

ONLINE  
LEARNING  
**| 2024**



## USING BRIGHTSPACE TOOLS

Managing Special Dropbox Folder  
Access

**cna**

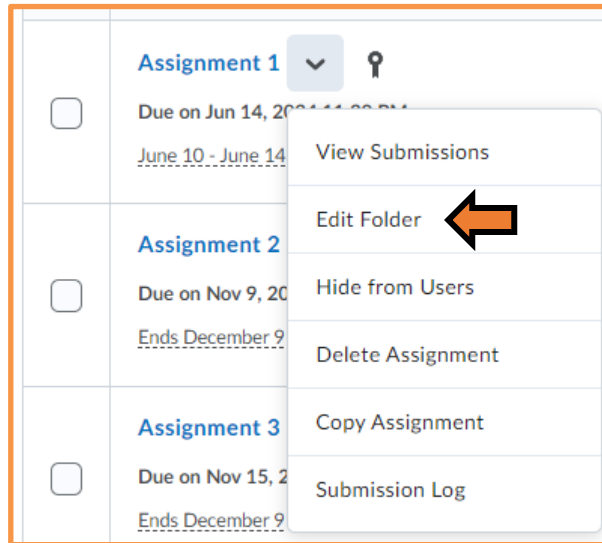
# Manage Special Access in a Dropbox Folder

There may be instances when a student or group of students will need special access to submit outside the normal availability dates for their dropbox folder. These students require special access.

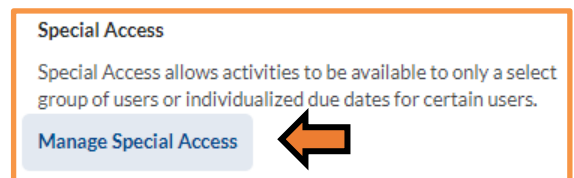
## Adding Users to Special Access

To add students to special access.

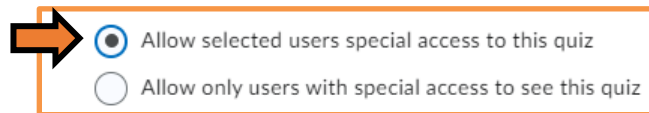
1. Under **Dropbox Folders**, click the Dropdown arrow next to the Assignment and click **Edit Folder**.



2. Click **'Manage Special Access'** under Availability Dates & Conditions.



3. **'Allow users with special access to submit outside the normal availability dates for this folder'** must be selected for ALL students to see the dropbox folder, including students without special access.



**NOTE:** Only select 'Allow only users with special access to see this folder' when you only want the student(s) with special access to see the folder.

4. Click **'Add Users to Special Access'** to add and setup student(s) access.

Add Users to Special Access

5. Change the **Start Date** and **End Date** for the student(s) with special access. The original dropbox folder date and time will be the default.

**NOTE:** Due Date is not required.

### Properties

**Due Date**

Has Due Date

**Availability**

Has Start Date

Has End Date

- Under the Users section, select the student(s) who require the special access and click **Save**.
- You should now see the student(s) name and their specific availability date and time listed. **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**

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Availability: Jun 10, 2024 9:04 AM - Jun 14, 2024 11:30 PM

**Save and Close** **Cancel**

**NOTE:** If you need to change these settings, select the pencil icon for the specific student to edit.