Grant Students Special Access on an Assignment
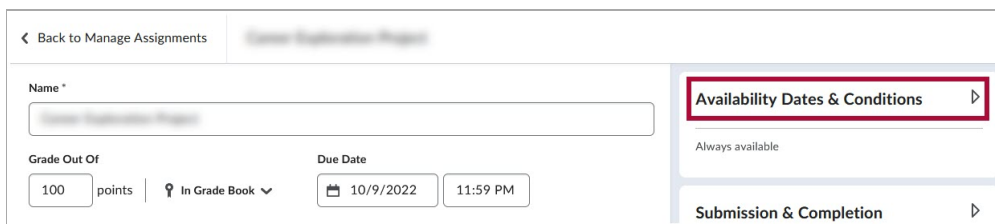
Use this feature to grant one or more students access to your assignments outside of the date restrictions set for the rest of the class.
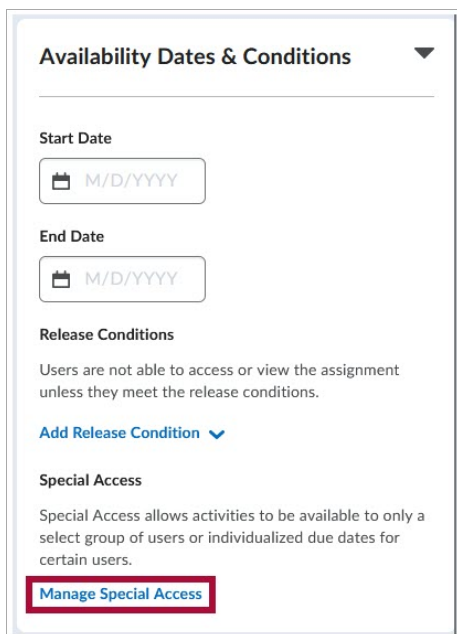
Show Video Walkthrough

Adding Special Access for Students

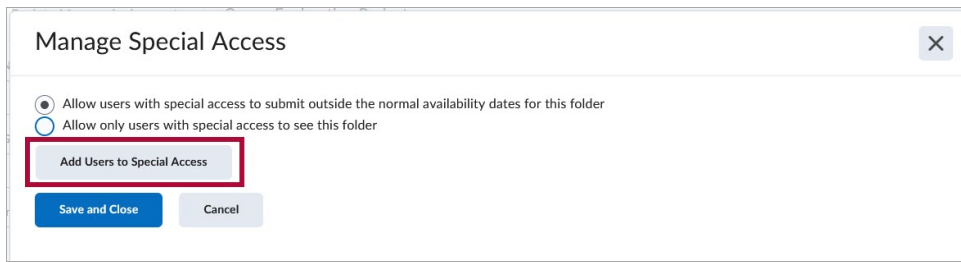1. On the **Edit Folder** screen, click the **[Availability Date and Conditions]** in the right-hand column.

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

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

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
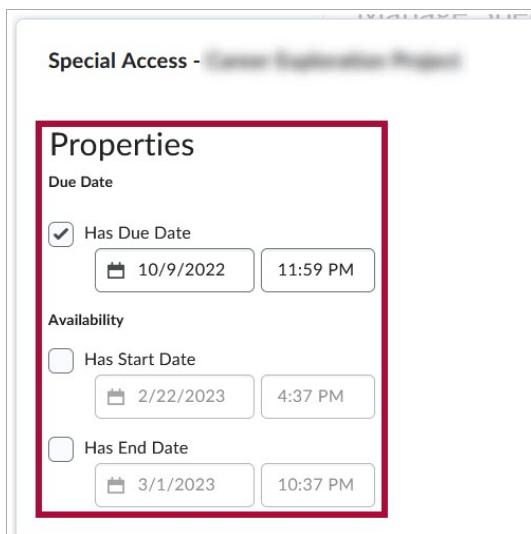
Add Users to Special Access

Save and Close   Cancel

> **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 -

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]**.

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].**

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.