

Grant Students Special Access in a Quiz

Last Modified on 03/24/2026 8:29 pm CDT

Use this feature to exempt one or more students from the restrictions on dates, times, or number of attempts in a specific quiz. Use this to provide for ADA accommodations. To set accommodations for all quizzes in a course, refer to the [Use the Classlist](https://vtac.lonestar.edu/help/d030221) (<https://vtac.lonestar.edu/help/d030221>) article.

▶ Show Video Walkthrough

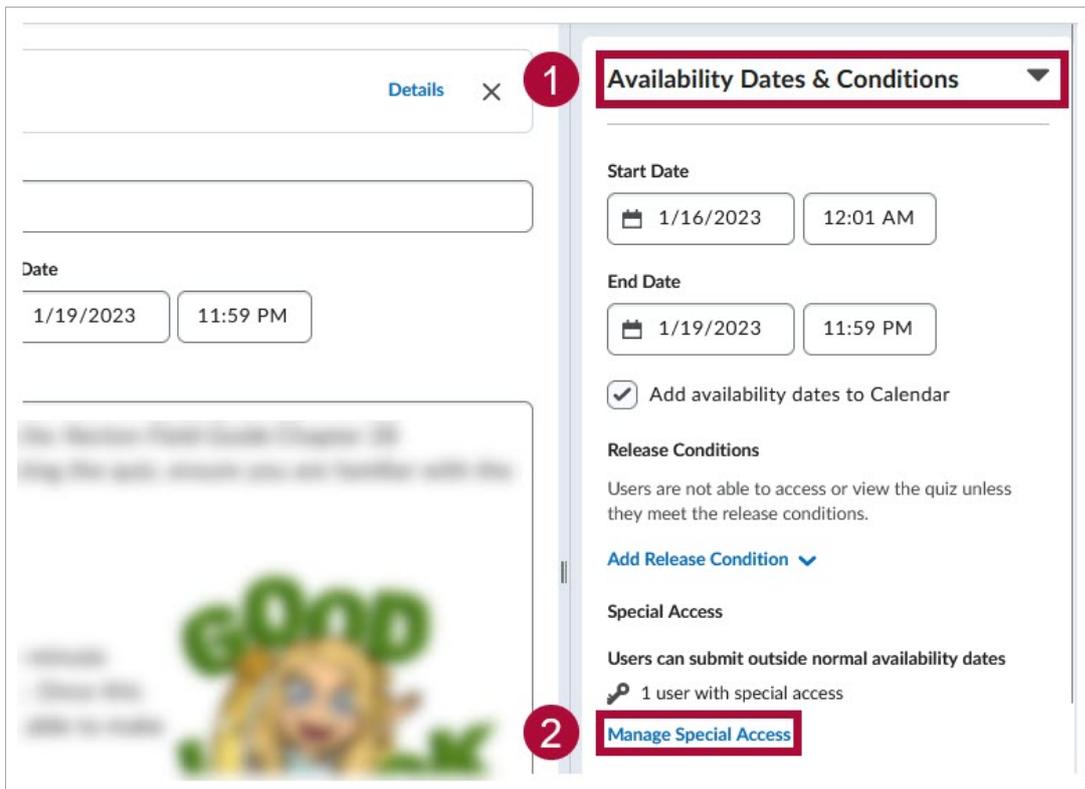
Adding Special Access

1. Head to the **Edit Quiz** page via the following navigation: **Navbar** → **[Course Activities]** → **[Quizzes]**.
Select the **[dropdown arrow]** next to the target quiz → **[Edit]**.

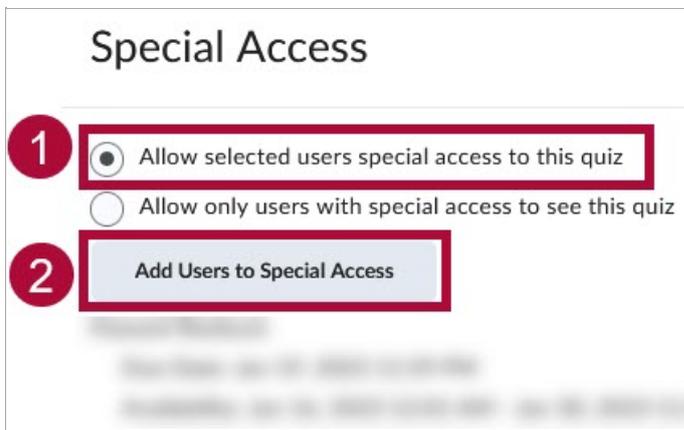
The screenshot shows the 'Manage Quizzes' interface. At the top, there are navigation tabs: Course Management, Content, Grades, Course Activities, Collaboration, VTAC Support, and Ally Course Report. Below these are sub-tabs: Manage Quizzes, Question Library, Statistics, and LockDown Browser. There are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Category' with an 'Apply' button. A 'Bulk Edit' link is visible. The main table lists quizzes with columns for checkboxes, quiz details, and status. The second quiz row has a dropdown arrow highlighted with a red box and a red circle labeled '1'. The dropdown menu is open, showing options: Edit, Hide from Users, Preview, Delete, Copy, and Grade. A red circle labeled '2' points to the 'Edit' option.

Checkbox	Quiz Details	Status
<input type="checkbox"/>	Module 1	Published
<input type="checkbox"/>	Due on Jan 19, 2023 11:59 PM Available on Jan 16, 2023 12:01 AM u	15/15
<input type="checkbox"/>	Due on Jan 19, 2023 11:59 PM Available on Jan 16, 2023 12:01 AM u	16/16
<input type="checkbox"/>	Due on Jan 19, 2023 11:59 PM Available on Jan 16, 2023 12:01 AM u	14/14

2. From the right panel, expand the **[Availability Dates & Conditions]** menu → **[Manage Special Access]**.



3. On the pop-up window, click **[Allow selected users special access to this quiz]** → **[Add Users to Special Access]**.



4. If you want a student to have extended dates to take the quiz, enter in the desired dates under **Properties**.

Properties

Due Date

Has Due Date

Availability

Has Start Date

Has End Date

5. If you want to change the time limits or late behavior of the quiz, make your changes in the **Timing** section of the Special Access page.

Timing

No changes
 No Time Limit
 Recommended Time Limit
 Enforced Time Limit

6. If you want to override the number of attempts allowed (Example: A student had computer problems and you want to allow him to have another attempt at the test), select the **[Override attempts allowed]** checkbox. Then set the number of attempts, and the advanced attempt conditions if desired.

Scroll down to the **Users** section, and use the check boxes to select the students to have the Special Access. Click **[Save]** when finished.

Attempts

Override attempts allowed

Attempts Allowed



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

Users

View By:

<input type="checkbox"/>	First Name ▲ , Last Name, Org Defined ID
<input type="checkbox"/>	Alex Auxier (Id: 7839696)
<input type="checkbox"/>	Brianna Pulla (Id: 7791089)
<input type="checkbox"/>	Brianna Phelps (Id: 7846253)

7. Review dates and times of the quiz to make sure you have only changed them for the students with special access. Click the **[Pencil]** icon next to a name to edit that students special access settings. Click the **[X]** next to the student's name to remove their special access to the quiz.

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

[Redacted]	3 Attempt(s)		
Due Apr 27, 2021 8:17 PM			
[Redacted]	60 minute(s) 	1 Attempt(s)	
Due May 15, 2021 10:00 PM			
[Redacted]	240 minute(s)   		
Due Apr 30, 2021 11:00 PM			