



## Setting up Special Access in a Quiz – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved with setting up **Special Access** options in a quiz for a student requiring accommodation (for example, more time to write exams). Included are considerations to keep in mind when setting up the quiz, depending on the kind of accommodation required by the student.

### Steps

1. Go to the **Quizzes** tool in your course.
2. Open an existing quiz, or click on the **New Quiz** button to create a new quiz.
3. Click the **Restrictions** tab.

The screenshot shows the 'Edit Quiz' interface in D2L. The breadcrumb trail is 'Training Course 03 > Course Home > My Tools > Edit Course'. The main heading is 'Edit Quiz - All About Quizzes'. Below the heading are several tabs: 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Restrictions' tab is highlighted with a red box, and a red arrow points to it from above. The 'General' section is visible below the tabs, containing a 'Name' field with the value 'All About Quizzes', a 'Category' dropdown menu set to 'All assignments', and a 'Quiz Questions' section with a 'Questions per page' input field and an 'Apply' button. At the bottom, there are 'Save and Close', 'Save', and 'Cancel' buttons.



4. Set any general restrictions required for the quiz (due date, start and end dates, timing, etc.). *Make sure to click **Save** before the next step (adding users to Special Access) otherwise your other restrictions will NOT be saved.* Then, to set up Special Access restrictions for a student or group of students, scroll down to **Special Access**.

Select the appropriate **Type of Access**: *Allow selected users with special access to this quiz*, allows you to add specific settings for specific students, while leaving the quiz open with its “normal” settings for the rest of your class. *Allow only users with special access to see this quiz*, means that the quiz is closed to all your students EXCEPT for those you add to the Special Access.

Once you have selected the Type of Access, Click **Add Users to Special Access**.

The screenshot displays the quiz configuration interface. At the top, there is a button labeled "Add new IP Range". Below this is the "Timing" section, which includes radio buttons for "Recommended Time Limit" and "Enforced Time Limit" (the latter is selected). Under "Enforced Time Limit", there are input fields for "Time Limit" (set to 30) and "Grace Period" (set to 5), with the text "minute(s)" and "minute(s) before flagged as exceeded time limit" respectively. Below the timing settings is the "Exceeded Time Limit Behaviour" section, which includes a descriptive sentence and three radio button options: "Allow the student to continue working", "Prevent the student from making further changes" (selected), and "Allow the student to continue working, but automatically score the attempt as zero after an extended deadline." Below the timing section is the "Special Access" section. It features a "Type of Access" section with two radio button options: "Allow selected users special access to this quiz" (selected) and "Allow only users with special access to see this quiz". Below these options is a button labeled "Add Users to Special Access". At the bottom of the form are three buttons: "Save and Close", "Save", and "Cancel". Red arrows in the image point to the "Add Users to Special Access" button and the "Type of Access" options.



5. On the **Special Access Properties** page, you can:

- Give selected students a different due, start, and/or end date for the quiz.

- Assign special time limits, grace periods, etc. **NOTE:** to enforce a time limit on an exam, click **Enforced Time limit**, and make sure **Auto-Submit Attempt** is selected.

Select the students who need this special access, then click **Add Special Access**.

The screenshot shows the 'Special Access Properties' configuration page. It is divided into several sections:

- Due Date:** A red box highlights this section, which includes a checked 'Has Due Date' option. Below it are input fields for a date (9-12-2018), a time (8:53 PM), and a 'Now' button. The location is set to 'Canada - Vancouver'. A red arrow points to this section.
- Availability:** This section contains two unchecked options: 'Has Start Date' (with date 9-5-2018 and time 1:53 PM) and 'Has End Date' (with date 9-12-2018 and time 8:53 PM). Both are set to 'Canada - Vancouver'. A red arrow points to this section.
- Timing:** A red box highlights this section, which has three radio button options: 'No changes' (selected), 'Recommended Time Limit', and 'Enforced time limit'. A red arrow points to the 'Enforced time limit' option.
- Attempts:** This section includes an unchecked 'Override attempts allowed' checkbox and a dropdown menu for 'Attempts Allowed' set to 'Unlimited'.
- Users:** This section features a 'View By' dropdown set to 'User' and a search bar. Below is a table of users with checkboxes for selection. A red box highlights the 'Training01 Student' row, which has its checkbox checked. A red arrow points to this row.
- Add Special Access:** A red box highlights the 'Add Special Access' button at the bottom left, with a red arrow pointing to it.



6. You will now see the student's name and their special access settings at the bottom of the Restrictions page. Now you can finish editing your quiz, and click **Save and Close**.

**Timing**

Recommended Time Limit  Enforced Time Limit

Time Limit: 30 minute(s) Grace Period: 5 minute(s) before flagged as exceeded time limit

**Exceeded Time Limit Behaviour**

After the grace period, flag the quiz attempt as exceeded time limit, and

Allow the student to continue working

Prevent the student from making further changes

Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

**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

Training01 Student Due Sep 12, 2018 8:53 PM

**Save and Close** Save Cancel

## Things to Remember

### Specific accommodation considerations Special Access WON'T help with

Students requiring spellcheck to be on (you will likely need to set up a separate quiz to accommodate for exams with Written Response questions if you want to keep spellcheck off for other students).

Student requiring larger font for their questions as well as for question textboxes (i.e., for answering Written Response questions).



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