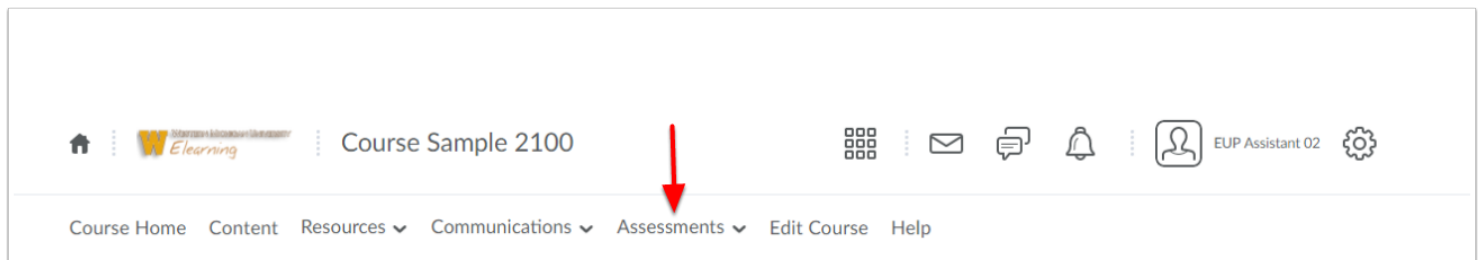
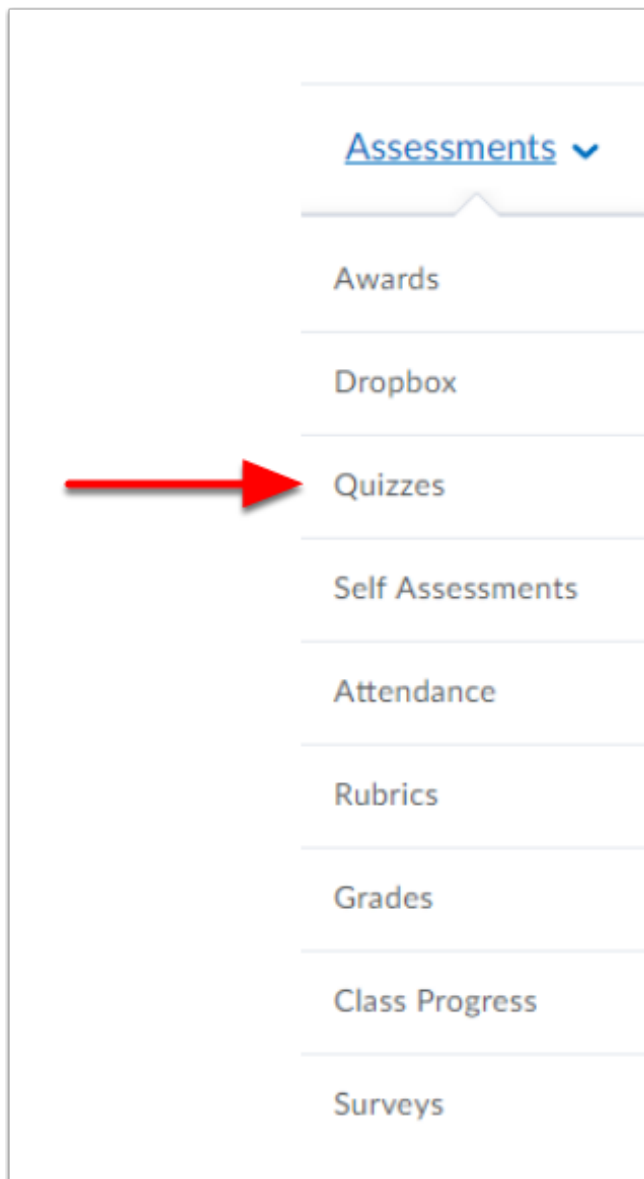


Users are granted Special Access when an instructor determines normal date or time restrictions should not apply. Special Access is used to grant access to a learning object outside the restrictions set for the whole class. This example shows how to set Special Access for quizzes

