

Grant Students Special Access on an Assignment

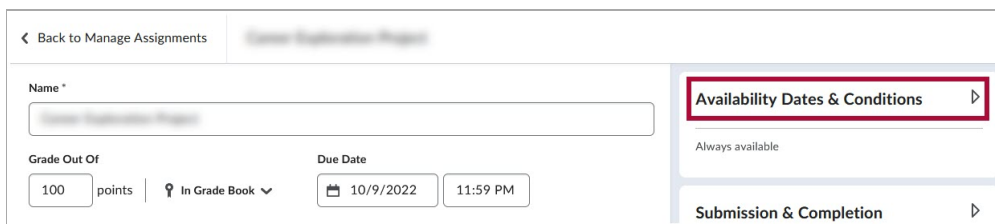
Last Modified on 07/09/2025 4:28 pm CDT

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

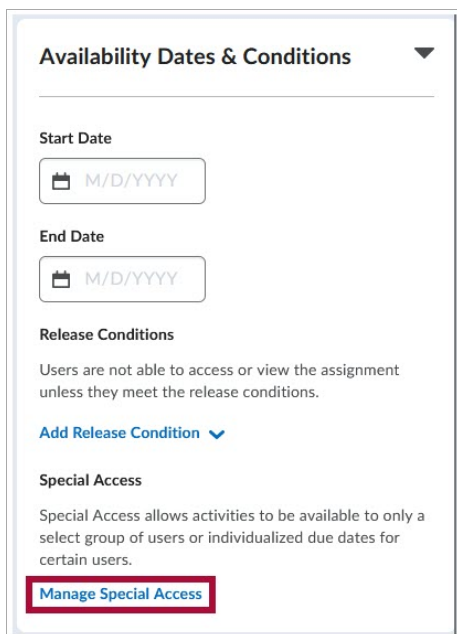
Adding Special Access for Students

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



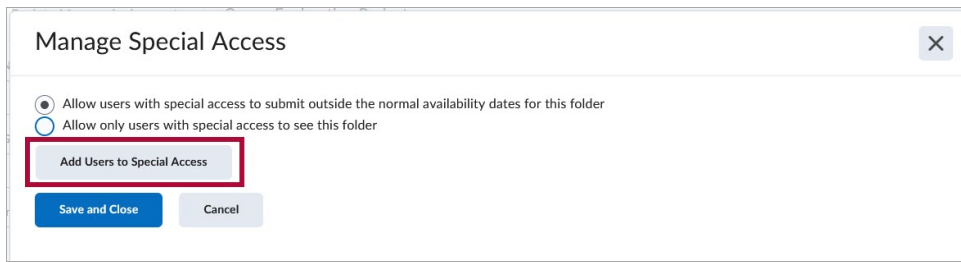
The screenshot shows the 'Edit Folder' interface. At the top, there is a navigation bar with a back arrow and the text 'Back to Manage Assignments'. Below this, the main content area is divided into two columns. The left column contains a 'Name' field with a placeholder 'Enter Submission Page', a 'Grade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

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



The screenshot shows the 'Availability Dates & Conditions' panel. At the top, there is a title 'Availability Dates & Conditions' with a dropdown arrow. Below this, there are two date pickers: 'Start Date' and 'End Date', both with a placeholder 'M/D/YYYY'. Under these, there is a 'Release Conditions' section 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' with a dropdown arrow. At the bottom, there is a 'Special Access' section 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' which is highlighted with a red border.

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

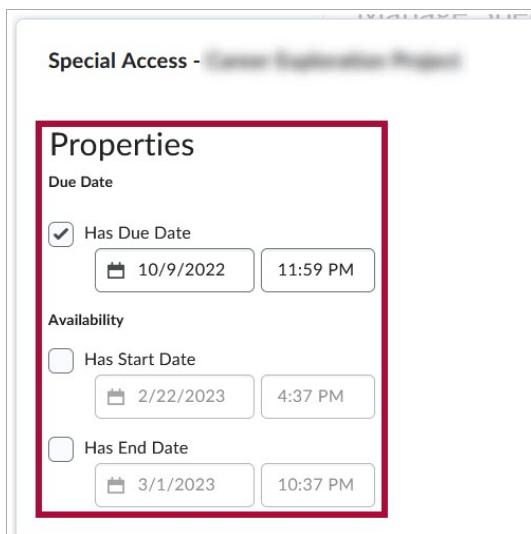
Save and Close Cancel

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

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 - [Project Name]

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 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

[Pencil] [X]

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.