This document will give you an overview of how to set dates in your course.

**Step 1 - Content Area**

1. Click on the "Content" tab.

2. Click on "Bulk Edit"
Setting Dates and Adding Descriptions

Step 2 - Add dates and restrictions

Click "Add dates and restrictions"
Step 3 - Visibility and due dates

1. Click where it says "Add..." to add a date, if there is already a date click on it to change it.

2. Click "Update"

IMPORTANT note:

Setting dates from the content area sets the **Visibility** of the item.

**Start Date** - Displays the topic to be viewed *before* this date students will NOT be able to view the topic.

**End Date** - Makes the topic and posts no longer visible students.

**Due Date** - Acts as a flag for the last day students should complete the activity. This will NOT lock them out or lock their visibility to the activity. It is a reminder to them and a flag for you when you go to grade so you can see when their submissions are late.
Step 4 - Review your dates

This discussion will be for introductions. Please make sure to post your initial post on the Due date of Mar. 20th.