

Brightspace by D2L – Configuring Special Access to Quizzes

Brightspace by D2L allows an instructor to configure a quiz so that students who need extended time on the quiz or to access it at different times from the rest of the class can do so. Configuring Special Access in a quiz eliminates the need to create an extra quiz with different settings.

Before you begin configuring Special Access, make sure to have the quiz Availability and Timing in the Restrictions tab set for the entire class.

1. Go to *Quizzes* in your Brightspace by D2L course
2. Click on the quiz to be configured with special access
3. Click the **Restrictions** tab
4. Under **Special Access**, make sure “*Allow selected users access to this quiz*” is selected (this is the default)

A

5. Click on **Add Users to Special Access** **B**

6. On the new page, set the special access to be granted:
 - a. **To allow individual students earlier access to the quiz**, check the box for “*Has Start Date.*” Then, change the start date
 - b. **To allow individual students later access to the Quiz**, check the box for “*Has End Date.*” Then, change the end date
 - c. **To allow individual students more time to take a quiz**, check the box for “*Recommend time limit*” or “*Enforced time limit*” and enter a number in the “minute(s)” field
 - d. **To allow individual students a different number of attempts in the quiz**, check the box for “*Override attempts allow*” and choose a number from the dropdown menu below. Then select **Apply**

7. Check the box next to the name of the student(s) who will have special access to the quiz **A**

8. Click on **Add Special Access** **B**

9. The *Edit Quiz* page will appear. Click on **Save and Close**

Do you need to edit the Special Access provided to a student in a given quiz? Navigate to the quiz, select the Restrictions tab, scroll down to the Special Access area and click on the pencil on the line below the student’s name. Edit the settings accordingly and click Add Special Access to save the new settings.