

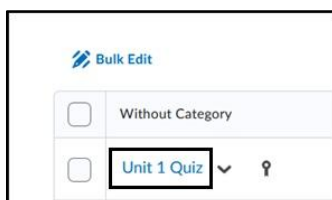
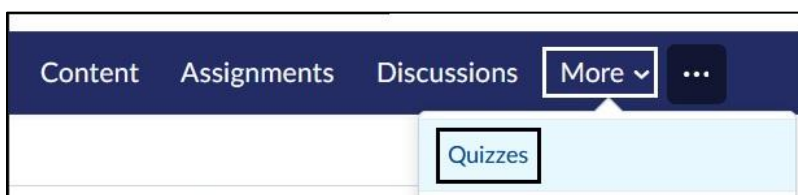


Setting Special Access and Accommodations in Brightspace

Special access permissions in Brightspace allow instructors to customize availability dates and times on Quizzes and Assignments for specific users. For example, a student might need to take a quiz outside of the regular class time. Additionally, some students receive accommodations under the Americans with Disability Act that grants extended time for a quiz or to submit an assignment before or after the set Start/End Date for the course. Special access can be granted for individual Quizzes and Assignments. Using the Classlist, special access can be set for all Quizzes in the course.

Special Access for Quizzes

1. Select **Quizzes** on the Course navbar to launch the **Manage Quizzes** page. On the Manage Quizzes page, **click the blue quiz link** to access the settings for that quiz. *Note: these settings can be configured when the Quiz is created or set afterward.*



2. On the Quiz page, expand the **Availability Dates & Conditions** pane and select the **Manage Special Access** link.



3. On the Special Access page, select the appropriate restrictions for the Quiz and click **Add Users to Special Access**.

Note: By default, “**Allow selected users special access to this quiz**” is the chosen option. This allows you to set access for specific students while not impacting other students for the **same quiz**. The second option will restrict access to the quiz to **ONLY** those students who are selected for Special Access.

4. Under **Properties**, set a Due Date, Start and End Date for the specific user. This setting can allow learner access at a different date and time than the rest of the class for this specific quiz.

Note: Due Date will not restrict access, only mark students late. The Start Date and End Date will restrict access to the quiz.

5. Under **Timing**, adjust the time limit for a specific learner. Select **Override time limit** box to add additional time or set no time limit. The time limit can be increased by minutes, a multiplier such as 2 for double time or add extra time in minutes. Select the **Override behavior when time limit is exceeded** if you want to change how the quiz timer functions for the specific learner. For example, you can allow this learner to exceed the time limit to continue working, while the quiz will automatically submit for other students in the class when time has elapsed.

The screenshot shows the 'Timing' configuration panel. It has a title 'Timing' at the top. Below the title, there are two main sections. The first section is 'Override time limit', which has a checked checkbox and the text 'Original time limit: 30 minute(s)'. Below this are three radio buttons: 'Set time limit' (selected), 'No time limit', and 'Override time limit' (which is checked). The second section is 'Override behavior when time limit is exceeded', which also has a checked checkbox and the text 'Original behavior: Automatically submit the quiz attempt'. Below this are three radio buttons: 'Automatically submit the quiz attempt', 'Flag as "exceeded time limit" and allow the learner to continue working' (selected), and 'Do nothing: the time limit is not enforced'. At the bottom, there are three input fields: 'New Time Limit' with the value '60', 'Multiplier' with the value '2', and 'Extra Time' with the value '30'. Each input field has a unit label: 'minute(s)', 'times', and 'minute(s)' respectively.

6. Under **Attempts**, select **Override attempts allowed** if you want to grant the learner additional attempts. Under **Attempts Allowed**, select the number from the drop-down menu and select **Apply**. **Advanced Attempt Conditions** options will appear. This allows restrictions to be placed so that the user can only have an additional attempt if a certain score is met. Leave this area blank if no restrictions need to be applied.

