

Setting Due Date

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

←

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In this section, you can choose the parameters and conditions under which the course will be available to learners.

Save

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.

Default Enrollment Settings

The specified settings will be applied to

Due date:

No due date

For a period

No due date

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

Default Enrollment Settings

The specified settings will be applied to all new enrollments

Due date:

Do not restrict

After due date

After due date

10

days ▾

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

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Search


Export to CSV

New enrollment

<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: 9/24/2019

Course Name

 Vector

 Attraction

<

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


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: Vector Graphics Workshop Due Date: 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 


Use course settings

By Date

For a period

No Due Date


☐ Apply to all

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 

Use course settings

By Date



For a period

No Due Date


☒ Apply to all 

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: 9/25/2019 

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

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Enroll 