

Extend Access for a Student to an Assignment

Last Modified on 04/01/2022 11:46 am CDT

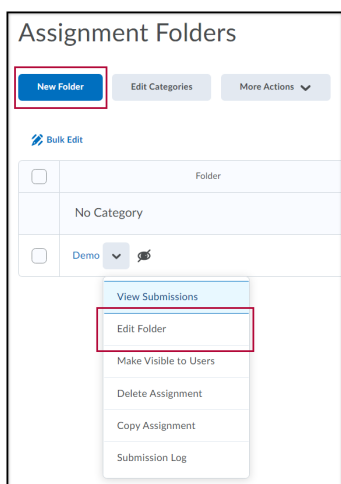
Special Access Permissions

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for students who require remedial help or who are submitting work beyond the original scope of the Assignment. You can also add special access after an Assignment folder's end date has passed for students who have a legitimate excuse for missing the deadline or for students you want to submit additional material, such as planning notes or a bibliography.

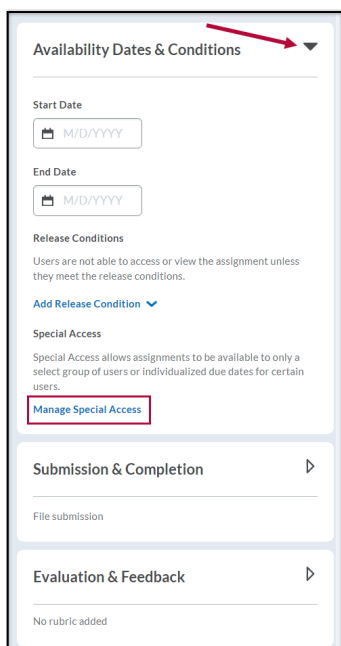
Show Video Walkthrough

Add special access permissions to an Assignment folder.

1. Select either **New Folder** or **Edit Folder**

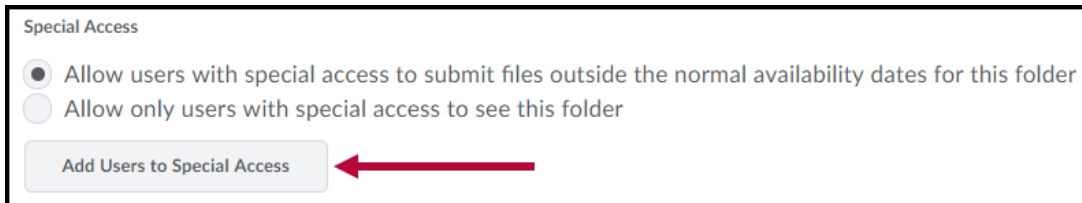


2. On the right-hand side of the page, select *Availability Dates & Conditions*. Then click *Manage Special Access*.



3. Select one of the following:
- Allow users with special access to submit files outside the normal availability dates for this folder.
 - Allow only users with special access to see this folder.
- NOTE:** This choice will prevent anyone but this specific student from accessing the Assignment folder.

4. Click **Add Users to Special Access**.



Special Access

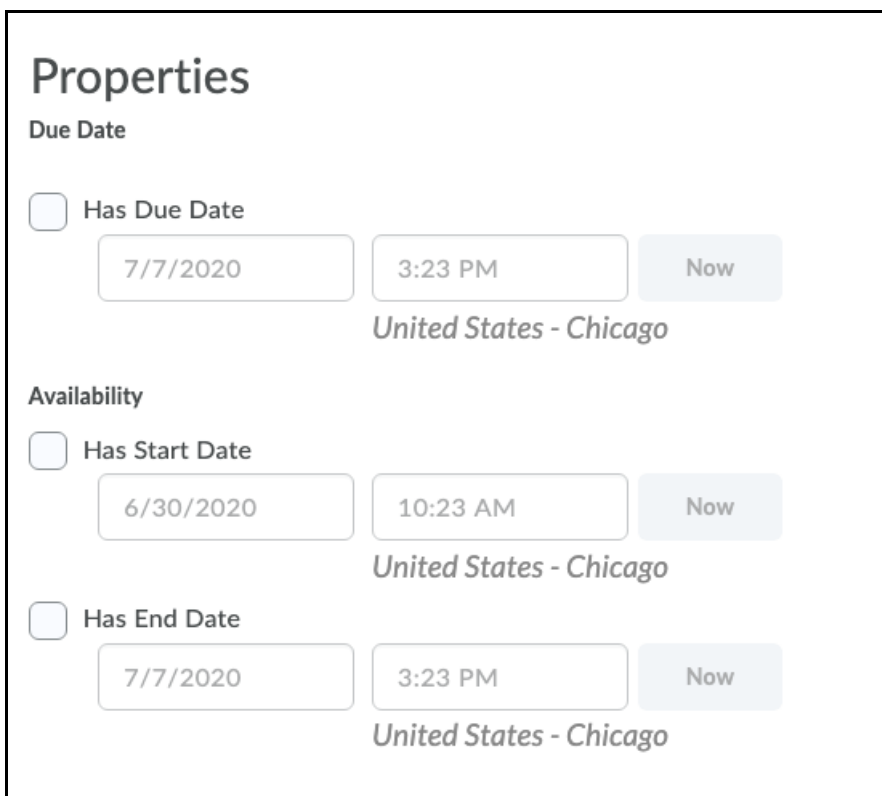
Allow users with special access to submit files outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

NOTE: Assignment folder availability dates appear by default in Calendar. If you delete the Assignment folder, its availability dates disappear from the course calendar. If you restore the Assignment folder, its availability dates reappear in the course calendar.

5. On the **Special Access** page, select the **Date Availability** you want special access students to have.



Properties

Due Date

Has Due Date

7/7/2020 3:23 PM Now

United States - Chicago

Availability

Has Start Date

6/30/2020 10:23 AM Now

United States - Chicago

Has End Date

7/7/2020 3:23 PM Now

United States - Chicago

6. Use the **Search For** field to locate the students you want to give special access to.
7. Select the check box beside each appropriate student's name.

Users

View By: User ▾ Apply

Search For... 🔍 [Show Search Options](#)

<input type="checkbox"/>	First Name ▲, Last Name	Org Defined ID
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

8. Click **Save**.

Edit or delete special access

Once you have added special access permissions for students, they are listed in the **Special Access** section. You can edit or delete students' special access by clicking the **Edit** or **Remove** special access icons beside their names.

Special Access

Allow users with special access to submit files 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 📎 ✕