right hand corner of the page.
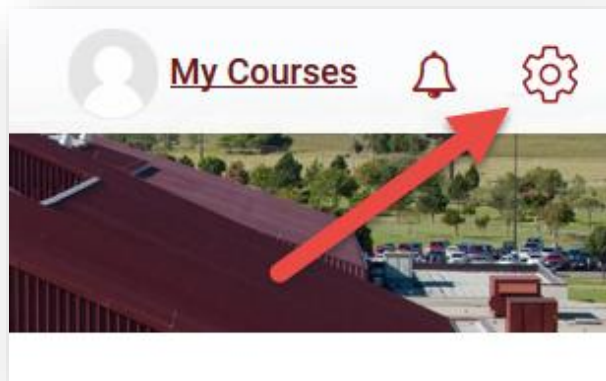
Under the **Quiz administration** heading, select **User overrides.**
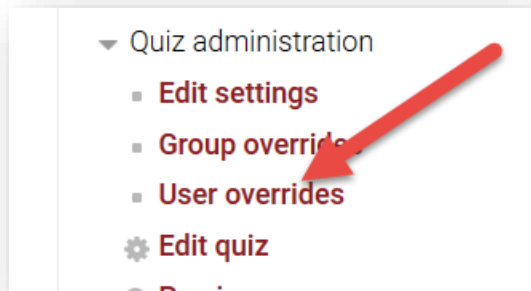
On the next page, select the **Add user override** button.

This will load the Edit Override page. On the Edit Override page. Select the name of the student for whom you wish to add an override in the list of students.


The settings below the list of names will populate with the settings already present in the quiz. The deadline, time limit, or attempts allowed settings should be adjusted as desired in this area.

Adjusting the settings here will override the quiz's default settings for the selected user. The open and close times for the quiz can be overridden for the student using the **Open the quiz** and **Close the quiz** settings. The time limit can be overridden by adjusting the **Time limit** setting, and the number of attempts the selected student is allowed on the quiz can be adjusted with the **Attempts allowed** setting.

Note: If you are allowing a student to retake a quiz for which they already have one submission, the **Attempts allowed** setting should be set to 2 to accommodate the extra attempt. However, if you have deleted previous submission this setting should be set to 1 to allow only one attempt.

After adjusting the deadline, time limit, and attempts allowed overrides as desired for the selected student, select the **Save** button to add the override and finish the process. If more than one student needs an override on the quiz, use the **Save and enter another override** button to save the override and enter another override for a
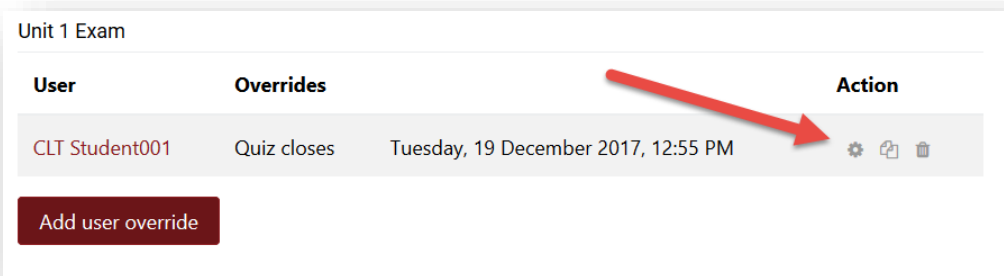
different student on the same quiz.
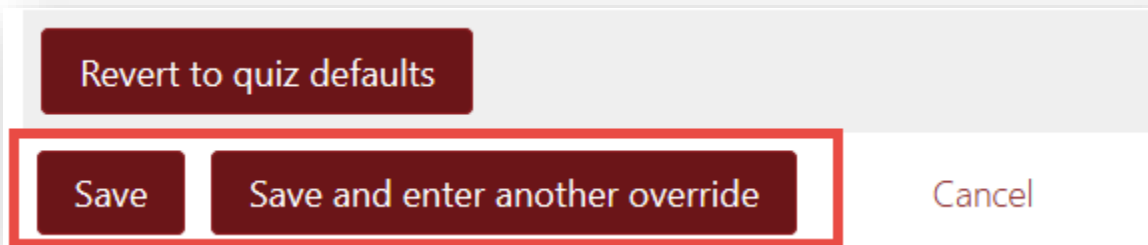
After selecting the **Save** button, you will see a list of all of the overrides which have been successfully added to the quiz:
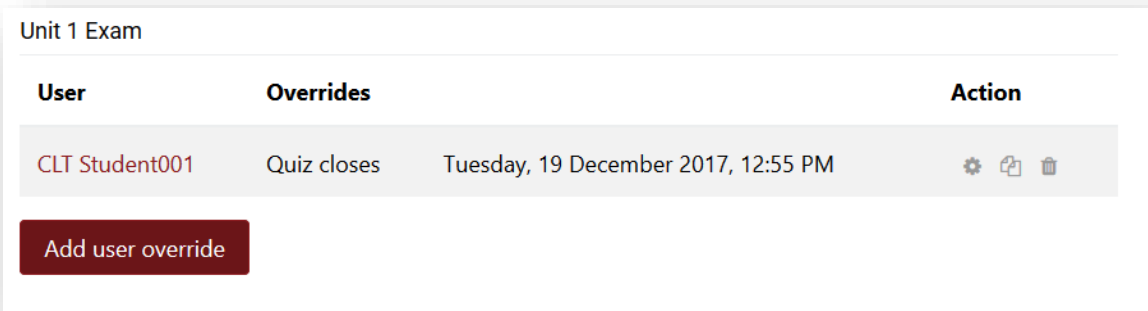
The overrides can be edited, duplicated, or deleted by using the respective icons in the **Action** column:

This process should be repeated for all of the other quizzes in your course which require user overrides. If you have any questions or need assistance, please contact the CLT at 405-682-7838 or at clt@occc.edu