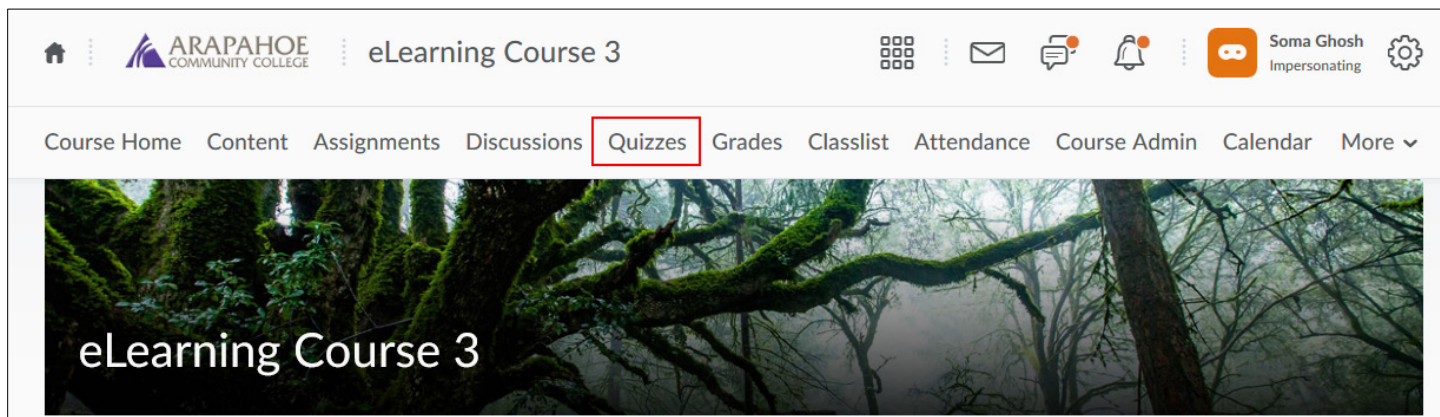


Add Users to Special Access in D2L Quizzes

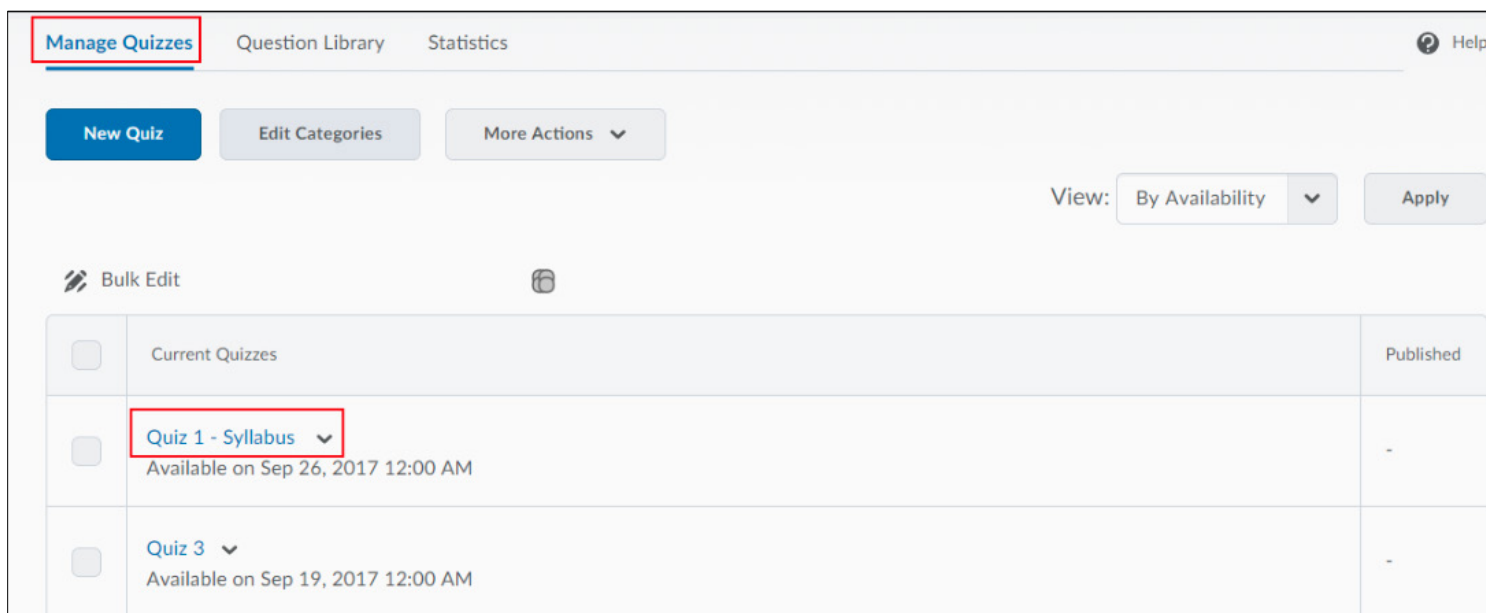
Add special access to a quiz when you want to provide alternative time limits to individual users or groups of users to accommodate special needs.

