Setting Due Date

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

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.

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

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**.

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.

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: 9/25/2019

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

Use course settings

By Date

For a period

No Due Date

☐ Apply to all

🕒 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

Use course settings

By Date

For a period

No Due Date

☑ Apply to all

🕒 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 ⌄
PDF 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: 9/25/2019

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

‹ Back   Enroll