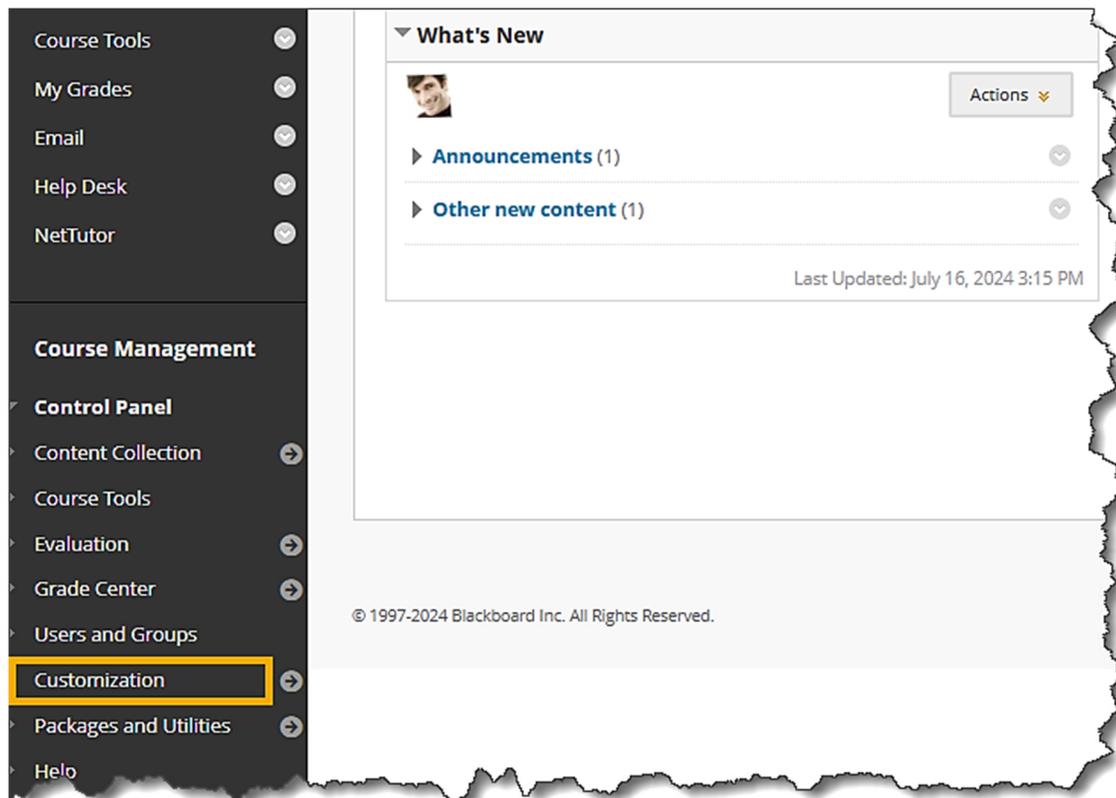


Faculty Tutorial: Change Course Availability

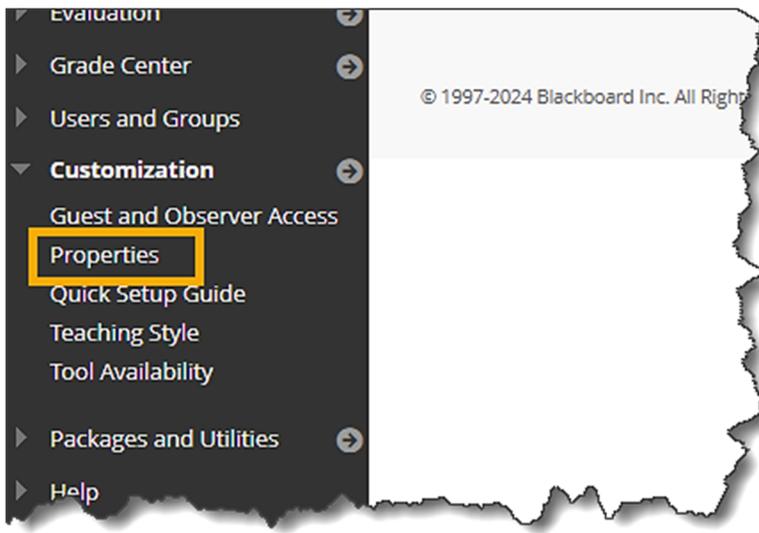
Purpose: By default, term courses are only available to students for the duration of the term. However, if faculty members teach a course that starts at midterm or they would like to allow students to start a course early, they will need to change the availability dates for the course. This tutorial will show faculty how to set the start and end dates during which their term courses are available to students.

