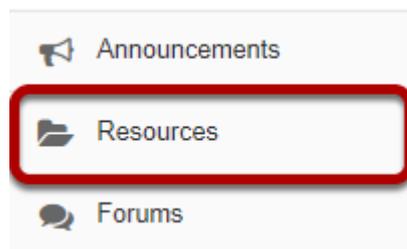


How do I set the display of a Resources item to a specific time period?

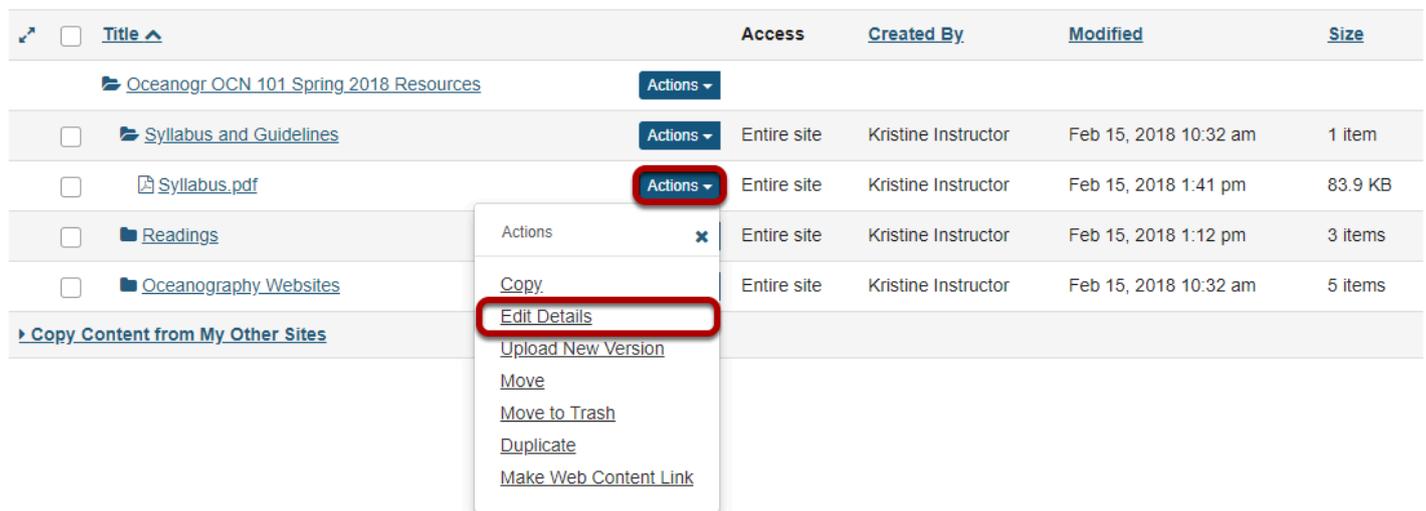
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

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	
<input type="checkbox"/>	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.*