



Office of Online Learning

Indian Hills Community College

Computer Tutorial:

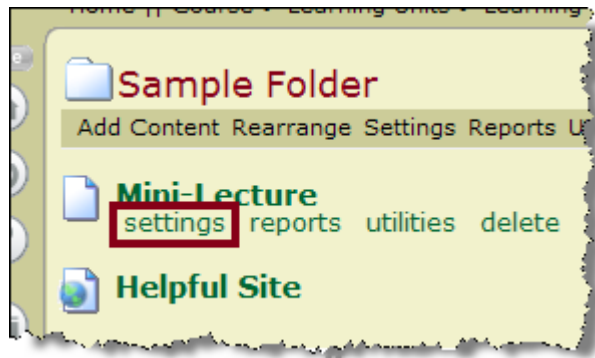
How To: Add & Manage Course Content – Part 4: Access and Previewing

Purpose: This tutorial demonstrates how a faculty member can restrict access to specific content items and preview the course as a student.

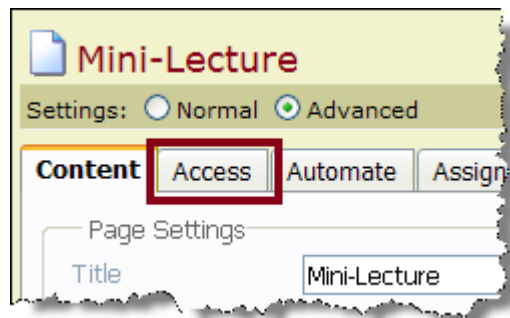
Restricting Access to Content Items

On all content items, you can use the settings on the **Access** tab to limit students' ability to access these items.

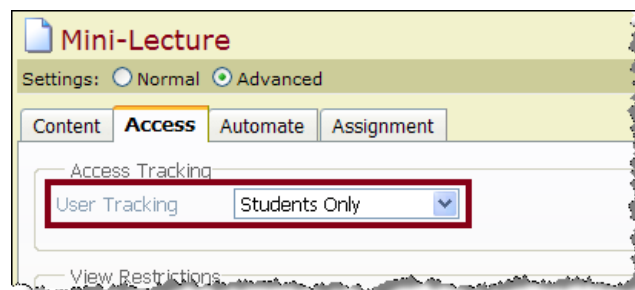
1. Click on **settings** under the Content item.



2. Click **Access**.



3. **Access Tracking > User Tracking** is set by default to **Students Only** and allows you to see when and how long students spend on each item.



4. **View Restrictions:** If the box in front of **Do not allow users to view this item** is checked, students will not be able to view the content item.

The screenshot shows the 'View Restrictions' form with the following elements:

- Do not allow users to view this item (labeled 4)
- Viewable By: Students (dropdown menu, labeled 5)
- Password: [Empty text box]
- Team Access: All Teams (dropdown menu, labeled 6)
- Start Date: November 28, 2007 AM 11:05 (labeled 7)
- End Date: November 28, 2007 AM 11:05 (labeled 7)
- Save button

5. The **Viewable By** drop-down gives you another way to limit access to the content item. It is set to **Students** by default.
6. **Team Access** allows you to restrict access to the content item to certain teams. The teams must be set up in your course prior to using this setting.
7. **Start Date** and **End Date** allow you to restrict access by date and time. Make sure the box in front of the start date or end date you set is checked.
8. Click the **Save** button.

Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

For further assistance, please contact:

IT Help Desk

Phone: (641) 683-5333

E-Mail: helpdesk@indianhills.edu

Web: www.indianhills.edu/helpdesk