



Setting up a Special Accommodation

****IMPORTANT** – In order to edit a Special Accommodation, the student must be in a "Needs Proctor" Status. The student *CANNOT* be in a "Scheduled" status.

1. Login to [Canvas](#).
2. Once logged in, select the course for which you would like to set up an accommodation.
3. After selecting the course, select the Proctoring tab, viewable on the left-hand side of the page. Doing so, takes you into the Course Dashboard, to set up accommodations.
4. Click on the **View Exam** button on the lower right corner of the exam box.

A screenshot of the "Course Dashboard" interface. At the top left, it says "Course Dashboard" and at the top right, there is a "New Exam" button. Below this is a green header for "Final Exam". Underneath is a "Student Status" section with a horizontal bar chart showing the distribution of student statuses: "Needs Proctor" (the largest bar, in teal), "Scheduled", "Incident", and "Closed". Below that is an "Exam Details" section with three columns: "OPENS" (7/12/2017 at 12:00am), "CLOSES" (8/10/2017 at 12:00am), and "EXAM DURATION" (45 minutes). At the bottom right, there are two buttons: "Edit Exam" and "View Exam". A red arrow points from the "View Exam" button in the "Exam Details" section to the "View Exam" button at the bottom right, which is also circled in red.

5. A new screen will appear. Scroll down to the **Student Overview** section. From the overview section, select the student you would like to view. Click the drop-down arrow under **Select Action** on the right side of the screen that corresponds to the student of choice. From that drop-down, choose **Add Special Accommodation**.

Exam Details

OPENS 7/12/2017 at 12:00am	CLOSES 8/10/2017 at 12:00am	EXAM DURATION 45 minutes
SCHEDULING OPENS 7/25/2017 at 11:10pm	SCHEDULING CLOSES 8/10/2017 at 12:00am	

Attachments

This exam does not have any attachments.

Student Overview

STUDENT	NOTES	STATUS	ACTION
[+] Flinstone, Fred		● Needs Proctor	Select action... <input type="button" value="Go"/>
Rubble, Barney		● Needs Proctor	Select action... <input type="button" value="Go"/>

Student Overview

STUDENT	NOTES	STATUS	ACTION
Flinstone, Fred	Special accommodation	● Needs Proctor	Select action... <input type="button" value="Go"/>
Rubble, Barney	Proctor assigned	● Scheduled 7/28/2017 at 12:00am	Select action... <input type="button" value="Go"/> <ul style="list-style-type: none"> Watch session (?) View session details (?) Edit proctor (?) Add special accommodation (?) Message student

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6. On the **Special Accommodation** page, fill in the necessary fields (required fields are marked with an asterisk (*)). After completing this page, click on the **Continue** box in the lower right corner.

- If there are any questions as to what each field is/why it is included, hover your mouse over the (?) and an explanation box will pop up.
- Any fields that are **GRAY** will not be editable, as it is locked information. Fields that are changed will be highlighted in **Yellow**.

Special Accommodation

Exam Details

Exam Name *
Midterm

Description
Enter a description...

Suggest Times (?)

Duration *
1 hours 00 minutes
Default: 1 hr

Password (?) *
password
Default: password

Duration *
4 hours 00 minutes
Default: 1 hr

Password (?)
password
Default: password

URL *
http://google.com

Consecutive Attempts Allowed (?) *
5
Default: 3

NOTES:

- Any accommodations created will show up on the student overview page under the **Notes** section.

Student Overview

STUDENT	NOTES	STATUS	ACTION
Flinstone, Fred	Special accommodation	Needs Proctor	Select action... <input type="button" value="Go"/>
Rubble, Barney	Special accommodation Proctor assigned	Scheduled 7/28/2017 at 12:00am	Add special accommodation <input type="button" value="Go"/>

- You can also edit previously created accommodations by selecting the **Select Action** drop-down and choosing **Edit Special Accommodation**.

Student Overview

STUDENT	NOTES	STATUS	ACTION
Flinstone, Fred	Special accommodation	Needs Proctor	Select action... <input type="button" value="Go"/>
Rubble, Barney	Special accommodation Proctor assigned	Scheduled 7/28/2017 at 12:00am	Add special accommodation <input type="button" value="Go"/>

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