



Managing Requests for Extra Time or Attempts in Quizzes and Assignments

When a student has an accommodation for additional time or test attempts, you can manage it through the **special access** link in the Assignments or Quizzes tool in Brightspace. In each case, you begin from the **Availability Dates and Conditions** panel in the appropriate assessment tool. The Discussions tool will allow you to manage access to discussion forums and topics by group.

- To begin, create a new **Assignment or Quiz**. When you have completed the basic set-up, open the Availability Dates and Conditions on the right-hand menu. YOU will see a panel named **Special Access** in both the quiz and assignment tool.

The screenshot shows the 'Quiz tool' interface in Brightspace. The main area is titled 'Quiz tool' and contains fields for 'Quiz Title' (Untitled), 'Grade Out Of' (0 points), 'Due Date' (M/D/YYYY), and 'Description'. Below these is a 'Questions' section with 'Add Existing' and 'Create New' buttons. A message at the bottom says 'Ready to begin adding quiz content? Click Add Existing or Create New to get started'. On the right-hand menu, the 'Availability Dates & Conditions' panel is expanded, showing 'Start Date', 'End Date', 'Release Conditions', 'Special Access' (highlighted with a red box), 'Password', and 'IP Restrictions'. The 'Special Access' section includes a description and a 'Manage Special Access' link.

Managing Special Access for Quizzes

- Open **Manage Special Access** and select one of two options. To manage options within the Quiz, including time and attempt limits, click the **Allow selected users special access to this quiz** ; to restrict access to the Quiz altogether (for a makeup quiz, for example), click **Allow only users with special access to see this quiz** (1).
- Click the **Add Users to Special Access** button to select your options and users (2).

- Modify due date, time, and date restrictions, timing (length of time the student can access the test, as well as the length of time they can have to complete the test) and attempts.
- If you choose to modify the number of allowed attempts, you have the option of setting advanced attempt conditions, such as minimum and maximum scores as a condition for additional attempts.

- **Select User** for special access from your class list by clicking the checkboxes next to their name
- Click **Save**.

The screenshot shows a 'Users' interface. At the top, there is a 'View By:' dropdown menu set to 'User' and an 'Apply' button. Below this is a search bar labeled 'Search For...' with a magnifying glass icon and a link to 'Show Search Options'. A table below the search bar has columns for 'First Name', 'Last Name', and 'Org Defined ID'. There are three rows in the table, each with a checkbox in the first column. The first two rows are highlighted with a red box. At the bottom of the interface are 'Save' and 'Cancel' buttons.

Managing Special Access for Assignments

- Open Manage Special Access and select one of two options. To manage time and date restrictions, click the ***Allow users special access to submit outside the normal availability dates for this folder***; to restrict access to the Assignment altogether (for a makeup assignment, for example), click **Allow only users with special access to see this folder (1)**.
- Click Add Users to Special Access (2).

The screenshot shows the 'Manage Special Access' interface. At the top, the title 'Manage Special Access' is displayed. Below the title are two radio button options. The first option is selected and has a red arrow pointing to it from the text 'Step 1: select time or access restrictions'. The second option is 'Allow only users with special access to see this folder'. Below the options is a button labeled 'Add Users to Special Access' with a red arrow pointing to it from the text 'Step 2: add users'. At the bottom are 'Save and Close' and 'Cancel' buttons.

- On the next screen, add dates and times (1) and users (2).

Special Access - Untitled

Properties

Due Date

☐ Has Due Date

9/10/2024 9:25 AM

Availability

☐ Has Start Date

9/3/2024 9:25 AM

☐ Has End Date

9/10/2024 9:25 AM

Step 1: select dates

Users

View By: User Step 2: select users

Search For...

☐	First Name	Last Name
☐		
☐		

- Click **Save** when done.