

You can use Course Dates to register students for courses in advance and then have the course “unlock” or become visible to students at a date/time in the future. You can also use Course Dates to apply expiration dates to courses.

Course Dates are particularly helpful for annual training if you’re using control months (ie everyone takes x course in x month). You would add the start and end dates to the course and then enroll the students using [User Training Settings](#). For example, let’s say you’re using two job titles: DSP and Manager. You can assign the annual training to the job title user settings and enroll students. By leaving the courses checked in the user setting, any new students assigned to those job titles will also be enrolled in the annual training courses automatically. Using this method, you could assign all your annual trainings in January in just a few minutes and the courses will automatically become available to students throughout the year.

## Applying Course Dates from the Admin Tab

1. From the Admin tab, click on Courses & Communities and then Courses and navigate to the course to which you want to assign dates.
2. Click Edit (pencil/paper icon)
3. Enter a Start date and Expire date
4. Click Save

In addition to Start and Expire dates, you also have the option to set a Course Length in Days (30, 60, 90 etc.) . With this function, the course will automatically expire for students after the allocated number of days rather than a date range.

Start date

6/1/2021 12:00 am

Expire date

7/1/2021 12:00 am

Course Length in Days (Number only)

## Applying Course Dates within the Course

1. Navigate to the course to which you want to assign dates
2. On the left panel, click Settings, then Details
3. Enter a Start date and Expire date under Access Dates
4. Click Save
3. Enter a Start date and Expire date under Access Dates
4. Click Save

Note: If a student hasn’t completed the course by the expiration date, either the date will need to be extended or the enrollment extended. More information about Expiring Enrollments is in the [User Set-up and Enrollment Guide](#).

## Applying Dates to Individual Lessons within a Course

1. Navigate to the course to which you want to assign lesson dates
2. On the left panel, click Settings, then Other
3. In the Lessons section, toggle the option for Date Restriction to On
4. Click Save
5. On the left panel, click Start & End Dates
6. Enter Start Date and Due Date for each lesson
7. Click Submit

### Date Restriction

- On: Items are locked until specified date.
- Off: Items may be completed at any time.

If you are using a standard set-up (based on a STAR template) the tests are built into the lessons so applying dates to the lessons will automatically include the tests. If your settings allow students to access the tests outside of the lessons (via the Tests tab), you'll also want to assign dates to the tests.