SETTING DROPBOX FOLDER RESTRICTIONS

Set availability dates for a dropbox folder

1. On the Dropbox Folders page, click Edit from the dropdown menu of the folder you want to set availability.
2. Click the Restrictions tab.
3. In the Availability section, set the dropbox folder’s Start Date, Due Date and End Date (when dropbox is no longer available).
4. Click Save & Close.

Note: Dropbox folder availability dates appear by default in Calendar. If you delete the dropbox folder, its availability dates disappear from the course calendar. If you restore the dropbox folder, its availability dates reappear in the course calendar.
SETTING RELEASE CONDITIONS FOR A DROPBOX FOLDER

Release conditions allow you to associate a dropbox folder with other items in D2L. For example, you can require that students meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit their work to a dropbox folder. Or, you can make submission to the dropbox folder a criteria for accessing another item, such as a quiz. You can also restrict access to a dropbox to a particular group or section of a combined course.

Set release conditions for a dropbox folder

1. On the Dropbox Folders page, click Edit from the context menu of the folder you want to set restrictions for.
2. Click the Restrictions tab.
3. In the Release Conditions section, click either Attach Existing or Create and Attach.
4. Select from the drop-down list if All conditions must be met or Any condition must be met to access the dropbox folder.

ADDITIONAL SPECIAL ACCESS PERMISSIONS TO A DROPBOX FOLDER

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for students who have special needs or who have a legitimate excuse for missing the deadline.

Add special access permissions to a dropbox folder

1. On the Dropbox Folders page, click Edit from the context menu of the folder you want to add special access permissions.
2. In the Restrictions tab, select one of the following:
   o Allow users with special access to submit files outside the normal availability dates for this folder.
   o Allow only users with special access to see this folder.
3. Click Add Users to Special Access.
4. On the Special Access page, select the Date Availability you want special access users to have.
5. Use the View By option and Search For field to locate the users you want to give special access to.
6. Select the check box beside each appropriate user’s name.
7. Click Save.

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 Remove special access icons beside their names.