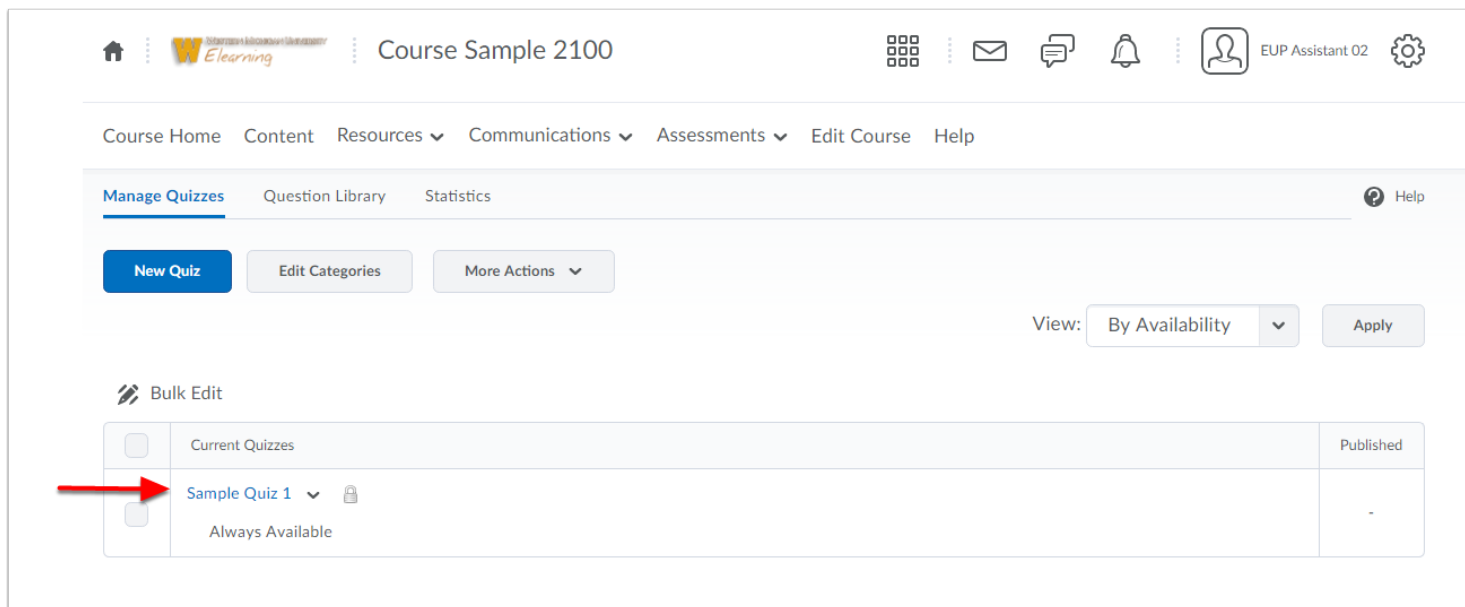
## 1. Click Assessments.



## 2. Click Quizzes.



## 3. Click the title of the quiz you want to edit.



The screenshot shows the Blackboard course interface for 'Course Sample 2100'. The user is logged in as 'EUP Assistant 02'. The navigation menu includes 'Course Home', 'Content', 'Resources', 'Communications', 'Assessments', 'Edit Course', and 'Help'. The 'Assessments' section is active, showing 'Manage Quizzes', 'Question Library', and 'Statistics'. Below this are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' section is visible, containing a table with the following data:

	Current Quizzes	Published
<input type="checkbox"/>	Sample Quiz 1	
<input type="checkbox"/>	Always Available	-

A red arrow points to the title 'Sample Quiz 1' in the table.

