

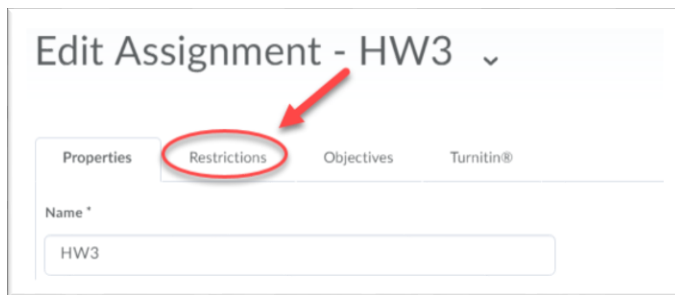
## Managing Student Access to Assignment Folders in Kodiak

You can set start, end, and due dates on an Assignment folder. If you set a due date, students can still submit files to the folder after it has passed, and Kodiak will mark it as late. If you set an end date, students will not be able to submit files to the folder at all after that date has passed.

If you want to allow some students in your course extra time to submit their assignment, you can set a separate end date just for them. See the *Using Special Access* section below.

### Set Dates on Submission Folders

1. Click the dropdown arrow next to the submission folder, then select **Edit Assignment**. The Edit Assignment page will open.
2. Click the **Restrictions** tab at the top of the page.



3. Check **Hidden from users** if you do not want students to see this Assignment. Uncheck if you do want students to see the Assignment.
4. Select the checkbox next to the appropriate date options:

**Has Start Date:** Use this option if you do not want students to access the folder before a specific date.

**Has Due Date:** Use this option if you want Kodiak to mark files as late if they are submitted after this date. Note that Kodiak automatically adds due dates to your course's calendar.

**Has End Date:** Use this option if you want to keep students from submitting files to the folder after the date has passed.

### Use Special Access to Set an Extended Deadline

*Use this option if you have one or more students that need a different Assignment deadline for submission.*

5. Select **Allow users with special access to submit assignments outside the normal availability dates for this folder**. (By default, this option is already selected.)
6. Click the **Add Users to Special Access** button. The Special Access page will open.
7. Select **Has End Date** in the Properties section.
8. Use the calendar and time selectors to set the special deadline you are granting.
9. Select the box beside the names of the students you want to give extended access to in the Users section.
10. Click the **Save** button at the bottom of the page. The Special Access page will close, and the student names and new deadline will now be listed in the Special Access section.
11. Click the **Save and Close** button at the bottom of the page.

## Edit Assignment - HW3

Properties **Restrictions** Objectives Turnitin®

Hidden from users **3**

### Due Date

Has Due Date  
5/15/2019 6:47 PM Now  
United States - New York

### Availability

Has Start Date  
5/8/2019 2:47 PM Now  
United States - New York

Has End Date **4**  
5/15/2019 6:47 PM Now  
United States - New York

### Release Conditions

Attach Existing Create and Attach **Remove All Conditions**

There are no conditions attached to this item.

### 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 **5**

Add Users to Special Access **6**

Save and Close Save and New Save Cancel

## Special Access - HW3

### Properties

#### Due Date

Has Due Date  
5/15/2019 7:08 PM Now  
United States - New York

#### Availability

Has Start Date  
5/8/2019 3:08 PM Now  
United States - New York

Has End Date **7**  
5/15/2019 7:08 PM Now  
United States - New York

### Users

View By: User **Apply**

Search For... **Show Search Options**

<b>9</b>	First Name ▲, Last Name	
<input type="checkbox"/>	Linus Student	
<input type="checkbox"/>	Snoopy Student	
<input type="checkbox"/>	StudentSuzanne Orlando	

Save **11**