

Add Special Access to a Quiz/Test to modify dates and timing for specific students

Go to the [Navigation bar](#) and choose [Course Tools](#), and from the dropdown choose [Quizzes](#). Find the quiz that you want to modify and choose [Edit](#) from the drop down next to it. Go to [Availability Dates & Conditions](#) and choose [Manage Special Access](#).

The screenshot shows the 'Module 1 Quiz: Check Your Understanding' management page. The main area includes a 'Name' field with the quiz title, 'Grade Out Of' set to 10 points, and 'Due Date' set to 2/20/2023 at 11:00 AM. A description field contains the text: 'This quiz allows unlimited attempts and can be saved and resumed later.' Below this is a 'Questions' section with 'Add Existing' and 'Create New' buttons, and a 'Total Points 10' indicator. On the right, a sidebar titled 'Availability Dates & Conditions' is open, showing 'Start Date' and 'End Date' fields, 'Release Conditions' text, and a 'Special Access' section with a 'Manage Special Access' link.

Here you can select certain students by selecting [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

Save and Close

Cancel

Next, you will be able to override dates, timing and number of attempts.

Add Special Access to Quiz - Module 1 Quiz: Check Your Understanding

Properties

Due Date

Has Due Date
2/20/2023 11:00 AM

Availability

Has Start Date
8/17/2023 4:02 PM

Has End Date
8/24/2023 8:02 PM

Timing

Override time limit
Original time limit: 120 minute(s)

Save Cancel

On the same screen you will choose the students who will get this special access.

Attempts

Override attempts allowed

Attempts Allowed

Unlimited Apply

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

Users


Search For... Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input type="checkbox"/>	Test Student2 (Id: Test.Student2-FAR)
<input type="checkbox"/>	Test Student3 (Id: Test.Student3-FAR)


Save and then *Save and Close*.

You can go back to the Availability Dates & Conditions and you will see the special access added.

Availability Dates & Conditions ▼

 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

[Manage Special Access](#)

If you need any additional help, kindly contact the DL HelpDesk at dl@farmingdale.edu.