The screenshot shows the 'Attempts' configuration panel. It has a title 'Attempts' at the top. Below the title, there are two main sections. The first section is 'Override attempts allowed', which has a checked checkbox. The second section is 'Attempts Allowed', which has a dropdown menu with the value '2' and an 'Apply' button. Below this is a note: 'Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.' The third section is 'Advanced Attempt Conditions', which has a title and a description: 'To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt. If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.' Below this is a form with two input fields: 'Attempt 2 - Min:' and 'Max:', each followed by a percentage sign. The text 'on Attempt 1' is at the end of the line.

7. Under **Users**, select the learner(s) who will be granted special access. Select **Save** at the bottom of the page.

<input type="checkbox"/>	First Name ▲	Last Name	Org Defined ID
<input checked="" type="checkbox"/>	Demo Student (Id: ZZDemo.383353)		

8. On the **Special Access** page, the settings you have chosen for the user will be displayed. To edit these settings, select the **Pencil Icon** to the right. To remove access, select the **X**. Select **Save and Close** to retain these settings.

Special Access
×

☒ Allow selected users special access to this quiz
☐ Allow only users with special access to see this quiz

Add Users to Special Access

Demo Student
Time Limit: 60 minute(s) 🕒
Attempts Allowed: 2
Due Date: Mar 17, 2025 11:59 PM
Availability: Mar 10, 2025 1:00 PM - Mar 17, 2025 11:59 PM

✎ ×

Save and Close Cancel

9. The number of users with special access applied will be displayed on the Quiz settings page. Select **Save and close** at the bottom of the page to save all Quiz settings. The key icon will display on the Manage Quizzes page as a reminder that Special Access has been set.

Special Access

Users can submit outside normal availability dates

🔑 1 user with special access

Manage Special Access

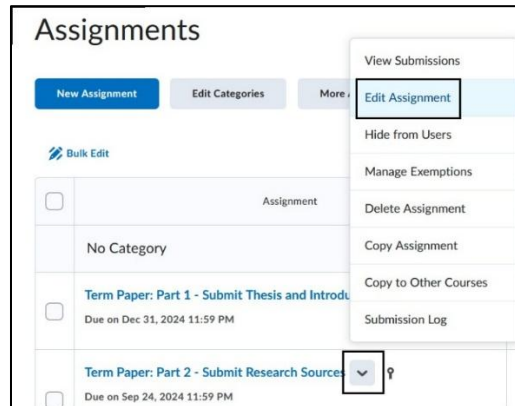
Unit 1 Quiz ▼

🔑 🔑

Special Access for Assignments

1. In the course, select **Assignments** on the Course navbar.

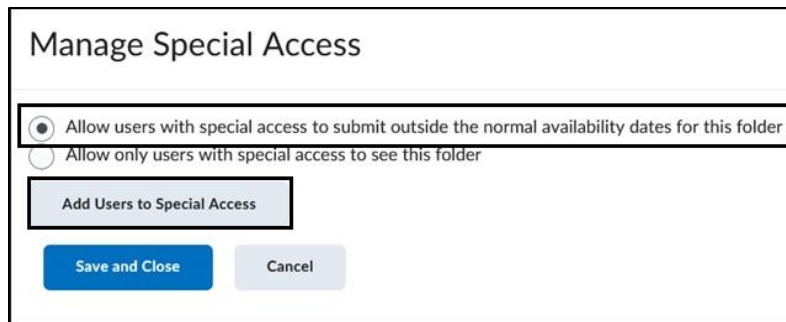
- To the right of the Assignment link to be edited, click the **drop-down arrow** and select **Edit Assignment**. *Note: these settings can be configured when the Assignment is created or set afterward.*



- On the Assignment page, under **Availability Dates & Conditions**, select **Manage Special Access** link.



- On the **Manage Special Access** pop-up, select **Allow users with special access to submit outside of the normal availability dates for this folder**. This is the default selection and will give special access to a learner to submit their assignment at a different date/time than the rest of the learners. Select **Allow only users with access to see this folder** to restrict access completely to the assignment for selected learners. Select **Add Users to Special Access**.

