MINNESOTA STATE UNIVERSITY, MANKATO

IT SOLUTIONS

Give a Student Accommodations or Special Access to extend availability and time limit on a D2L Brightspace Quiz

Questions: *How do I set a quiz in D2L to give a student time and a half to take the quiz? How do I give one student an extended due date or access date on a D2L quiz?*

There are two ways to provide extended availability and time limits on D2L Brightspace Quizzes:

- Accommodations: Grant extended timing/controls in all quizzes in a course for a specific student.
- Special Access: Grant extended availability/timing, additional attempts, on one quiz for a specific student.
    - [Special Access in New Quiz Experience](#)
    - [Special Access in Classic Quiz Experience](#)
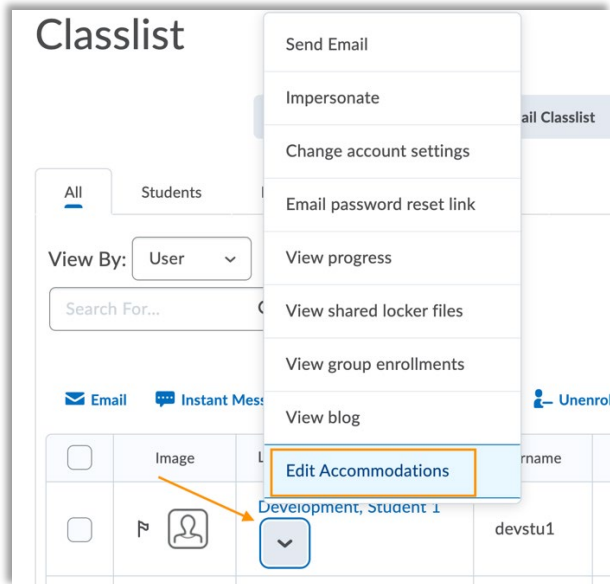   - [Special Access Options](#)

Accommodations
Grant extended timing/controls in all quizzes in a course for a specific student.

1. Navigate to your course, *click* the **Communication** menu.
2. *Click* **Classlist**.
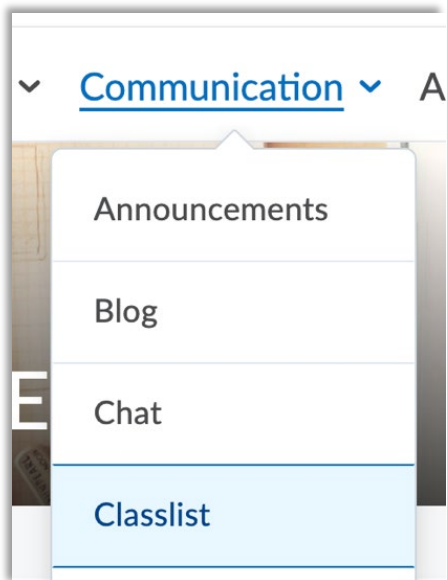
3. *Locate* the **Student** needing extended timing/settings, *click* the **down arrow context menu** next to their name.
4. *Click* **Accommodations** from the menu.

5. *Select* the Timing and Controls you would like to change.
   a. **Multiplier** will multiply quiz timing for every quiz in the course. *Example:* 1.5-time limit extension.
   b. **Extra Time** will give students a specific number of additional minutes on every quiz. *Example:* 20 extra minutes added to every quiz.
   c. **Always Allow Right Click** provides easier use of screen readers and other assistive technology while taking the quiz.
6. *Click* **Save**.
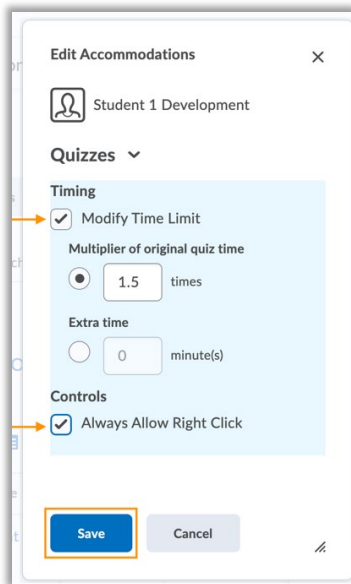
Special Access

Grant extended availability/timing, additional attempts, on one quiz for a specific student.

