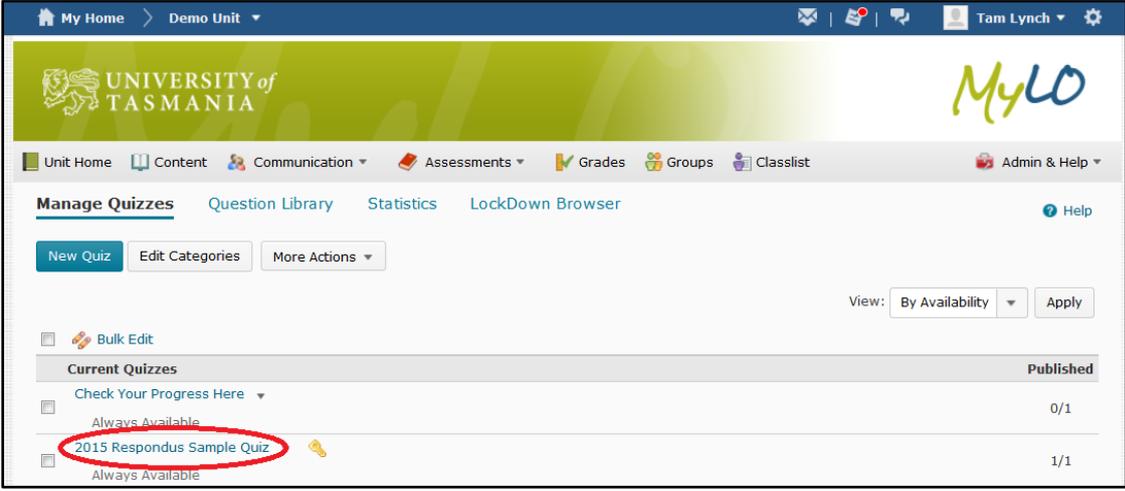


Quick Guide – Give a student an extra quiz attempt.

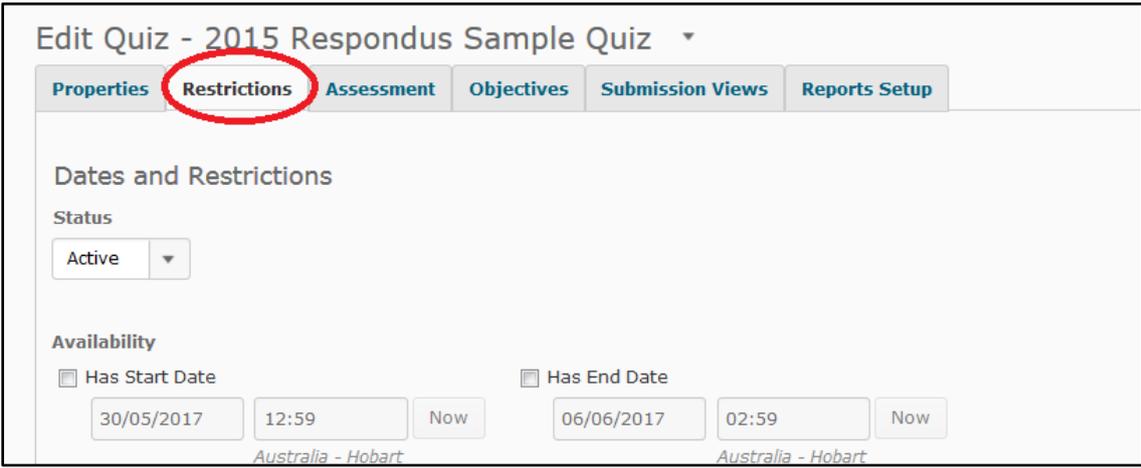
Step 1: For this process you will need to go to the Quiz Settings. You do this by going to the Quizzes tool and then click on the quiz you wish to edit. I've circled an example below.



