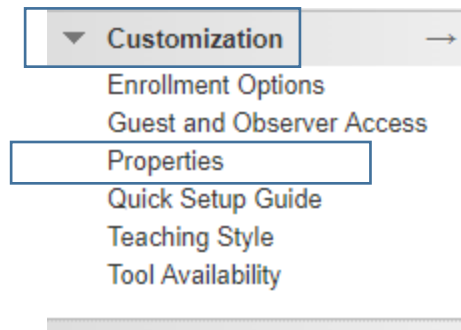


# Open Course and Set the Date it Opens (the Friday Before the Course Begins)

1. From the Course Menu (column on left side) click on Customization. Then click on Properties.



2. Under the section “Set Availability”:
  - a. Click Yes for Make Course Available.

**SET AVAILABILITY**

*Make this course available to users?*

Make Course Available  Yes  No

3. Under the section “Set Course Duration” click the following:
  - a. Select Dates
  - b. Start Date
  - c. Click the calendar icon to set the date, for example January 4, 2019 (a Friday) (Do not select and end date).
  - d. Click the clock icon to set the time the course opens. NOTE: This is central time. If you are in a different time zone you will need to adjust the time accordingly.
  - e. Click Submit.

**SET COURSE DURATION**

Duration

Continuous

Select Dates

*All dates and times are shown in UTC-06:00.*

Start Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

End Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Days from the Date of Enrollment