



## Using Special Access to set up differing times by Section or Group

If you have multiple sections in a course, you may want to release content at different times. You can do this with the **Special Access** tool under the **Restrictions** tab when you're editing. In this example, Special Access is being used for a quiz assigning different times to each course sections. The same instructions would work for **Groups** that you have already created.

*Note that these instructions for **Special Access** are applicable in many areas of Brightspace, and not only in the Quiz tool.*

### Set up Special Access for a Section or Group

#### Getting to Special Access:

1. Get into the **Edit** screen for your quiz
2. Go to the **Restrictions** tab
3. Go to **Special Access** at the bottom
4. Select "Allow selected users special access to this quiz"
5. Click on **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

#### Assigning Special Access by Section

1. You'll see a list of users. At the top, change the settings to "View by Sections" and choose a section
2. Click **Apply** to show that section
3. Click the top box of the user list so everyone in that section is selected
4. Now set the dates and times for that section
5. Click **Add Special Access** when you're done
6. Repeat this for each section

#### Users

View By: Sections Sections: SEC\_2021F.1.SPAN.1101.01 Apply

Search For... Show Search Options

<input checked="" type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input checked="" type="checkbox"/>	[User Name]
<input checked="" type="checkbox"/>	[User Name]

Be sure to click **Save and Close** when you are finished to exit the quiz edit screen!