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# Vanderbilt University Center for Teaching



## Providing Alternate dates to an Assignment (Special Access)

There may be situations where you want to grant different start/duel/end dates to an assignment to a specific student, or a handful of students. The tool for this is called **Special Access**. This guide shows how to provide those accommodations.

### Providing Special Access to an Assignment

1. Go into the **Edit** page of the assignment.
2. Click on the **Availability Dates and Conditions** widget to expand it.
3. Click on **Manage Special Access**.

← Back to Manage Assignments

Name\*  
Untitled

Score Out Of: Ungraded      Due Date: No due date

Instructions

Record Audio   Record Video

**Availability Dates & Conditions**

Start Date: No start date

End Date: No end date

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

**Special Access**  
Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.  
[Manage Special Access](#)

**Submission & Completion**

Save and Close   Cancel   Visibility



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4. Enter the new criteria and select a student or students. Click **Save**.

Special Access - Untitled

### Properties

**Due Date**

Has Due Date  
10/31/2020 11:59 PM Now  
United States - Chicago

**Availability**

Has Start Date  
9/30/2020 10:12 AM Now  
United States - Chicago

Has End Date  
10/7/2020 3:12 PM Now  
United States - Chicago

### 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"/>	Test Vandy	vandyt	test.vandy@vanderbilt.edu

Save Cancel