

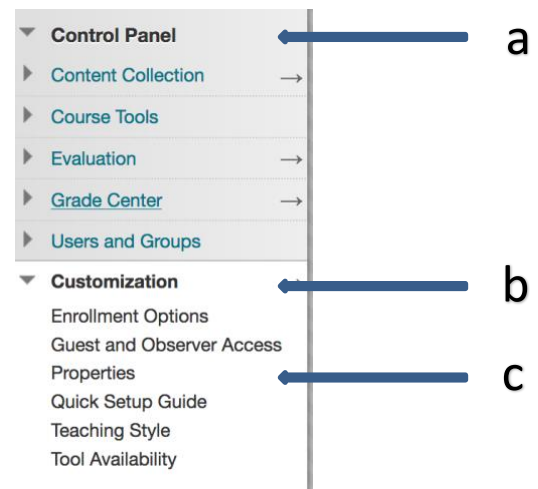
Setting Course Availability Dates

Set the course duration

Course duration defines the time in which students may interact with a course. Harper selects duration dates that correspond with your actual semester dates, listed in Banner. If you would like to extend dates, whether at the beginning or the end of the semester or make it continuous where the course is always available, follow the directions below.

Open Properties Tab to Set Duration

1. Click on a) Control Panel b) Customization c) properties



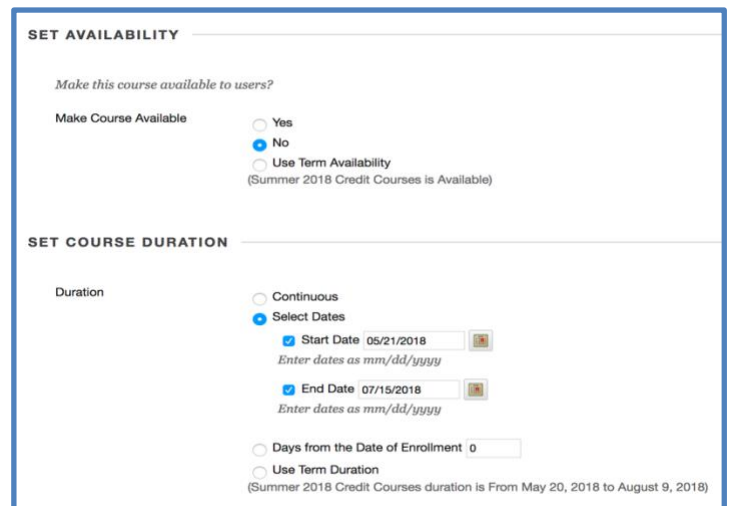
2. On the Properties page, scroll down to “Set Availability” and “Set Course Duration”

- a. Make Course Available, click on “YES” radio button

AND

- b. Duration, click on either “Continuous” so the course is always available OR change the dates to open earlier or close later

- c. Click SUBMIT



The image shows two sections of a form. The first section, 'SET AVAILABILITY', has the heading 'Make this course available to users?' and three radio buttons: 'Yes', 'No' (which is selected), and 'Use Term Availability' (with a note: '(Summer 2018 Credit Courses is Available)'). The second section, 'SET COURSE DURATION', has the heading 'Duration' and three radio buttons: 'Continuous', 'Select Dates' (which is selected), and 'Use Term Duration' (with a note: '(Summer 2018 Credit Courses duration is From May 20, 2018 to August 9, 2018)'). Under 'Select Dates', there are two checked radio buttons: 'Start Date' with a date field containing '05/21/2018' and 'End Date' with a date field containing '07/15/2018'. Both date fields have a calendar icon to their right and a note below them: 'Enter dates as mm/dd/yyyy'.