



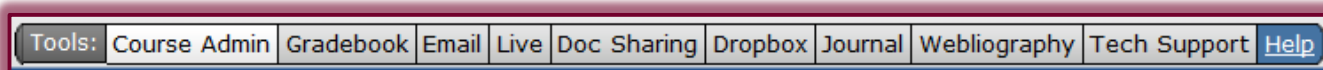
Course Scheduler Schedule Course Content





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 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.

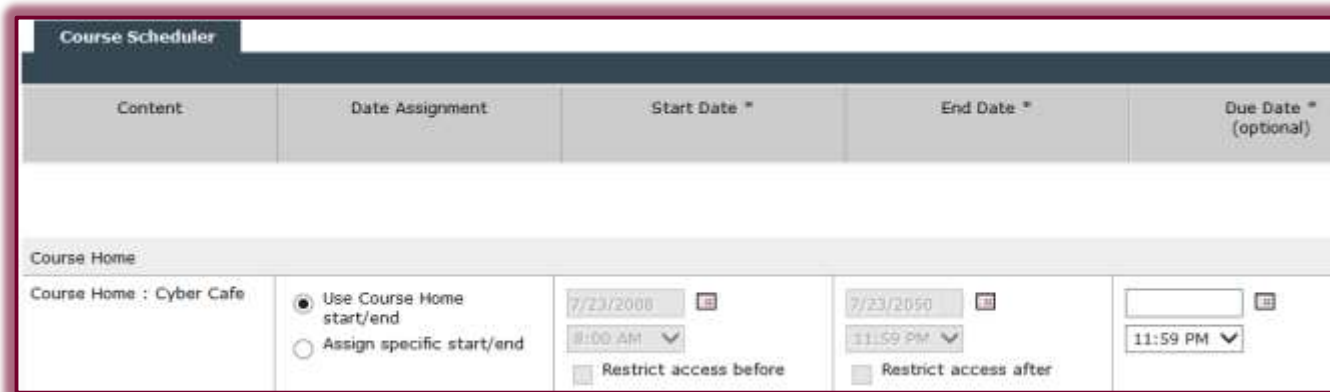
Individual Content Items or Weeks can be scheduled using the **Edit Schedule** feature in the Toolbox for the individual Content Item. If Start and End Dates are scheduled in the Course Scheduler, the same Start and End Dates will display when the Event Scheduler for an individual Week or Content Item 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 **Course Scheduler** window will display (see illustration below).
 -  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 Start and End Dates of the eCollege term.








-  The table below lists the fields in the Course Scheduler window.

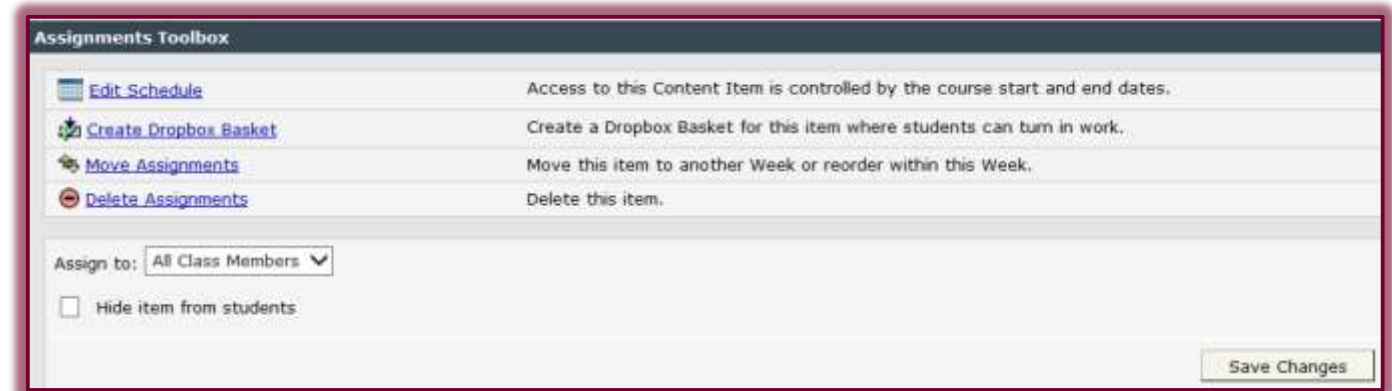
In this column	Do this
Content	This area lists the content in the course. Scroll down to locate the Week or Content Item for which a start and end access date is to be scheduled.
Date Assignment	Select one of the two items. <ul style="list-style-type: none"> • Use course start/end – This will allow students 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.

In this column	Do this
Start Date	Click the Calendar icon at the end of the date to select a start date for the Week or Content Item or input the start date into the text box. 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 or input the date into the text box. The date that is selected must fall within the course 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.
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.
Gradebook Review	This option is available when the schedule is being set for an Exam Content Item . The date needs to be set so that students will be able to see the results for the exam in the Gradebook. The default date is the Term End Date . If the date is not changed, the students will not be able to view the grade in the Gradebook until the end of the term.

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

Schedule a Single Content Item or Week

-  Click the **Author** tab in the **Navigation Tree**.
-  Click the **Content Item** or **Week** for which dates are to be assigned.
-  Click **Toolbox**.
-  Click **Edit Schedule**. This window has a **Gradebook Review Date** option when using an **Exam Content Item**.
-  The **Edit Schedule** window will display (see illustrations below).



 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 Week 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.
Gradebook Review Date	This option is available when the schedule is being set for an Exam Content Item . The date needs to be set so that students will be able to see the results for the exam in the Gradebook. The default date is the Term End Date . If the date is not changed, the students will not be able to view the grade in the Gradebook until the end of the term.

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