



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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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 D2L 'Edit Quiz' interface for a quiz titled 'All About Quizzes'. The interface includes a navigation bar with 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. Below the navigation bar, the quiz title 'All About Quizzes' is displayed. The 'Restrictions' tab is highlighted with a red box and a red arrow pointing to it. Other tabs include 'Properties', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'General' section contains a 'Name' field with the value 'All About Quizzes' and a 'Category' dropdown menu set to 'All assignments'. The 'Quiz Questions' section has a 'Questions per page' field set to 10 and an 'Apply' button. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'.



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 shows a configuration window for a quiz. At the top left is a button labeled "Add new IP Range". Below it is the "Timing" section, which includes two radio buttons: "Recommended Time Limit" (unselected) and "Enforced Time Limit" (selected). Under "Enforced Time Limit", there are two input fields: "Time Limit" with the value "30" and "minute(s)", and "Grace Period" with the value "5" and "minute(s) before flagged as exceeded time limit". Below the timing section is the "Exceeded Time Limit Behaviour" section, which includes a sub-header and three radio button options: "Allow the student to continue working" (unselected), "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." (unselected). Below the timing section is the "Special Access" section, which includes a sub-header and two radio button options: "Allow selected users special access to this quiz" (selected) and "Allow only users with special access to see this quiz" (unselected). Below the "Special Access" section is a button labeled "Add Users to Special Access". At the bottom of the window are three buttons: "Save and Close" (blue), "Save" (grey), and "Cancel" (grey). Red arrows point from the "Add Users to Special Access" button to the "Type of Access" options, and from the "Type of Access" options to the "Add Users to Special Access" button.



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 section with a checked 'Has Due Date' option. It includes input fields for a date (9-12-2018), a time (8:53 PM), and a 'Now' button. Below these is the text 'Canada - Vancouver'. A red arrow points to this section.
- Availability:** A section with three unchecked options: 'Has Start Date', 'Has End Date', and 'Has End Date'. Each has associated date and time input fields and a 'Now' button. Below each is the text 'Canada - Vancouver'. A red arrow points to this section.
- Timing:** A section with 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:** A section with an unchecked 'Override attempts allowed' checkbox. Below it, 'Attempts Allowed' is set to 'Unlimited' with a dropdown menu and an 'Apply' button. A note states: 'Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.'
- Users:** A section with 'View By:' set to 'User' and an 'Apply' button. Below is a search bar and a 'Show Search Options' link. A table lists users with checkboxes for selection:

| | First Name | Last Name | Id |
|-------------------------------------|------------|-----------|---------------------|
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | Demo | Student | (Id: ADemo_Student) |
| <input checked="" type="checkbox"/> | Training01 | Student | |
| <input type="checkbox"/> | Training02 | Student | |

A red arrow points to the 'Training01 Student' row, which is highlighted in blue. Below the table is an 'Add Special Access' button, also highlighted in blue and pointed to by a red arrow.



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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