

Setting Due Date

Here you can specify a due date that will be used by default for all enrollments of the course.

The screenshot shows the 'Edit Course' interface for a course titled 'Sales Onboarding'. The 'Availability' tab is selected, and a tooltip labeled 'Availability' is visible. A green 'Save' button is located in the bottom right corner. The text below the tabs reads: 'In this section, you can choose the parameters and conditions under which the course will be available to learners.'

1. The content item can be unrestricted by time or be time-limited. Choose one of the values in the **Due date** menu.

No due date	Users will be able to view the course with no time limitations.
For a period	The course will be available to learners during the specified number of days since the assignment date.

The screenshot shows the 'Default Enrollment Settings' section. A dropdown menu for 'Due date' is open, with 'No due date' selected and checked. A tooltip labeled 'No due date' is visible over the selected option.

You can keep the course available for view after the due date passed or close the access.

The screenshot shows the 'Default Enrollment Settings' section. The 'Due date' is set to 'After due date' with a checkmark. The 'Restrict access' is also set to 'After due date' with a checkmark. A tooltip labeled 'After due date' is visible over the selected option. The '10 days' setting is also visible.

The second way to set up the course due date is when [enrolling](#) a user into it.

1. On the **Edit Course** page, open the **Enrollments** tab. Then, click **New Enrollment**.

← Edit Course ✉ 🔔 👤

Sales Onboarding

Course

Outline
General
Notifications
Availability
Completion
Enrollments
Reports

<input type="checkbox"/>	Name ↓	Department	Date	Status	Re-enrollment Da...
<input type="checkbox"/>	Bella Stone bstone@aol.com	My Company	11/1/19 - no due ...	Complete	1/10/20
<input type="checkbox"/>	Brian Richards richbbb@gmail.com	My Company	11/1/19 - no due ...	In Progress (80% ...	-

2. The course to be assigned will be chosen in the opened window. Select users who will be enrolled in it and go to the **Parameters** step. At this step, you can set up the start date and time.

- 📄 **Courses**
Selected 2
- 👤 **Users**
Selected 4
- 📅 **Parameters**

Specify Enrollment Settings

Start date: 📅

Course Name

- 📄 Vector
- 📄 Attract

<
September 2019
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

🕒

▼

The second parameter which you can manage at this point is the content item due date. Select one of the available options.

Use course settings	The value set in the Availability tab is auto-populated.
By Date	You specify the date and time by which the course should be passed.

For a period	Set up the number of days or weeks after which learners should have the course completed.
No Due Date	The content item is not time-limited and students can study it as long as they wish.

Specify Enrollment Settings

Start date:

Course Name	Due Date
Vector Graphics Workshop	Unlimited
Attract New Cus	

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

12:00 AM

OK

If you want to apply the specified due date to all assigned courses, check **Apply to All**.

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

12:00 AM

OK

In this case, all assigned items will have the same due date.

Course Name	Due Date
 Vector Graphics Workshop	9/30/2019 ▾
 Attract New Customers. Boost Your Sales	9/30/2019 ▾

3. Click the **Enroll** button. Now your students will receive an enrollment notification [in the user portal](#) and [to their emails](#) (if both are enabled) and will start their studies.

Courses
Selected 2

Users
Selected 4

Parameters

Specify Enrollment Settings

Start date:

Course Name	Due Date
 Vector Graphics Workshop	9/30/2019 ▾
 Attract New Customers. Boost Your Sales	9/30/2019 ▾

[< Back](#) [Enroll](#)