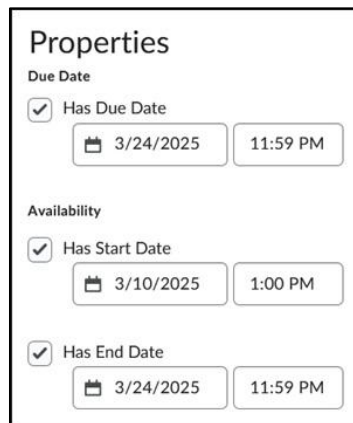


Manage Special Access

☒ 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

- Under **Properties**, select the **Due Date**, **Start Date** and **End Date** for the special access to submit.



Properties

Due Date

☒ Has Due Date

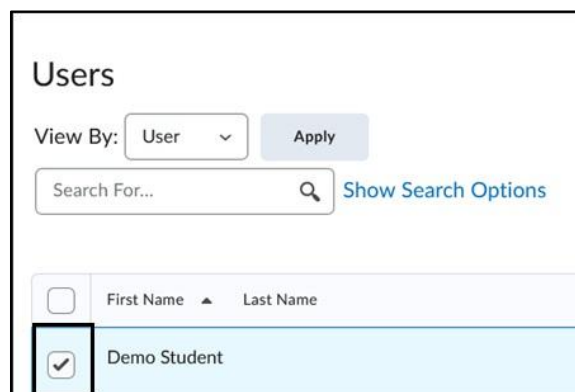
Availability

☒ Has Start Date

☒ Has End Date

Note: Due Date will not restrict access, only mark students late. The Start Date and End Date will restrict access to submit.

- Under **Users**, select the learner that you want to grant special access. Select **Save**.



Users

View By:

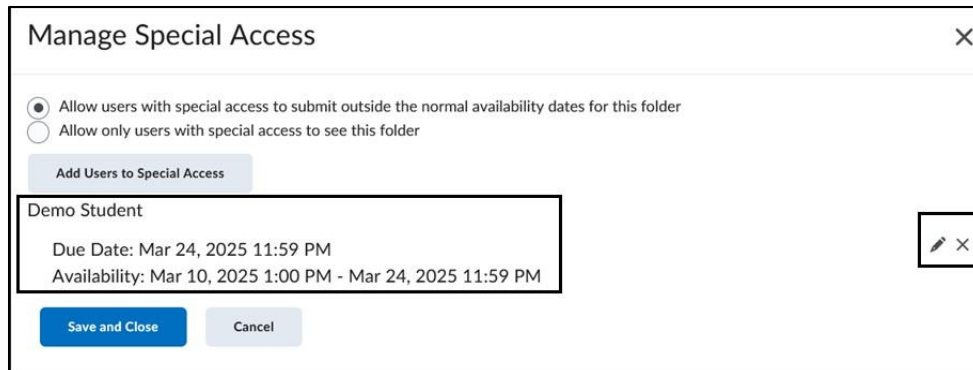
Search For... [Show Search Options](#)

<input type="checkbox"/>	First Name	Last Name
<input checked="" type="checkbox"/>	Demo	Student

Note: For **Assignment Special Access**, it does not have an Override Attempt setting. This is because Brightspace assignments default to multiple attempts

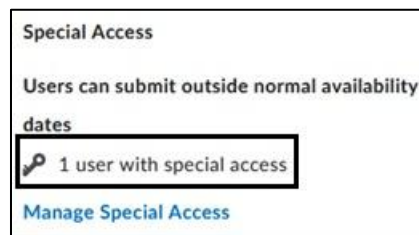
unless otherwise adjusted in the main Assignment settings under **Submission & Completion**.

7. On the **Manage Special Access** pop-up, it will display settings chosen for the learner. To edit these settings, select the **Pencil Icon**. To delete these settings, select the **X**. Select **Save and Close** to return to the main Assignment.

