

This step-by-step guide will demonstrate how to set restrictions for a folder within the **Dropbox** tool in Desire2Learn (D2L).

## Dropbox: Set Folder Restrictions

1. Select **Dropbox**.



2. Select an existing Folder. Select **Edit Folder**.
3. Select the **Restrictions** tab.

*Note:* The **Restrictions** tab can also be accessed during the creation of a New Folder.

4. *Optional:* Set **Start Date** and/or **End Date**.
  - a. *Optional:* Select **Display in Calendar**.
5. *Optional:* Attach **Additional Release Conditions** with one of the following options:
  - a. Select **Attach Existing**.
  - b. Select **Create and Attach**.

- 6. Set **Special Access** with one of the following two options:
  - a. Select **Allow users with special access to submit assignments outside the normal availability dates for this folder**.

- i. Select **Add Users to Special Access**.
  - 1. *Optional:* Set **Start Date** and/or **End Date**.
    - a. *Optional:* Select **Display in Calendar**.
  - 2. Select user(s) to have special access.
  - 3. Select **Save Special Access**.

**Special Access Properties**

Date Availability:  Has Start Date  
 November 17, 2011 10:17 AM  
 United States - New York

Has End Date  
 November 30, 2011 10:17 AM  
 United States - New York

**Display in Calendar**

**Users**

View By: User Apply

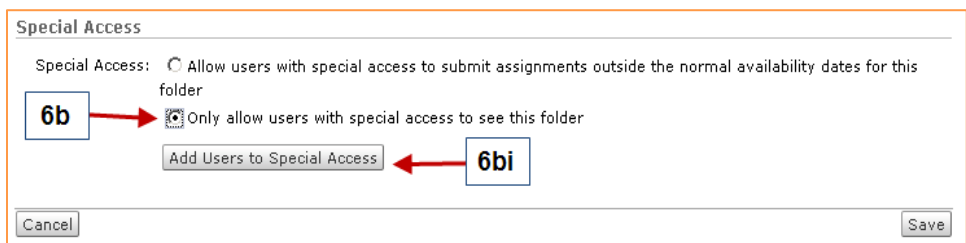
Search For: Search Show Search Options

First Name ▲, Last Name	Org Defined ID	Email
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		

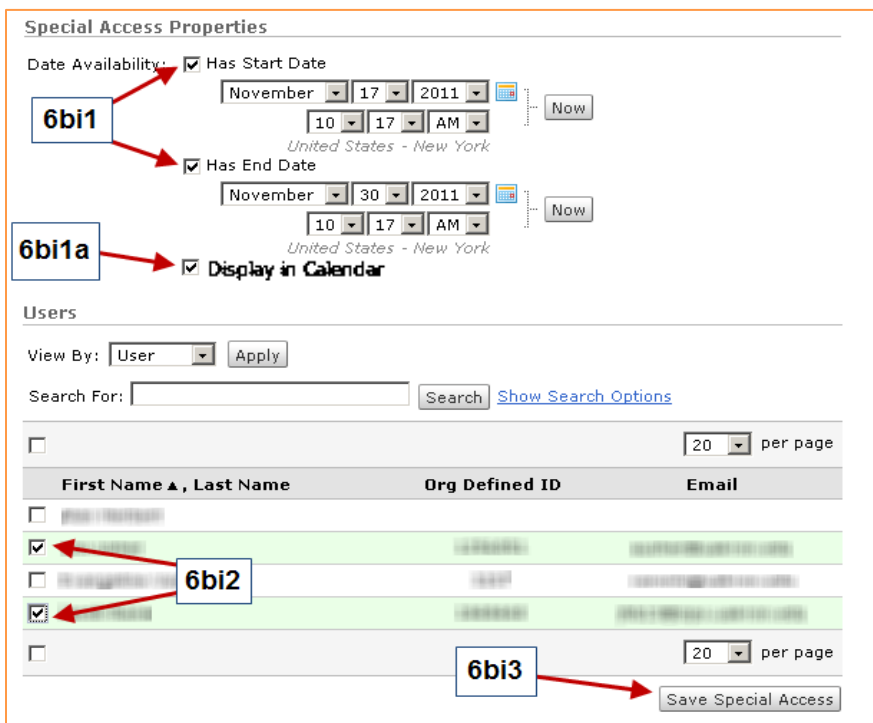
20 per page

Save Special Access

- b. Select **Only allow users with special access to see this folder.**
  - i. Select **Add Users to Special Access.**



1. *Optional:* Set **Start Date** and/or **End Date.**
  - a. *Optional:* Select **Display in Calendar.**
2. Select user(s) to have special access.
3. Select **Save Special Access.**



7. Select **Save.**