Navigate to Special Access in the New Quiz Experience:
1. *Edit* the **Quiz**.
2. Click the down arrow next to **Availability Dates & Conditions** widget.
3. Click the **Manage Special Access link**.
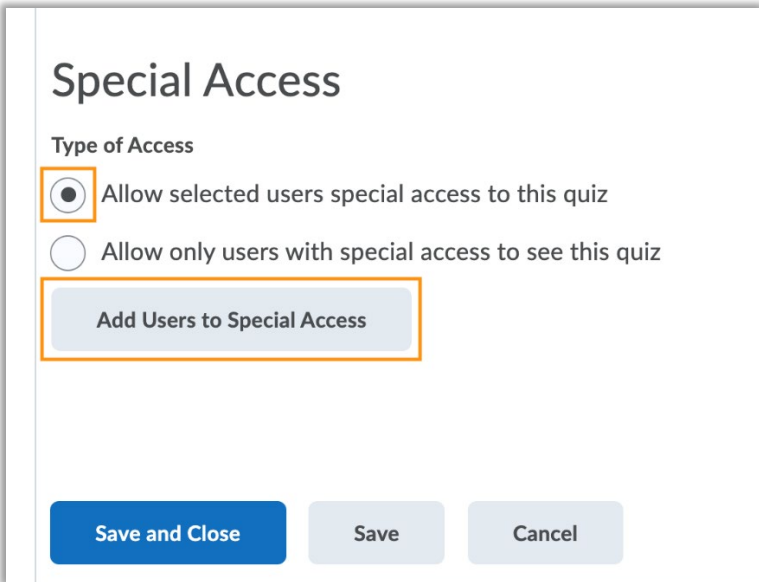4. Then follow the steps in the section on Select Special Access Options below.
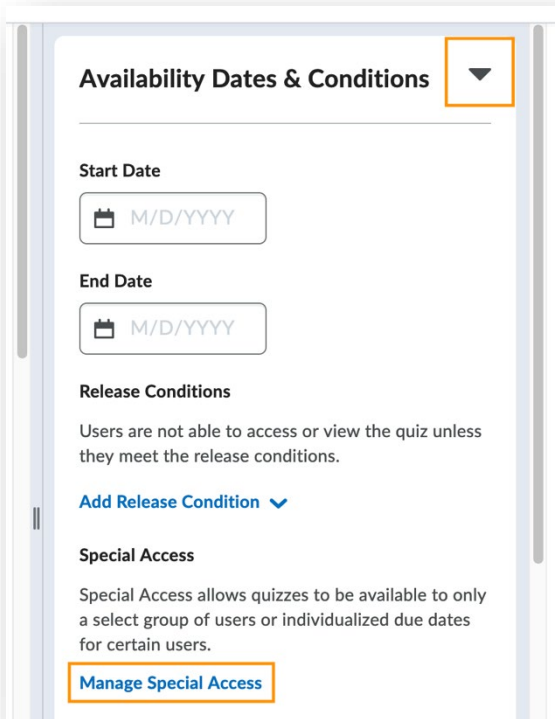
Navigate to Special Access in the Classic Quiz Experience:
1. *Edit* the **Quiz**.
2. *Click* the **Restrictions** tab.
3. *Scroll down, locate* the **Special Access** section.
4. Then follow the steps in the section on Select Special Access Options below.
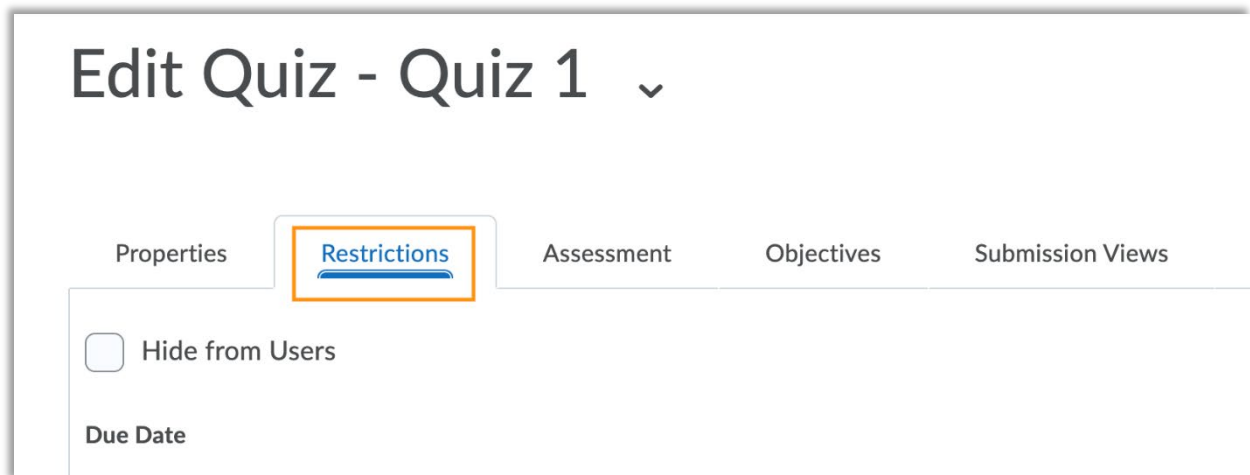
Select Special Access Options:

