

ONLINE  
LEARNING  
| **2024**



# USING BRIGHTSPACE TOOLS

Managing Special Quiz Access

**cna**

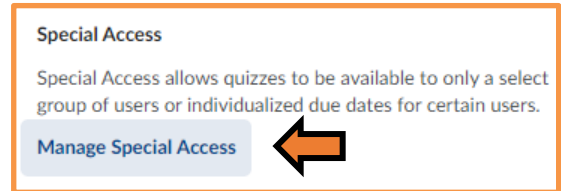
# Manage Special Access in a Quiz

There may be instances when a student or group of students need write an exam at an alternate date and time. These students require special access.

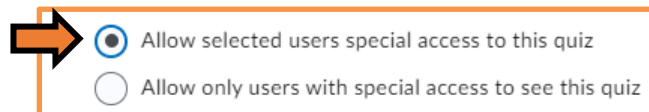
## Adding Users to Special Access

To add students to special access.

1. Click the **Quiz** students need special access to.
2. Click **'Manage Special Access'** under Availability Dates & Conditions.

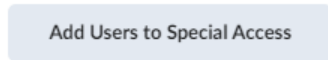


3. **'Allow selected users special access to this quiz'** must be selected for regular semester quizzes & exams.

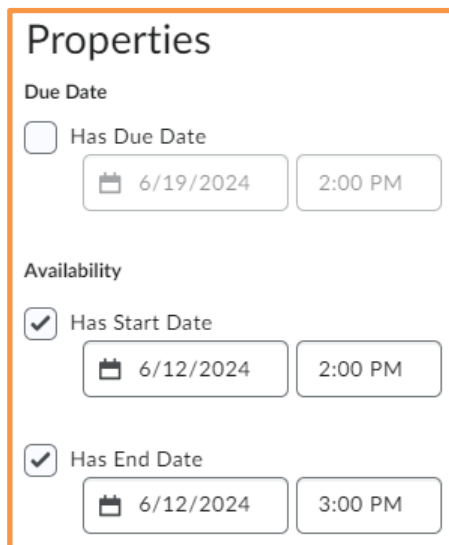


**NOTE:** Only select 'Allow only users with special access to see this quiz' when you only want the student(s) with special access to see the exam. For example: Supplementary or deferred exams.

4. Click **'Add Users to Special Access'** to add and setup student(s) access.
5. Change the **Start Date** and **End Date** for the student(s) with special access. The original exam date and time will be the default.




**NOTE:** Due Date is not required.



6. If the student(s) is writing with extended time, you need to enforce their time by selecting **'Override time limit'**. You will be required to enter the new time limit for the student(s).

### Timing

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

Set time limit     No time limit

New Time Limit                  Multiplier                  Extra Time


minute(s)     times     minute(s)


Override behavior when time limit is exceeded  
Original behavior: Flag as "exceeded time limit" and allow the learner to continue working

**NOTE:** If the exceeded time limit behaviour for the special access is different than the original exam, select **'Override behavior when time limit is exceeded'** to change the behaviour.

- If Respondus Lockdown Browser is not required for the student(s) with special access, select the checkbox **'Not required to take this quiz'**.

LockDown Browser

Not required to take this quiz 





**NOTE:** This option will only appear if the original exam had the LockDown Browser setting turned on.

- You also have the option to **Override Attempts Allowed** if different than the original exam.
- Select the Student(s)** who require the special access and click **Save**.
- You should now see the student(s) name and their specific access time listed. **Click 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**

Ima Fake  
Time Limit: 180 minute(s)    
Availability: Jun 12, 2024 2:00 PM - Jun 12, 2024 3:00 PM

**Save and Close**    **Cancel**

**NOTE:** If you need to change these settings, select the pencil icon for the specific student to edit.