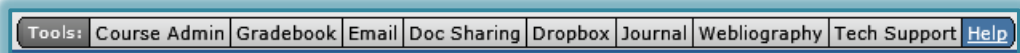


CONTROL ACCESS TO PARTS OF COURSE

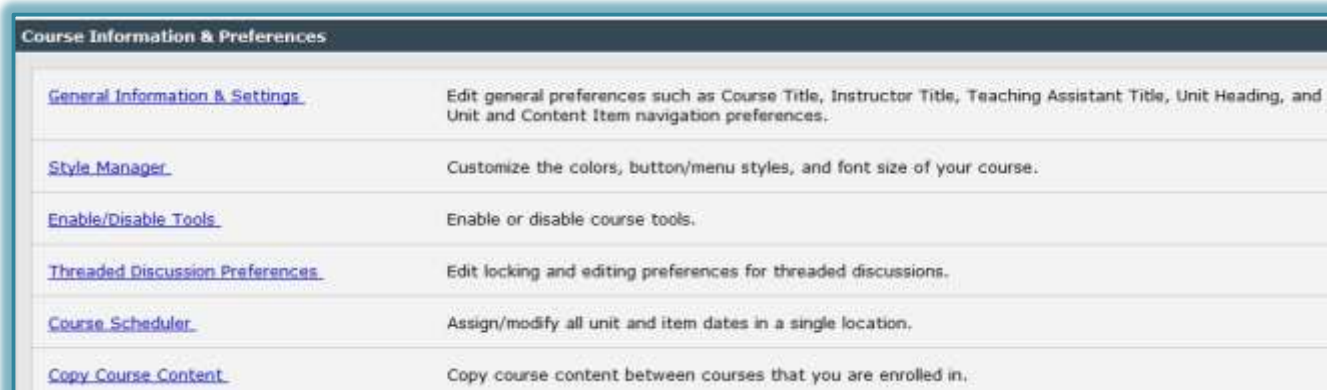
Students can be kept from accessing a **Unit** or any part of a **Unit** through the **Course Scheduler** or the **Toolbox** for each item.

CHANGE ACCESS DATES-USE COURSE SCHEDULER

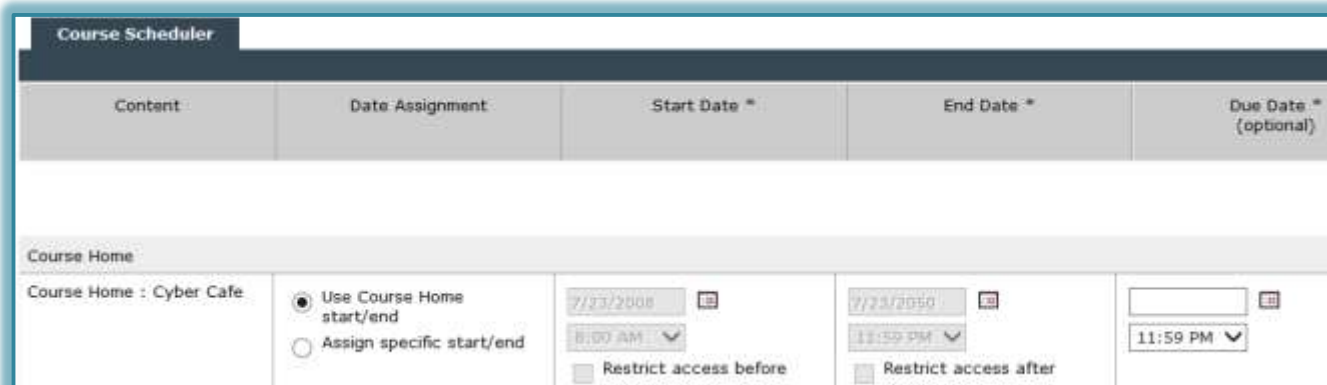
- ✦ Click the **Course Admin** tab on the **Tools Menu**.



- ✦ Click the **Course Scheduler** link (see illustration below).



- ✦ The **Course Scheduler** window will display (see illustration below).
 - ✦ A list of the **Content Items** in the course will load.
 - ✦ The time it takes for these items to load depends on the amount of content in the course.

