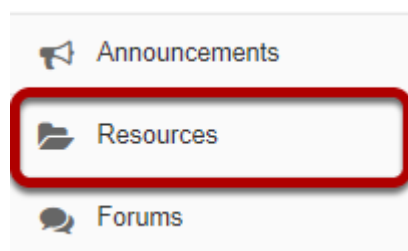


How do I set the display of a Resources item to a specific time period?

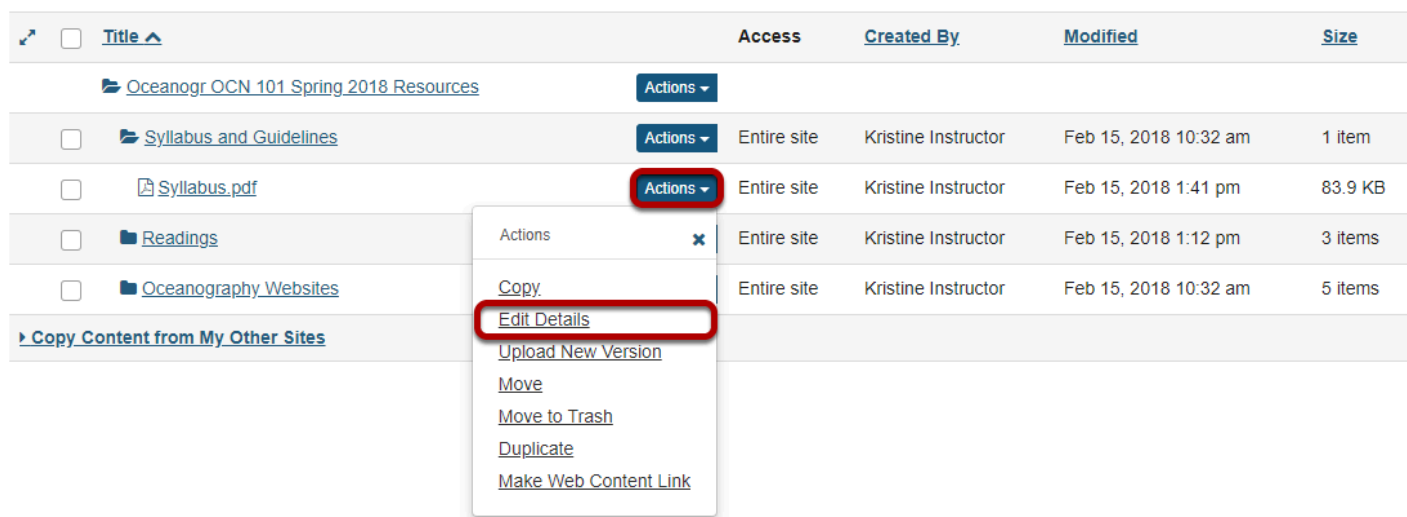
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.



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

Click Actions, then Edit Details.



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](#)

Resources 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 item ☒ From 02/16/2018 03:05 pm ☐ ☒ Until 02/22/2018 03:05 pm ☐

☐ Hide this item

Choose who can see this item.

☒ Only members of this site can see this file.

☐ This file is publicly viewable.

[File Details](#)

[Optional Properties](#)

[Learning Object Metadata](#)













Email Notification None - No notification

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, 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
	 Oceanogr OCN 101 Spring 2018 Resources	Actions 				
<input type="checkbox"/>	 Syllabus and Guidelines	Actions 	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
<input type="checkbox"/>	 Syllabus.pdf	Actions 	Entire site	Kristine Instructor	Feb 15, 2018 3:11 pm	83.9 KB
<input type="checkbox"/>	 Readings	Actions 	Entire site	Kristine Instructor	Feb 15, 2018 1:12 pm	3 items
<input type="checkbox"/>	 Oceanography Websites	Actions 	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	5 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.*