OVERVIEW

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after a folder’s end date has past for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography. The following documentation will show how to set up special access permissions for a quiz or Dropbox assignment.

This tutorial is operating system independent.

Step 1

On the **Restrictions** tab, select either:

- For a Dropbox item:
  - Allow everyone to access this folder, but apply special access dates for users listed below
  - Only allow access to this folder for users listed below

- For a Quiz:
  - Allow selected users special access to this quiz
  - Allow only users with special access to see this quiz
Dates and Restrictions

Status
[Active]

Dates
- Due Start Date: 01/15/2015 at 18:45 AM
- Due End Date: 01/18/2012 at 11:59 PM

Additional Release Conditions:
- [Attach Expire]
- [Create and Attach]
- [Remove All Conditions]

There are no conditions attached to this item.

Security Options

- Responds to Lockdown Browser
- [Required to take this quiz]
- [Required to view quiz feedback and results]

Optional Advanced Restrictions

Timing
- Time Limit: 16 minutes
- Grace Period: 1 minute
- Late Submissions
  - [Allow normal submission]
  - [Use Late Limit of 1 minutes]
  - [Auto-Submit Attempt]

Advanced Availability

- [Allow selected users special access to this quiz]
- [Allow only users with special access to see this quiz]
- Add Users to Special Access

[Save and Close] [Save] [Cancel]
**Step 2**

Click the **Add Users to Special Access** button.

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### Dates and Restrictions

- **Status**: Active
- **Start Date**: 1/17/2013, 10:42 AM (United States - Chicago)
- **End Date**: 1/18/2013, 11:59 PM (United States - Chicago)

### Additional Release Conditions

- [ ] Attach Grading
- [ ] Course and Attach
- [ ] Required to view quiz feedback and results
- [ ] Remove All Conditions

There are no conditions attached to this item.

### Security Options

- Required to take this quiz
- Required to view quiz feedback and results

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### Optional Advanced Restrictions

- Expand optional advanced restrictions

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### Timing

- **Time Limit**: 18 minutes
- **Grace Period**: 1 minutes before flagged as late

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### Late Submissions

- [ ] Allow normal submissions
- [ ] Late Limit of: 1 minutes

- [ ] Auto-Delay Attempts

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### Advanced Availability

- [ ] Allow selected users special access to this quiz
- [ ] Allow any user with special access to see this quiz

- [ ] Add Users to Special Access
Step 3

Select the **Date Availability** you want for the special access users.
Step 4

Use the **View By** and **Search For** options to locate the users you want to give special access to. Select the boxes beside the appropriate users’ names in the grid. Click **Add Selected** (Dropbox) or **Add Special Access** (Quiz).
Step 5

Select the boxes beside the appropriate users’ names in the grid.

Add Special Access to Quiz: Leadership Quiz

Special Access Properties

Date Availability
- Has Start Date
- Has End Date

Access
- Assign special time limit
- Assign special grace period
- Allow normal submission
- Use Late Limit of minutes
- Anti-Surround Attempts

Users

First Name, Last Name, Id

- Alla Avery (Id: 1692161)
- Amanda Hens (Id: 1677347)
- Banks Stash (Id: 1638461)
- Bill Papuan (Id: 1644729)
- Carol Normand (Id: 1578229)
- Carol Verrett (Id: 1612273)
- Chad Cols (Id: 1600664)

Add Special Access  Cancel
Step 6

Click **Add Selected** (Dropbox) or **Add Special Access** (Quiz).

Step 7

Once you have added special access permissions for users they are listed in the **Special Access** section. You can edit or delete users’ special access by clicking the **Edit** or **Delete** icons beside their names.

*Training adapted with permission from the University of Colorado-Boulder*