

## RESTRICTING CANVAS CONTENT BY DATE

Want to restrict access to materials in your Canvas course by day and time, but don't want to put these materials into a separate Module? Here are several options for making content available only between certain dates:

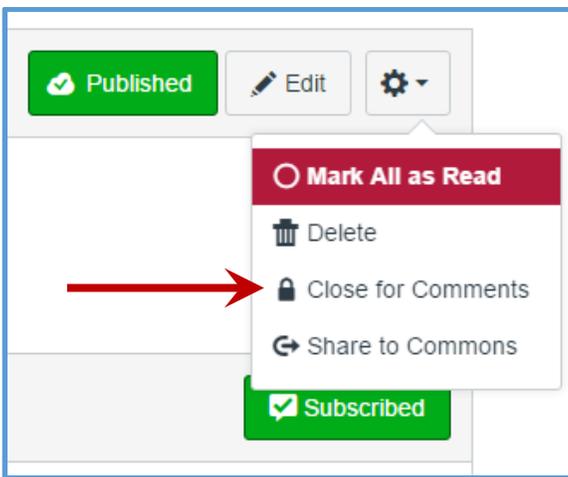
### RESTRICTING A DISCUSSION

When creating a discussion, there are controls at the bottom of the page to control availability.



A screenshot of the discussion creation interface showing two date selection fields. The first field is labeled "Available From" and the second is labeled "Until". Each field has a text input box and a calendar icon to its right.

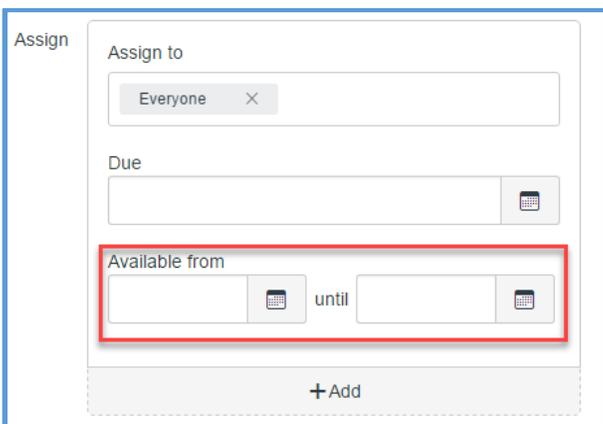
But what if you don't wish your students to post replies to the discussion? For that, just lock the discussion.



If students visit the discussion within a module after the available until date, the discussion itself is visible, and a message indicates "This topic was locked" with a date and time. However, if students visit the discussion within a module prior to the available from date, they will not see the discussion, will only see a message indicating "This topic is locked until" and the date and time, and **students will not have a Next button to advance further into the module**. So use this function carefully.

### RESTRICTING A QUIZ

The Quiz has a choice to limit availability to between specific dates and times. Of course when the quiz is available students see the quiz instructions as well as a button to begin taking the quiz.



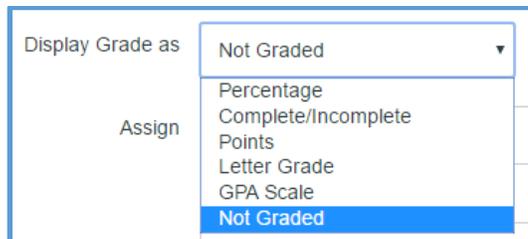
A screenshot of the quiz assignment settings interface. The "Assign to" section shows "Everyone" selected. Below it is a "Due" date field with a calendar icon. The "Available from" section is highlighted with a red box and contains two date fields with calendar icons, separated by the word "until". At the bottom is a "+Add" button.

If students visit the quiz within a module, they will see the name of the quiz, then a message saying “This quiz is locked until” with the day and time specified, if before the “Available from” date, or saying “This quiz was locked” with the day and time specified. The basic setting information about the quiz will show, details like Due Date, Time Limit, and number of attempts allowed. However, no quiz instructions or “Take the Quiz” button will be visible.

