

Grant Students Special Access on an Assignment

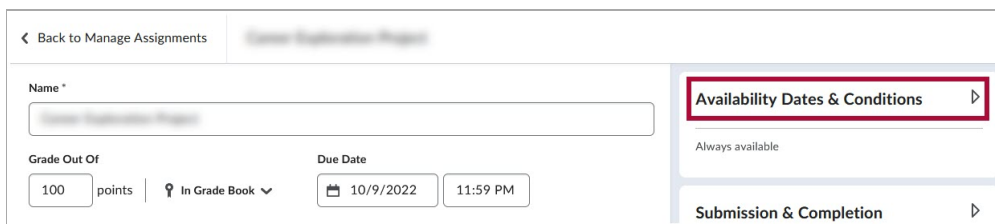
Last Modified on 01/28/2026 3:23 pm CST

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

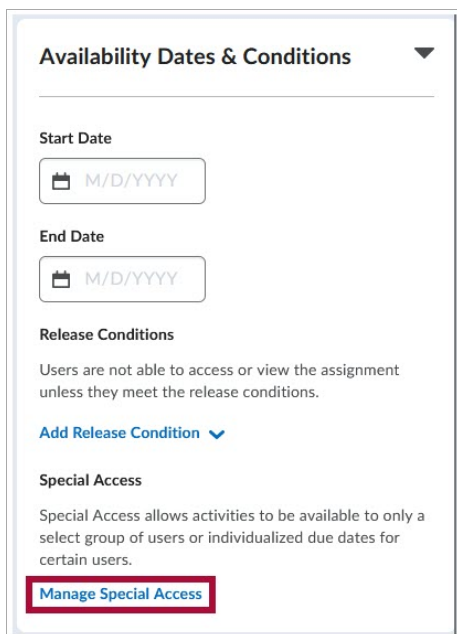
Adding Special Access for Students

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



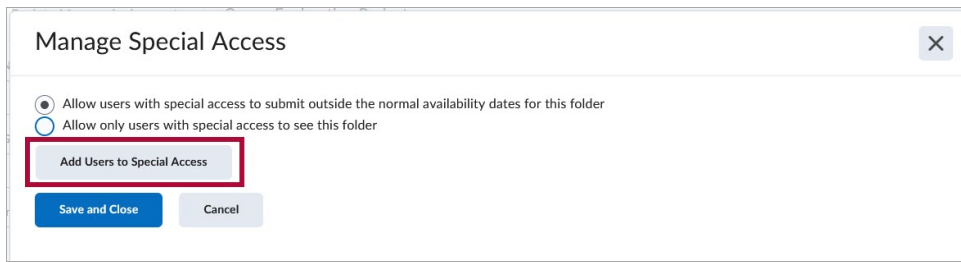
The screenshot shows the 'Edit Folder' interface. On the left, there are fields for 'Name *', 'Grade Out Of' (100 points), 'In Grade Book' (checked), and 'Due Date' (10/9/2022 at 11:59 PM). On the right, a sidebar contains two tabs: 'Availability Dates & Conditions' (which is highlighted with a red box) and 'Submission & Completion'.

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



The screenshot shows the 'Availability Dates & Conditions' panel. It includes sections for 'Start Date' and 'End Date' (both with date pickers), 'Release Conditions' (with a description and an 'Add Release Condition' button), and 'Special Access' (with a description and a 'Manage Special Access' button highlighted with a red box).

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

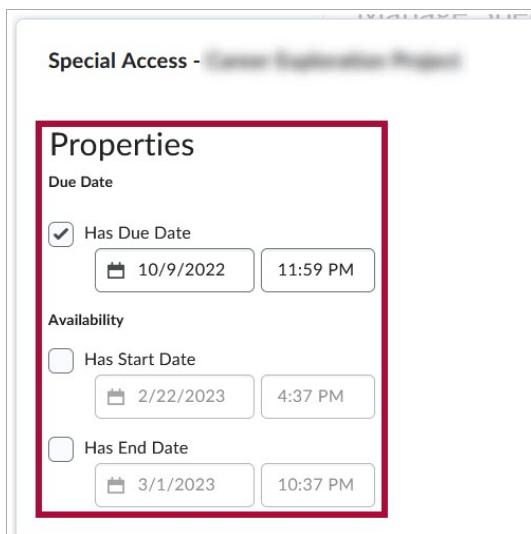
Save and Close Cancel

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 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.