

# Basic Date Management Settings

**Minimum** settings to make the data manager efficient:

## For Every Announcement

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Duration →  Date Restricted

Select Date Restrictions →  Display After → Enter Date and Time

## Content Areas

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**Folders & Learning Modules (Learning Unit, Module, Lessons, etc...)**

Select Date Restrictions →  Display After → Enter Date and Time

NOTE: If the folder should also close check and set *Display Until* Date and Time.

**Content Items (Test, Assignment, Page, Item, etc.)**



If the object **is not graded**, just informational, no dates needed, folder dates will handle access to the object.

For an object that **is graded**:



Due Date → Enter Due Date and Time

Select Date Restrictions →  Display After → Enter Date and Time that matches the parent folder.



Repeat *Due Date* and *Display After* settings for every graded object in the folder.

## Exception (Discussion Boards)

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Discussion forums should be dated at the container (Board) level (dates can also be added if the forums are linked to but this is not necessary if dates are set at the Board level).

Under the Control Panel then Discussion Board, click on the link for course level Discussion Board (its name matches the course ID).

Here you will create the forums (questions) that will be used in the course.

Date the forums at THIS level. If there is a Discussion Board link on the Students Course Menu then the dates will control the release of the forums at the appropriate time. If the forums are not dated students will have access to all forums from Day 1.

If the instructor chooses to release via links to the forums then dates are not needed on the linking step as the Discussion Board will still handle access to the forums based on the dates set when the forum was initially created.