C:\Users\johnsonch\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\C843DF13.tmp

Special Access

The D2L Quizzes, Dropbox and Survey tools allow for the ability to add special access to assigned students via the Restriction tab.

Students with accommodations through the Office of Disability Services (ODS) may request additional time on quizzes. Instructors can provide this access through the Special Access feature. Additionally, this feature can be used to provide flexibility when assigning an alternate date and time.

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# Quizzes

1. Click Assessments (main navbar) to select **Quizzes** under the drop-down list.
2. Under the Manage Quizzes tab, select **Edit** under the drop-down list for the specified quiz.
3. Under the Restrictions tab, scroll down to the bottom of the page to the Special Access section and select the radio button to **Allow selected users special access to this quiz.** This selection allows you to create an alternative time restriction for specific students. The second option restricts access to the quiz to specified students. (Only those students selected would be able to see the quiz and the rest of the class is unable to see it despite alternate settings.)
4. Under the Special Access Properties tab, complete the following:
   1. Due Date
   2. Availability Start and End Dates
   3. Enforced Time Limit
   4. Allowed attempts (if applicable)
   5. Check the student(s) that the new access applies to and click the **Add Special Access** button. (Note: The student’s name will appear along with the new settings under the Special Access section of the Restrictions tab.)
   6. Click **Save and Close** button to save the settings.

# Dropbox

1. Click Assessments (main navbar) to select **Dropbox** under the drop-down list.
2. Select **Edit Folder** under the drop-down list for the desired dropbox folder.
3. Click the **Restrictions** tab.
4. Under Special Access: default is set to **Allow users with special access to submit outside the normal availability dates for this folder**.
5. Click **Add Users to Special Access**.
6. Enter a due date (to flag late submissions). Start and end dates refer to when the dropbox is available or visible to the student.
7. Select the check boxes beside the name of students to which the special access applies and click **Save** button.

# Survey

1. Click Assessments (main navbar) to select **Surveys** under the drop-down list.
2. Click the survey name.
3. Select the **Restrictions** tab.
4. Under Special Access (Type of Access): default is set to **Allow selected users special access to this survey**. If the second radio button is selected, then only those selected students will be able to access the survey.
5. Click **Add Users to Special Access**.
6. Start and end dates refer to when the survey is available or visible to the student.
7. Select the check boxes beside the name of students to which the special access applies.
8. Click **Add Special Access**.