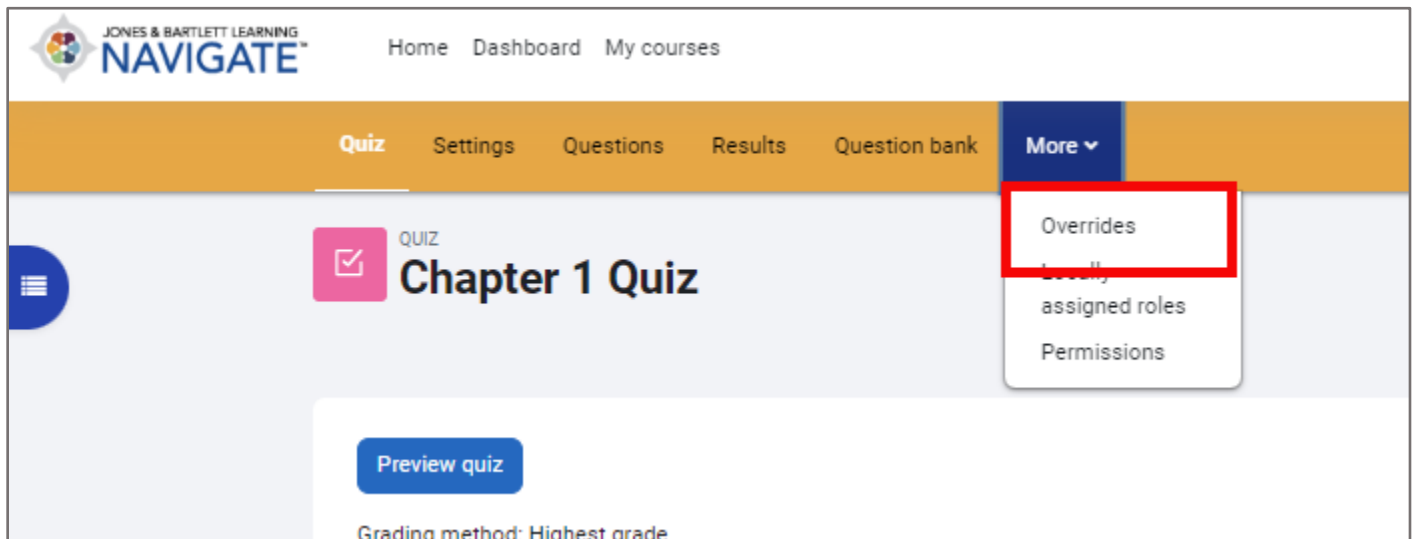


How to Apply Exceptions to Quizzes for Individual Students

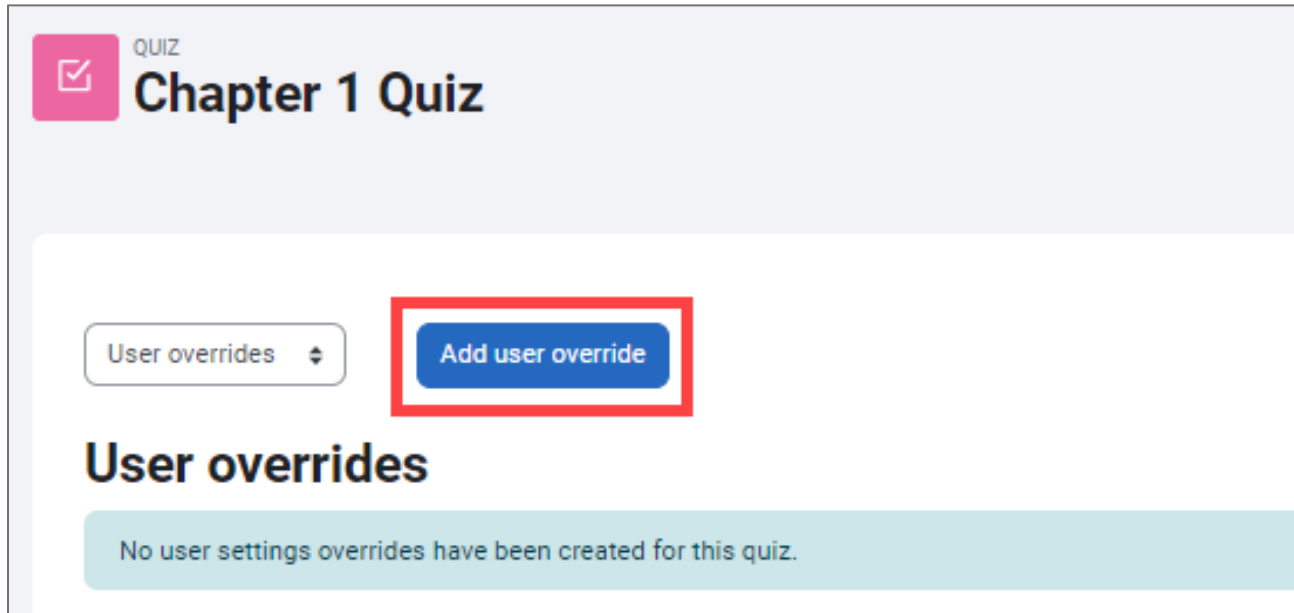
This document contains instructions on how to apply exceptions to quizzes for individual students. Examples include requiring a password, setting an alternative date and time, applying a time limit, and adjusting the number of attempts allowed for the quiz.