## RESTRICTING AN ASSIGNMENT

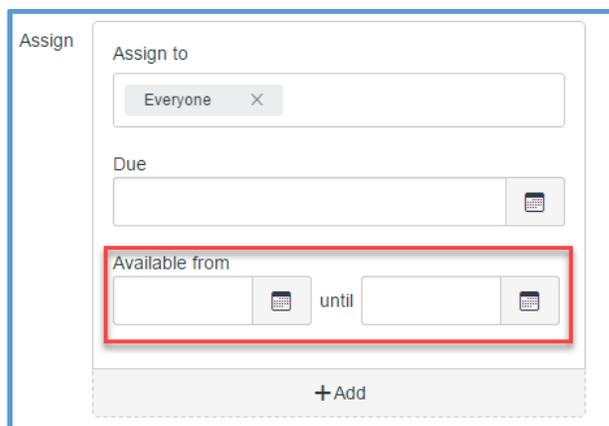
Just as with a quiz, the Assignment has a choice to limit availability to between specific dates and times. Unlike the quiz, an assignment can be created without a corresponding entry in the Grades.

When you create an assignment, if you do not wish to have the assignment graded, set the “Display Grade as” menu to “Not Graded”.



A screenshot of a dropdown menu for the 'Display Grade as' setting. The menu is open, showing several options: 'Not Graded' (selected and highlighted in blue), 'Percentage', 'Complete/Incomplete', 'Points', 'Letter Grade', 'GPA Scale', and 'Not Graded' (at the bottom, also highlighted in blue). The label 'Assign' is visible to the left of the dropdown.

And, just as with a quiz, set the “Available from” or “until” boxes in the Assign controls.

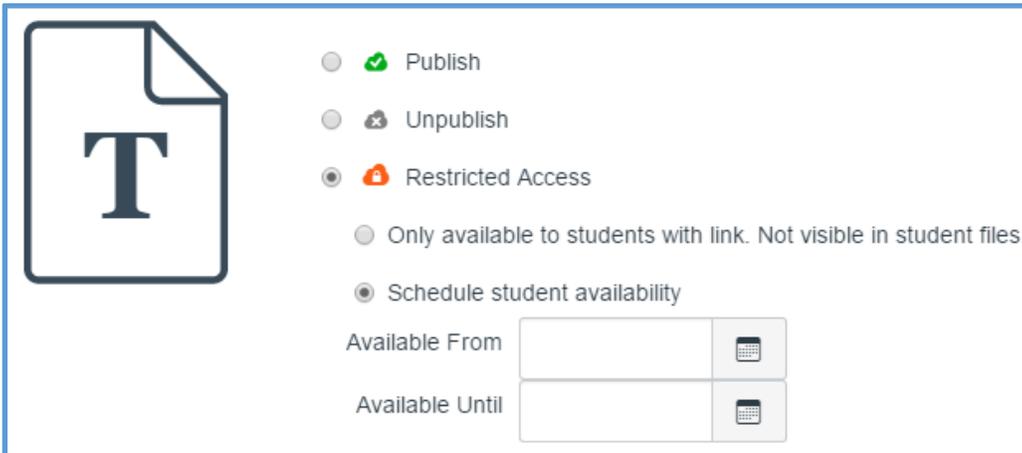


A screenshot of the 'Assign' control panel. The panel includes a text input field for 'Assign to' with 'Everyone' and a close button. Below it is a 'Due' date field with a calendar icon. The 'Available from' section is highlighted with a red box and contains two date fields with calendar icons, separated by the word 'until'. At the bottom of the panel is a '+Add' button.

If students visit the assignment within a module, they will see the name of the assignment, then a message saying “This assignment is locked until” with the day and time specified, if before the “Available from” date, or saying “This assignment was locked” with the day and time specified. No text or controls from the assignment will be visible.

## RESTRICTING A FILE

To limit access to a file to a particular date or time range, go into the Files area, and find the file you want to restrict. Click on the availability cloud, which is probably green with a check mark. Everywhere else in Canvas this will simply toggle between Published and Unpublished, but in the Files area you get a dialog box instead.



 Publish

 Unpublish

 Restricted Access

Only available to students with link. Not visible in student files.

Schedule student availability

Available From  

Available Until  

It should be obvious what the Publish and Unpublish choices will do, but if you choose Restricted Access you are given two options. The first causes the file to be invisible to students browsing the Files area, but any links to the file will work normally. Only if you select “Schedule student availability” will you get the dialog boxes to set the days and times for “Available From” and “Available Until”.

If you do set the file to be available in a date range, you will see the orange cloud with a lock icon, while students will see an orange calendar icon. The orange calendar icon appears to students looking in the Files area even during the date range where the file is available to them.



When setting a date restriction on a file, it is fine to leave that file linked from elsewhere in the course. The link will still work, but when outside the date range students will be told “This file is locked until” with the day and time specified, or “This file was locked” with the day and time specified.