



## Giving Learners Special Access to a Quiz

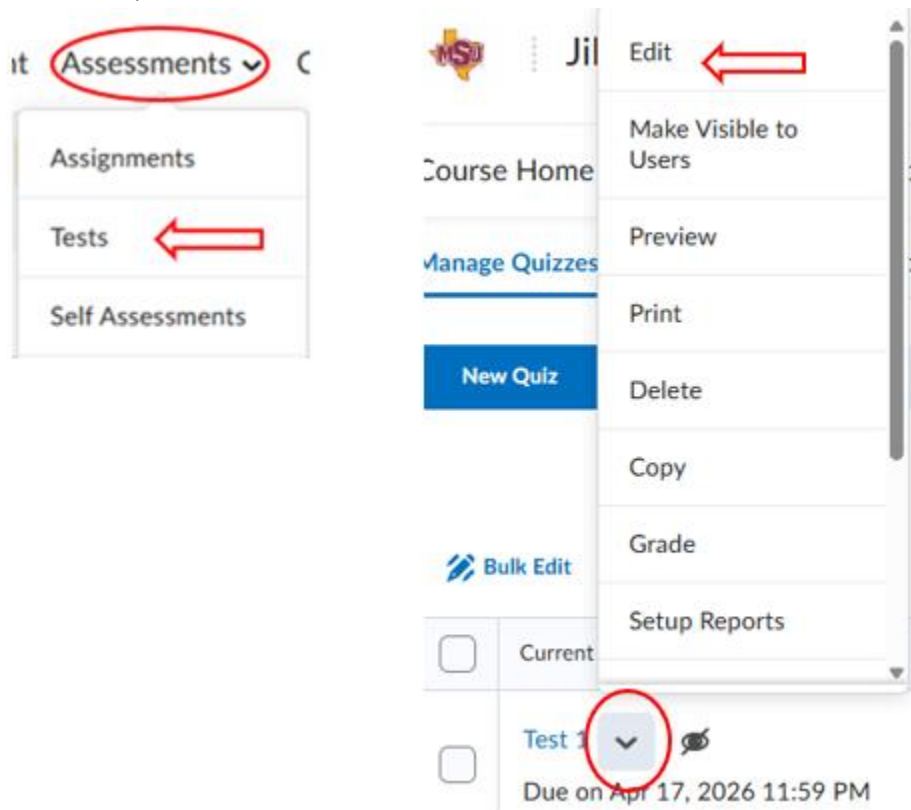
### Why Do I Need This Workflow?

Online, blended, and traditional learning environments all face the challenge of assessing learners fairly and effectively. **Special Access** allows instructors or facilitators to adjust assessments for individual learners by providing extra time, additional attempts, or extended deadlines. This is typically used when specific needs or extenuating circumstances arise.

### Workflow Steps:

#### Step one:

Click **Assessments** in the navbar, then select **Tests**. Next, click the drop-down arrow next to the test/quiz you would like to edit, then select **Edit** from the menu.



### Step two:

Open the **Availability Date & Conditions** tab, then select **Manage Special Access**.

**Availability Dates & Conditions** ▶

Always available

**Timing & Display** ▶

No time limit  
Paging applied  
Alerts and communication blocked

**Attempts & Completion** ▶

1 attempt allowed

**Evaluation & Feedback** ▶

1 result display

**Availability Dates & Conditions** ▼

**Start Date**

📅 M/D/YYYY

**End Date**

📅 M/D/YYYY

**Release Conditions**

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition](#) ▼

**Special Access**

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#) ←

### Step three:

Select **Allow selected users special access to this quiz**, then click **Add Users to Special Access**.

## Special Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

[Add Users to Special Access](#) ←

**Step four:**

Add the desired Special Access Properties, then scroll down to the **Users** section, and check the box next to the student's name. Select **Save**.

**Add Special Access to Quiz - Test 1**      **Users**

**Properties**

**Due Date**

Has Due Date

4/17/2026      11:59 PM

**Availability**

Has Start Date

4/14/2026      9:58 AM

Has End Date

4/21/2026      9:58 AM

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

<input type="checkbox"/>	Learner ▲
<input checked="" type="checkbox"/>	Michael Ellerkamp (Id: m.ellerkamp)
<input type="checkbox"/>	Student McAfee (Id: student.mcafee)
<input type="checkbox"/>	Student Shanks (Id: student.shanks)
<input type="checkbox"/>	Student Ellerkamp (Id: student.ellerkamp)

**Save**      Cancel

**Step five:**

Select **Save and Close**.

**Special Access**

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

**Add Users to Special Access**

Michael Ellerkamp

Due Date: Apr 17, 2026 11:59 PM

Availability: Always Available

**Save and Close**      Cancel



## Check for Success:

Once finished, return to the test or quiz and open the **Availability Dates & Conditions** tab. You will see a key icon along with the number of students who have Special Access applied.

Quiz Title \*  
Test 1

Grade Out Of  
0 points | Not in Grade Book

Due Date  
4/17/2026 11:59 PM

Description  
Pratice

Questions [Preview](#)

[Add Existing](#) [Create New](#)

**Availability Dates & Conditions**

Start Date  
M/D/YYYY

End Date  
M/D/YYYY

Release Conditions  
Users are not able to access or view the quiz unless they meet the release conditions.  
[Add Release Condition](#)

Special Access  
Users can submit outside normal availability dates  
🔑 1 user with special access