1. Navigate to and open the quiz for which you would like to apply tailored exceptions. Then, from the main menu, click **More** and select **Overrides**.



The screenshot shows the JBL Navigate interface. At the top, there is a navigation bar with the logo and links for Home, Dashboard, and My courses. Below this is a secondary navigation bar with links for Quiz, Settings, Questions, Results, and Question bank. The 'More' dropdown menu is open, showing options for Overrides, locally assigned roles, and Permissions. The 'Overrides' option is highlighted with a red box. The main content area displays 'QUIZ Chapter 1 Quiz' with a 'Preview quiz' button and a 'Grading method: Highest grade' label.

- The following page displays any student exceptions currently applied and options for adjusting them. To apply a new exception, click **Add user override**.



QUIZ

Chapter 1 Quiz

User overrides ▾

Add user override

User overrides

No user settings overrides have been created for this quiz.

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

3. Next, use the **Override user** dropdown selector to choose the student for whom you'd like to apply exceptions.

QUIZ
Chapter 1 Quiz

Chapter 1 Quiz

▼ **Override**

Override user ❗ * No selection

Require password 🔍 Click to enter text

Open the quiz 13 July 2023 12 13 📅 Enable

Close the quiz 13 July 2023 12 13 📅 Enable

Time limit 0 minutes Enable

Attempts allowed Unlimited

[Revert to quiz defaults](#)

[Save](#) [Save and enter another override](#) [Cancel](#)

❗ Required

4. Proceed by toggling the options to create exceptions for the selected student as needed. You may require that a unique password must be used by the student to access the quiz, set a window of availability that applies to only the selected student, apply an individual time limit, and/or set an individual number of allowed attempts. If you are not sure what the original quiz settings are, click the **Revert to quiz defaults** button, and the options on the override page will reflect those currently applied to the quiz for all students.

