

Grant Students Special Access on an Assignment

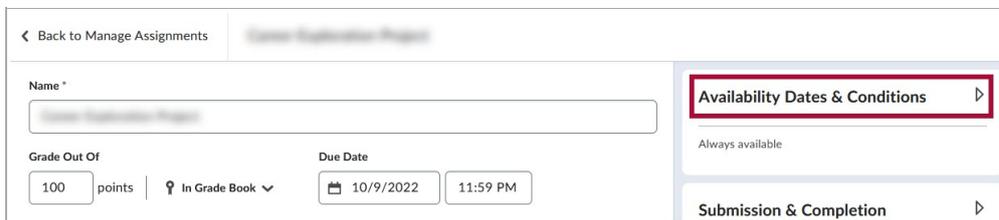
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Use this feature to grant one or more students access to your assignments outside of the date restrictions set for the rest of the class.

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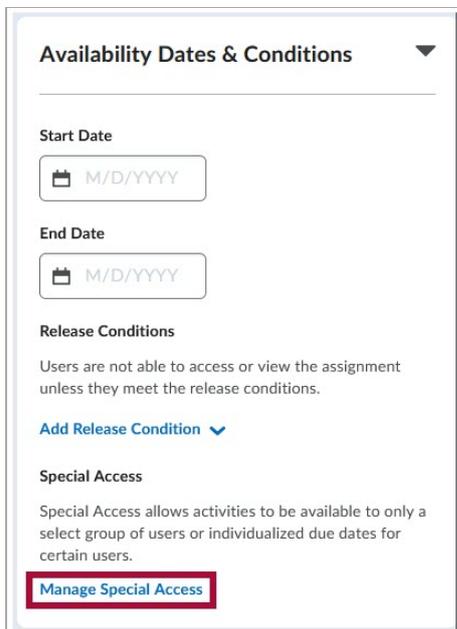
Adding Special Access for Students

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



The screenshot shows the 'Edit Folder' interface. At the top, there is a navigation bar with a back arrow and the text 'Back to Manage Assignments'. Below this is a header area with the text 'Enter Submission Page'. The main content area is divided into two columns. The left column contains a 'Name' field with a placeholder 'Enter Submission Page', a 'Grade Out Of' field set to '100 points', an 'In Grade Book' toggle, and a 'Due Date' field set to '10/9/2022 11:59 PM'. The right column contains a dropdown menu with 'Availability Dates & Conditions' selected and highlighted with a red box. Below this dropdown is the text 'Always available' and another dropdown menu labeled 'Submission & Completion'.

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



The screenshot shows the 'Availability Dates & Conditions' settings page. At the top, there is a header with the text 'Availability Dates & Conditions' and a dropdown arrow. Below this is a section for 'Start Date' with a date picker set to 'M/D/YYYY'. Below that is a section for 'End Date' with a date picker set to 'M/D/YYYY'. Below that is a section for 'Release Conditions' with the text 'Users are not able to access or view the assignment unless they meet the release conditions.' and a link 'Add Release Condition'. Below that is a section for 'Special Access' with the text 'Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.' and a button 'Manage Special Access' highlighted with a red box.

3. On the **Manage Special Access** page, you can choose between the following:
 - A. **[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.
 - B. **[Allow only users with special access to see this folder]** - This will allow *only* the

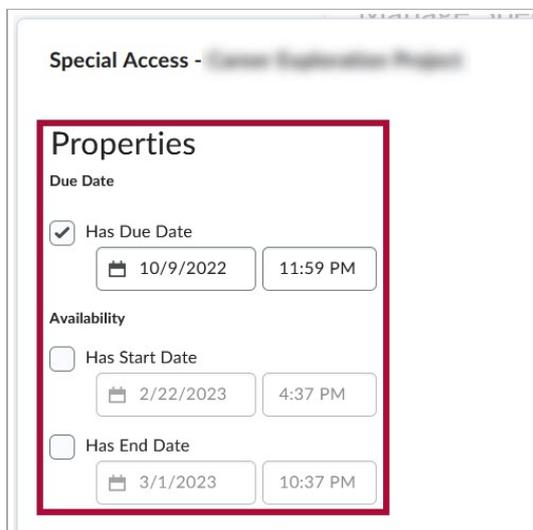
students with Special Access to access the assignment; other students will not be able to access the assignment.

For the example below, we will select the first option, then click **[Add Users to Special Access]**.



The screenshot shows a dialog box titled "Manage Special Access" with a close button (X) in the top right corner. There are two radio button options: the first is selected and reads "Allow users with special access to submit outside the normal availability dates for this folder", and the second is unselected and reads "Allow only users with special access to see this folder". Below these options is a button labeled "Add Users to Special Access" which is highlighted with a red rectangular box. At the bottom of the dialog are two buttons: "Save and Close" and "Cancel".

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.



The screenshot shows a window titled "Special Access - Properties". The "Properties" section is highlighted with a red rectangular box. Under "Due Date", the "Has Due Date" checkbox is checked, and the date and time are set to "10/9/2022" and "11:59 PM". Under "Availability", the "Has Start Date" and "Has End Date" checkboxes are unchecked. The "Has Start Date" is set to "2/22/2023" and "4:37 PM", and the "Has End Date" is set to "3/1/2023" and "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 Evaluation Project*

2/22/2023 4:37 PM

Has End Date

3/1/2023 10:37 PM

Users

View By: User

Search For...

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

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

Student Test

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

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.