



## Special Access in D2L Step Sheets

Setting Quiz Accommodations - page 2

Special Access to Specific Quizzes - page 4

Special Access to Assignments - page 6

For more information and assistance with accessibility,  
please contact the Distance Education Support Desk:

Monday-Friday 8:00-4:30

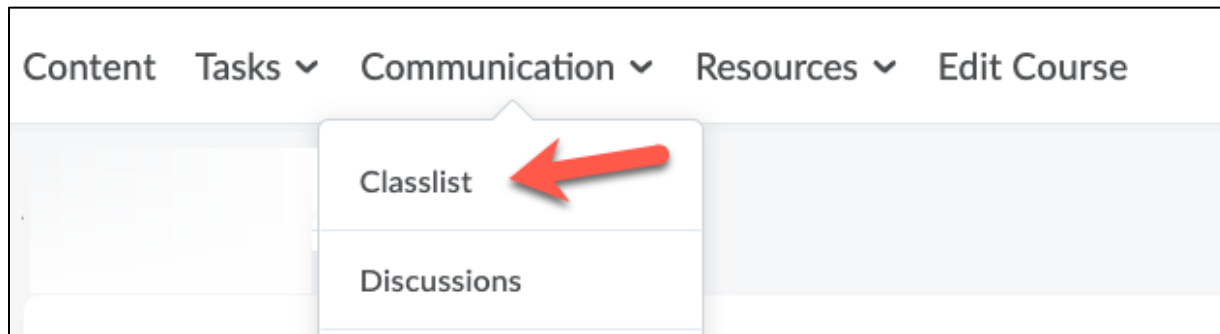
Phone: 931-221-6625

Email: [online@apsu.edu](mailto:online@apsu.edu)

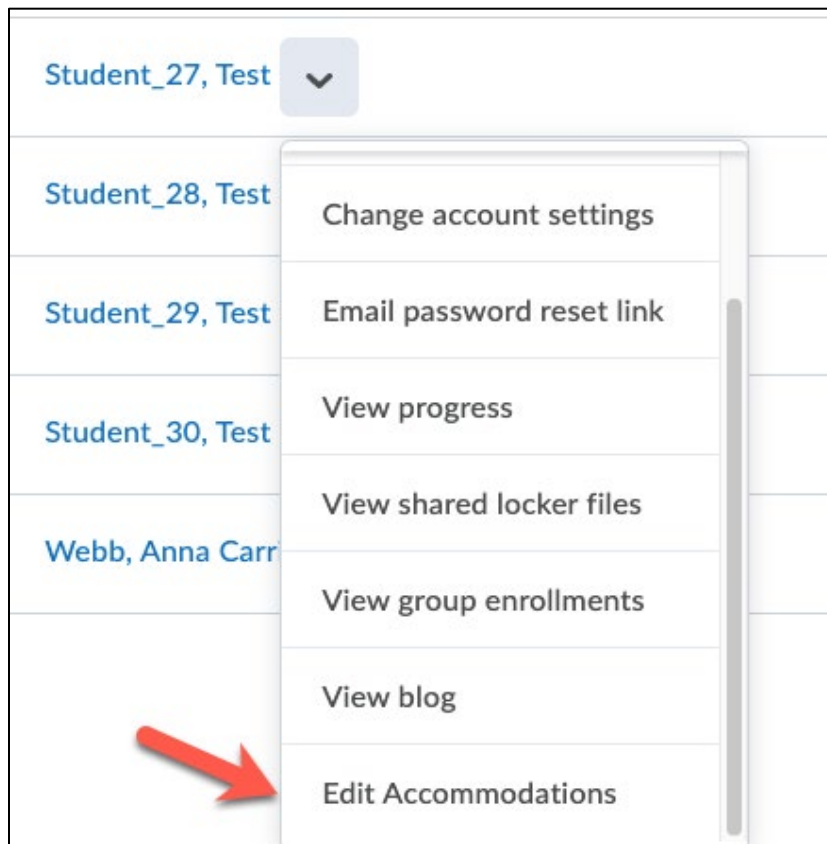
# Setting Quiz Accommodations

Use this tool to set accommodations for students that will be applied to all quizzes in the course.