Chapter 1 Quiz

Chapter 1 Quiz

Override user: Foluke Akinradewo

Require password: Click to enter text

Open the quiz: 13 July 2023 12 13 Enable

Close the quiz: 13 July 2023 12 13 Enable

Time limit: 0 minutes Enable

Attempts allowed: Unlimited

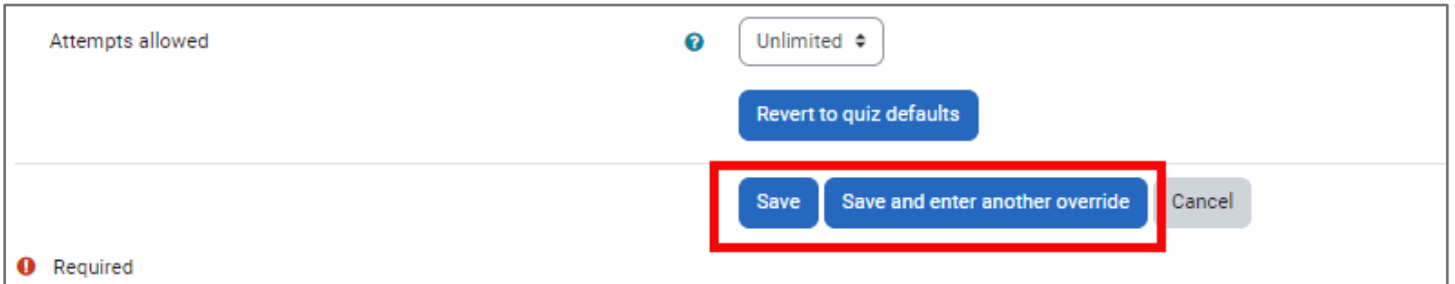
Revert to quiz defaults

Save Save and enter another override Cancel

Required

All setting chosen and saved here will apply to the specified user only.

5. When satisfied with your selections, click the **Save** button or **Save and enter another override** to continue applying more exceptions to additional students.



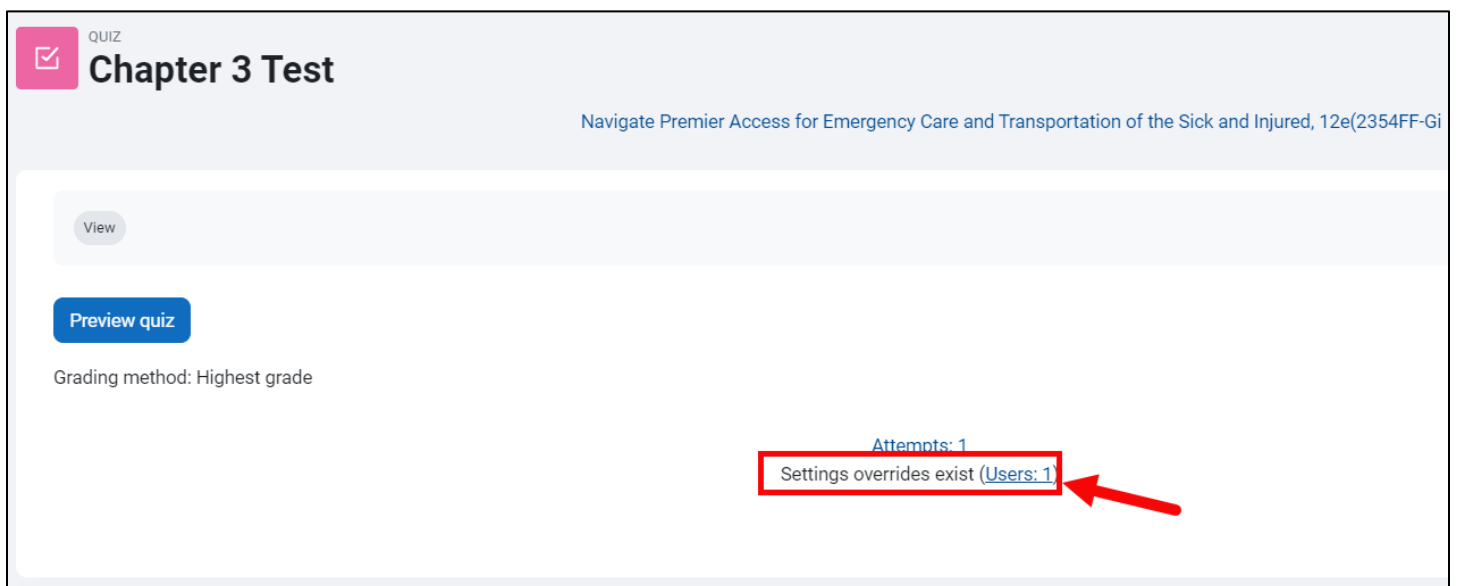
Attempts allowed ? Unlimited

Revert to quiz defaults

Save Save and enter another override Cancel

Required

6. The presence of Overrides applied are revealed to you, as the instructor, on the Quiz launch page (shown below) and can be revisited, removed, and/or edited as needed.



QUIZ Chapter 3 Test

Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-GI)

View

Preview quiz

Grading method: Highest grade

Attempts: 1

Settings overrides exist (Users: 1)