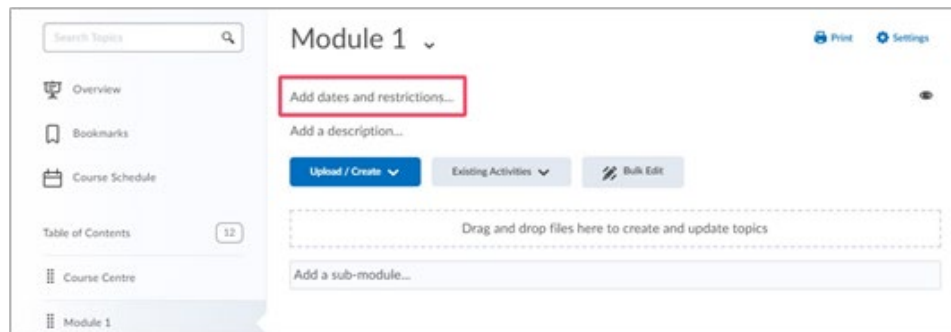




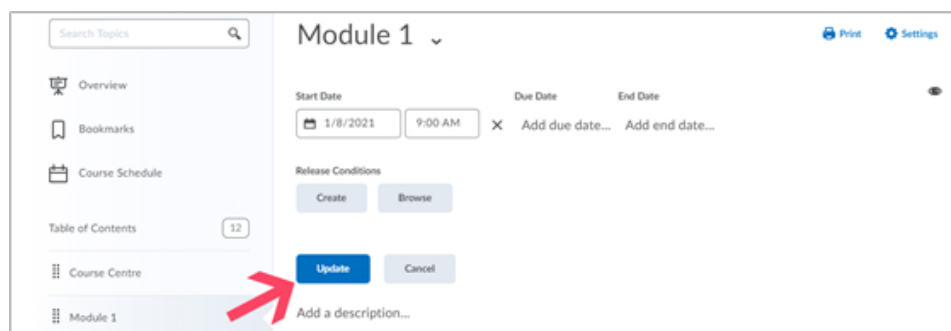
Adding/Editing Restrictions Dates, and Manage Dates

Associating dates with content release is a very effective tool for instructors to manage pace and minimize content overload for students. To add or edit Restriction Dates:

1. Open the section that restrictions are to be added to and click 'Add dates and restrictions...'



2. This enables instructors to add a start date, a due date and an end date, as well as the option to add release conditions.
 - a. **Start date**- students will not be able to open the materials within a module until the start date is reached. It is common for modules to only have a start date. Module descriptions and content titles will be visible to students, however they will not be able to enter the module or access the content.
 - b. **Due date**- a due date reminder will appear on the Course Calendar, and students will get a notification when due dates are near. Students will still be able to access the materials within a module after the due date has passed.
 - c. **End date**- after the end date has passed students will no longer have access to the materials within a module. This is not recommended for content modules as it will prevent students from looking back on content to review/study.



3. Once the desired restrictions have been added, click the blue update button to save changes.
4. To remove a date, click on the "X".



Release Conditions

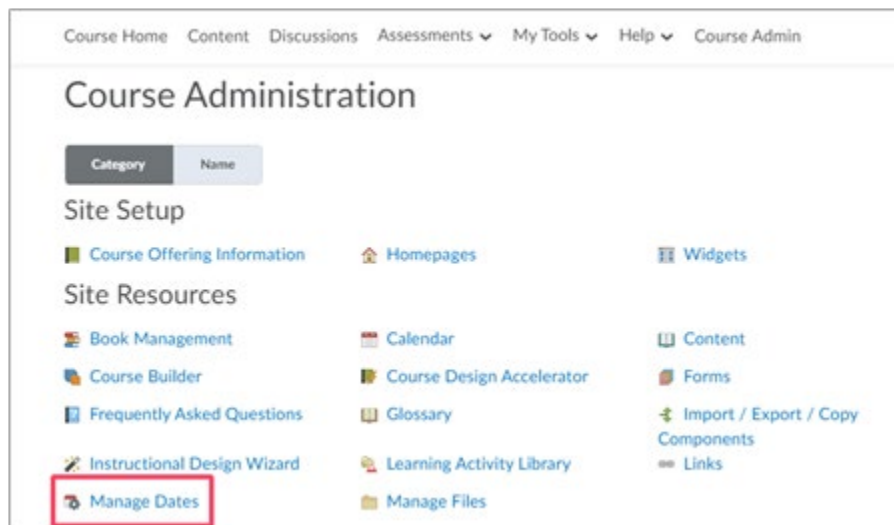
Release Conditions for a module are grouped with date restrictions, but they can also be applied to assessment items such as quizzes, assignments, and surveys. The advantage of adding a release conditions is that they allow students to access specific materials based on criteria that is not related to date. To create a Release Condition:

1. Select the Create button
2. Open the “Condition Type” drop-down menu and chose a condition. There are many condition types to be chosen from. Contact [ETD \(Etd@dal.ca\)](mailto:Etd@dal.ca) if you need help selecting an appropriate release condition.
3. Choose desired Condition Details to further specify the restriction.
4. Click “Create” to save the restriction.
5. Once a restriction has been created it will be saved. Should instructors wish to add the same restriction to multiple modules or content items, previously used restrictions can be found under the Browse button.

Manage Dates

The manage dates tool gives instructors the ability to efficiently bulk edit and offset the date restrictions of each aspect of their course, such as discussion topics, assessments, announcements, and modules. This tool also gives instructors the option to edit the start and end dates of the course. This is very useful for instructors who wish to give students early or prolonged access to the course materials before the course has started or after the course has finished. To access Manage Dates:

1. Go to course admin, then click on manage dates



2. To edit course start and end dates click the pencil under “Course Duration”

Note: *If Course Duration is not edited courses will close on a default date set by Dalhousie.*

3. To bulk edit a section of material, check the left side box for each item to be edited. Choose either “Bulk Edit Dates” to quickly add the same date restrictions to each item in the group, or “Bulk Offset Dates” to efficiently move a group of date restrictions ahead or forward. Bulk Offset Dates is especially useful for instructors reusing previous course offerings with past date restrictions.