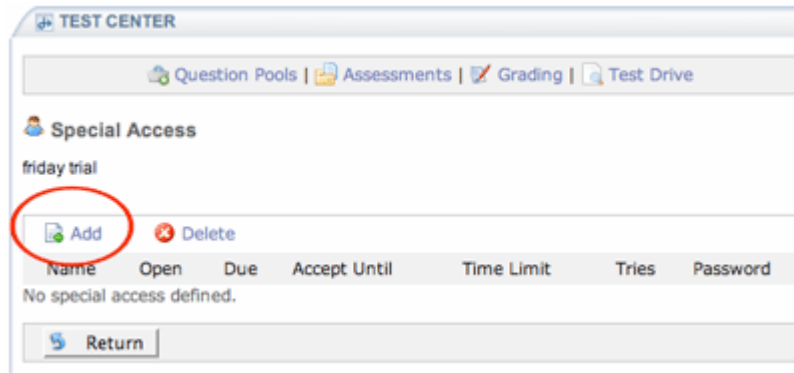


Special Access

There may be times when you need to set different access settings for one or more students. You may have a student who needs extra time on an exam, or someone needs to take the exam at a different time than you've set. To accommodate special situations, you'll use Special Access.

To access the Special Access feature, click on the small person icon on the right side of Assessment list. At first the Special Access page indicates that no special access has been defined. Click on the **Add** link.



Next, select the student(s) for whom you need to assign special access privileges.

Name(s)
Mackey, Kathy
Student, Test

1 - select student

Open
Feb 16, 2008 12:00 AM

Due
Feb 29, 2008 12:00 AM

2 - make changes

Accept until

Time Limit
Untimed
Timed 0:10

Tries
Unlimited
Number of Tries 2

Password (optional)

3 - click Done

Done


If you want to assign the same settings to more than one student, hold the CTRL key down (or Apple key on the Mac) and select the names.



To deselect a student that you chose, click on the name again.


Modify the existing settings to indicate what should be special for this student. You can change more than one setting.

Finally, click the **Done** button at the bottom of the page to add the special access privileges. They will take effect immediately for the selected students.

You are returned to the Special Access list. Students with special access privileges are now listed on this page. Next to their names, you will see their new delivery settings.

 **Special Access**
friday trial

 Add	 Delete						
Name	Open	Due	Accept Until	Time Limit	Tries	Password	
<input type="checkbox"/> Mackey, Kathy	-	Mar 8, 2008 12:00 AM	-	0:10	2	-	

 Return

Click on the **Return** button at the bottom of the page to go back to the Assessment List page.