

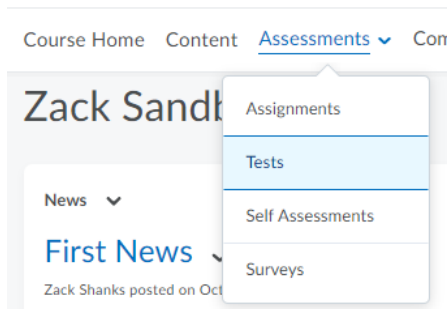
# Giving Learners Special Access to Your Quiz

## Why Do I Need This Workflow?

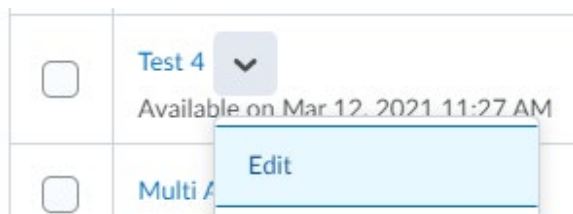
Online, blended, and traditional learning environments all face the challenge of being able to assess learners fairly and effectively. Special access allows instructors or course facilitators to give learners extra time to take an assessment, provide a different number of attempts, or extend a deadline for specific learners. Adding special access to a quiz happens whenever instructors or course facilitators know the needs or extenuating circumstances of their learners.

## How: Workflow Steps

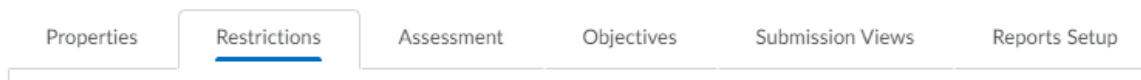
1. Select **Assessments** in the navbar.
2. Select the **Tests** tool.



3. Select the dropdown menu beside the test/quiz you would like to edit.
4. Select **Edit** from the menu.



5. Select the **Restrictions** tab, and locate the **Special Access** section.



6. Select the **first option: Allow selected users access to this quiz.**

## Special Access

Type of Access

- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz

7. Select **Add Users to Special Access.**

Add Users to Special Access

8. Add the desired **Special Access Properties.**

## Special Access Properties

Due Date

- Has Due Date  
4/22/2021 2:09 PM

Availability

- Has Start Date  
3/12/2021 11:27 AM
- Has End Date  
4/22/2021 2:09 PM

Timing

- No changes
- Recommended Time Limit
- Enforced Time Limit

## Attempts

- Override attempts allowed

Attempts Allowed

2 Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

## Advanced Attempt Conditions

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min:  % Max:  % on Attempt 1

9. Under the **Users** section, select the checkbox beside the student.

## Users

View By:

<input type="checkbox"/>	First Name ▲ , Last Name, Org Defined ID
<input checked="" type="checkbox"/>	Danielle McAfee (Id: danielle.mcafee)
<input type="checkbox"/>	Student McAfee (Id: student.mcafee)
<input type="checkbox"/>	Student Shanks (Id: student.shanks)

10. Select **Add Special Access**, and you have completed the workflow!

**Check for Success:** If you select the **Restrictions** tab and see the students you chose under the **Special Access** section, you know you are successful.

