Accommodations/Special Access at the Gradable Activity Level in Brightspace
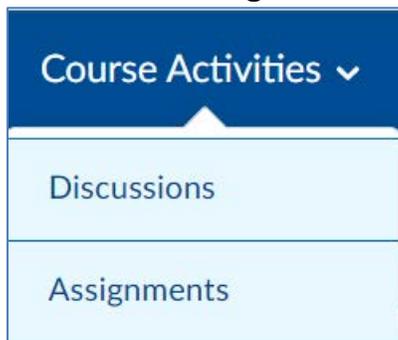
You can set accommodations (known as Special Access) for each of the gradable activities within Brightspace.

Special Access for:

- Assignments
- Quizzes

Assignment Special Access

1. Click on the **Assignment** link from your Course NavBar

2. Click the **Chevron** (Icon that resembles a v-shape, **v**) next to the assignment in question and click **Edit Assignment**

☐	SW 5/19 Assignment	**Edit Assignment**
☐	5/26 Assignment	Hide from Users
☐	6/9 SW Assignment	Manage Exemptions
☐	6/16 SW Assignment	Delete Assignment
☐	6/27 SW Assignment	Copy Assignment
☐	7/1 SW Assignment ⌄ 🔑 🔑	Submission Log

3. Expand the **Availability Dates & Conditions** menu and select **Manage Special Access**

Availability Dates & Conditions ▼

Start Date

📅 7/1/2022   00:01

End Date

📅 7/8/2022   23:59

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition ∨

Special Access

Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access

4. Select **Allow users with special access to submit outside the normal availability dates for this folder**
5. Click **Add Users to Special Access**
   a. Select **Allow users with special access to submit outside the normal availability dates for this folder**

Manage Special Access

🔘 Allow users with special access to submit outside the normal availability dates for this folder
⚪ Allow only users with special access to see this folder

Add Users to Special Access

6. Adjust the **Due Date** and/or **Availability Dates** for the student.

Special Access - 7/1 SW Assignment

Properties

Due Date

☑ Has Due Date

📅 7/8/2022   23:59

Availability

☑ Has Start Date

📅 7/1/2022   00:01

☑ Has End Date

📅 7/8/2022   23:59

7. Select **User(s)** that will receive this special access and click **Save**

	First Name ▲ , Last Name
☐	Amir Student2
☐	Jane Student
☑	Tamara Student3

Save   **Cancel**

8. **Review** special access dates. To edit, click the pencil icon. **Save and Close** when finished.

Tamara Student3

Due Date: Jul 8, 2022 23:59
Availability: Jul 1, 2022 00:01 - Jul 8, 2022 23:59

Save and Close   Cancel

9. You should see the **Special Access "Key" icon**

Special Access

Users can submit outside normal availability dates
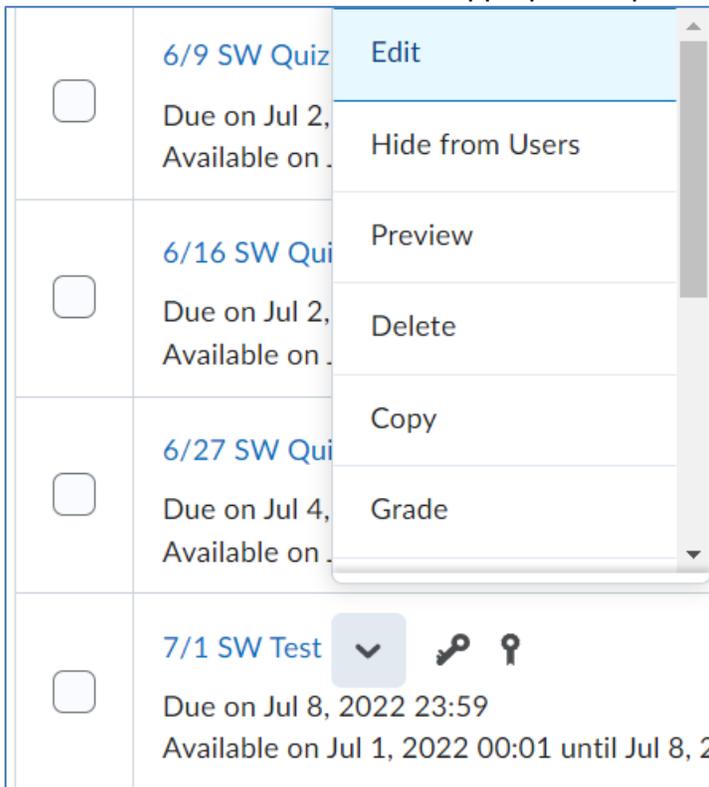
🔑 1 user with special access

