

# Backing up Exam

Last Modified on 03/22/2020 1:58 pm EDT

Whether your class is an online class or a traditional class, your exams may be computer based. There will be times when you have a student with a disability that needs extended time on their exams. To allot the extended time of the student, you may do the following: duplicate the exam or have Electronic Learning create a shell for this particular class where you would put your quizzes and exams where students may have extended time. With the former, you will need to ensure that you restrict the access to the duplicate copy to ensure that only the students who need extended time may access them.

## Backing up an exam

1. In the homepage of your course, select “backup”
2. When given the option to choose the content you wish to copy, deselect all content w/ the exception of the quizzes and tests
3. Next
4. Once content is backed up, click “restore”
5. Next
6. Under the option of “Restore into this course”, select “Merge the backup course into this course”
7. Continue
8. Select Next
9. Select Next
10. Perform restore
11. Quizzes/exams now duplicated
12. Go into your quiz settings
13. You may either require a password or restrict the access.
14. Don't forget to edit the time for the student(s) as the student(s) will receive time and a half on the exam
15. Task complete!

<https://youtu.be/yS4kd20RiRA>

<https://youtu.be/OfchHqP8JZQ> (VIDEO CREATED 3/21/2020)

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