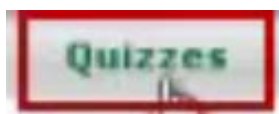




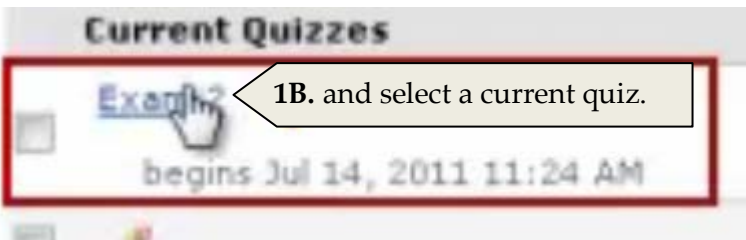
Special Access for Quizzes

In this tutorial, you will learn how to apply Special Access for quizzes in your D2L course. "Special Access" allows you to grant access to certain students who need additional time to work due to a schedule conflict or for students with physical or learning disabilities.

Step 1. Navigating to Special Access



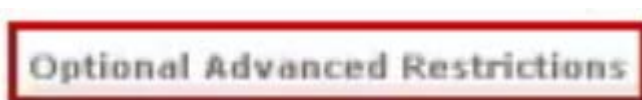
1A. From the "Course Home" page, select the "Quizzes" tab at the top of the page



1B. and select a current quiz.



1C. Click on the "Restrictions" tab.



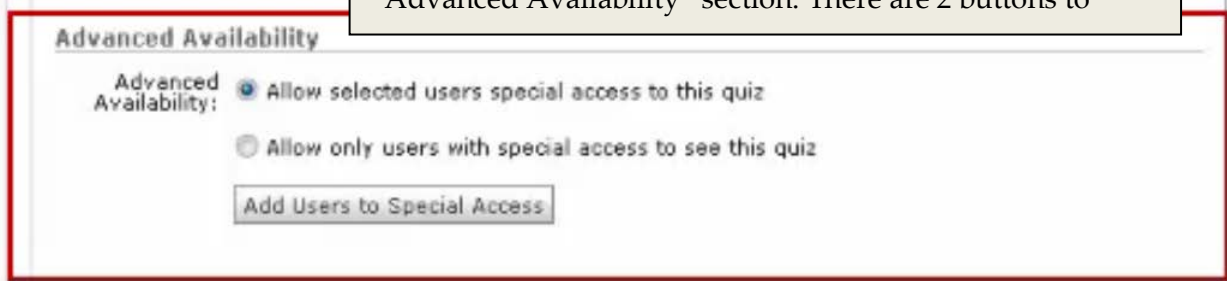
Under "Optional Advanced Restrictions" is the "Timing" section.



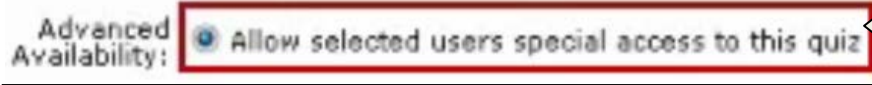
1D. You can edit the Time limit and grace period of the quiz here.

To learn more about the restriction settings, please view the relevant quiz tutorial.

1E. Scroll to the bottom of the page you will see the "Advanced Availability" section. There are 2 buttons to

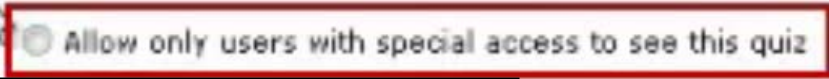


1F. The first option is "Allow selected users special access to this quiz".




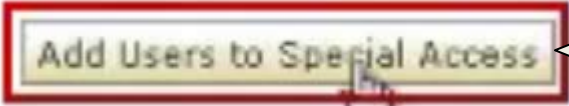
This option enables the instructor to set up special access for selected students. The rest of the students will have the normal restriction settings to the quiz.

1G. The second Advanced Availability option is "Allow only users with special access to see this quiz".



This option allows access to only the students selected for special access.

 You will be using the first options in the majority of your quizzes.

