

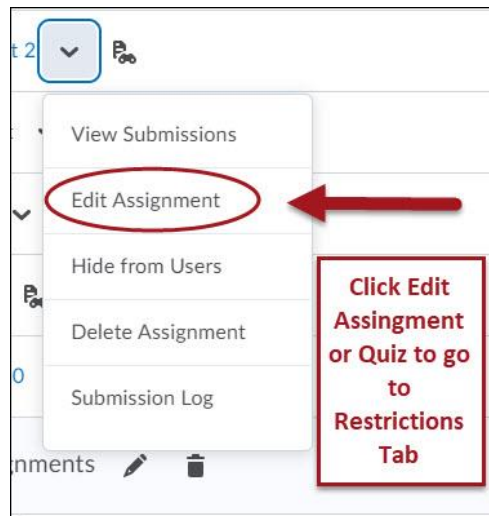
Special Access

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the date on time restriction for users who require additional accommodations or who are submitting work beyond the original scope of the assignment or quiz.

Adding Special Access to Assignments

Note: The steps are similar for setting up special access in both the Assignments and Quizzes.

1. On the course navbar, click the Assignments or Quizzes menu where you need to create special access.
2. Click on the arrow next to the Assignment or Quiz and then click **Edit Assignment or Quiz**.



3. Click on the Restrictions tab.



4. In the **Restrictions** tab, in the **Special Access** area, select one of the following options:

- **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 (limits visibility of the quiz or assignment to specific users. This option is useful when you need to create a unique quiz or assignment.)**

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

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5. Click on **"Add Users to Special Access"**.

6. **For a Quiz:** Choose whether you are doing an extended date availability or a special time limit.

7. Select which students you are going to give special access and click **Add Selected**.

<input type="checkbox"/>	LTC1 Student
<input type="checkbox"/>	LTC2 Student
<input type="checkbox"/>	LTC3 Student

8. **For an Assignment:** Choose your extended date availability and select the students.

Please note: The "Add to calendar" feature is only available for Special Access to Assignments. The student with Special Access will see this in the course calendar under the "See upcoming events" link.

Special Access -

Properties

Due Date

Has Due Date

Canada - Toronto

Availability

Has Start Date

Canada - Toronto

Has End Date

Canada - Toronto

Users

9. You will return to the restrictions tab and the students you have selected will be listed along with the special access date and time. Click the pencil icon to edit special access restrictions, or "X" to remove. Be sure to click **Save**.

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

LTC1 Student ✎ ✕

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