

Manage Special Access to a Quiz

This tutorial will show you how to manage special access to a quiz.

13 Steps [View most recent version on Tango.ai](#) 

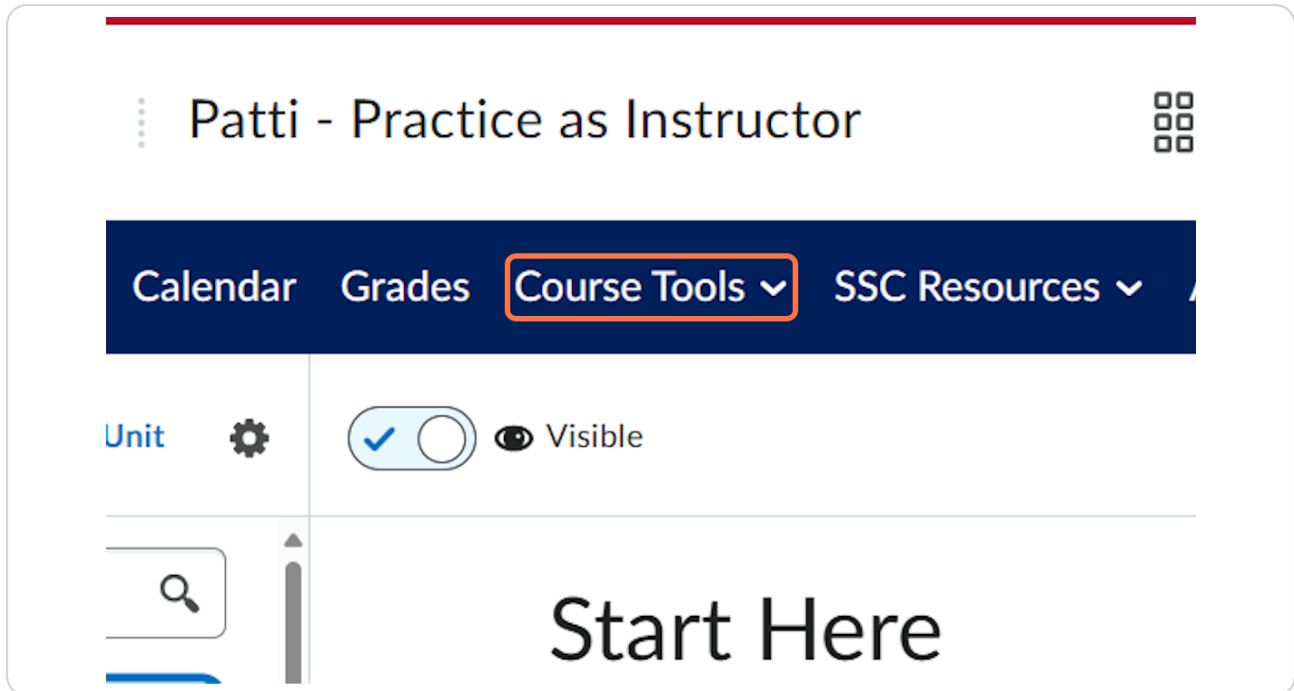
Created by
Patti Brown

Creation Date
Aug 12, 2025

Last Updated
Aug 12, 2025

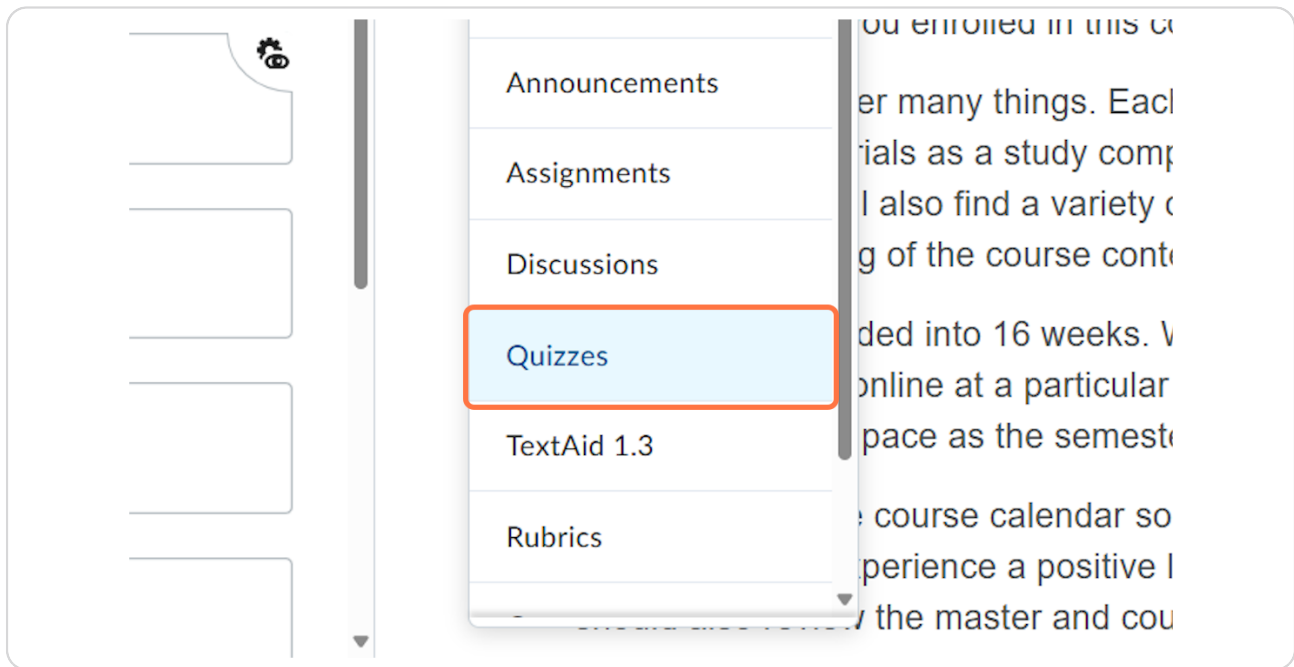
STEP 1

Click on Course Tools



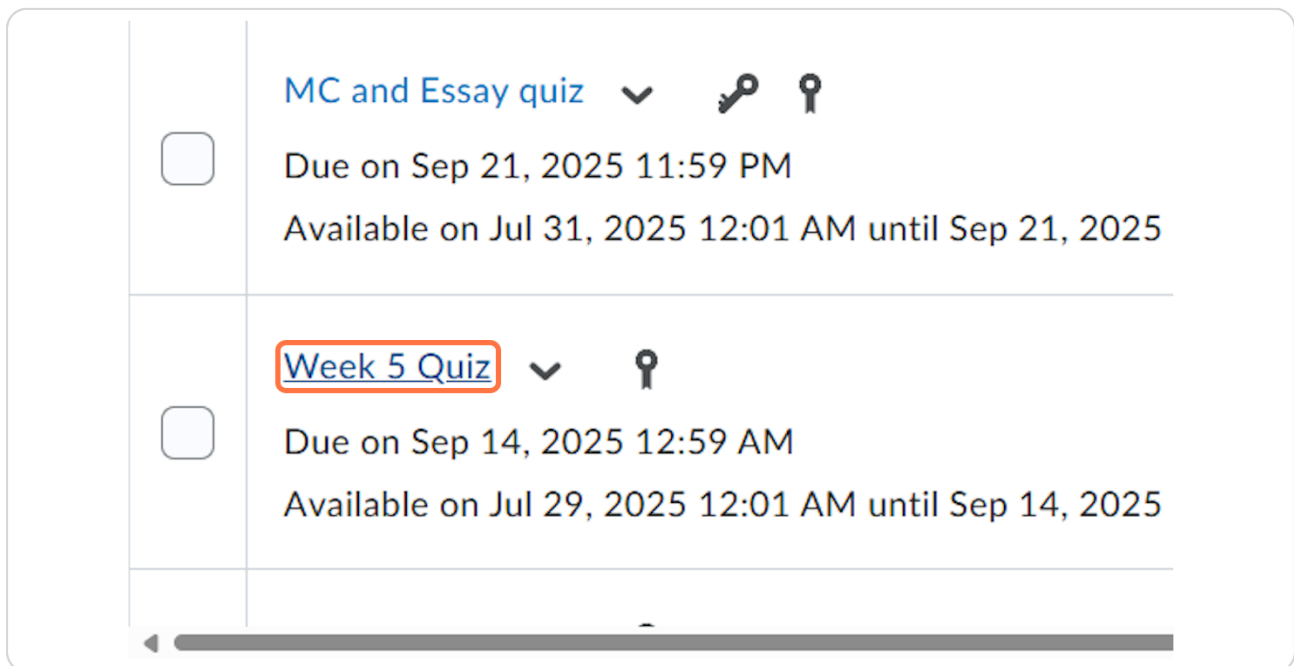
STEP 2

Click on Quizzes



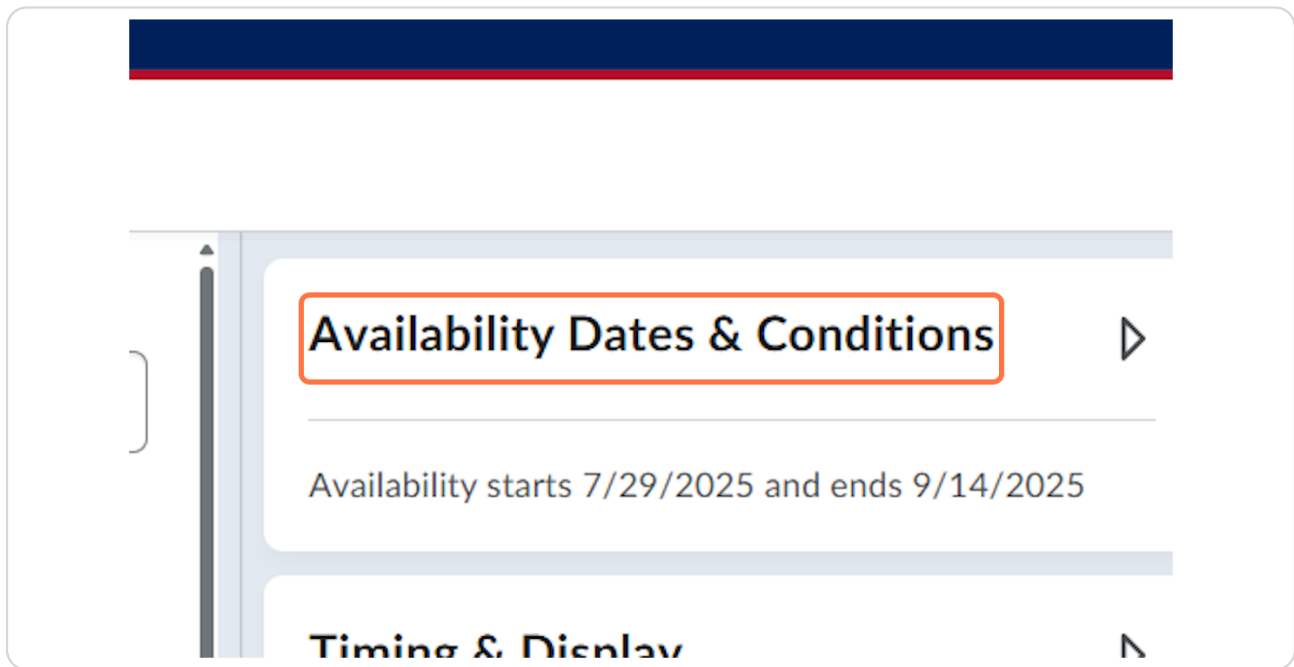
STEP 3

Click on the quiz. In our example, we will use Week 5 Quiz



