

Grant Students Special Access on an Assignment

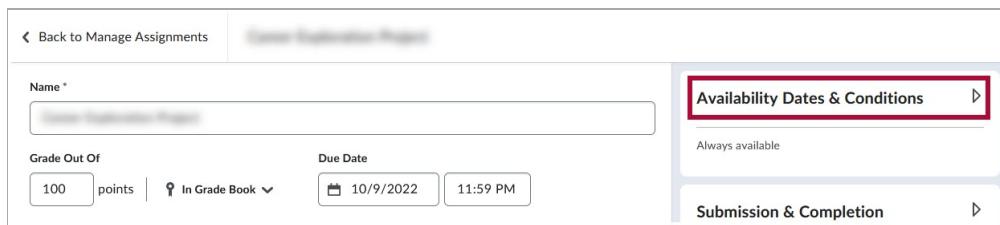
Last Modified on 01/28/2026 3:23 pm CST

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 Demo](#)

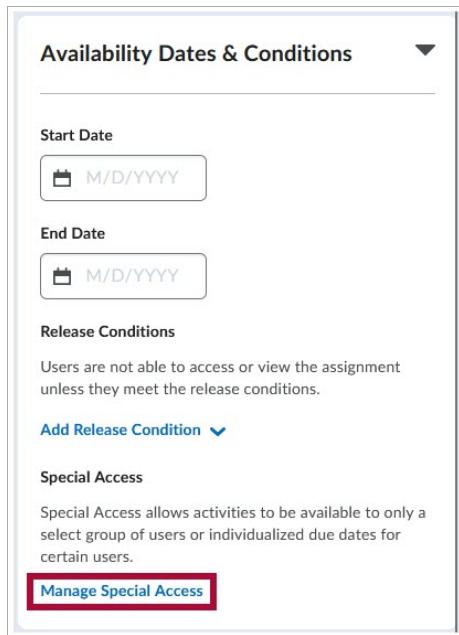
Adding Special Access for Students

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



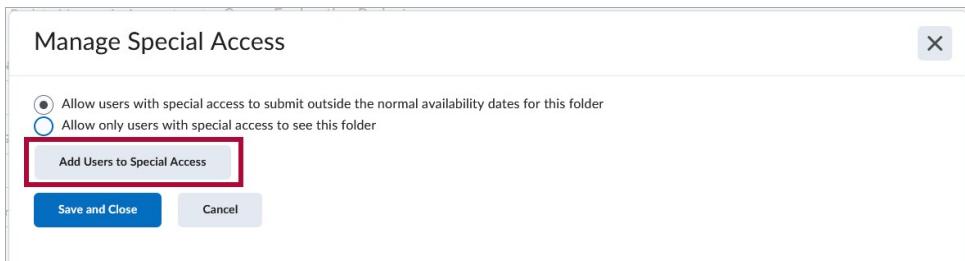
The screenshot shows the 'Edit Assignment' page. On the left, there are fields for 'Name' (containing 'Assignment Project'), 'Grade Out Of' (100 points), and 'Due Date' (10/9/2022 at 11:59 PM). On the right, there are two expandable sections: 'Availability Dates & Conditions' (which is currently expanded and highlighted with a red box) and 'Submission & Completion'. The 'Availability Dates & Conditions' section shows the status 'Always available'.

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



The screenshot shows the 'Manage Special Access' page. It includes fields for 'Start Date' and 'End Date' (both with a 'M/D/YYYY' placeholder), a 'Release Conditions' section (with a note that users must meet release conditions to access the assignment), an 'Add Release Condition' button, a 'Special Access' section (with a note that special access allows activities to be available to a select group of users), and a 'Manage Special Access' button (which is highlighted with a red box).

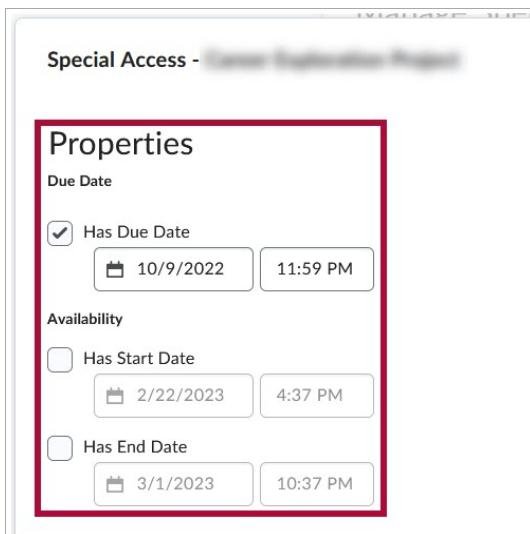
3. On the **Manage Special Access** page, click **[Add Users to Special Access]**.



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.



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 - *Student Test*

2/22/2023 4:37 PM

Has End Date
3/1/2023 10:37 PM

Users

View By: User

	First Name ▲ , Last Name
<input type="checkbox"/>	Student Test
<input checked="" type="checkbox"/>	Student Test
<input type="checkbox"/>	Student Test

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

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.