## 4. Click Restrictions.

### Edit Quiz - Sample Quiz 1 ▾

Properties   **Restrictions**   Assessment   Objectives   Submission Views   Reports Setup

#### General

Name \*

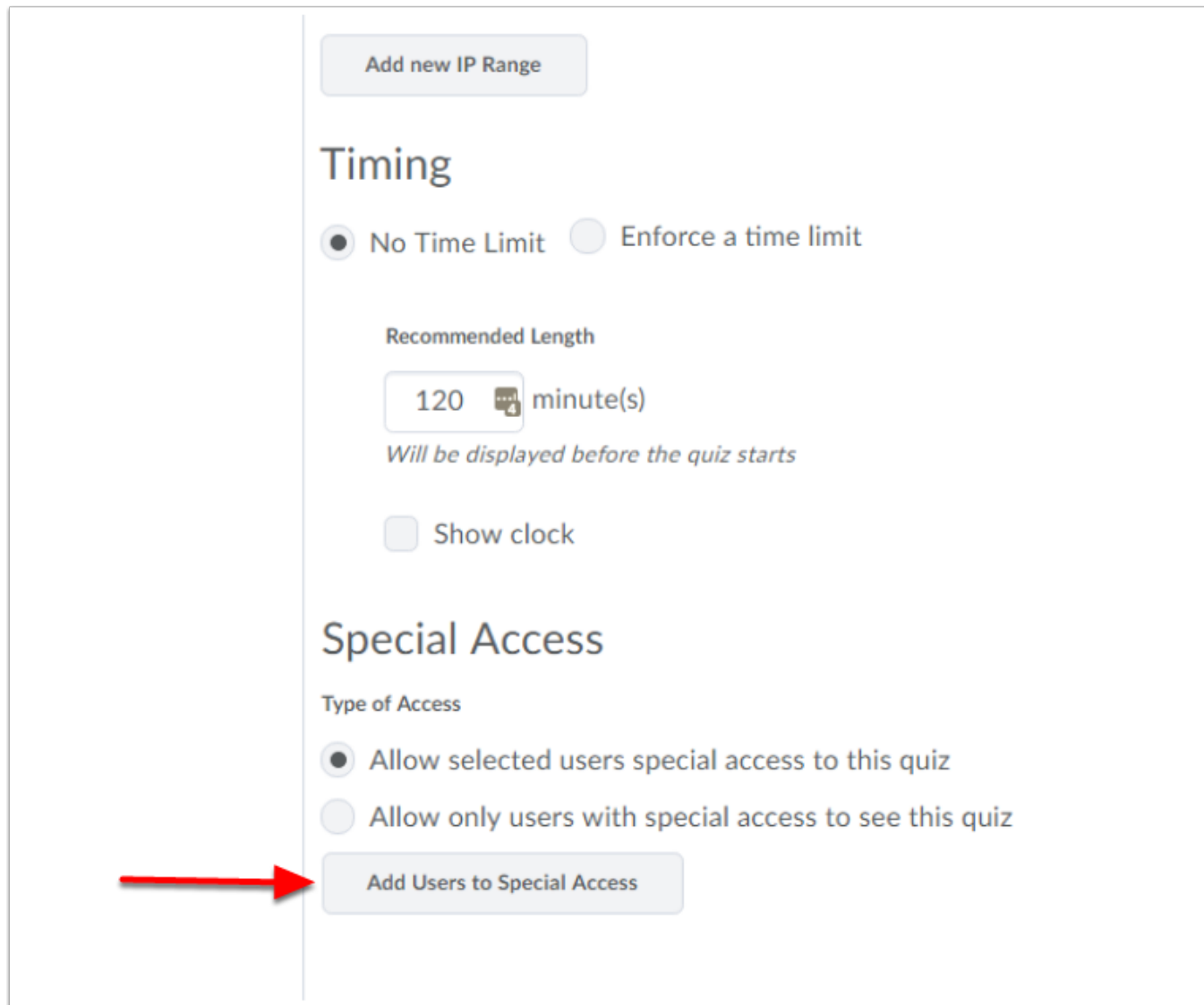
Category

no category ▾ [\[add category\]](#) ⓘ

#### Quiz Questions

## 5. Click Add users to Special Access.

Scroll down until you see the subheading title Special Access.