1. Click on the Communications tab on your course navbar and then Classlist from drop-down menu.



2. Click the down arrow next to the student's name for whom you'd like to set accommodations and select Edit Accommodations.



3. The pop-up window allows you to set time and controls accommodations for this student that will be applied to **all quizzes in the course** with set time limits.

The screenshot shows a pop-up window titled "Edit Accommodations" for a student named "Test Student\_27". Under the "Quizzes" dropdown, there are two sections: "Timing" and "Controls". In the "Timing" section, there is a checkbox for "Modify Time Limit". Below it, there are two radio button options: "Multiplier of original quiz time" with an input field containing "1" and the unit "times", and "Extra time" with an input field containing "0" and the unit "minute(s)". In the "Controls" section, there is a checkbox for "Always Allow Right Click". At the bottom of the window are "Save" and "Cancel" buttons. Red circles with letters 'A' and 'B' are overlaid on the "Timing" and "Controls" sections respectively.

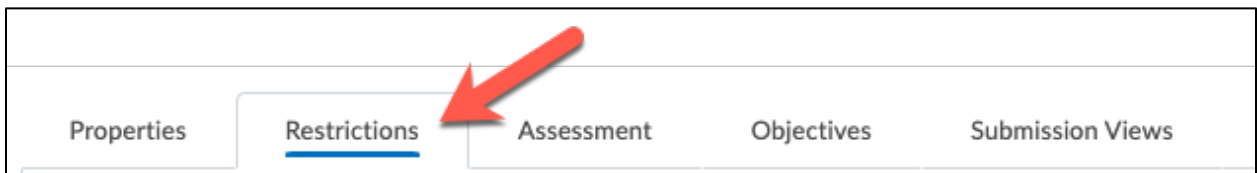
- A. The Timing section will modify the quiz time for this student by one of two techniques.
- The Multiplier option will multiply enforced time limit for a quiz by the number you provide. For example, if a student is allowed time and half to complete a quiz, you'll enter 1.5 for the multiplier.
  - The extra time simply adds the number of minutes to the enforced time limit you set, regardless of the length of the enforced time limit.
- B. The Controls section allows you to disable the right click option for everyone in the class, but over-ride that setting for this one student and allow them to use the Right Click button on the mouse.

4. Click Save

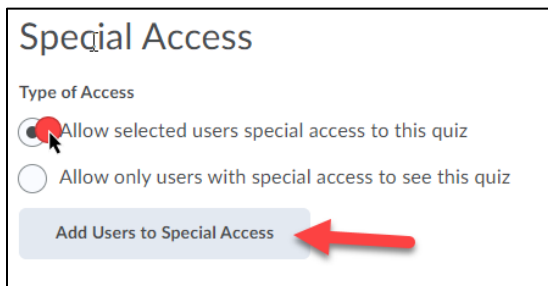
# Special Access to Specific Quizzes

Use this tool to give select students special quiz accommodations on individual quizzes.