The screenshot shows the MyLO interface for a 'Demo Unit'. The top navigation bar includes 'My Home', 'Demo Unit', and 'Tam Lynch'. Below the navigation bar is the 'Manage Quizzes' section, which includes a 'New Quiz' button, 'Edit Categories', and 'More Actions'. A 'View: By Availability' dropdown is also present. The 'Current Quizzes' table lists several quizzes, with the '2015 Respondus Sample Quiz' circled in red. The table has columns for 'Published' and 'Always Available'.

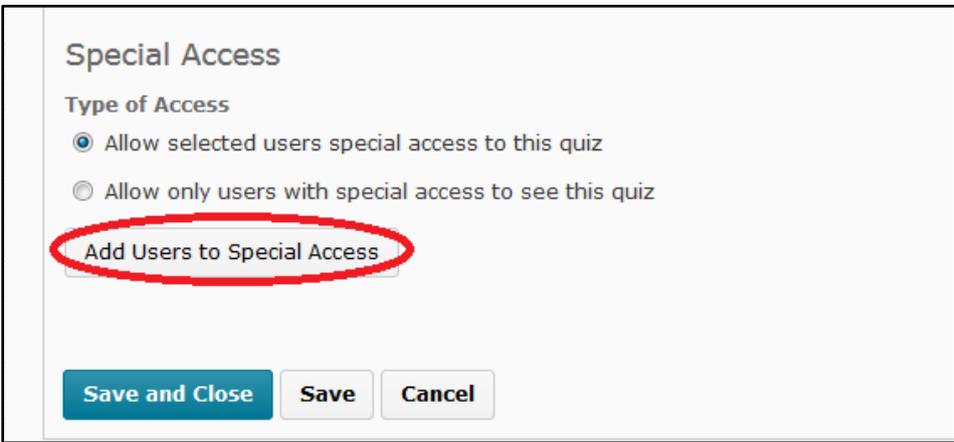
Current Quizzes	Published
Check Your Progress Here	0/1
Always Available	
2015 Respondus Sample Quiz	1/1
Always Available	

Step 2: Click on the Restrictions Tab as circled below.



The screenshot shows the 'Edit Quiz - 2015 Respondus Sample Quiz' page. The 'Restrictions' tab is circled in red. The page is divided into several sections: 'Dates and Restrictions', 'Status', and 'Availability'. The 'Status' section has a dropdown menu set to 'Active'. The 'Availability' section has checkboxes for 'Has Start Date' and 'Has End Date', with corresponding date and time fields. The location is set to 'Australia - Hobart'.

Step 3: Click on the 'Add Users to Special Access' button at the lower part of the Restrictions tab – it's circled below.



The screenshot shows the 'Special Access' section. The 'Type of Access' section has two radio buttons: 'Allow selected users special access to this quiz' (selected) and 'Allow only users with special access to see this quiz'. The 'Add Users to Special Access' button is circled in red. At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

Step 4: Use the search function at the lower part of the screen (or choose from the list if the class-list isn't long) to find the student(s) you wish to allocate extra attempt for. When you have searched for the student (shown circled in an example below) – ensure you have selected them by clicking the checkbox to the left of their name in the list.

The screenshot shows the 'Add Special Access to Quiz: 2015 Respondus Sample Quiz' interface. It includes sections for 'Special Access Properties' (Availability and Timing), 'Attempts' (Override attempts allowed), and 'Attempts Allowed' (Unlimited). The 'Users' section shows a search for 'view' resulting in one search result. A table lists the user 'View Student (Id: u61589)' with a checked checkbox next to it, indicating selection.

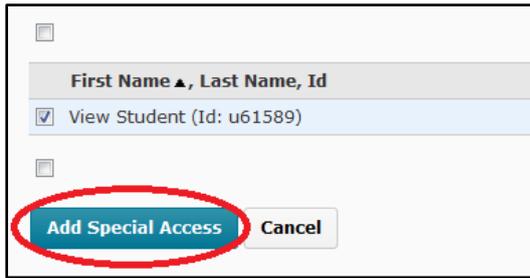
Step 5: Change the setting for 'override attempts allowed' and enter a new number (ie, one more than the original quiz) then click 'Apply'. You don't need to worry about the 'advanced attempt' component.