From within your term course, click “**Customization**,” which is located in the “Course Management” menu.

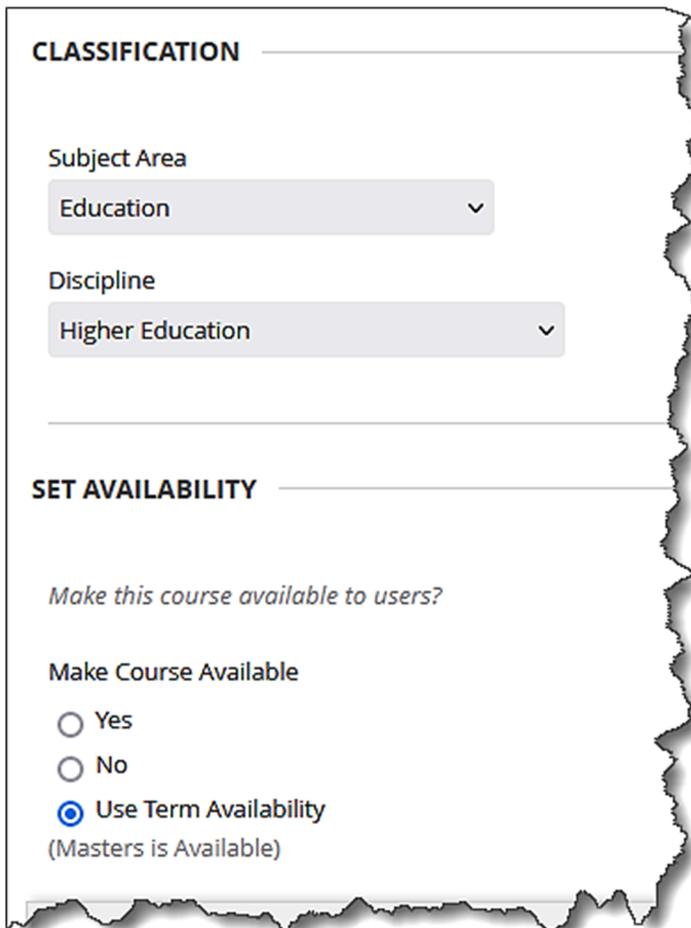
Note: The “Course Management” menu is located directly below the black Course Menu.



In the sub-menu that opens, click “**Properties.**”



The “Properties” page will open. Do **not** change the default settings under “Classification” or “Set Availability.”