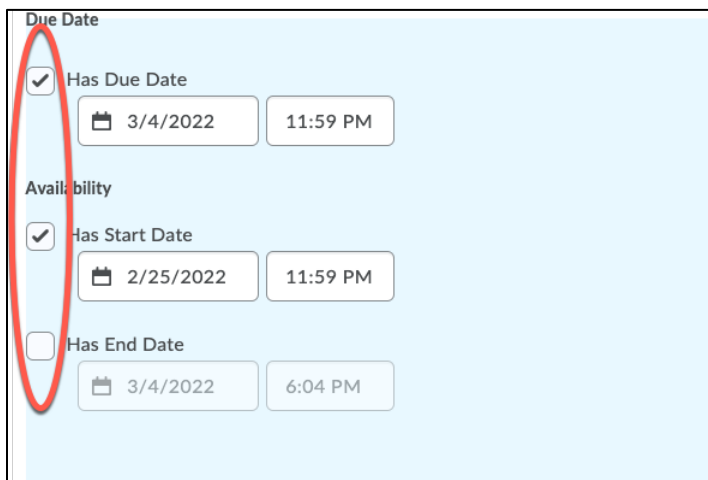
1. Click on Tasks on the course navbar and then Quizzes from the drop-down menu.
2. Click on the quiz name you would like to grant special access.
3. Select the Restrictions tab.



4. Scroll down, select “Allow selected users special access to this quiz”, and click “Add Users to Special Access” button.



5. To change the dates, click the check boxes next to Has Due Date, Has Start Date, and/or Has End Date.



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Note: When you add end dates, students can see the quiz, but they cannot take it outside that date range. When you add a due date, it serves as a reference only; students can still take the quiz after the due date

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6. To allow more time to take the quiz, select either:

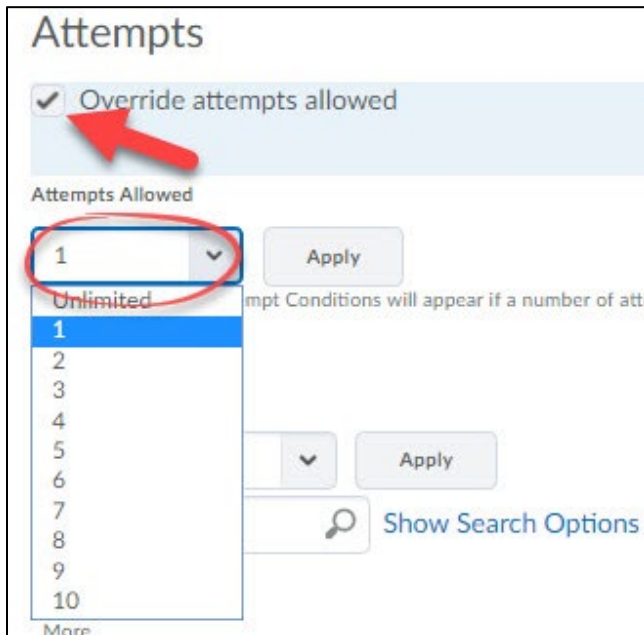


Timing

No changes  Recommended Time Limit  Enforced time limit

- Recommended Time Limit: The student sees a countdown clock, but the time is not enforced.
- Enforced Time Limit: The student has a set amount of time to take the quiz.

7. If you want the student(s) to be able to take the quiz multiple times, select Override attempts allowed and click on the Attempts Allowed field to indicate the number of attempts.



Attempts

Override attempts allowed

Attempts Allowed

1

Unlimited

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

Show Search Options

8. From the list, check the names of the students getting the accommodation(s) you've selected.

<input type="checkbox"/>	Test Student_26 (Id: Test.Student_26)
<input checked="" type="checkbox"/>	Test Student_27 (Id: Test.Student_27)
<input checked="" type="checkbox"/>	Test Student_28 (Id: Test.Student_28)
<input type="checkbox"/>	Test Student_29 (Id: Test.Student_29)