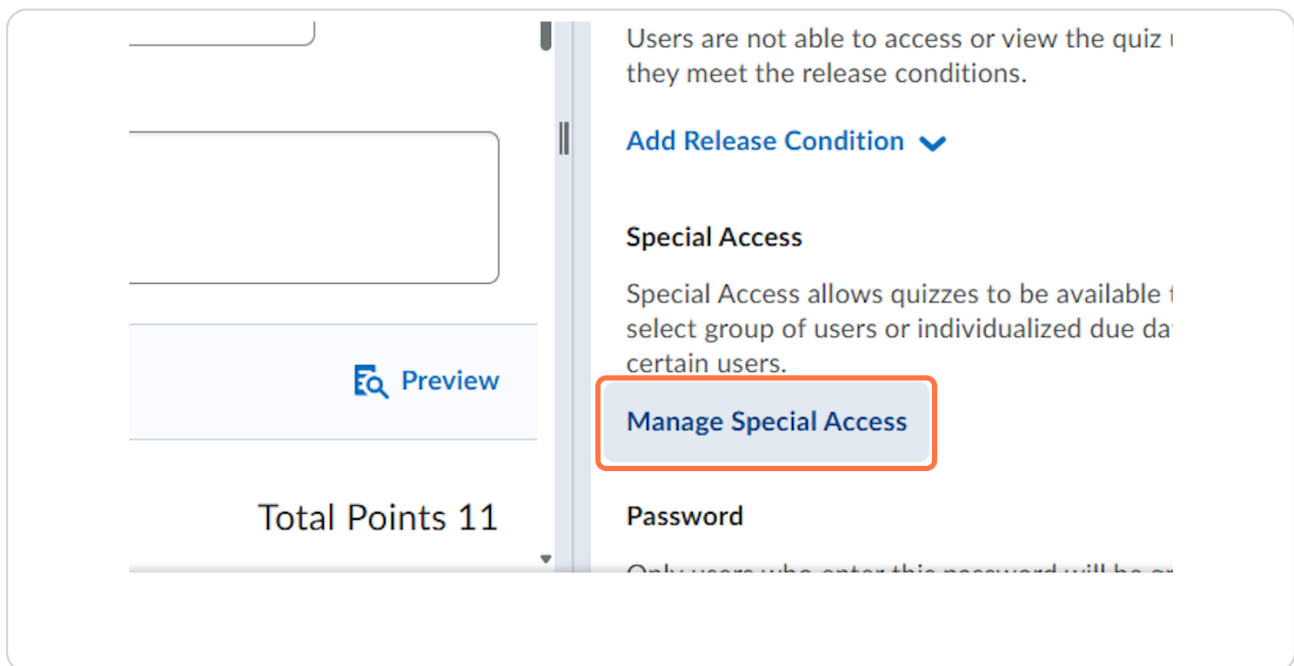
STEP 4

Click on Availability Dates & Conditions



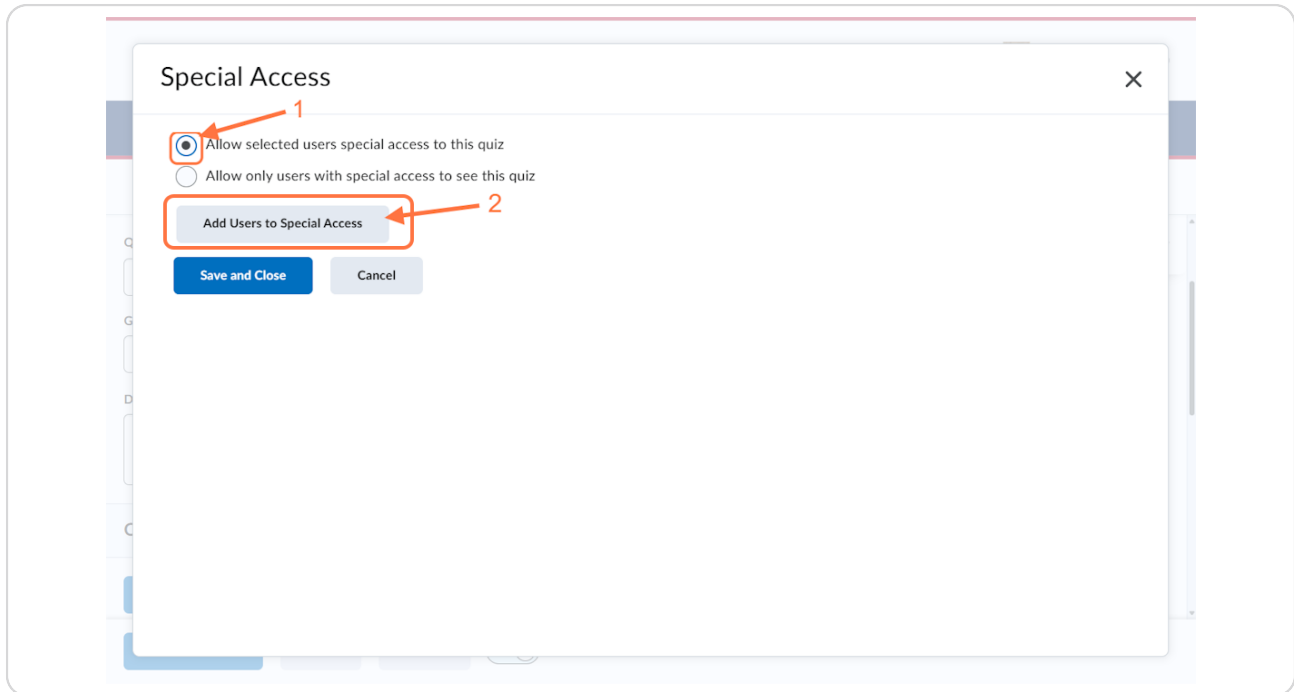
STEP 5

Click on Manage Special Access



STEP 6

Click on Allow selected users special access to this quiz and then click Add Users to Special Access



STEP 7

Modify the due dates or availability dates for your student(s)

Add Special Access to Quiz - Week 5 Quiz

Properties

Due Date

☒ Has Due Date

9/14/2025 12:59 AM

Availability

☒ Has Start Date

7/29/2025 12:01 AM

☒ Has End Date

9/14/2025 12:59 AM

