Tutorial on Date Management:
How to set dates in assignments, tests, availability of items, folders, etc.

Setting availability dates for assignments:
1. Locate the assignment in the course and click “EDIT”

   ![Click the dropdown menu for the assignment item and select "EDIT"

2. Scroll down to the area called “4. Availability”

   ![Check the “display after” and “display until” boxes and select the dates you’d like the item available.]

   ![If you’d like to let students know the date the assignment is due, check this box and put in the due date.]
Setting availability dates for tests:

1. Locate the assignment in the course and click “EDIT THE TEST OPTIONS”

   ![Module 3 Test](image)

   Click the dropdown menu for the test item and select “EDIT THE TEST OPTIONS”.

   Make the link available so students can see the test.

   Then check the “display after” and “display until” boxes and select the dates you’d like the test made available.

2. Scroll down to the area called “2. Test Availability”
Setting availability dates for folders or learning modules:

1. Locate the folder or learning module in the course and click “EDIT” from the dropdown menu.

2. Under “4. Standard Options”, be sure the “Permit Users to View this Content” has “Yes” selected if you want students to be able to see the module or folder content. Then check the boxes and pick the dates for “display after” and “display until”.

   - If "Yes is selected" students can see the module/folder.
   - Check the boxes and select the availability dates.