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# Creating Special Release for Student Assignments or Assessments

Center for Innovation in Teaching and Research

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## Overview

This tip sheet will show how to allow special access to assignments and assessments in Western Online. The special access will allow students with special needs and also other students that need a different date or duration for the assignment or assessment.

## Special Access for Assignments

- Go to the **Dropbox** tool.
- Use the Edit tool to change the assignment.

Western Online  
Western Illinois University

Sandbox

Course Home Blog Chat Checklist Content Discussions **Dropbox** Glossary Links LiveRoom Pager Quizzes Self Assessments Surveys

Attendance Classlist Grades Groups Rubrics Competencies Edit Course Analytics Portal

**Dropbox Folders**

Folder List New Folder Reorder Delete Preview

Dropbox Folders

Page: 1 of 2 20 per page

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
No Category					
Assignment #1	1	0	1	Oct 1, 2011 3:11 PM	
Sample Assignment Dropbox	0	0	0		
Dropbox_Sample_Group_Discussion	0	0	0		
Assignment #2	1	1	0		
Student Teaching Placement Forms	1	1	0		
Group_Assignment_1	2	2	0		
Group_Assignment_2	1	0	0		

- Select the **Restrictions** tab.
- Select the **Allow users with special access ...** button.
- Choose the **Add Users to Special Access** button.

**Edit Folder - Assignment #1**

Folder List Edit Folder Folder Submissions

Properties **Restrictions** Restrictions

**Availability**

Date Availability:  Has Start Date  
9/10/2012 12:00 AM Now  
United States - Chicago

Has End Date  
9/10/2012 11:59 PM Now  
United States - Chicago

Display in Calendar

**Additional Release Conditions**

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

**Special Access**

Special Access:  Allow users with special access to submit assignments outside the normal availability dates for this folder  
 Only allow users with special access to see this folder

Add Users to Special Access

Sep 26, 2011 2:59 PM - Oct 8, 2011 3:10 PM

Cancel Save

- Change the date and time available for the student with special access.
- Select the student for which the special release applies.
- Click the **Save Special Access** button.

**Go back to Dropbox: Assignment #1**

Go back to Dropbox: Assignment #1

**Change Dates**

Save → **Save Special Access**

**Special Access Properties**

Date Availability:  Has Start Date 9/10/2012 12:00 AM United States - Chicago Now

Has End Date 9/14/2012 11:59 PM United States - Chicago Now

Display in Calendar

**Users**

View By: User Apply

Search For: Search Show Search Options

20 per page

First Name A, Last Name	Org Defined ID	Email
<input type="checkbox"/> Andrea Allison	35632	A-Allison@wiu.edu
<input type="checkbox"/> Carlo Daniels	62764	JL-Daniels2@wiu.edu
<input checked="" type="checkbox"/> Chad Dennis	22130	CE-Dennis@wiu.edu

**Select the Student**

## Special Access for Quizzes

- Go to the **Quizzes** tool.
- Select the quiz link to edit and add special access.

Western Online  
Western Illinois University Sandbox

Course Home Blog Chat Checklist Content Discussions Dropbox Glossary Links LiveRoom Pager ? Quizzes Self Assessments Surveys

Attendance Classlist Grades Groups Rubrics Competencies Edit Course Analytics Portal

**Quizzes Areas**

- Manage Quizzes
- Question Library
- Course Statistics

**Instructions**

- This page lists all available quizzes.
- Click the **name** of a quiz to edit.
- Change the **View** selection to sort the quizzes in the list.

**Sandbox Sara 2 - Manage Quizzes**

Quiz List New Copy Reorder Delete Categories

Add Learning Object

View: By Availability Apply

**Current Quizzes**

Quiz	G	Actions
Quiz 1 begins Sep 27, 2011 2:28 PM	-	📄 📊 📑 🔍
test_quiz_import_section_from ?librar begins Sep 27, 2011 3:18 PM	0/1	📄 📊 📑 🔍
Quiz 2 (inactive) always	-	📄 📊 📑 🔍

**Select the Quizzes Tool**

**Select the Quiz Link to Edit**

- Select the **Restrictions** tab.
- Select the **Allow users with special access ....** button.
- Choose the **Add Users to Special Access** button.

**Quiz 1 - Edit**

[Quiz List](#)
[Edit](#)
[Grade](#)
[Reports](#)
[Stats](#)
[Preview](#)

[Properties](#)
[Restrictions](#)
[Attempts](#)
[Objectives](#)
[Submission Views](#)
[Reports Setup](#)
[Layout/Questions](#)

[Save Quiz](#)

**Availability**

Status:

Dates:  Has Start Date

United States - Chicago

Has End Date

United States - Chicago

Display in Calendar

**Additional Release Conditions**

There are no conditions attached to this item.

**Security Options**

Respondus LockDown Browser:  Required to take this quiz ?  
 Required to view quiz feedback and results ?

**Optional Advanced Restrictions**

Password:  ?

IP Restriction:  .  .  .  ?

**Timing**

Time Limit:  minutes  enforced  show clock

Grace Period:  minutes before flagged as late

Late Submissions:  Allow normal submission ?

Use Late Limit of  minutes ?

Auto-Submit Attempt ?

**Advanced Availability**

Advanced Availability:  Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Chad Dennis  
 begins Sep 27, 2011 2:28 PM

Select the Restrictions Tab

Choose the Add Users to Special Access Button

- Change the date and time available for the student with special access.
- Select the student for which the special release applies.
- Click the **Save Special Access** button.

### Add Special Access to Quiz: Quiz 1

[Go back to Quiz: Quiz 1](#)
**Save** →
Add Special Access

#### Special Access Properties

Date Availability:  Has Start Date  
 9/10/2012 12:00 AM United States - Chicago Now

Has End Date  
 9/14/2012 11:59 PM United States - Chicago Now

Access:  Assign special time limit  
 Time Limit: 90 minutes  Enforced

Assign special grace period  
 Grace Period: 5 minutes before flagged as late

Assign special late submissions

Allow normal submission

Use Late Limit of 1 minutes

Auto-Submit Attempt

Change Dates and Times

#### Users

View By: User Apply

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

20 per page

First Name ▲, Last Name, Id
<input checked="" type="checkbox"/> Chad Dennis (Id: 22130) <small>begins Sep 27, 2011 2:28 PM</small>
<input type="checkbox"/> d2l test1
<input type="checkbox"/> Dawn Sweet (Id: 42019)
<input type="checkbox"/> Paul Finley (Id: 105806)
<input type="checkbox"/> zzz_Demo zzz_Student (Id: zzz_demo-student)
20 per page

Add Special Access