Course Scheduler

Course Scheduler enables instructors to 'lock' or 'hide' content items from student view while allowing them to release at a certain date and time.

1. Click on 'Course Admin'.

2. Select ‘Course Admin tool’

3. Go to ‘Course Scheduler’
4. The Scheduler provides three dates for scheduling content items: Start Date, End Date & Due Date

Start Date

1. Select the Assign specific start/end radio button for the content item.

2. Click the calendar icon to select a start date for the item. **Note: The date must fall within the course's start and end dates.** There is also an option to enter a date directly into the text field. Use one of the following formats: (mm/dd/yy); (mm.dd.yy); (mm-dd-yy); (mm.dd.yy).
3. Select the **Restrict access before** check box to prevent students from accessing the item before the start date.  

*Note: the CDE recommends allowing students to access a unit the Friday before the week begins.* For example, open Week 2 to students on Day 5 of Week 1, open Week 3 to students on Day 5 of Week 2 and so forth.

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Use course start/end</th>
<th>3/6/2015</th>
<th>12:00 AM</th>
<th>11:59 PM</th>
<th>11:59 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assign specific start/end</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restrict access before</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End Date:** Repeat the previous steps to set an End Date.  
*Note: the CDE recommends keeping items open for students to study/review.*

**Due Date:** Repeat the previous steps to set a Due Date. Assigned due dates display in the students' course checklist.