

How do I set the display of a Resources item to a specific time period?

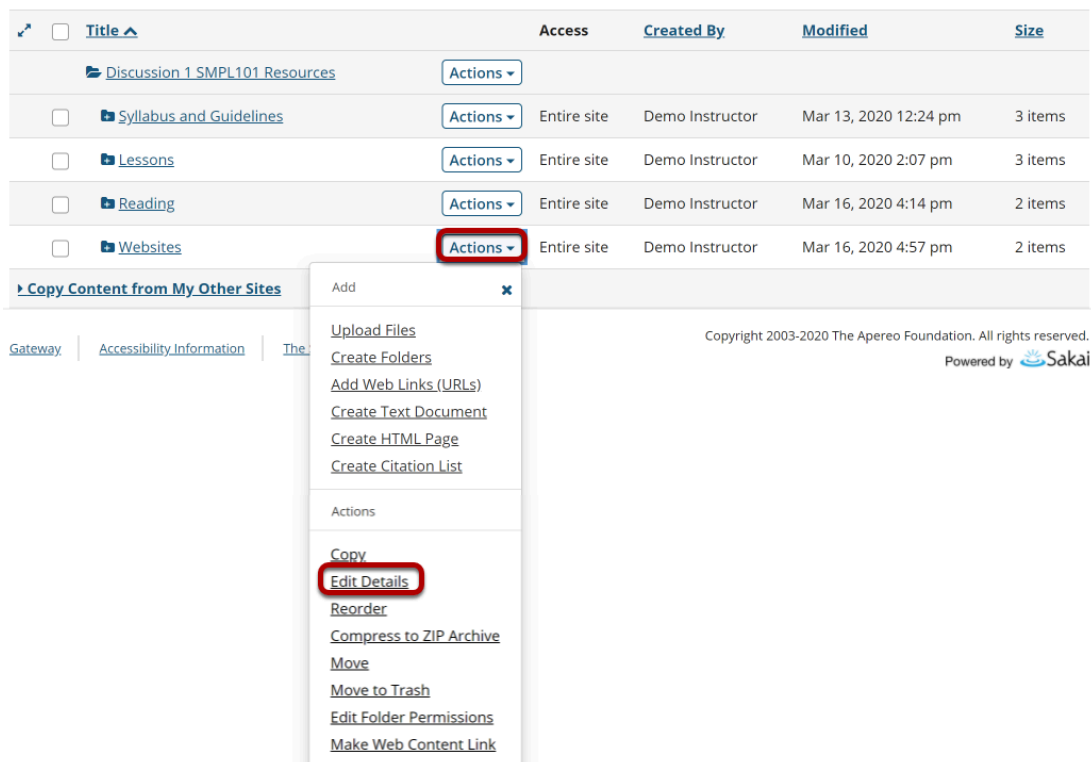
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Edit Details.

A screenshot of the Sakai Resources tool interface. It shows a table with columns: Title, Access, Created By, Modified, and Size. The table lists several resources, including 'Discussion 1 SMPL101 Resources', 'Syllabus and Guidelines', 'Lessons', 'Reading', and 'Websites'. The 'Actions' button for the 'Websites' resource is highlighted with a red rectangle. A dropdown menu is open for the 'Actions' button, showing options like 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Edit Details' option is highlighted with a red rectangle. At the bottom of the page, there is a footer with the text 'Copyright 2003-2020 The Apereo Foundation. All rights reserved. Powered by Sakai'.

To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details..**

This displays the Edit Details page for the item.

Specify dates.

[Availability and Access](#)

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

☒ **Show this folder** ☒ **From** 03/17/2020 05:00 pm ☐ ☒ **Until** 03/23/2020 05:00 pm ☐

☐ **Hide this folder but allow access to its contents**

☐ **Hide this folder and its contents**

Choose who can see this folder and its contents.

☒ **Only members of this site can see this folder and its contents.**

☐ This folder and its contents are publicly viewable.

☐ This folder and its contents are viewable by all logged in users.

[Folder Details](#)

[Optional Properties](#)









[Learning Object Metadata](#)

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, and then click **Update**.

Notes:

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

View file or folder in Resources.

 <input type="checkbox"/> Title 	Access	Created By	Modified	Size
 Discussion 1 SMPL101 Resources Actions ▾				
<input type="checkbox"/>  Syllabus and Guidelines Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>  Lessons Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>  Reading Actions ▾	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>  Websites  Actions ▾	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
▶ Copy Content from My Other Sites				

This displays the file or folder in Resources as hidden, except during the specified time period.

Notes:

- *Instructors see hidden Resource items as grayed out.*
- *If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.*