

Special Access

Allow Student(s) Special Access

From time to time, you may need to allow students special access to an assignment or quiz.

1. This process is the same for assignments and quizzes. While editing your assignment or quiz, you will see “**Availability Dates & Conditions**” in the upper right corner. Under that click “**Manage Special Access**”.

The screenshot displays the 'New Assignment' interface. At the top, there is a navigation bar with a back arrow and the text 'Back to Manage Assignments', and a title 'New Assignment'. Below this, the main form is divided into several sections. On the left, there is an 'Assignment Title' field containing 'Untitled', a 'Grade Out Of' dropdown set to 'Ungraded', and a 'Due Date' field with a calendar icon and 'M/D/YYYY'. Below these is an 'Instructions' section with a rich text editor toolbar and a text area. On the right side, there is a vertical panel titled 'Availability Dates & Conditions'. This panel contains fields for 'Start Date' and 'End Date', both with calendar icons and 'M/D/YYYY' text. Below these are 'Release Conditions' and 'Special Access' sections. The 'Special Access' section includes a description and a link labeled 'Manage Special Access', which is circled in red. At the bottom of the right panel, there is a 'Submission & Completion' section with 'Assignment Type' (radio buttons for 'Individual Assignment' and 'Group Assignment') and 'Submission Type' (a dropdown menu set to 'File submission').

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- Next, you have two options, select the option you need and click **“Add User to Special Access”**.

Manage Special Access [X]

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

Save and Close Cancel

- You have the ability to add a due date, a start date, and an end date. Then select the student or students you are giving special access to. Then click **“Save”**.

Special Access - Untitled [X]

Properties

Due Date

Has Due Date
2/10/2025 10:54 AM

Availability

Has Start Date
2/3/2025 10:54 AM

Has End Date
2/10/2025 10:54 AM

Users

View By: User [v] Apply

Search For... [Q] Show Search Options

<input type="checkbox"/>	First Name ▲ Last Name	Org Defined ID	Email
<input checked="" type="checkbox"/>	Brightspace Test	Brightspace.Test	Brightspace.Test@gsu.glenville.edu
<input type="checkbox"/>	Cory Morrison	6667	corkison@gmail.com
<input checked="" type="checkbox"/>	IT Student	IT.Student	it.student@glenville.edu

Save Cancel

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4. Next click “**Save and Close**” on the assignment or quiz before exiting.

The screenshot shows the Brightspace assignment editor interface for an assignment titled "Class Orientation Assignment". The interface is divided into several sections:

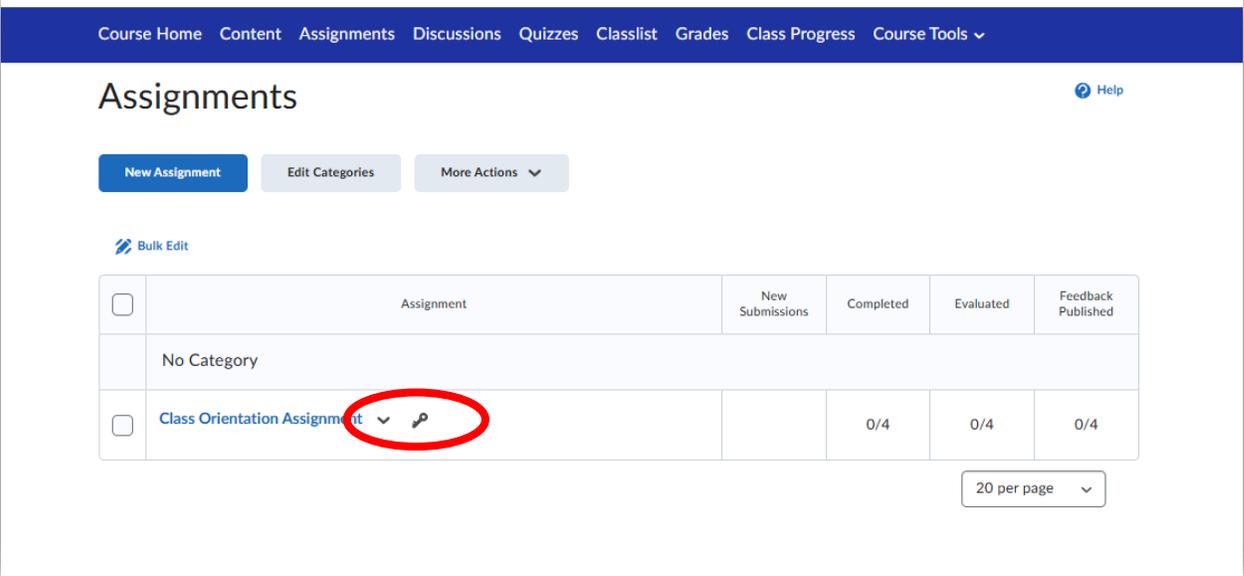
- Assignment Title:** A text input field containing "Class Orientation Assignment".
- Outcomes:** A section with a "Grade Out Of" dropdown set to "Ungraded" and a "Due Date" field set to "M/D/YYYY".
- Instructions:** A rich text editor with a toolbar and a text area containing the instruction: "During your time at GSU you will have to write a paper and upload it to Brightspace. Now that you have watched the tutorial on how to do so, please write a brief paragraph about why you decided to attend Glensville State University in".
- Availability Dates & Conditions:** A section with a dropdown menu set to "Always available".
- Submission & Completion:** A section with a dropdown menu set to "File submission".
- Evaluation & Feedback:** A section with a dropdown menu set to "No rubric added".

At the bottom of the interface, there is a navigation bar with the following buttons and options:

- Save and Close:** A blue button with a white border, circled in red.
- Save:** A grey button.
- Cancel:** A grey button.
- Visible:** A toggle switch currently turned on.

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5. Now the assignment or quiz has a key out from the name. If you put your mouse over the key Brightspace will tell you the key means *special access is required*.



The screenshot shows the Brightspace interface for the 'Assignments' section. At the top, there is a navigation bar with links for Course Home, Content, Assignments, Discussions, Quizzes, Classlist, Grades, Class Progress, and Course Tools. Below this, the 'Assignments' title is displayed, along with a 'Help' icon. There are three buttons: 'New Assignment', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' link is also present. The main content is a table with the following structure:

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	Class Orientation Assignment 		0/4	0/4	0/4

The key icon in the 'Class Orientation Assignment' row is circled in red. At the bottom right of the table, there is a '20 per page' dropdown menu.

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