



How to Apply Date and Time Restrictions

Most items in Blackboard can be date restricted. These restrictions make an item unavailable except during a specified range of dates and times.



1. In order to date-restrict an item, first locate it in your course site. Next, open editing for the item by clicking on the down-arrow next to the title of the item and then clicking on **Edit** in the menu that appears.



2. Scroll down to **Standard Options** and make certain that the item is marked available. For a normal Blackboard item, answer **Yes** to **Permit Users to View this Content**.

3. To make an item available after a certain date and time:
 - 1) Click the check box next to **Display After**.
 - 2) Click the corresponding **Calendar** icon, and select from the pop-up calendar the date after which your item should display.
 - 3) Click the corresponding **Clock** icon, and select from the drop-down list the time of day after which your item should display.

4. To make an item available until a certain date and time:
- 1) Click the check box next to **Display Until**.
 - 2) Click the corresponding **Calendar** icon, and select from the pop-up calendar the date *after which your item should no longer be available*.
 - 3) Click the corresponding **Clock** icon, and select from the drop-down list the time of day *after which your item should no longer be available*.

Select Date and Time Restrictions

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

1 Display Until **2**  **3** 
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. When you are finished, click on **Submit**.