



# Black Hills State University Instructional Design

## Dropbox - Special Access - Entire Section

**Note:** This tutorial is for providing special to a Dropbox folder for one section of students in a combined course. For example: If SPED 460 and SPED 560 are being taught in the same D2L Course shell, you can create separate Dropbox folders for SPED 560 and allow only students from that section have access to the Dropbox folders. Avoids confusion for SPED 560 students.

- Click 'Assessments' > 'Dropbox' to go to the 'Dropbox Folders' page
- Go to the 'Edit Folder' page of the specific Dropbox
- Click 'Restrictions' tab
- Scroll down to the 'Special Access'
- Check the radio button next to the 'Allow only users with special access to see this folder'
- Click the 'Add Users to Special Access' button to go to the 'Special Access' page

- Scroll to the 'Users' area > Select 'Sections' from the drop-down menu
- Click 'Apply' for the Sections to be displayed
- Select the section you wish to provide special access from the drop-down menu

- Click 'Apply' for the students of the section to be displayed below
- Check the box next to 'First Name, Last Name' to select all of the students

- Click 'Save' for the students to be displayed below the 'Special Access' under 'Restrictions' tab.
- Click 'Save and Close'

**Note:** Notice a 'Key' icon next to the Folder