



Dropbox Special Access

In this tutorial, you will learn how to apply Special Access for drop box assignments in your D2L course. "Special Access" allows you to grant access to certain students for late submissions, incompletes, and bonus assignments.

Step 1. Navigating to Special Access

Discuss Dropbox Quizzes Classlist Grades Rubrics Checklist

Dropbox Folders

Folder List New Folder Reorder Delete Preview

Dropbox Folders

		Total Files	Unread Files	Flagged Files	End Date	Actions
No Category						
<input type="checkbox"/>	Assignment 1	2	0	0	Sep 9, 2011 4:13 PM	
Literature Reviews						
<input type="checkbox"/>	Review of Revolutionary War	0	0	0		
Major Battles						
<input type="checkbox"/>	Gettysburg	0	0	0		
<input type="checkbox"/>	Shiloh	0	0	0		

20 per page

Dropbox Folders

20 per page


Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
No Category					
Assignment 1	2	0	0	Sep 9, 2011 4:13 PM	
Literature Reviews					
Review of Revolutionary War	0	0	0		
Major Battles					
Gettysburg	0	0	0		
Shiloh	0	0	0		

20 per page

1A. Click the pencil icon on the assignment you wish to assign special access.

[Assignment 1](#)

Literature Reviews



1B. From here, click on the restrictions tab.

Restrictions Objectives

Folder Properties

Name:

Step 2. Special Access Section

At the bottom of the page you will see the section entitled "Special Access".


Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder

Only allow users with special access to see this folder

Sep 5, 2011 4:13 PM - Sep 13, 2011 4:13 PM

There are 2 buttons to choose from.

2A. The first option is "Allow users with special access to submit assignments outside the normal availability dates for this folder".

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

This option allows students whom you grant special access to be able to submit assignments within specified dates while applying the general settings for the rest of the class.

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Add Users to Special Access

2B. The second Advanced Availability option is "Allow only users with special access to see this folder".

This option gives access to only selected students while restricting the access to the rest of the class.

Cancel

Save

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Add Users to Special Access

2C. Click the button, "Add Users to Special Access after you choose your option."

Sep 5, 2011 4:13 PM - Sep 13, 2011 4:13 PM

Special Access Properties

Date Availability: Has Start Date
9/2/2011 4 13 PM Now
United States - Chicago

Has End Date
9/9/2011 4 13 PM Now
United States - Chicago

Display in Calendar

2E. Check the boxes for the start and end dates.


Special Access Properties

Date Availability: Has Start Date
9/2/2011  Select start date in calendar
 Has End Date
9/9/2011 4 13 PM Now
United States - Chicago

Display in Calendar

2F. A useful feature here is the calendar button.

Special Access Properties

Date Availability: Has Start Date
9/2/2011  Select start date in calendar

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Users

View By: User Ap

Search For:

Today

2G. It allows you to visually see the dates that you are allowing the drop box to be available. Select the appropriate dates.

Date Availability:

Has Start Date
 9/7/2011

Has End Date
 9/14/2011

Display in Calendar

4 13 PM Now
 United States - Chicago

4 13 PM Now
 United States - Chicago

2H. You will notice a couple fields next to these dates.

They show the current time to help you plan your time frame for your drop box assignments accordingly.

Step 3 Users Section of Special Access

The last section for "Drop box" special access is the "Users" section. This is where you will select the students you wish to grant special access.

Users

View By: User Apply

Search For: Search Show Search Options

20 per page

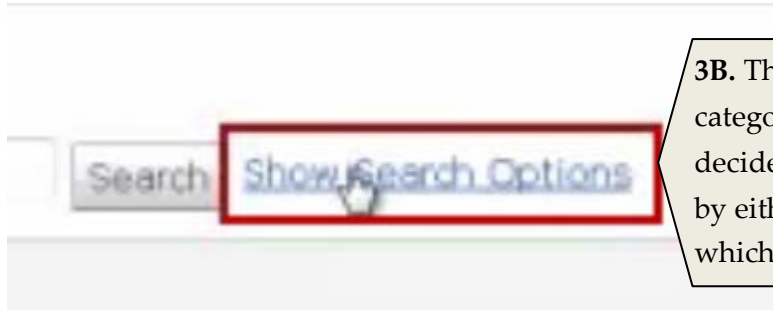
First Name ▲, Last Name	Org Defined ID	Email
Sep 5, 2011 4:13 PM - Sep 13, 2011 4:13 PM		

