

# BRIGHTSPACE – ASSIGNMENTS TOOL: GRANTING SPECIAL ACCESS



## CONTEXT

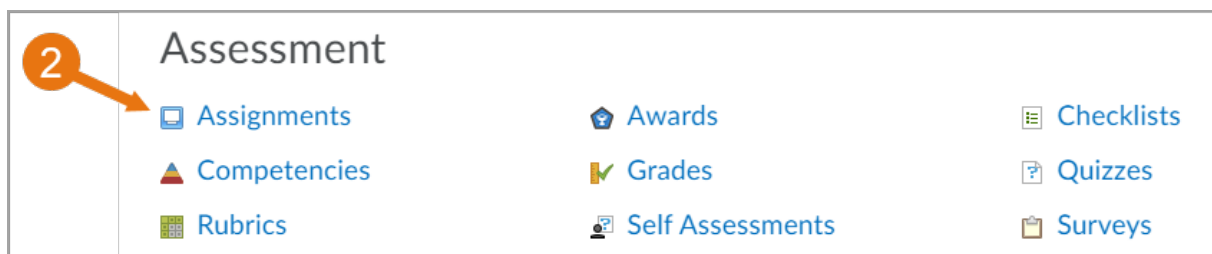
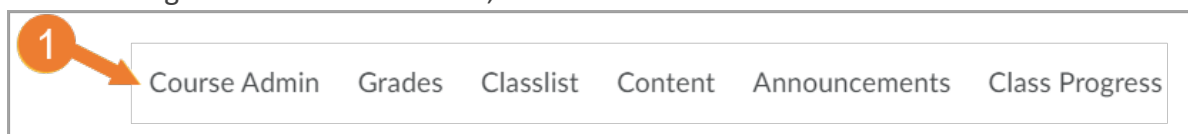
You can grant one or more students' special access to an assignment. For example, a longer time period, a unique start and/or end date, or that only certain students can see and access the assignment.

**Tip:** Consider using the **Special Access** setting to offer a different **End Time**, and /or offer a different **Due Date** to a student or a group of students that encounters technical difficulties while completing an assignment.

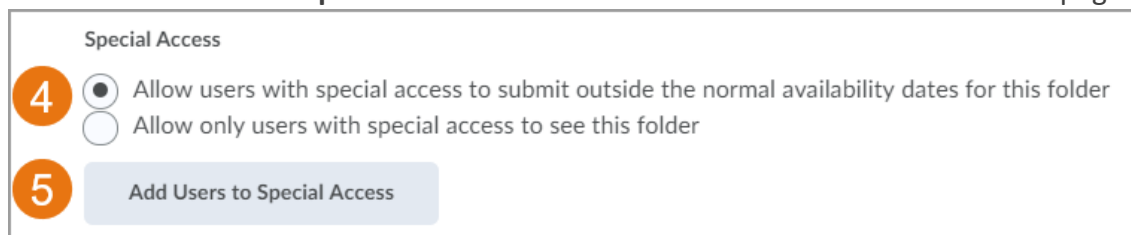
## GRANT A PARTICULAR STUDENT OR GROUP OF STUDENTS A DIFFERENT DUE DATE, START AND/OR END DATE THAN THE REST OF THE CLASS

To allow one or more students to access and/or submit an assignment at a different time, or to have a different amount of time to access and submit the assignment than the rest of the class, please follow these steps. **Note:** You must first create the assignment with the settings for the whole class before following the next steps.

1. Via the Navigation bar for the course, click on **Course Admin**.



3. Next to the title of the **Assignment** that you wish to add special access to, click on the downward pointing arrow and select **Edit Assignment**.
4. Click on the **Availability Dates and Conditions** tab and select **Manage Special Access**. Then select, **Allow users with special access to submit outside the normal availability dates for this folder** (this is the default option). This will ensure that the special access only applies to the selected students, while the standard settings will apply to the rest of the class.
5. Click the **Add Users to Special Access** button that is located at the bottom of the page.



- To provide a student or several students with a different due date than the rest of the class, select **Has Due Date** and then change the date and time.

- To allow a student or several students to access the assignment earlier or later than the rest of the class, select **Has Start Date** and **Has End Date** and then modify the availability dates.

- Check the box next to the name of the student(s) who will have this special access to the assignment.
- Click the **Add Special Access** button that is located at the bottom of the screen. You will return to the "Edit Assignment" page.

- Click the **Save and Close** button at the bottom of the page.

## GRANT ASSIGNMENT ACCESS TO ONLY ONE OR SEVERAL SPECIFIC STUDENTS

To allow one or more students to be the only students who can access a particular assignment, please follow these steps. **Note:** You must first create the assignment before you can follow the next steps.

- Via the Navigation bar for the course, click on **Course Admin**.

- Click on **Assignments**.

- Next to the title of the **Assignment** that you wish to add special access to, click on the downward pointing arrow and select **Edit Assignment**.
- Click on the **Availability Dates and Conditions** tab and select **Manage Special Access**. Then select **Allow only users with special access to see this folder**. This will ensure that the assignment will only be accessible to the selected students.

**Special Access**

4  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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- To set a due date, select **Has Due Date** and then modify the date and time.

### Special Access Properties

**Due Date**

Has Due Date

4-6-2020 4:07 PM

*Canada - Toronto*

- To set the availability, select **Has Start Date** and **Has End Date** and then modify the availability dates.

**Availability**

**Has Start Date**

4/1/2018 9:00 AM

*United States - Chicago*

**Has End Date**

4/8/2018 11:59 PM

*United States - Chicago*

- Check the box next to the name of the student(s) who will have special access to the assignment.
- Click **Add Special Access** at the bottom of the screen. You will return to the "Edit Assignment" page.

|   | <input type="checkbox"/>            | First Name ▲, Last Name, Id      |
|---|-------------------------------------|----------------------------------|
| 8 | <input checked="" type="checkbox"/> | Aurora Borealis (Id: DSTU000001) |

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- Click the **Save and Close** button at the bottom of the page.