

Schedule Course Content

The Course Scheduler feature can be used to set start dates, end dates, and due dates for all Weeks and Content Items in a course from a single location. If the start and end dates are scheduled, the item will appear in the Course Calendar. If a due date is specified, the item will appear on the students' Course Checklist. The Course Scheduler can also be used to restrict access to individual Weeks and Content Items and to specify the dates on which students can access exams in the Gradebook.

Individual Content Items or Weeks can be scheduled using the **Edit Schedule** feature in the Toolbox for the individual Content Item. If Start and End Dates are scheduled in the Course Scheduler, the same Start and End Dates will display when the Event Scheduler for an individual Week or Content Item is opened.

Schedule Content Items and Weeks

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Course Admin** on the **Tools Menu**.
- ❖ Click **Course Scheduler**.
 - The amount of time the Course Scheduler will take to load depends on the amount of content in the course.
 - When Course Scheduler is opened for the first time, All Week and Content Item dates are set to the same date.
 - This means that all Week and Content Item dates are set to the Start and End Dates of the course.
- ❖ Set the **Start** and **End Dates** for individual items accordingly.
- ❖ The table below lists the fields in the Course Scheduler window.

In this column	Do this
Content	Locate the Week or Content Item for which a start and end access date is to be scheduled.
Date Assignment	Select one of the two items. <ul style="list-style-type: none">• Use course start/end - This will allow students to access the items using the default dates.• Assign specific start/end - Use this option to specify the start/end date values. The default dates will not be used.
Start Date	Click the Calendar icon at the end of the date to select a start date for the Week or Content Item. This date will display on both the instructor and student calendars. The date that is selected must fall within the courses start and end dates. If the Week or Content Item isn't to be available to students before the specified date, click the Restrict access before check box.
End Date	To specify an end date for a Week or Content Item, click the Calendar icon at the end of the end date and select a date. This date will display on both the instructor and student calendars. The date that is selected must fall within the courses start and end dates. If the Week or Content Item isn't to be available to students before the specified date, click the Restrict access before check box.

In this column	Do this
Due Date (Optional)	Click the Calendar icon at the end of the Due Date box to select the date the Content Item is due. If a Due Date is assigned to an item, the date will appear in the Course Checklist.
Calendar Display	Select one of the following: <ul style="list-style-type: none"> • Do not display – The start/end dates for the Week or Content Item will not display on the Calendar. • Start & end only – The start/end dates will display for the Week or Content Item. However, only the first date and last date will display. The rest of the days in the range will not display. • Duration of Item – All of the start/end dates for the Week or Content Item will display. This means that the items will display on every calendar date for the specified range.

❖ When all the changes have been made, click **Save Changes**.

Schedule a Single Content Item or a Week

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Content Item** for which dates are to be assigned.
- ❖ Click **Toolbox**.
- ❖ Click **Edit Schedule**.
- ❖ Use the fields in the following table to assign dates and preferences.

In this column	Do this
Start and End Dates	Select from the following: <ul style="list-style-type: none"> • Use Unit Start and End Dates – This option will display the Start and End dates for the Week or Content Item. • Use the Following Dates – Use this option to set a specific date range for which the Start/End Dates for the Week or Content Item display. Either the list arrow or the Calendar icon can be used to schedule the dates. • Restrict Access Before – Set this option if students will not be allowed to view the item until the date specified. • Restrict Access After – If students are not allowed to view the item after the date specified, click this item.
Due Date (Optional)	Click the Calendar icon at the end of the Due Date box to select the date the Content Item is due. If a Due Date is assigned to an item, the date will appear in the Course Checklist.
Calendar Display	Select one of the following: <ul style="list-style-type: none"> • Do not display – The start/end dates for the Week or Content Item will not display on the Calendar. • Start & end only – The start/end dates will display for the Week or Content Item. However, only the first date and last date will display. The rest of the days in the range will not display on the Calendar. • Duration of Item – All of the start/end dates for the Week or Content Item will display. This means that the items will display on every calendar date for the specified range.

❖ After all the options have been selected, click **Save Changes**.