



## 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### 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.

### 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.

← Back to Manage Assignments

Name \*

Assignment 4

Score Out Of

Ungraded

Due Date

M/D/YYYY

Instructions

Record Audio Record Video

Availability Dates & Conditions ▸

Always available

Submission & Completion ▸

File submission

Evaluation & Feedback ▸

No rubric added

Save and Close Cancel Visibility



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

The screenshot shows a web interface for managing assignments. On the left, there are fields for 'Name \*' (containing 'Assignment 4'), 'Score Out Of' (set to 'Ungraded'), and 'Due Date' (with a calendar icon and 'M/D/YYYY' placeholder). Below these is an 'Instructions' text area and a toolbar with icons for undo, redo, and link, along with 'Record Audio' and 'Record Video' buttons. On the right, a panel titled 'Availability Dates & Conditions' contains 'Start Date' and 'End Date' fields (both with calendar icons and 'M/D/YYYY' placeholders), a 'Release Conditions' section with explanatory text and an 'Add Release Condition' dropdown, and a 'Special Access' section with explanatory text and a 'Manage Special Access' button highlighted with a red box. At the bottom of the interface are 'Save and Close', 'Cancel', and a 'Visibility' toggle switch.

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**.

The 'Manage Special Access' dialog box has a title bar. It contains two radio button options: the first is selected and reads 'Allow users with special access to submit outside the normal availability dates for this folder', and the second is unselected and reads 'Allow only users with special access to see this folder'. Below these options is a button labeled 'Add Users to Special Access'. At the bottom of the dialog are 'Save and Close' and 'Cancel' buttons. Red arrows point to the selected radio button and the 'Add Users to Special Access' button.



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

Special Access - Untitled

### Properties

**Due Date**

Has Due Date

2/12/2021 8:30 PM Now

Canada - Vancouver

**Availability**

Has Start Date

1/30/2021 1:00 PM Now

Canada - Vancouver

Has End Date

2/5/2021 9:36 PM Now

Canada - Vancouver

Save Cancel

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

Users

View By: User Apply

Search For... Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name	Org Defined ID	Email
<input checked="" type="checkbox"/>	Training01 Student	training.student01	desupport@camosun.bc.ca
<input checked="" type="checkbox"/>	Training02 Student	training.student02	desupport@camosun.bc.ca
<input type="checkbox"/>	Training03 Student	training.student03	desupport@camosun.bc.ca

Save Cancel

**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.

Users

View By: Groups Apply

Groups: Group 1

Search For... Show Search Options

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

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

Training01 Student [edit] [delete]  
Training02 Student [edit] [delete]

Save and Close Cancel

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

< Back to Manage Assignments

Name \*  
Assignment 4

Score Out Of: Ungraded  
Due Date: M/D/YYYY

Instructions

Record Audio Record Video

Availability Dates & Conditions

Start Date: M/D/YYYY  
End Date: M/D/YYYY

Release Conditions  
Users are not able to access or view the assignment unless they meet the release conditions.  
Add Release Condition

Special Access  
Users can submit outside normal availability dates  
2 users with special access  
Manage Special Access

Save and Close Cancel Visibility

## 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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