This close-up shows the 'Attempts' section. The 'Override attempts allowed' checkbox is checked. Below it, the 'Attempts Allowed' dropdown is set to '2' and the 'Apply' button is visible. A red box highlights the 'Attempts Allowed' dropdown and the 'Apply' button.

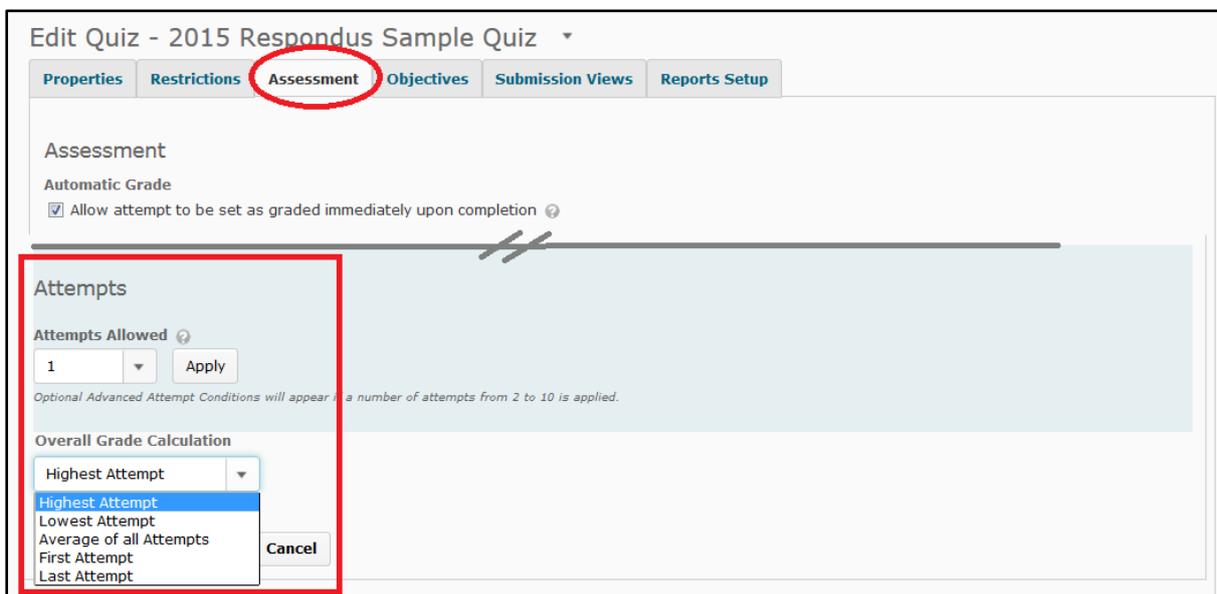
Also remember to check the dates on this page, if the quiz end date has passed you will also need to set a new end date or your student won't be able to access the quiz.

This screenshot shows the 'Add Special Access to Quiz' page with a red arrow pointing to the 'Has End Date' field. The date is '06/06/2017'. A red vertical line and the text 'Change if needed.' are placed next to the date field to indicate that it should be updated if necessary.

Step 6: Click the 'Add Special Access' button at the bottom of this screen. You will see a list of the students you've given 'Special Access' to with a pencil icon – you can click the pencil icon to edit the settings for that student, or the X icon to delete the special access.



Step 7: Optional but Recommended – Check the 'Assessment' tab of the quiz to check how the score is passed to the gradebook. If you have multiple attempts set for a student(s) and the score is set to 'first attempt' then the subsequent attempt will not be kept, so ensure the scoring is set appropriately (ie, highest or last attempt will work here even if the bulk of students only get 1).



Once you're done setting up the Special Access and other settings you can 'Save and Close' out of the quiz.