



iLearn: Granting Special Access to Quizzes

Center for Innovation in Teaching and Learning

Granting Special Access to Quizzes

This guide provides a straightforward process for granting special access to quizzes in iLearn, ensuring that students who may need accommodations can complete their assessments.

Note: If a student needs accommodations for all quizzes, we recommend editing student accommodations in the Classlist Tool.

1. Click **Quizzes** in the purple navigation bar
2. Click the drop-down arrow beside the quiz.
3. Select **Edit**
4. Click **Availability Dates & Conditions**
5. Click **Manage Special Access**

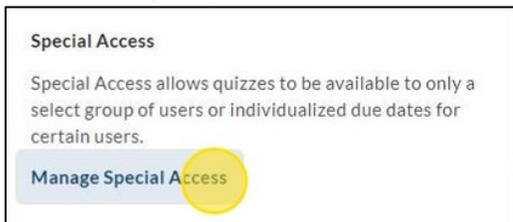


Figure: Special Access allows quizzes to be available to only a select group of users.

6. Select the **Allow selected users special access to this quiz** field.
7. Click **Add Users to Special Access**
8. Set the special access that to be granted:
 - To grant individual students **earlier access** to the quiz, check "**Has Start Date**" and adjust the start date.
 - To **extend access** beyond the original timeframe, check "**Has End Date**" and modify the end date.
 - To **provide additional time** for a student, check "**Override time limit**" and adjust the time by entering a new value in the "**minutes**" field, applying a multiplier to the original limit, or adding extra time to the attempt. You can also override the behavior for exceeding the time limit.
Note: For synchronous quizzes, students with special access should be informed that the quiz will begin at the assigned start time.
 - To allow a **different number of attempts**, check "**Override attempts allowed**," select the desired number from the dropdown menu, and click **Apply**.
9. Select the user(s) who you would like to have special access.
10. Click **Save**, then click **Save and Close**.