



Allowing Special Access for Quizzes

Special access can be added to an existing Quiz or Assignment, providing different access conditions for a variety of reasons. Special access is commonly used for students who either missed a quiz (and are being provided a chance to take it after the due date has passed) or have been granted accommodations for time extensions. Brightspace allows the option to add one-time accommodations on individual quizzes or course wide accommodations that are automatically applied via the classlist to each quiz the student(s) write.

One-Time Accommodations

If you have a student(s) needing one-time accommodation (i.e., extended time, increased attempts), follow these steps to add users to special access. Before applying special access for the above circumstances, you must first have created the quiz and have specified basic restrictions (i.e., start date, time limit).

1. Navigate to the Quizzes page by selecting assessments>quizzes from the ribbon.
2. Select the drop-down menu to the right of the quiz that you intend to set restrictions on and choose “edit”.

	Current	Quiz 2	Past Qu	Quiz 1
<input type="checkbox"/>				<input type="checkbox"/>
				Due on Jan 4, 2021 5:17 PM Available on Dec 28, 2020 5:17 PM until Jan 11, 2021 9:17 PM
			Published	
			-	
			Published	
			-	

3. Click the restrictions tab.
4. Scroll down to the “Special Access” section.



1 minute(s) after the grace period ends

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](#)

5. If you are adding an **accommodation** (i.e., extended time, increased attempts) to a class quiz leave the type of access set to **“Allow selected users special access to this quiz”**. If you are creating a quiz that you want **only certain students to be able to access** (i.e., a replacement for a missed test) set the type of access to **“Allow only users with special access to see this quiz”**. This type of access hides the test from all students except those with special access.
6. You will be brought to a separate page where you can change the test restrictions, depending on the type of accommodation. You can extend the due date, increase the time frame in which the student must complete the quiz, or increase the number of attempts.
7. Scroll down to the bottom of the Special Access Properties page to select the user(s) who will receive these accommodations. You can add multiple users to the same special access changes (i.e., two students need an extra 30 mins), or, if you had two students with different accommodation needs (i.e., one needs an extra 30 mins and the other needs an extra 60 mins), you can set the restrictions for the first student, hit "add special access", and then add another special access user by repeating the steps above.

Users

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

<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input checked="" type="checkbox"/>	██████████
<input checked="" type="checkbox"/>	██████████
<input type="checkbox"/>	████████████████████████████████████████
<input type="checkbox"/>	██████████

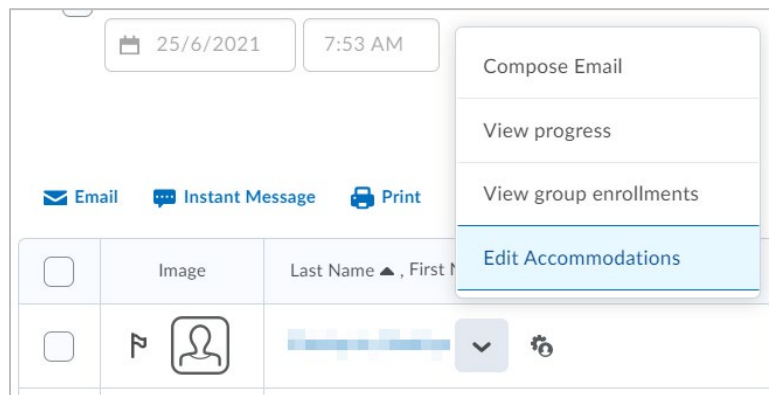
8. Once you have added all the intended students to have special access, hit the **“add special access”** button. Your quiz is now set up for one-time special access users.



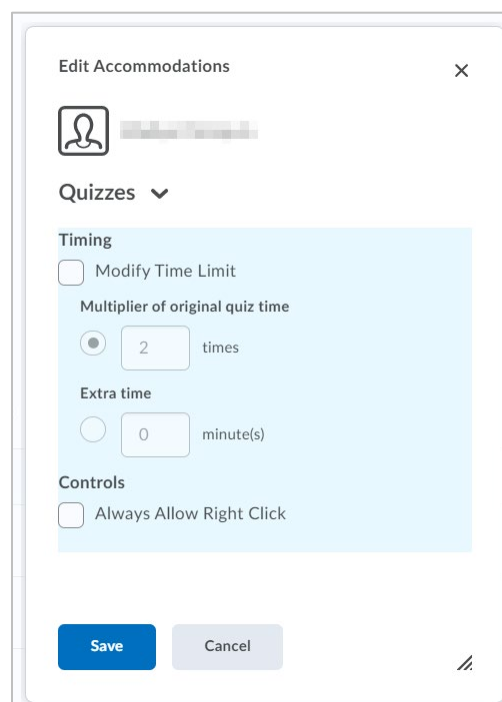
Course Wide Accommodations

If you have a student(s) who will require course wide accommodations, follow the steps below. Please note that at this time only course wide accommodations regarding quiz time and enabling right-click are available. Other types of accommodations (i.e., increased quiz attempts, later due dates) will need to be set using the one-time accommodation method on each quiz. Additionally, these accommodations will need to be set up individually for each course you instruct (even if it is the same student requiring accommodations).

1. Navigate to the Classlist tool by selecting Course Admin from the ribbon and scrolling down to Classlist.
2. Select the drop-down menu to the right of the student that you would like to grant accommodations and chose "Edit Accommodations".



3. This will open a menu where you can edit the students' accommodations. Here you can edit the students quiz timing by a multiplier of the original quiz time or by a set number of minutes. Additionally, you may choose to always allow students to right-click while writing a quiz (with the exception of quizzes requiring Respondus LockDown Browser).





4. Once you have selected the desired accommodations, hit the blue save button. This student will now automatically be granted accommodations for each quiz they write. If you have multiple students that need continuous accommodations, repeat this process for each student.

*****Note:** Adding special access on a quiz for students with continuous time-limit accommodations can overwrite the continuous accommodation. If the continuous accommodation will be overwritten a warning message will appear after you hit “add accommodation”. ***

