

## KODIAK QUICK GUIDE – Special Access for Quizzes

### Overview

The Quizzes tool allows you to create, manage, and grade online quizzes. Once you have created a Quiz, you can provide special access to it to specific students through its restriction settings; they allow you to specify special start and end dates, time limits, and late submission rules for selected students.

### How to Access Quizzes

If Quizzes does not appear on your course navbar, click **Course Admin, Tools, Quizzes** to activate.

### In This Guide

- Setting Start and End Dates for the Class
- Setting Time Limits for the Class
- Allowing Individual Students Special Access to a Quiz

### Setting Start, Due, and End Dates for the Class

You can select dates to make a Quiz available to all students in your course. The Quiz will only be visible to students during the dates you specify.

1. Click on the name of the Quiz you want to set start and/or end dates for.
2. Click the **Restrictions** tab (Figure 1).
3. Set a Due Date for your quiz. The due date specifies a time when a quiz is expected to be completed. A quiz is considered late if it is submitted after the due date is reached. If a quiz has an enforced time limit and the learner uses more than the allotted time, the quiz is marked as 'exceeded time limit'.
  - Click **Has Due Date**.
  - Select a date and time (Figure 2).
4. Set a Start date for when your quiz becomes available
  - Click **Has Start Date**.
  - Select a date and time (Figure 2).
5. Set an end date for your quiz. This is when the quiz becomes unavailable to students.
  - Click **Has End Date**.
  - Select a date and time (Figure 2).
6. Click **Display in Calendar** to have the Quiz's dates appear in your course calendar.
7. Click **Save and Close** at the bottom of the screen to save these settings.

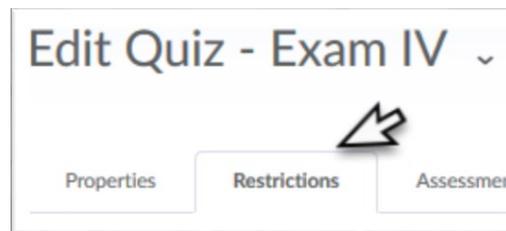


Figure 1

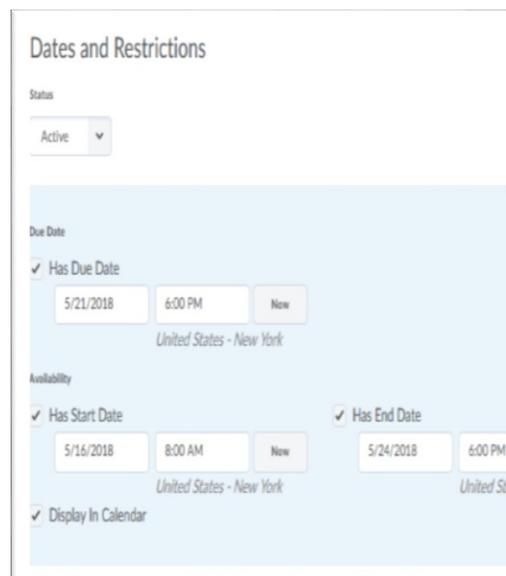


Figure 2

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## Setting Time Limits for the Class

You can set a time limit and a grace period for a Quiz, and you can also specify whether late submissions are accepted.

1. Click on the name of the Quiz you want to set a time limit for.
2. Click the **Restrictions** tab (Figure 1).
3. Enter a number in the “Time Limit” field. By default, “120” is listed (Figure 3).
4. Select **enforced**.

**Note:** When you select the “enforced” option, the “show clock” option will automatically be selected as well. This means that a clock that counts down the amount of time students have to complete the Quiz will be displayed while they are taking it.

5. Set a grace period for the Quiz. By default, the grace period is 5 minutes; you can replace this number if you would like to allow a longer grace period (Figure 4).
6. Select an option for late submissions (Figure 5):
  - **Allow normal submissions** (default) allow students to submit the Quiz even after the time limit and grace period have passed with no penalty.
  - **Use late limit of # minutes** allows you to set a limit on how late students can submit a Quiz. Students who submit a Quiz after the late limit you specify will automatically be assigned a 0 on the quiz.
  - **Auto-Submit Attempt** requires students to submit their Quiz attempt when the time limit is reached, regardless of whether they have fully completed it.
7. Click **Save and Close** at the bottom of the screen.

## Allowing Individual Students Special Access to a Quiz

You can override the availability, time, and other restrictions you have set for a Quiz for specific students.

1. Click on the name of the Quiz you want to set a time limit for.
2. Click the **Restrictions** tab (Figure 1).
3. Select **Allow selected users special access to this quiz** (Figure 6).

**Note:** Do not select “Allow only users with special access to see this quiz.” This option will make the entire quiz available to only the students that you select.

4. Click **Add Users to Special Access**.
5. To allow individual students earlier access to the

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Timing

Time Limit

120 minutes  enforced  show clock

Figure 3



Timing

Time Limit

60 minutes  enforced  show clock

Grace Period

15 minutes before flagged as late

Figure 4



Late Submissions

Allow normal submission ?

Use Late Limit of 1 minutes ?

Auto-Submit Attempt ?

Figure 5



Advanced Availability

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

Figure 6

Quiz, change its start date (Figure 7):

- Click **Has Start Date**.
- Select a date and time.

6. To allow individual students later access to the Quiz, change its end date:

- Click **Has End Date**.
- Select a date and time.

7. To allow individual students more time to take a quiz, change its time limit (Figure 8):

- Select **Assign special time limit**.
- Enter a number in the “minutes” field (120 is entered by default.)
- Select **enforced**.

8. To allow individual students more time to submit the Quiz before it is flagged as late, change its grace period:

- Select **Assign special grace period**.
- Enter a number in the “minutes” field (5 is entered by default.)

9. To allow individual students to submit a Quiz attempt late, select **Assign special late submissions** and select an option (Figure 9):

- **Allow normal submissions** (default) allows students to submit the Quiz with no penalty even after the time limit and grace period have passed.
- **Use late limit of # minutes** allows you to set a limit on how late students can submit a Quiz. Students who submit a Quiz after the late limit you specify will automatically receive a grade of 0 on the Quiz.
- **Auto-Submit Attempt** requires students to submit the Quiz when the time limit is reached, regardless of whether they have answered all questions.

10. Select the checkboxes beside the names of the students to whom you want to give special access.

11. Click **Add Special Access** at the bottom of the screen.

12. Click **Save and Close** at the bottom of the screen to save these settings



Figure 7

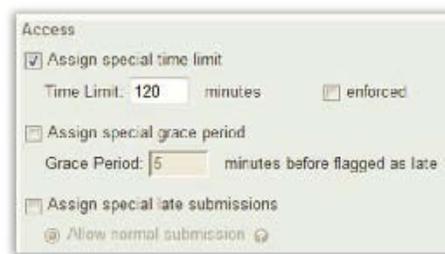


Figure 8



Figure 9