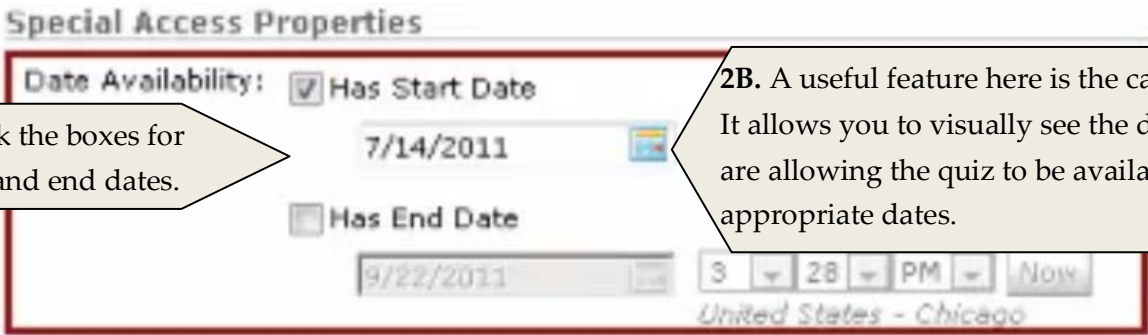


1H. Then click "Add users to Special Access".

Step 2. Setting up Special Access

This brings you to a page to set up the quiz dates, the time limit allowed, grace periods and special late submissions. Under the "Special Access Properties", the "Date Availability" allows you to set the dates.

2A. Check the boxes for the start and end dates.



2B. A useful feature here is the calendar button. It allows you to visually see the dates that you are allowing the quiz to be available. Select the appropriate dates.

11 24 AM Now
United States - Chicago

3 28 PM Now
United States - Chicago

2C. You will notice a couple fields next to these dates. They show the current time to help you plan your time frame for your quizzes accordingly.

Access:

Assign special time limit
Time Limit: 120 minutes enforced

Assign special grace period
Grace Period: 1 minutes before flagged as late

Assign special late submissions

Allow normal submission

Use Late Limit of 1 minutes

Auto-Submit Attempt

Under "Access" are 3 boxes. To learn about what these options affect, please watch the relevant quiz tutorial.

Step 3. Selecting Students for Special Access

The last section for "Quizzes" special access is the "Users" section. This is where you will select the students you wish to grant special access.

Users

View By: User Apply

Search For: Search

	First Name a, Last Name, Id
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

20 per page

Add Special Access

3A. There is a search field for you to utilize to quickly find specific students to add to your special access.

Show Search Options

3B. The link "Show search options" has categories that you can check and uncheck to decide how you will search for your students;

Search In: First Name Last Name User ID


3C. by either "First Name", "Last Name", "Email" or "User ID" which is your students' ID number.

First Name ▲, Last Name, Id

3D. Under these options will be a list of your students. Simply check the box next to their name if you want to grant them special access.

Step 4. Editing a Student's Access to Special Access

4A. If you go back to the "Restrictions" tab, you can edit a students' special access settings by clicking on the pencil next to their name.



Special Access Properties

Date Availability: Has Start Date
 7/14/2011 11:24 AM Now
United States - Chicago

Has End Date
 9/22/2011 3:57 PM Now
United States - Chicago

Access:

Assign special time limit
 Time Limit: 120 minutes enforced

Assign special grace period
 Grace Period: 1 minutes before flagged as late

Assign special late submissions

4B. It will bring you to a page to change the Special Access properties which include the dates available, the time limit and grace period.

Please notice that the student's name will not displayed.



4C. If you wish to delete the special access for a student, simply click on the trash icon next to their name.



4D. If you wish to restore special access to any student, click on the “plus” button next to the pencil icon.

Add Users to Special Access

4E. Then select the button “Add Special Access.” Your selected students are now granted special access to your quiz.

Current Quizzes

Exam 2 
begins Jul 14, 201

4F. If you go back to your list of quizzes, you will see a “key” icon next to the name, indicating that special access has been granted to students for that particular quiz.

In this tutorial we have covered how to grant special access to students for your quizzes.