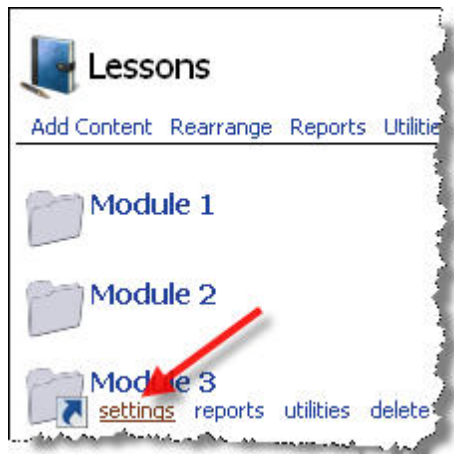


## How to Release Content to Students


Within the settings for any content item, you can specify when the content will be released for students to access. You can also preview and ensure that students are not seeing any content that you do not want them to access.

You control the release of content items using the settings for that content item. In this example, you will set a folder and its contents to be released on a specific date. This is done in the settings for that content. If the content has already been created, click on Settings for that content. Otherwise it can be set when the content item is created.

1. Go to the content item and click Settings



2. Go to the Access tab and select Advanced settings
3. Go to the View Restrictions section. Setting a Start Date and time will release the content on that date and time. If you want the content item to also stop being accessible at a specific time and date, you can set that as well in the End Date settings.

 Note: Be sure that you check the box next to the date and time. If this is not checked, the date and time will not be set.

4. Click Save when all settings have been inputted.

Access Tracking

User Tracking:

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View Restrictions

Do not allow users to view this item:

Viewable By:

Password:

Team Access:

Start Date:  March 9, 2008 AM 09:40

End Date:  March 2, 2008 PM 01:40

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Edit Restrictions

Cascade Settings

Tracking     Viewable By     Team     Start Date

End Date     Password     Hidden

Select the settings that you want to apply to all existing sub-items. If unchecked, the settings apply to the folder itself and new sub-items.

The content item will now not be released until the Start date and time.



Note: When working with folders, all settings within the folder cascade to any content items ADDED to the folder after the settings have. However, if settings to the folder are made AFTER the folder contains content items, the new settings will not cascade to the items within the folder unless the specific "cascade" settings are applied (in the Access tab, Advanced View)