Setting up Special Access in an Assignment - D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

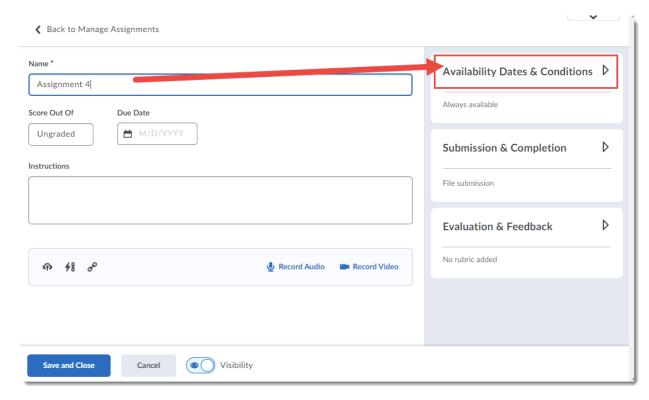
Scenario

This tutorial will cover the steps involved with setting up **Special Access** options in an assignment folder for a student requiring accommodation (for example, more time to write open-book exams), or for when you have groups of students (for example in a D2L course with merged sections) where you want ONE **Individual Assignment Type** with different due dates, etc. for each group/section of students.

Note that this tutorial will show how this process works in the new Assignment Creation Experience interface. If you are using the old interface, the steps will be similar, but you will find all of the Special Access functions under the **Restrictions** tab, at the bottom of the page. If you don't know how to turn on the new Assignment Creation Experience, see the tutorial *Creating an Assignment in D2L in the New Assignment Creation Experience – Basics*.

Steps

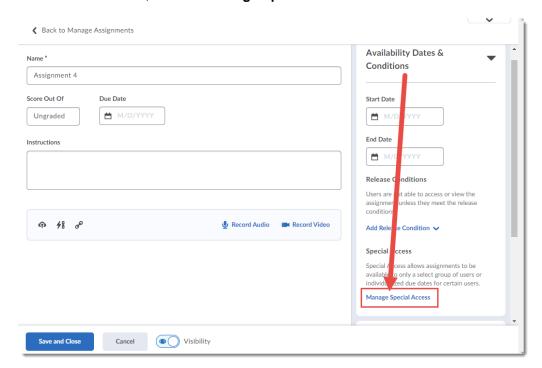
- 1. Go to the **Assignments** tool in your course.
- 2. Open an existing assignment folder, or click on the **New Assignment** button to create a new assignment folder.
- 3. After adding an assignment **Name**, and any other settings in the main assignment creation area, click **Availability Dates & Conditions** to open that part of the right side panel.





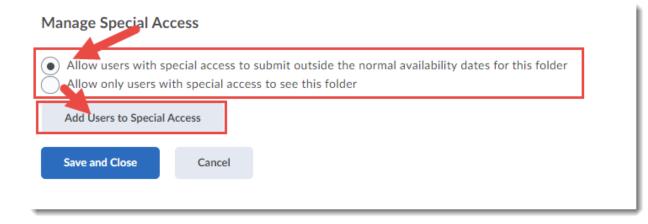
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4. Scroll down if needed, and click Manage Special Access.



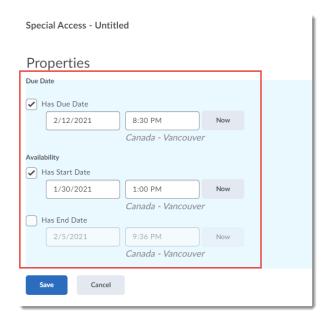
5. Select the type of special access you want. Allow users with special access to submit outside the normal availability dates for this folder, allows you to add specific settings for specific students, while leaving the assignment folder open with its "normal" settings for the rest of your class. Allow only users with special access to see this folder, means that the assignment folder is closed to all your students EXCEPT for those you add to Special Access.

Once you have selected the Type of Access, click Add Users to Special Access.

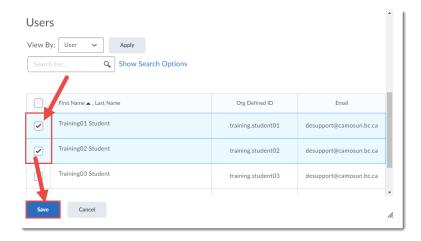


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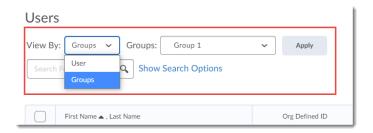
6. From the **Special Access** pop-up, select the Due, Start, and/or End date you would like to give selected students for the assignment.



7. Scroll down, then select the students who need this special access. Click **Save**.



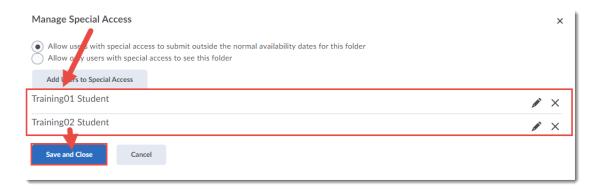
NOTE: You can also change the **View By** drop-down menu to Groups (select **Groups**, and click **Apply**) to easily select students in specific Groups in your D2L course.



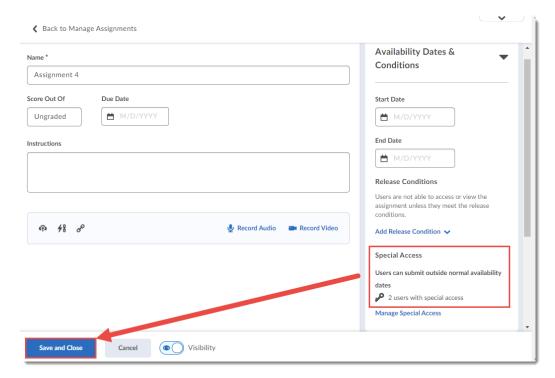
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8. You will now see the students' names (as well as Edit – pencil icon - and Delete – X icon – options on the right of their names) on the **Manage Special Access** page. Click **Save and Close**.



9. Finish setting up your Assignment, and click Save and Close.



Things to Remember

Use **Special Access** when you want ONE assignment folder to be available to all students in your D2L site with various restrictions applied to specific students.

If you want to create a different assignment folder for *each* set of students, for example, one **Individual Assignment Type** folder per Group of students, then use **Conditional Release**. See the tutorial *Using Conditional Release to Release an Individual Submission Assignment to a Specific Group of Students in D2L* for more information.



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