1. Choose **Assessment & Evaluation** and click on **Quizzes**

2. Find the quiz you want to add special access to and click on it to edit

3. Choose the **Restrictions** tab

4. Scroll to the bottom of the screen, find **Advanced Availability**, and click on **Add Users to Special Access**

5. By default, the start and end will be the same as the quiz. Adjust these if desired.

6. To add special time limits, check the box beside **Assign special time limit** and type the number of minutes into the box.

7. Under **Users** find the students that require special access and check their names. **TIP**: if your classlist is spread over 2 or more pages, adjust the number of students you can see on each page until your entire classlist appears on one screen.

8. Click on the blue **Add Special Access** button to save and return to the quiz editing screen

9. You can check what Special Access you have given to students by clicking on the grey **Add Users to Special**

**Access** button, and viewing the classlist at the bottom of the page.

**For inquiries and support,** please contact learnsupport@viu.ca or call 250-740-6167.