You can modify any of the dates for this student

Save **Cancel**

STEP 8

You can modify the timing and attempts if needed.

Add Special Access to Quiz - Week 5 Quiz

enter to access mini-calendar.

Timing

☐ Override time limit

Original time limit: No time limit

Attempts

☐ Override attempts allowed

Attempts Allowed

1 Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

You also have the ability to modify the timing and attempts.

Users

View By: User Apply

Save **Cancel**


Select the student or students you want to include

Add Special Access to Quiz - Week 5 Quiz

Click on Save

Student Preview (Id: student.preview)

Tonya Smith

Time Limit: No Time Limit 

Save

Cancel

STEP 11

Click on Save and Close

Q

G

D

Add Users to Special Access

Jacqueline Learner

Due Date: Sep 16, 2025 12:59 AM

Availability: Jul 29, 2025 12:01 AM - Sep 16, 2025 12:59 AM

Save and Close

Cancel

STEP 12

You can see that you have set special access

State

Patti - Practice as Instructor

Patricia Brown

Lessons

Calendar

Grades

Course Tools

SSC Resources

Awards

Quizzes

Week 5 Quiz

In Grade Book

Due Date

9/14/2025

12:59 AM

Preview

Availability Dates & Conditions

Add availability dates to Calendar

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

Add Release Condition

Special Access

Users can submit outside normal availability dates

1 user with special access

Manage Special Access

Create New

Total Points 11

Password

STEP 13

Click on Save and Close

Description

Questions

Add Existing ▼

Create New ▼

Save and Close

Save

Cancel

☒ Visible

Tango

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