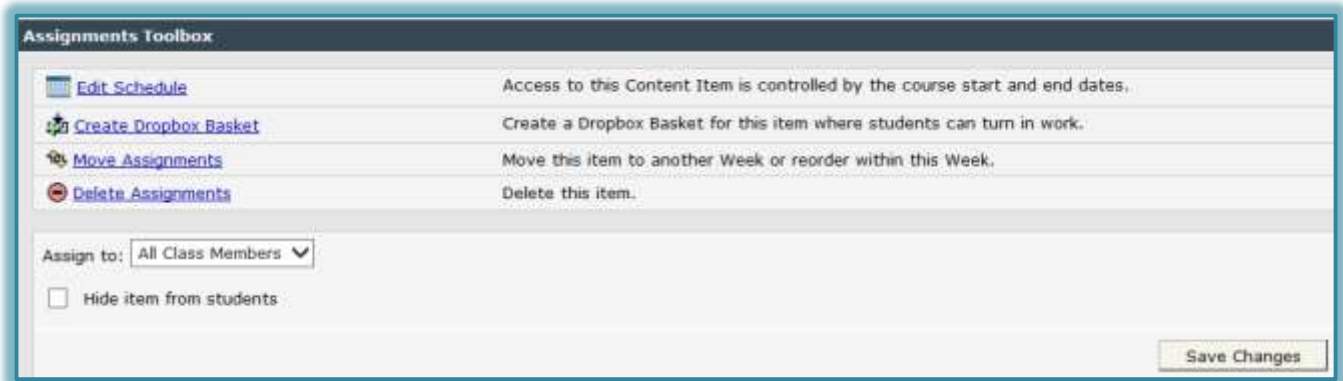


- ✦ Select the option, **Assign Specific Start/End** next to the **Unit** or **Content Item** for which access dates are to be specified.
- ✦ Specify the **Start** and **End Dates** and **Times** for the items.
- ✦ Click the **Restrict Access Before** or the **Restrict Access After** options.
- ✦ After all the dates have been specified, click the **Save Changes** button.
- ✦ Students will not be able to access the **Unit** or **Content Item** until the specified **Date and Time**.
- ✦ Click the **Save Changes** button. This button appears at the top of the window.

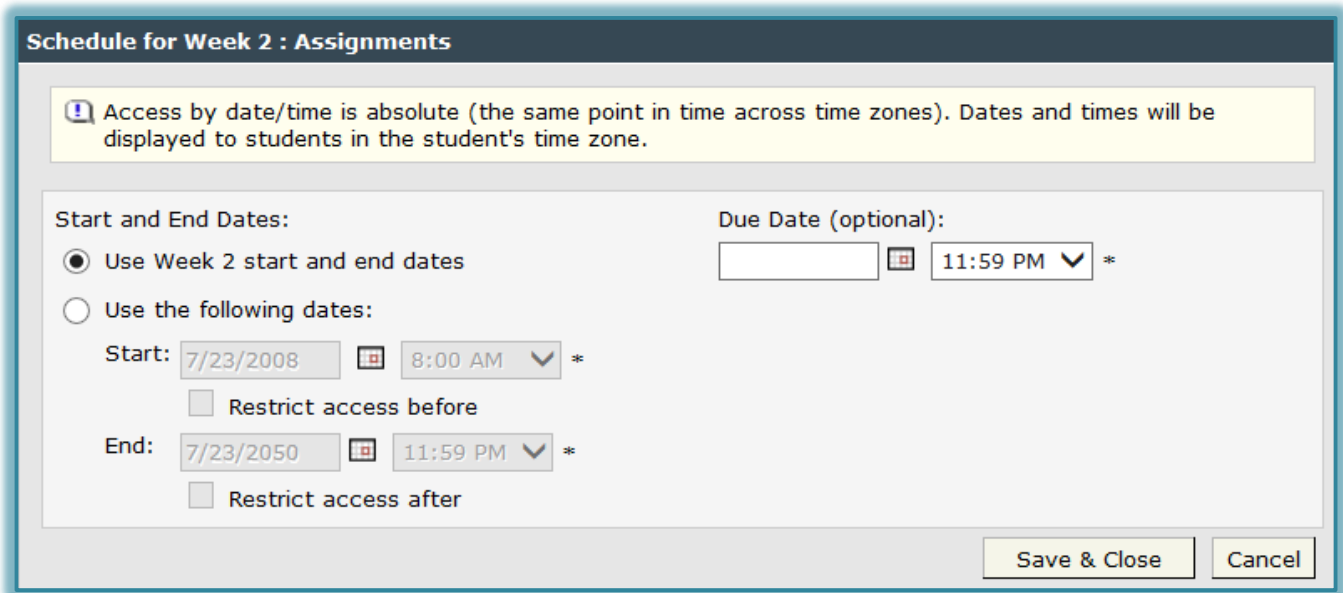
CHANGE ACCESS DATES-USE COURSE SCHEDULER

- ✦ Click the **Course Admin** tab on the **Tools Menu**.
- ✦ Click the **Content Item** in the week where access is to be changed.

- ✦ Click the **Toolbox** button.
- ✦ The **Toolbox** window will display (see illustration below).



- ✦ Click the **Edit Schedule** link to open the **Edit Schedule** window (see below).



- ✦ Click the **Use the following dates** option.
- ✦ Select the dates and times from the **Start** and **End** options.
- ✦ Click the **Save and Close** button.

HIDE ITEM FROM STUDENTS

- ✦ Click the **Author Tab**.
- ✦ Select the **Content Item** that is to be hidden.
- ✦ Click the **Toolbox** button.
- ✦ Click the **Hide Item from Students** check box (see illustration above).
- ✦ Click the **Save Changes** button.
 - ✦ The students will not see the item in the **Navigation Tree** until it is un-hidden.
 - ✦ Instructors always have access to the item.
 - ✦ When the **Content Item** is hidden, an asterisk (*) will appear on the right side of the item.