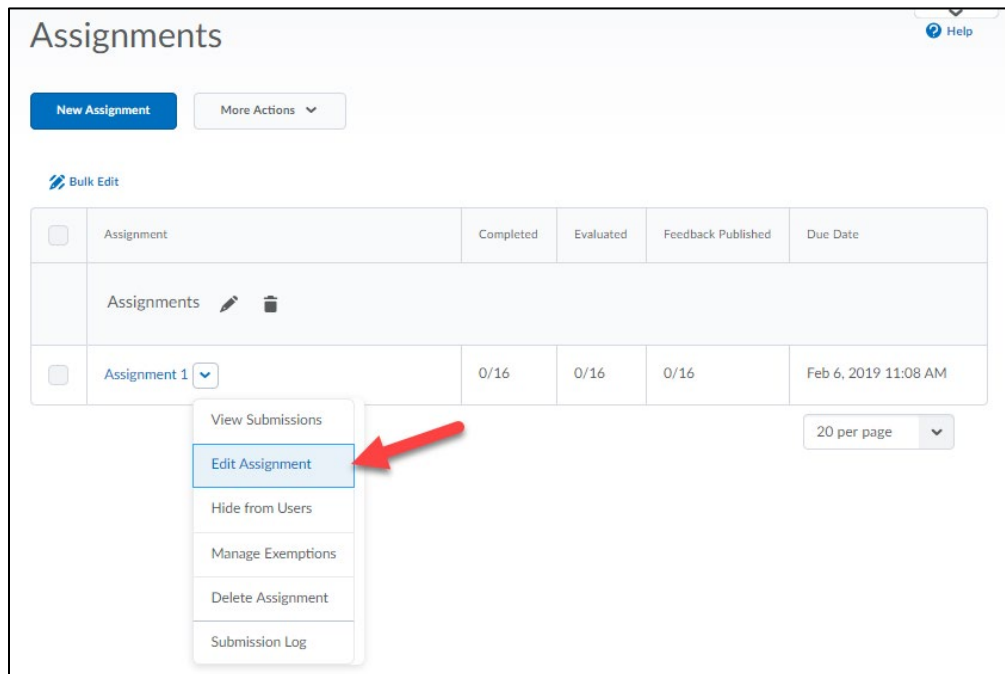
9. Click the Add Special Access button.

10. Click the Save button to remain in this tab (or Save and Close to save your changes and exit the quiz).

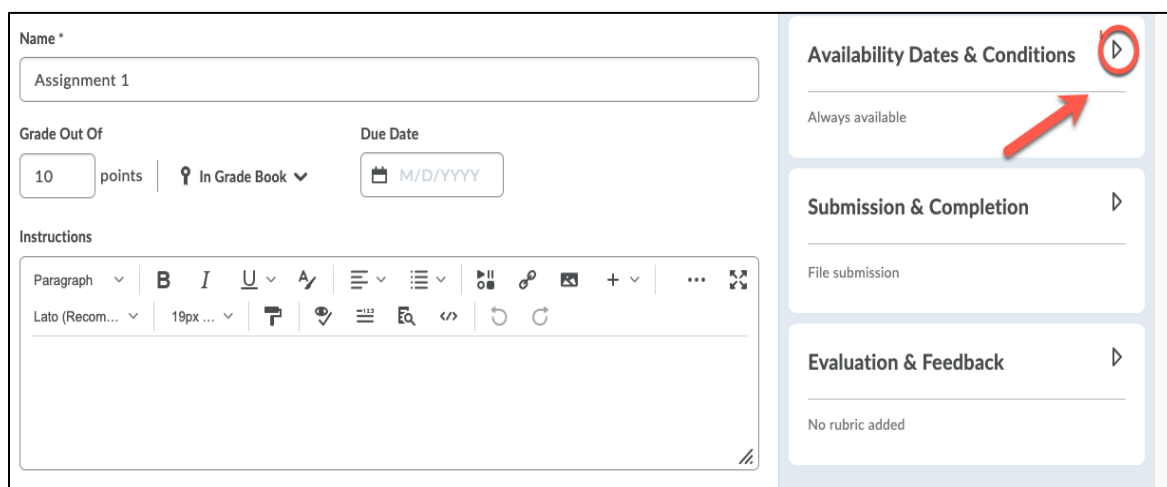
# Special Access to Assignments

Use this tool to assign different availability dates and times to specified participants.

