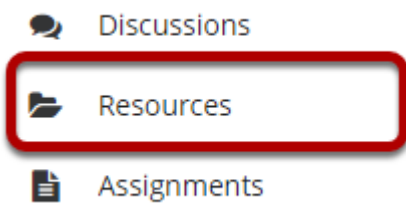


How do I set the display of a Resources item to a specific time period?

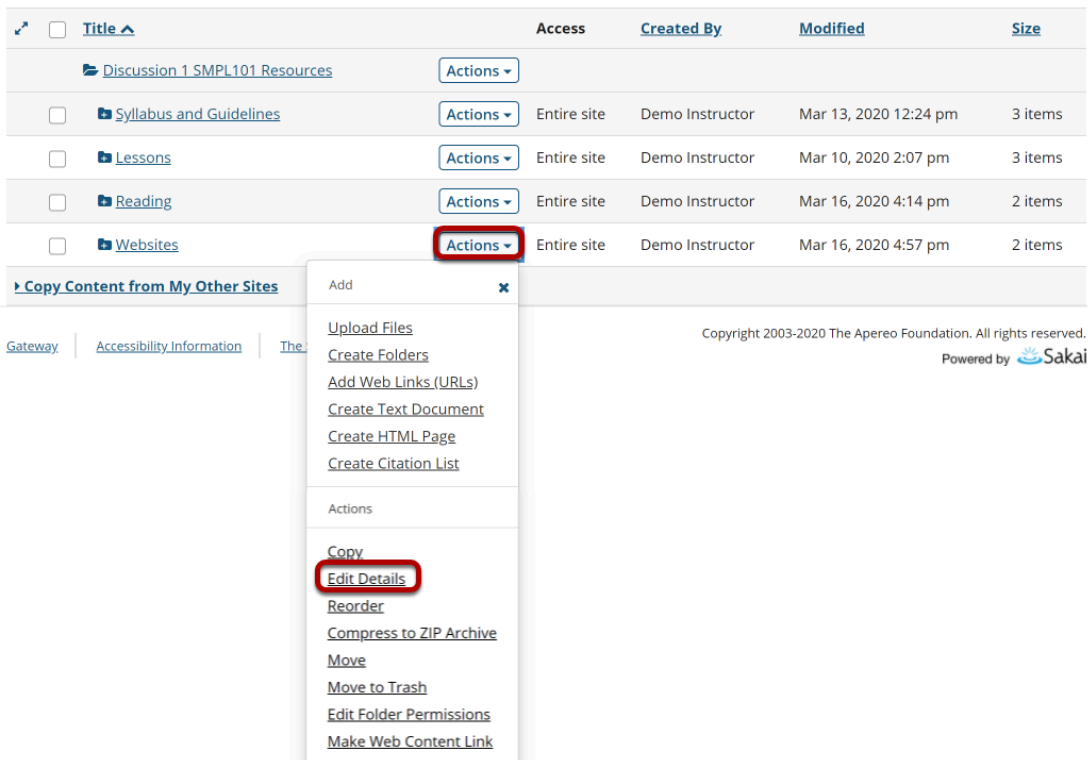
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Edit Details.

A screenshot of the Sakai Resources tool interface. It shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Websites' resource is selected, and its 'Actions' dropdown menu is open. The 'Edit Details' option is highlighted with a red box. The table contains the following data:

<input type="checkbox"/>	Title [▲]	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 16, 2020 4:57 pm	2 items

To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Specify dates.

Availability and Access

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder **From** 03/17/2020 05:00 pm **Until** 03/23/2020 05:00 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

Folder Details

Optional Properties














Learning Object Metadata

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, and then click **Update**.

Notes:

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

View file or folder in Resources.

 <input type="checkbox"/> Title 	Access	Created By	Modified	Size
 Discussion 1 SMPL101 Resources Actions 				
<input type="checkbox"/>  Syllabus and Guidelines Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>  Lessons Actions 	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>  Reading Actions 	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>  Websites  Actions 	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
Copy Content from My Other Sites				

This displays the file or folder in Resources as hidden, except during the specified time period.

Notes:

- *Instructors see hidden Resource items as grayed out.*
- *If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.*