1. *Select* **Allow selected users special access to this quiz**.
2. *Click* **Add Users to Special Access**.
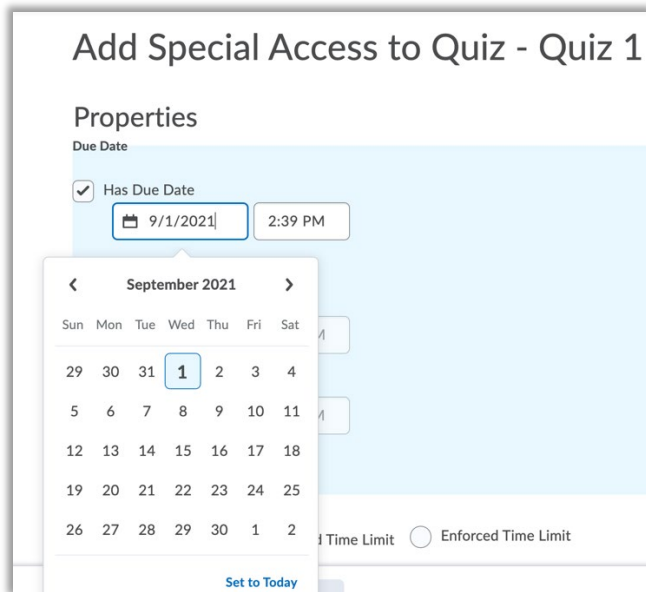
Special Access

Type of 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   Save   Cancel

3. Make **changes** to this specific quiz availability/timing/controls in Special Access.
   a. Under the Due Date section, *Check* **Has Due Date** and *choose* the **date and time of the extended due date** for this quiz and student. *Note:* This will flag a submission as late if it is completed by a Special Access student after this date and time.

Add Special Access to Quiz - Quiz 1

Properties
Due Date

☑ Has Due Date

📅 9/1/2021   2:39 PM

| | September 2021 | |
| < | | > |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	**1**	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Time Limit ○ Enforced Time Limit

Set to Today

   b. Under the Availability section, *Check* **Has Start Date** and/or **Has End Date** and *choose* the **date and time** to add extended availability for this quiz and student. *Note:* The Special Access student will only be able to access or take the quiz within these dates.

Availability

☑ Has Start Date

📅 8/25/2021   9:39 AM

☑ Has End Date

📅 9/1/2021   2:39 PM

| | September 2021 | |
| < | | > |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	**1**	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

d Time Limit ◯ Enforced Time Limit

Set to Today

c. Under the Timing section,

   i. *Select* **Enforced time limit**, then *enter* the **special access enforced time limit**.

   ii. *Check* **Assign alternative grace period**, *enter* the **grace period to grant special access** to an extended grace period.

   iii. *Check* **Assign an alternative behavior for exceeding time limit**, *select* the **option you wish to grant special access** to.

Timing

◯ No changes ◯ Recommended Time Limit ⦿ Enforced Time Limit

Original quiz time: 30 minute(s)

New Time Limit

[45] minute(s)

Multiplier of original quiz time

[1.5] times

Extra Time

[15] minute(s)

☑ Assign an alternative grace period

Grace Period

[5] minute(s) before flagged as exceeded time limit

☑ Assign an alternative behaviour for exceeding the time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

⦿ Allow the student to continue working
◯ Prevent the student from making further changes
◯ Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

d. Under the Attempts section, *check the box* next to **Override attempts allowed**. *Select* the **number of attempts** you wish to grant special access to, *click* the **Apply** button. *Enter* **optional Advanced Attempts** settings if you wish.

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 o
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 re

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

4. Under the Users section, *check the box* next to the **name of the Student(s)** you
    wish to grant Special Access to this specific quiz.
5. *Click* the **Add Special Access button**.

6. You will see now see the Special Access changes listed by student in the
    Restrictions page.
7. *Click* **Save and Close**.

Note: If you have set an Accommodation for the student in Classlist, you will see the
accommodation listed below the student(s) name in the Users section of Special Access
– this helps avoid duplicating accommodation on quizzes.

Users

View By: User ▾   **Apply**

Search For... 🔍   **Show Search Options**

☐	Last Name ▲ , First Name, Org Defined ID
☐	Development, Student 1 → Time Limit: 1.50 times quiz time = 2 minute(s) ⚙ This multiplier is a course level accommodation
☐	Development, Student 2