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Vanderbilt University Center for Teaching



How to Provide Special Access to a Quiz

There may be a situation where you want to grant a student **Special Access** to a quiz. This could include: Alternate dates, extended time limit, or increasing the number of attempts a student is allowed. You will locate the **Special Access** tool in the **Restrictions tab** of **Quizzes**.

If a student has an Accommodation through Vanderbilt's Student Access Center that allows extra time on *all* quizzes, you can do that with the **Accommodations tool**.

Provide Special Access to a Quiz

1. Go in to **Edit** your quiz. Click on the **Restrictions tab**.
2. At the bottom of the **Restrictions tab**, click **Add Users to Special Access** and select your criteria

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

- **Change dates** - allow a student alternate start, due, and/or end dates
 - **Allow more time** - there are two options:
 - **Recommended Time Limit** - the student will have no time limit, but will still see a timer for the recommended time
 - **Enforced Time Limit**- the student will have a different time limit from other students
 - **Number of attempts** - the student can have multiple quiz attempts. There is an additional option for the student to achieve a certain score to earn their additional attempts.
4. After selecting your criteria, choose the student(s) receiving the special access.
 5. Click **Add Special Access** to save.
 6. Click **Save and Close** when exiting the restrictions tab.