Users

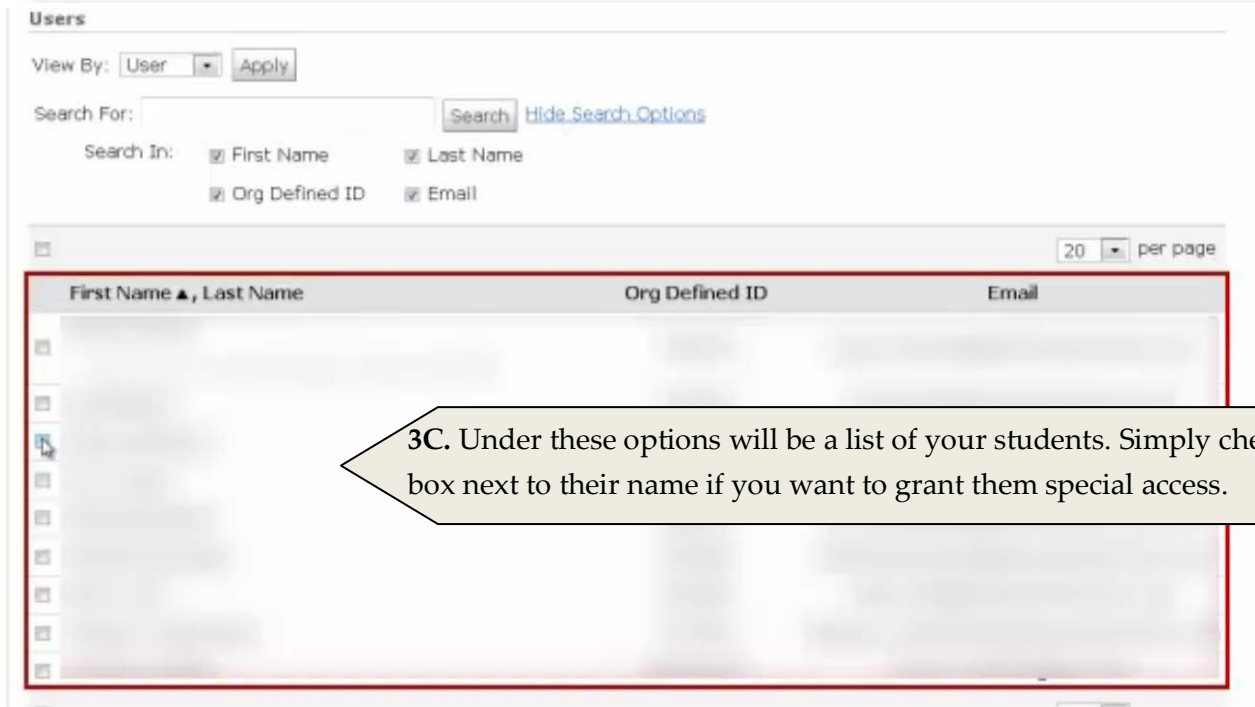
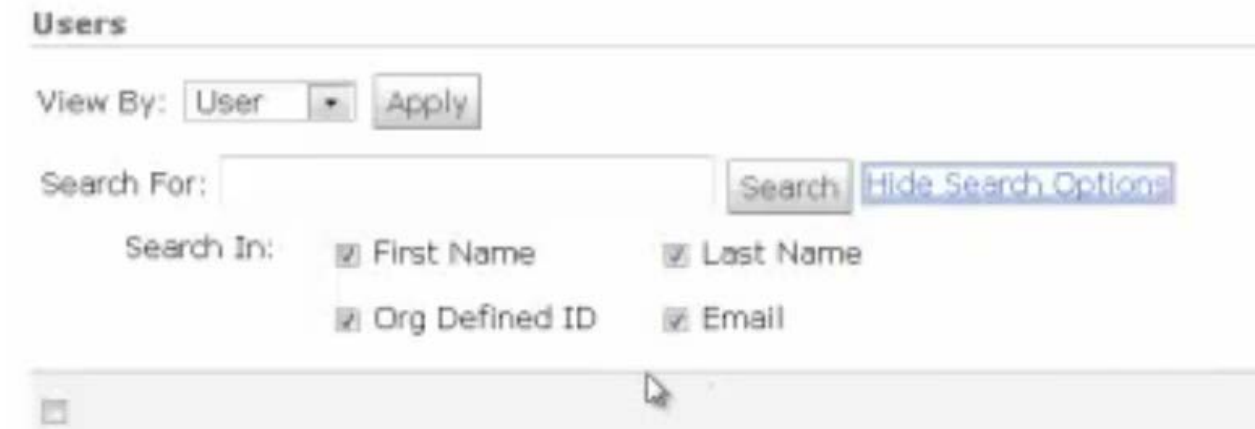
View By: User Apply

Search For:

3A. There is a search field for you to utilize to quickly find specific students to add to your special access.



3B. The link “Show search options” has categories that you can check and uncheck to decide how you will search for your students; by either First Name, Last Name, or User ID which is your students’ ID number.



3C. Under these options will be a list of your students. Simply check the box next to their name if you want to grant them special access.

20 per page

Save Special Access

3D. To finalize your special access, click on “Save your special access” button.

Properties Restrictions Objectives

Availability

Date Availability: Has Start Date
 9/2/2011 4 13 PM Now
 United States - Chicago

Has End Date
 9/9/2011 4 13 PM Now
 United States - Chicago

Display in Calendar

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Add Users to Special Access

Sep 5, 2011 4:13 PM - Sep 13, 2011 4:13 PM

Cancel Save

Your selected students are now granted special access to your drop box.

3E. If you would like to assign different special settings to different students, you need to repeat this process.

Step 4. Editing Special Access Settings

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Add Users to Special Access

Sep 5, 2011 4:13 PM - Sep 13, 2011 4:13 PM

Cancel Save

4A. To change the previous assigned special access settings for a particular student, click on the pencil icon located next to the student.

Go back to Dropbox: Assignment 1

[Go back to Dropbox: Assignment 1](#)

Save Special Access

Special Access Properties

Date Availability: Has Start Date
9/5/2011 4:13 PM Now
United States - Chicago

Has End Date
9/13/2011 4:13 PM Now
United States - Chicago

Display in Calendar

4B. The page you're brought to shows the extended dates for the student you chose.

Notice that your students' names will not be display.

Save Special Access

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Add Users to Special Access

Sep 5, 2011 4:13 PM - Sep 13, 2011 4:13 PM

4C. If you would like to cancel any previously assigned special access, please click the trash can icon next to the name in the list.

4D. If you change your mind, you can undo your deletion by clicking the plus button.



In this tutorial we have covered how to grant special access to students for your drop box assignments. In the next tutorial we will cover how to grant special access for your discussions.