User Overrides

How to add them in Moodle

To make quiz or assignment adjustments for an individual student, follow these steps to add a user override for the student.

Overrides can be set to allow an individual student to have a date or time extension on a quiz or assignment, allow extra time on a quiz, or allow additional attempts on a quiz.

# Quiz User Override Instructions

1. Go to the assessment you want to input an override for, and open it.



1. Click the **Admin** gear, and then click **Overrides**.



1. Click the **Add User Override** button.



1. In the **Search** box, type the student name and then select the student.
	1. If you want to allow an extension past the original due date, check the box to **Enable** the **Close the Quiz** date and set the new deadline for the extension.
	2. If you need to give a student extra time, check the box to **Enable** the **Time limit** and set the total time to allot for the student.
	3. If you want to allow a student an additional attempt, change the **Attempts allowed** to 2.
	4. If you want to keep an absent student from taking the assessment while not in class, make the date in **Close the quiz** the day prior so that the individual student cannot access it.
	5. NOTE: In Moodle 4.0,if you have your browser set to autofill login info and do not want the students to use a password to access the assessment, you have the option to clear your login cache or you can follow the instructions on the “User Override with Cache” document



1. Click **Save**.

# Assignment User Override Instructions (basically the same as assessments)

1. Go to the assignment you want to input an override for, and open it.
2. Click the **Admin** gear, and then click **Overrides**.
3. Click the **Add User Override** button.
4. In the **Search** box, type the student name and then select the student.
5. To allow an extension past the original due date, check the box to **Enable** the **Cut-off date** and set the new deadline for the extension.
6. Click **Save**.