

## SensusAccess

### Restricting SensusAccess File/Folder Access in CANVAS

#### Disabled Student Programs & Services

**Campus Location**  
Manzanita 216

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**Fall/Spring Hours:**  
8:00 am-4:30 pm Mon-Thu  
9:00 am-4:30 pm Fri

**Summer Hours:**  
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Go to Files in your CANVAS shell

Files

	Name ▲	Date Created	Date Modified	Modified By	Size	
▼ ▢ DSPS Fall 2018						
▶ ▢ Archive	Archive	Yesterday			--	☁
▶ ▢ For Students	For Students	Yesterday			--	✓
▶ ▢ Hidden From Students	Hidden From Students	Yesterday			--	☁

Create three folders: (this makes using SensusAccess easier-name them whatever you want)

1. "Archive" (for files I want to save but aren't using in this class)
2. "For Students" (are files I want students to be able to use with SensusAccess)
3. "Hidden From Students" (Are active files in this course I don't want students to have access to)

It doesn't matter how many folders or files you store in each of the above folders.



This symbol means students have access to this file or anything in this folder (default setting)



This symbol means a file/folder is available for use in CANVAS but not SensusAccess

2

Click on this symbol next to the folder you want to hide from SensusAccess



3

Check This

Editing permissions for: Hidden From Students

Publish

Unpublish

**Restricted Access**

Hidden, files inside will be available with links.

Schedule student availability

Cancel Update

4

Click Here

- SensusAccess converts various document formats into other accessible formats such as PDF to MP3.
- If you would like to visit the SensusAccess home page then go to [www.sensusaccess.com](http://www.sensusaccess.com)