Step 1: Select **Quizzes** from the navigation bar.



The screenshot shows the top navigation bar of a D2L course. The course name is 'eLearning Course 3'. The navigation menu includes: Course Home, Content, Assignments, Discussions, **Quizzes** (highlighted with a red box), Grades, Classlist, Attendance, Course Admin, Calendar, and More. Below the navigation bar is a banner image of a forest with the text 'eLearning Course 3' overlaid.

Step 2: From the **Manage Quizzes** page, browse to the quiz to which you want to add special access.



The screenshot shows the 'Manage Quizzes' page. The 'Manage Quizzes' tab is highlighted with a red box. The page includes buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. Below the buttons is a table of quizzes:

	Current Quizzes	Published
<input type="checkbox"/>	Quiz 1 - Syllabus ▼ Available on Sep 26, 2017 12:00 AM	-
<input type="checkbox"/>	Quiz 3 ▼ Available on Sep 19, 2017 12:00 AM	-

Step 3: Select the **Restrictions** tab.

Edit Quiz - Quiz 1 - Syllabus ▾

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

General

Name *

Quiz 1 - Syllabus

Step 4: Scroll down to the **Special Access** section. Select the desired type of access, then select **Add Users to Special Access**.

Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close Save Cancel

Note: There are two types of special access:

- **Allow selected users special access to this quiz:** Lets you assign an alternative time restriction for specific users.
- **Allow only users with special access to see this quiz:** Restricts access to a quiz to specified users.

Step 5: In the Users section, select the course participants to which you want the special access to apply. When you are finished, select **Add Special Access**.

Users

View By: User ▼ Apply

Search For... 🔍 [Show Search Options](#)

More

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input checked="" type="checkbox"/>	ACC Student 27 (Id: student27)
<input type="checkbox"/>	ACC Student28 (Id: student28)
<input type="checkbox"/>	ACC Student290 (Id: student290)
<input type="checkbox"/>	ACC DesignerIV (Id: DesignerIV)

Add Special Access Cancel

Step 6: Scroll down to the **Special Access** section and select the pencil icon to edit special access for the student.

Special Access


Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

ACC Student28

Begins Sep 26, 2017 12:00 AM  ✕

Step 7: Set the **Special Access Properties** for the quiz, which include **Availability**, **Timing**, and **Attempts**. After making your changes, select **Add Special Access**. Select Save and Close to exit the Edit Quiz page.

Special Access Properties

Due Date

Has Due Date

7/2/2018 2:46 PM Now

United States - Denver

Availability

Has Start Date Has End Date

9/26/2017 12:00 AM Now 7/2/2018 2:46 PM Now

United States - Denver United States - Denver

Timing

No changes Recommended Time Limit Enforced time limit

Attempts

Override attempts allowed

Attempts Allowed

Unlimited

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.