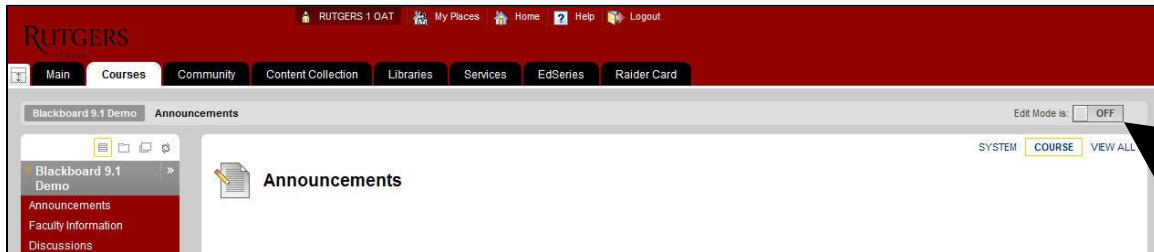


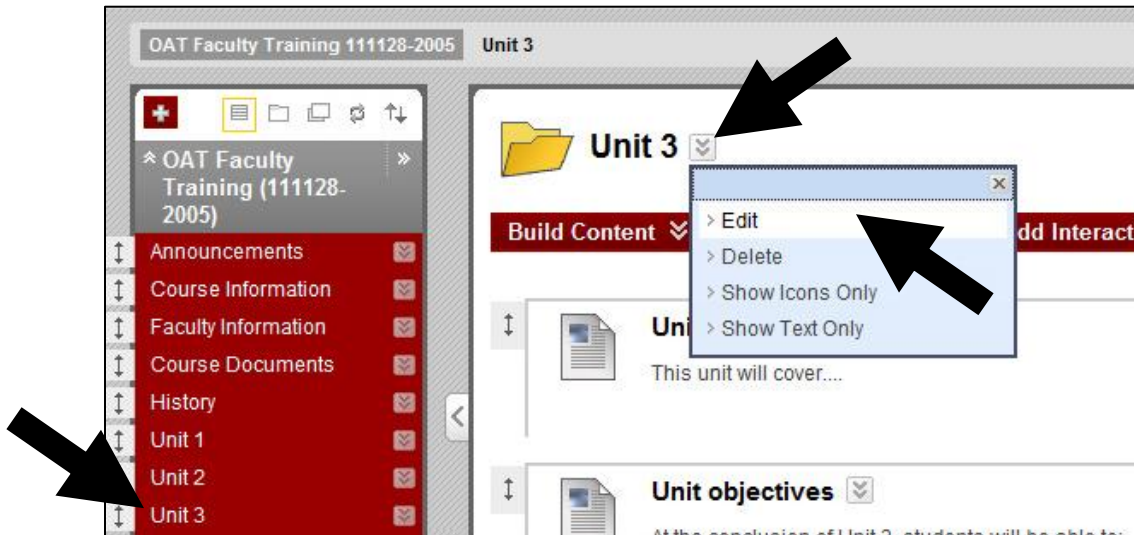
Scheduling the Availability of an Area from the Course Menu

Each course is provided with a default course menu which can then be customized by the instructor. However, you may not want your students to see all of the areas in the course right away. For example, if you are using Units in your course menu you may only want your students to access the current units. You can show or hide menus at any time but you can also schedule when an area is available to students based on date and time.

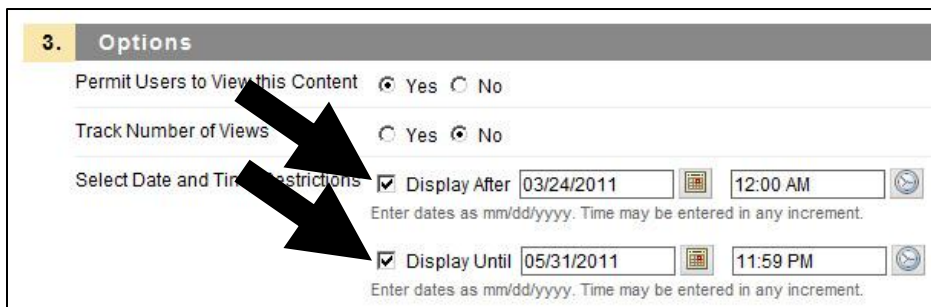
- Change **Edit Mode** to **On** if it is not already by clicking on the option at the top right of the window.



- First click into the course menu area that you would like to schedule (e.g. Unit 3).
- Click on the **Contextual Menu** (double arrow) to the right of the area title at the top select **Edit**.



- Scroll down to **Area 3 – Options**, place check marks in the **Display After** and **Display Until** boxes and set your date and time as needed.



- Click the **Submit** button at the top right or bottom right.