1. Click on Tasks on the navbar and then Assignments from the drop-down.
2. Click on the drop-down arrow to the right of the folder you want to make changes to and select Edit Assignment.



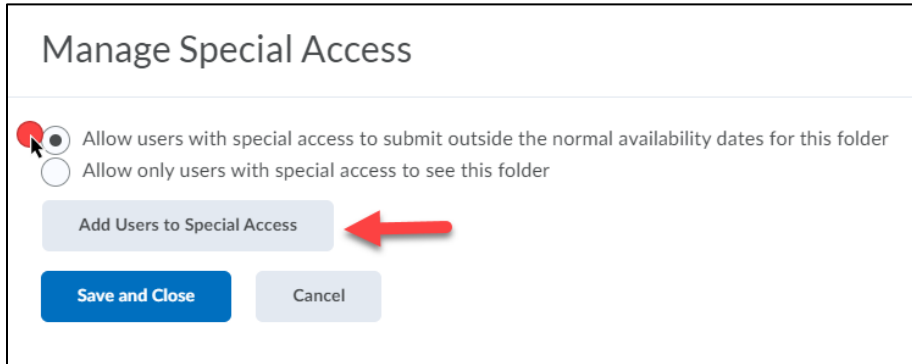
3. Click the arrow next to Availability Dates and Conditions on the right side of the screen.



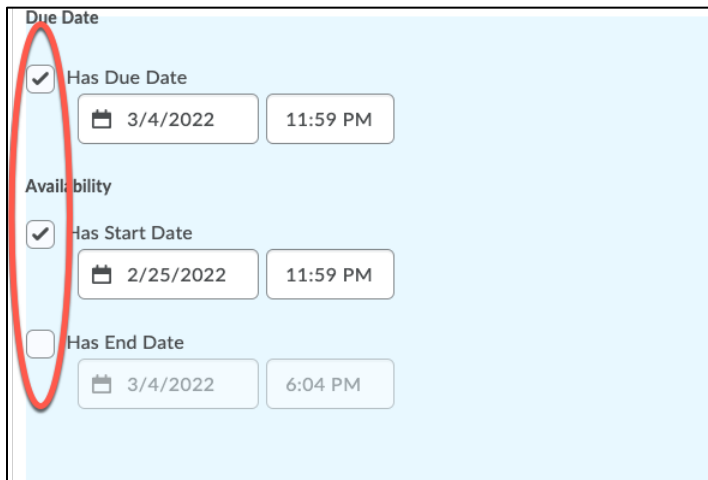
4. Click Manage Special Access.



5. Click “Allow users with special access to submit outside the normal availability dates for this folder” and then click “Add Users to Special Access”.



6. To change the dates, click the check boxes next to Has Due Date, Has Start Date, and/or Has End Date.



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Note: When you add end dates, students can see the quiz, but they cannot take it outside that date range. When you add a due date, it serves as a reference only; students can still take the quiz after the due date

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- Click on the date field(s) to open a calendar and select a date.
- Click on the time field(s) to open a menu from which to select a time.

7. Under Users, check the boxes next to the student(s) you want to give special access to.

<input type="checkbox"/>	Test Student_26 (Id: Test.Student_26)
<input checked="" type="checkbox"/>	Test Student_27 (Id: Test.Student_27)
<input checked="" type="checkbox"/>	Test Student_28 (Id: Test.Student_28)
<input type="checkbox"/>	Test Student_29 (Id: Test.Student_29)

8. Click the Save button to save.

9. Click Save and Close

### Manage Special Access

Allow users with special access to submit outside the normal availability dates for this folder  
 Allow only users with special access to see this folder

**Add Users to Special Access**

Test Student_27	<b>Students with special access are listed here.</b>
Due Date: Dec 8, 2019 11:59 PM	
Test Student_28	
Due Date: Dec 8, 2019 11:59 PM	

**Save and Close** 