The screenshot shows a configuration panel for a quiz. At the top, there is a button labeled "Add new IP Range". Below this is the "Timing" section, which includes two radio buttons: "No Time Limit" (selected) and "Enforce a time limit". Underneath, there is a "Recommended Length" section with a text input field containing "120" and a unit selector set to "minute(s)". Below the input field, it says "Will be displayed before the quiz starts". There is also an unchecked checkbox labeled "Show clock". The "Special Access" section follows, with the heading "Type of Access" and two radio buttons: "Allow selected users special access to this quiz" (selected) and "Allow only users with special access to see this quiz". At the bottom of the Special Access section, there is a button labeled "Add Users to Special Access", which is highlighted by a red arrow pointing from the left.

## 6. Edit the special access settings for the student.

### Add Special Access to Quiz: Sample Quiz 1

#### Special Access Properties

**1** Availability

Has Start Date

7/13/2017 10:56 AM Now

*United States - Detroit*

**2**  Has End Date

7/20/2017 2:56 PM Now

*United States - Detroit*

**3** Timing

No changes  No enforced time limit  Enforced time limit

**4** Attempts

Override attempts allowed

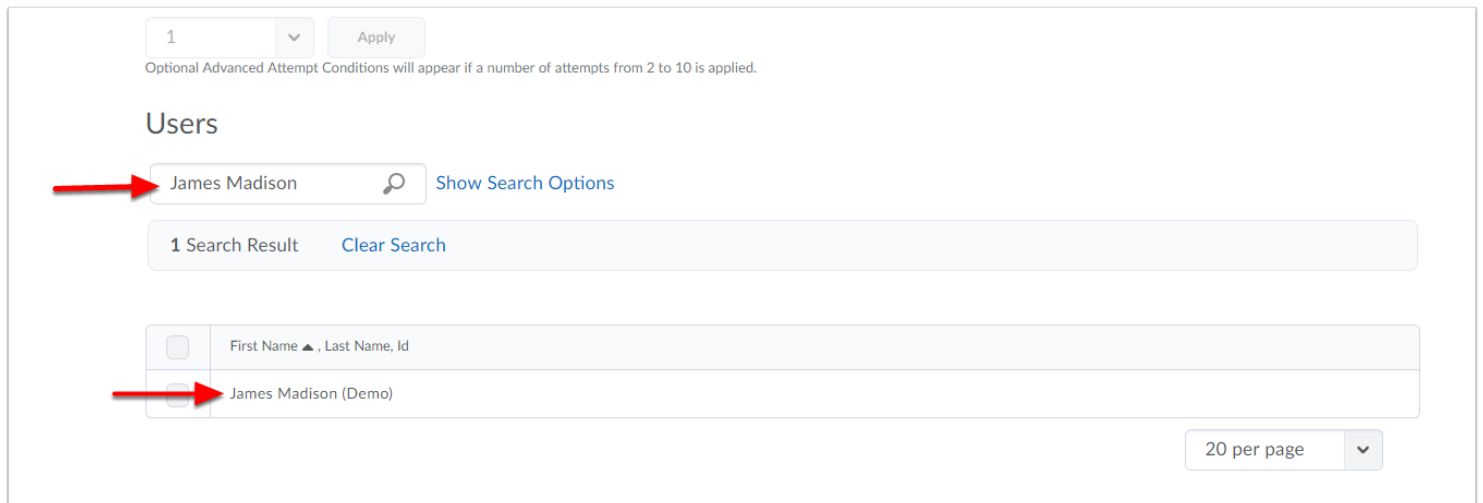
**5** Attempts Allowed

1

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

## 7. Select the student's name from the list below.

If you have a large class list, you can type the student's name in the search box and click the magnifying glass to search.



1

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

### Users

1 Search Result

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input type="checkbox"/>	James Madison (Demo)

20 per page

## 8. Click Special Access

Users

James Madison  [Show Search Options](#)

1 Search Result [Clear Search](#)

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input type="checkbox"/>	James Madison (Demo)

20 per page