Manage Special Access

10. **Save and Close** the Assignment

Special Access for Quizzes

a. Select the **Quizzes** link from your Course NavBar

Course Activities ⌄

Discussions

Assignments

Quizzes
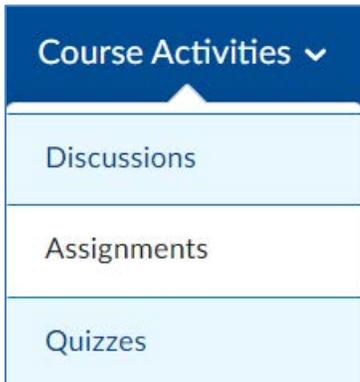
b. Select the **Chevron** next to the appropriate quiz and select **Edit**

6/9 SW Quiz   Edit

☐ Due on Jul 2,

Available on .   Hide from Users

Preview

6/16 SW Qui

☐ Due on Jul 2,

Available on .   Delete

Copy

6/27 SW Qui

☐ Due on Jul 4,   Grade

Available on .

7/1 SW Test ⌄ 🔑 📍

☐ Due on Jul 8, 2022 23:59

Available on Jul 1, 2022 00:01 until Jul 8, 2

c. Click on the **Restrictions** tab

Properties	Restrictions	Assessment

d. Scroll down to the **Special Access** menu and select the radio button for **Allow selected users special access to this quiz,** then click **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

e. Set the **Due Date** and **Availability Dates**

    i. You can alter access for different due dates, additional attempts, and extend time limits for your quizzes

Properties

Due Date

☑ Has Due Date

📅 7/8/2022   23:59

Availability

☑ Has Start Date

📅 7/1/2022   00:01

☑ Has End Date

📅 7/8/2022   23:59

f. Select the appropriate **Timing** adjustment. The example below is for a student who needs 1.5 times on the 10 minute quiz, no alternative grace period is required in this example. If your quiz has a "grace period", you can adjust the standard grace period for this particular student. If your quiz does not have a grace period, you can leave this blank. The grace period is the number of minutes after the time limit has passed after which students can

adjust their answers and submit the quiz without being marked late.

Timing

○ No changes   ○ Recommended Time Limit   ● Enforced Time Limit

Original quiz time: 10 minute(s)

New Time Limit

| 15 | minute(s)

Multiplier of original quiz time

| 1.5| | times

Extra Time

| 5 | minute(s)

☐ Assign an alternative grace period

g. If you need to adjust the number of attempts for a particular student, you can **Override Attempts Allowed**

Attempts

☐ Override attempts allowed

Attempts Allowed

| 1 ⌄ | Apply

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

h. Select the **User(s)** that require the special access. (Please note, in this image you see that Tamara Student3 has special access, this was created at the

course level). Click **Add Special Access**

	First Name ▲ , Last Name, Org Defined ID
☑	Amir Student2 (Id: Training.Student2-CPD)
☐	Jane Student (Id: Training.Student1-CPD)
☐	Tamara Student3 (Id: Training.Student3-CPD) Time Limit: 1.50 times quiz time = 15 minute(s) ⚙

Add Special Access   Cancel

i. **Confirm setting** for the student receiving the accommodation. Click the **Pencil** if you need to edit the settings. Click **Save and Close** when finished.

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]

Amir Student2

    Time Limit: 15 minute(s) 🕰

    Due Date: Jul 8, 2022 23:59   ✏ ✕

    Availability: Jul 1, 2022 00:01 - Jul 8, 2022 23:59

[**Save and Close**]   [Save]   [Cancel]

** Special Access for quizzes can be done at the course level. Please see the Special Access at the Course Level Brightspace Guide for more information.