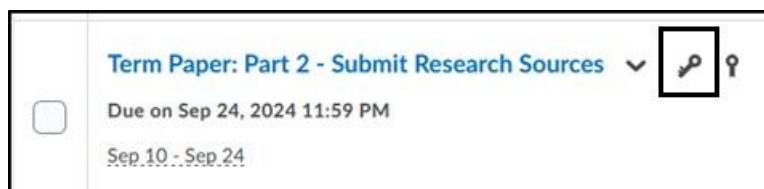


The 'Manage Special Access' pop-up window has a title bar with a close button (X). It contains two radio button options: 'Allow users with special access to submit outside the normal availability dates for this folder' (selected) and 'Allow only users with special access to see this folder'. Below these is a button labeled 'Add Users to Special Access'. A table lists 'Demo Student' with 'Due Date: Mar 24, 2025 11:59 PM' and 'Availability: Mar 10, 2025 1:00 PM - Mar 24, 2025 11:59 PM'. To the right of the table is a box containing a pencil icon and an X icon. At the bottom are 'Save and Close' and 'Cancel' buttons.

8. The number of users with special access applied will be displayed on the Assignment page. Select **Save and close** at the bottom of the page to save all Assignment settings. The key icon will be displayed on the Assignment page as a reminder that Special Access has been set.



The 'Special Access' summary box shows the title 'Special Access', the status 'Users can submit outside normal availability dates', and a key icon followed by '1 user with special access'. At the bottom is a blue link labeled 'Manage Special Access'.



The assignment card for 'Term Paper: Part 2 - Submit Research Sources' shows a checkbox, the title, 'Due on Sep 24, 2024 11:59 PM', and the dates 'Sep 10 - Sep 24'. To the right of the title is a dropdown arrow, a key icon (highlighted with a box), and a question mark icon.

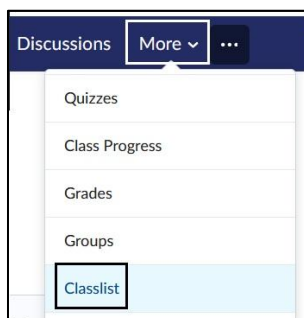
Accommodation Settings through Classlist

In Brightspace, accommodation settings for quizzes can also be set at the course level through the **Classlist**. If set at the course level, the modified time limit will automatically be applied to all quizzes in the course. If you need to adjust the due date, start and end dates, or number of attempts for a quiz, those will need to be applied manually using the Special Access settings above.

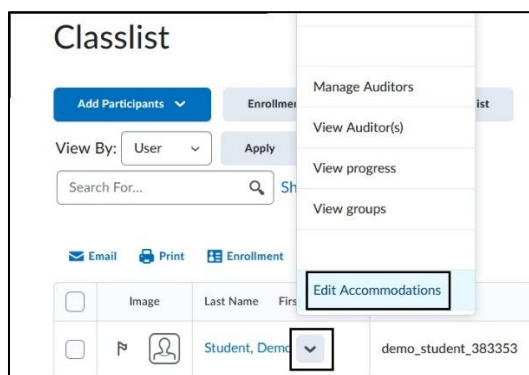
Note: John Jay LMS Support does not recommend disabling the Classlist tool within a course, as the Classlist tool is required to apply Accommodations. Instead of disabling the Classlist tool, instructors can remove the Classlist link from the Course navbar. After removing the Classlist link from the navbar, instructors can access the Classlist through the Course Admin page.

Access [Customize your course navbar](#) for more information.

1. In the course, select **More** on the Course navbar. Select **Classlist** from the drop-down menu.






2. On the **Classlist** page, locate the student to receive accommodations and select the **drop-down arrow to the right of learner's name**. Select **Edit Accommodations**.



3. Modify the time limit for the learner. For example, if the learner receives accommodation of double time for all quizzes, enter **2** under the Multiplier. This will grant the student double time for any quiz. Select **Save** to retain changes.

The 'Edit Accommodations' dialog box shows the 'Timing' section with the 'Modify Time Limit' checkbox checked. The 'Multiplier of original quiz time' is set to 2. The 'Extra time' is set to 0 minutes. The 'Save' button is highlighted in blue.

4. The Accommodation icon will appear next to the learner's name on the **Classlist** page and on the **Class Progress** page for the learner, next to Quizzes on the left side menu.

Image	Last Name	First Name	Username
 	Student, Demo		demo_student_

User has accommodations

The student profile page shows the student's name, username, and email. The 'Faculty Practice Course' is listed. The 'Summary' and 'Quizzes' sections are visible, with the 'Quizzes' section highlighted in blue and containing the accommodation icon.

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu