

Grant Students Special Access on an Assignment

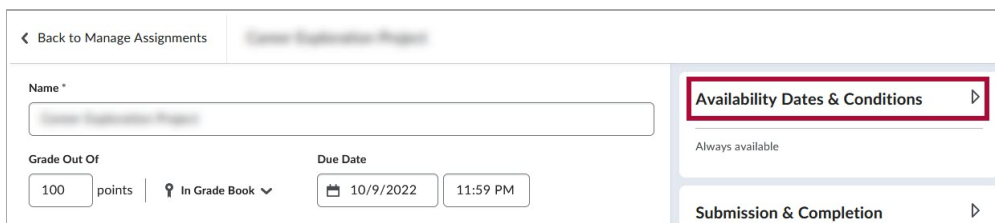
Last Modified on 10/05/2023 1:49 pm CDT

Use this feature to grant one or more students access to your assignments outside of the date restrictions set for the rest of the class.

Show Video Walkthrough

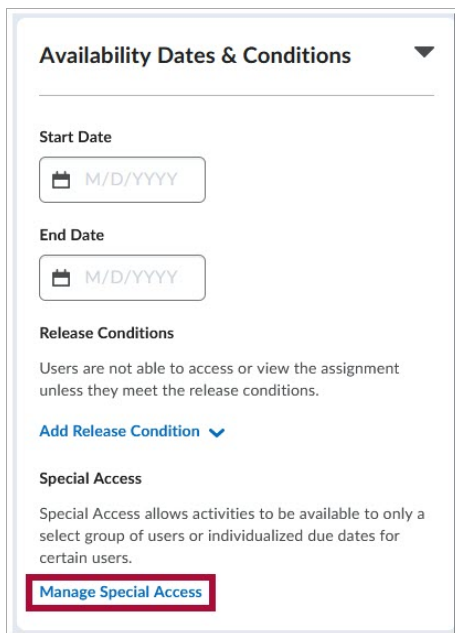
Adding Special Access for Students

1. On the **Edit Folder** screen, click the **[Availability Date and Conditions]** in the right-hand column.



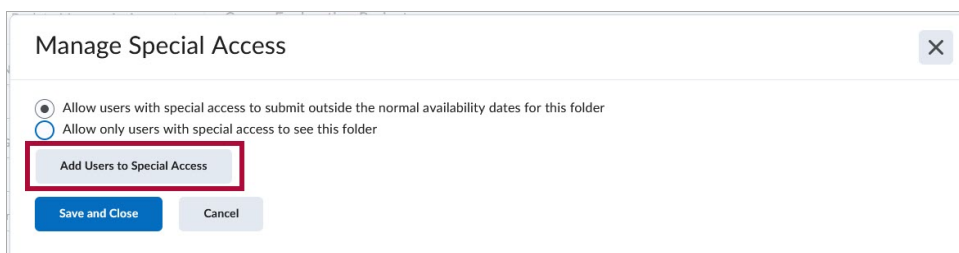
The screenshot shows the 'Edit Folder' interface. On the right-hand side, there are two tabs: 'Availability Dates & Conditions' and 'Submission & Completion'. The 'Availability Dates & Conditions' tab is highlighted with a red border. The main content area shows fields for 'Name', 'Grade Out Of' (100 points), 'Due Date' (10/9/2022, 11:59 PM), and 'In Grade Book'.

2. Under **Availability Dates & Conditions** click **[Manage Special Access]**.



The screenshot shows the 'Availability Dates & Conditions' dialog box. It has sections for 'Start Date', 'End Date', 'Release Conditions', and 'Special Access'. The 'Special Access' section contains a red-bordered button labeled 'Manage Special Access'.

3. On the **Manage Special Access** page, click **[Add Users to Special Access]**.



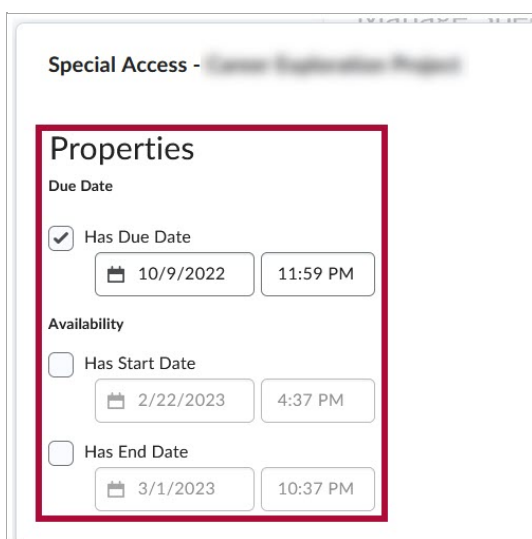
The screenshot shows the 'Manage Special Access' dialog box. It has two radio buttons: 'Allow users with special access to submit outside the normal availability dates for this folder' (selected) and 'Allow only users with special access to see this folder'. Below the radio buttons is a red-bordered button labeled 'Add Users to Special Access'. At the bottom are 'Save and Close' and 'Cancel' buttons.

NOTE: On this page, you can choose between:

1) **[Allow users with special access to submit outside the normal availability dates for this folder]** - This will allow all other students to access the assignment within the original availability dates and the designated students to access it during the special access date restriction.

2) **[Allow only users with special access to see this folder]** - This will allow *only* the students with Special Access to access the assignment; other students will not be able to access the assignment.

4. In the following windows under **Properties**, you can use the checkboxes **[Has Due Date]**, **[Has Start Date]**, and **[Has End Date]** and the various **Date** and **Time** dropdown menus to set the new date restrictions which will be applied to the students granted Special Access.



Special Access - *Course Submissions Page*

Properties

Due Date

Has Due Date

10/9/2022 11:59 PM

Availability

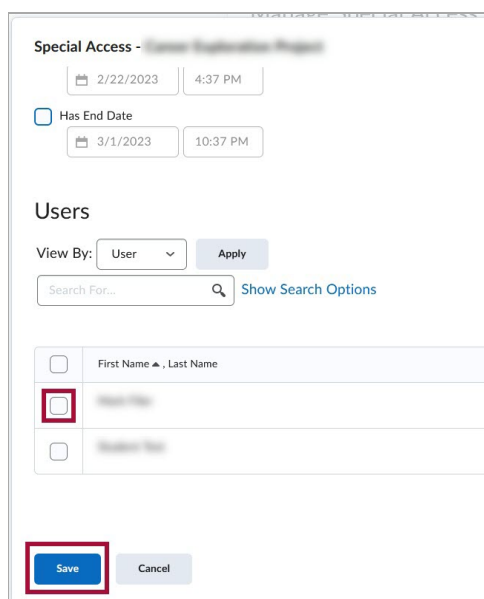
Has Start Date

2/22/2023 4:37 PM

Has End Date

3/1/2023 10:37 PM

5. Scroll down under **Users** and use the **[Checkbox]** next to each student's name to choose which students to give **Special Access** to and then click **[Save]**.



Special Access - *Course Submissions Page*

2/22/2023 4:37 PM

Has End Date

3/1/2023 10:37 PM

Users

View By: User Apply

Search For... Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name
<input checked="" type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]

Save Cancel

6. This will bring you back to the **Manage Special Access** page, where you will see the added students and the Special Access granted to them listed. You can edit the date restrictions for each student using the **[Pencil]** icon, and you can remove Special Access for a student using the **[X]** icon. When you are done, click **[Save and Close]**.

Manage Special Access

Allow users with special access to submit outside the normal availability dates for this folder
 Allow only users with special access to see this folder

Add Users to Special Access

Student Test

Availability: Mar 4, 2023 10:59 AM - Mar 10, 2023 4:59 PM

Save and Close Cancel

7. Review the assignment's dates and times to ensure you have only changed them for the students with special access.

NOTE: This process can be repeated to give individualized special access to as many students as needed.