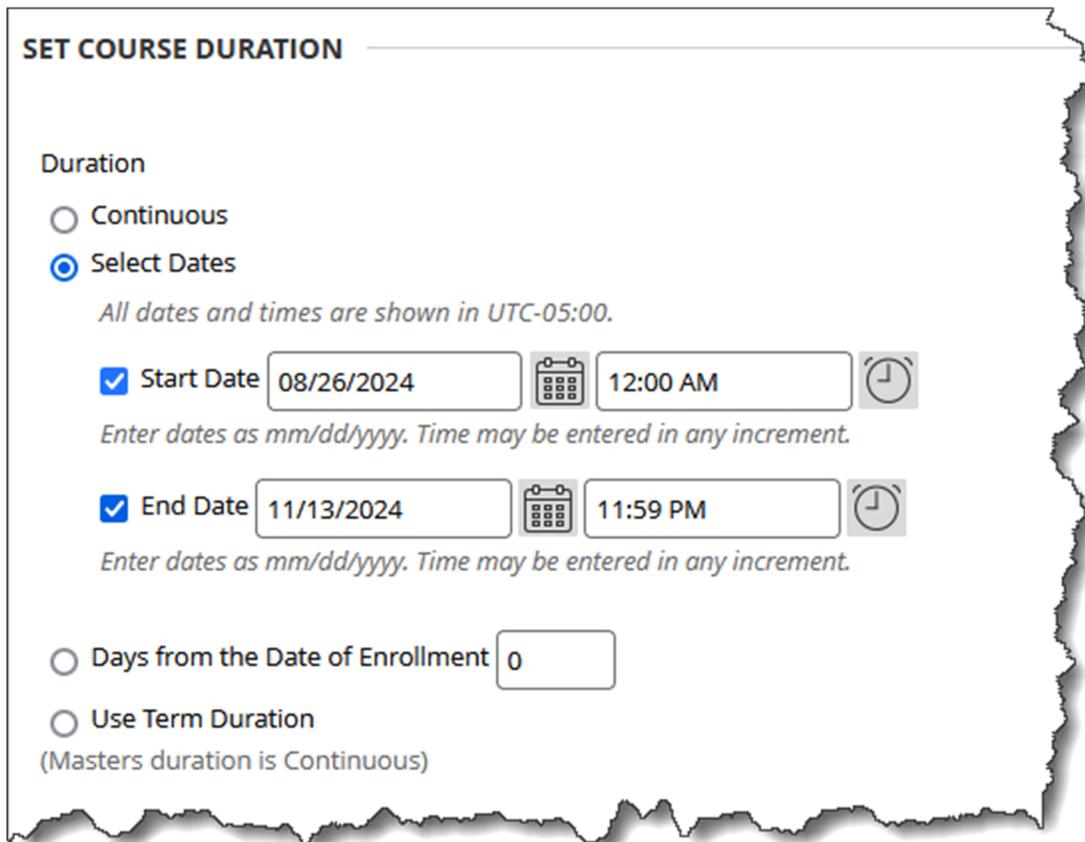


Under “Set Course Duration,” click the radio button next to “Select Dates.”

Note: Be careful not to click your mouse in the “Set Course Duration” area after making your selection, as your selection could be changed to another option.

By default, the first day of the term should appear in the “Start Date” box and the last day of the term should appear in the “End Date” box.

Note: The course will become available to students at 12:00 a.m. on the “Start Date” and unavailable to students at 11:59 p.m. on the “End Date.”



SET COURSE DURATION

Duration

Continuous

Select Dates

All dates and times are shown in UTC-05:00.

Start Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Days from the Date of Enrollment

Use Term Duration
(Masters duration is Continuous)

There are two ways to change the dates set for the course. The first is to delete the default start date and then type the new start date for the course in the "Start Date" box. Be sure to enter dates using the format mm/dd/yyyy.

SET COURSE DURATION

Duration

Continuous

Select Dates

All dates and times are shown in UTC-05:00.

Start Date  12:00 AM 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date 11/13/2024  11:59 PM 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Days from the Date of Enrollment

Use Term Duration
(Masters duration is Continuous)

The second is to click the calendar icon to choose a date using the calendar.

SET COURSE DURATION

Duration

Continuous

Select Dates

All dates and times are shown in UTC-05:00.

Start Date  12:00 AM 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date 11/13/2024  11:59 PM 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Days from the Date of Enrollment

Use Term Duration
(Masters duration is Continuous)

Then, click the date on the calendar on which you would like the course to appear to students.

The date you typed in the “Start Date” box or selected from the calendar should now appear in the “Start Date” box.

SET COURSE DURATION

Duration

Continuous

Select Dates

All dates and times are shown in UTC-0

Start Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Days from the Date of Enrollment

Use Term Duration
(Masters duration is Continuous)

September 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Today is: Tuesday, July 16, 2024

You may change the “End Date” using the same steps shown above to change the “Start Date.”

Once you have set your course duration, scroll to the bottom of the page and click “Submit.”

Note: Do not change anything under “Categorize Course,” “Select Language Pack,” or “Course Files,” as changing these options could cause problems in your course.

SET COURSE DURATION

Duration

Continuous

Select Dates

All dates and times are shown in UTC-05:00.

Start Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click Submit to proceed.

Cancel **Submit**

If the course “Start Date” is set for a future date, this date will be displayed (in parentheses) in your course list on the “MyHills Home” page.

Note: Courses that are unavailable to students will not show up in their course list when they log in to MyHills. Students will have to access WIN to see the courses in which they are registered for each term.

Congratulations! You now know how to change your course availability!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*