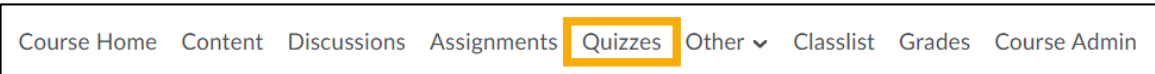
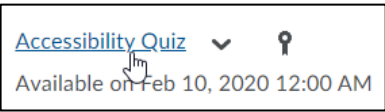


Special Access to Quizzes in D2L

1. Navigate to the **Quizzes** tab in the course that holds the quiz you want to edit.



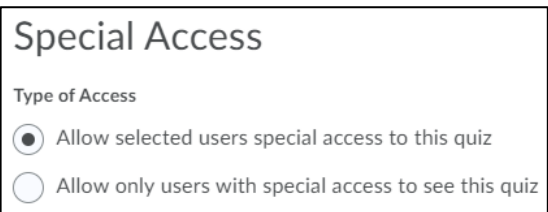
2. Click on the quiz title to edit your quiz properties.



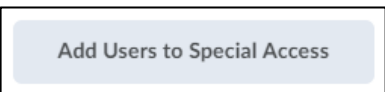
3. Next, navigate to the **Restrictions** tab.



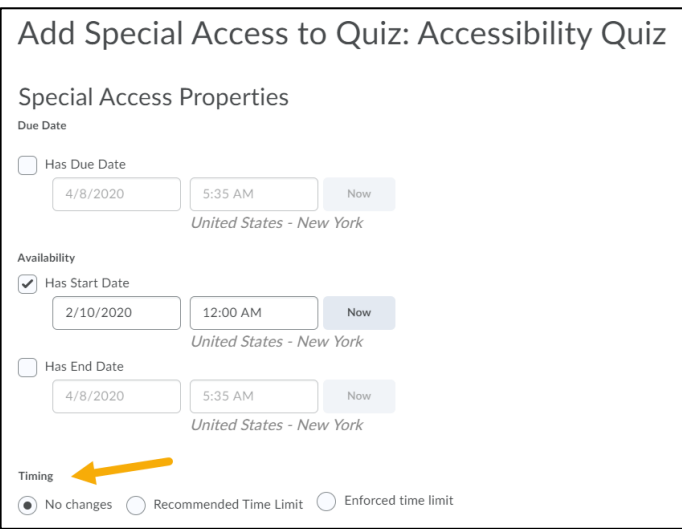
4. Scroll down until you see **Special Access** and choose the option you would like to proceed with. If you are giving a student extra time for accommodation reasons, choose the **Allow selected users special access to this quiz**.



5. Then, click the **Add Users to Special Access**.



6. Now, make your changes! If you need to change your time limit, do so under the **Timing** section.



If you choose to change the enforced time limit, you can also assign an alternative grace period or an alternate behavior for exceeding the time limit.

Timing

No changes Recommended Time Limit Enforced time limit

Time Limit

minute(s)

Assign an alternative grace period

Grace Period

minute(s) before flagged as exceeded time limit

Assign an alternative behaviour for exceeding the 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.

7. Now, find the user you want to grant special access to. You can use the **Search Bar** to search your classlist for the user's first and/or last name.
8. Check the box next to the user's name. If you need to add more than one type of special access, make sure to only select the users that fit this particular access type.
9. Once you have checked all of the boxes, click the blue **Add Special Access** button.

Users

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

<input type="checkbox"/>	First Name ▲, Last Name
<input checked="" type="checkbox"/>	Akiko Davis
<input type="checkbox"/>	Amy Cox
<input type="checkbox"/>	Arturo Matute Castro

10. You have now created a special access! If you need to create another type of special access, repeat this process with new restrictions and assign them to a different student.
- a. If you need to delete a user's access, click the **X** next to their name.
 - b. If you need to edit a user's special access, click the **pencil icon** next to their name.

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](#)

Akiko Davis

Begins Feb 10, 2020 12:00 AM

