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## Using the Scheduling Feature

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The OLI environment includes a sophisticated scheduling feature that allows you to set the dates when activities in the course are available to your students. When you have chosen to schedule assignments, these options are used to assist the builder in tailoring schedule values to the needs of the course.

### Scheduling Options

Fill in any fields below to help begin the scheduling process. All fields are optional.

Preferred days for assignments to be due:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Time of day for assignments to be due:

Noon

Enter any blackout days:

These days will be counted as "off", ex:  
spring break

Ex: 06/16/2006,07/01/06-07/05/06


### Scheduling Options

- **Preferred due days** – Indicates which days of the week that you prefer assignments to be due (such as class days, or the day prior to class days, etc.)
  - Check boxes next to days the builder will **allow** as due days.
- **Time of day for due dates** – This time will be used on all due days for closing assignments.
  - Select the desired time of day from the pull-down menu.
- **Blockout days** – These are dates that the builder should omit from scheduling. It will not schedule anything due on these dates, and will also factor them out when calculating time between assignments. These are handy for holidays or long breaks during the run of the course.
  - Enter any dates or date ranges, as specified, into the text box.

Next you will see the **Schedule Course** screen. There are two basic operations that can be performed from this page. Scheduling an assignment and scheduling availability of sections of content (units, modules, etc). Generally speaking, these operations are identical when you build the course and when editing the schedule of a running course.

Click the links next to assignments or sections of the course and set scheduling as desired.

## Schedule Course

[-] REVIEW OF STOICHIOMETRY <a href="#">Always open</a>			
[-] Unit: Stoichiometry I <a href="#">Always open</a>			
[-] Module: Introduction <a href="#">Always open</a>			
[-] Module: The mole <a href="#">Always open</a>			
Practice: The Mole	<a href="#">Available now</a>	<a href="#">No due date</a>	
[-] Module: The arsenic problem in Bangladesh <a href="#">Always open</a>			

When you click on an assignment or section, The *Schedule Activity* window for that activity will open.

## Schedule Activity


This window will display when using the course builder to set the schedule for an assignment, either in course creation or course editing. It can also be launched from the syllabus page for items listed there.

The popup will display the current scheduling information on the left and available actions on the right.

## Schedule Activity

Practice: The Mole

### Current Status

Current stakes:   
Schedule Type: None

### You may...

- [Change graded status](#)
- [Change schedule type](#)
- [Change scheduled dates](#)

## Change Graded Status

This allows you to change the 'stakes' of an assignment between 'high' and 'low'. "*High Stakes*" assignments are 'graded'. They provide feedback to the student and are recorded in the grade

book for the instructor to review. "Low Stakes" assignments do *not* report their scores in the grade book, though students will receive feedback. Some activities behave differently, such as the assessments which allow students to continually retry their answers in low stakes mode.

- Click "Make graded" to make assignment high stakes or "Make ungraded" to make it low stakes.
- If you are changing an assignment from high to low stakes after the course is built, you are prompted to press another button to confirm your choice since it cannot be undone.

☞ **Note:** *After the course has been built, assignments can **only** be changed from high stakes to low stakes. They cannot be changed from low to high after the course has been built.*

## Change Schedule Type

You may change between using dates to schedule your assignments, or use just-in-time manual release/close of assignments on a per assignment basis.

- Click "Make Just-In-Time" to switch, or "Make not Just-In-Time (Scheduled)" to switch to using dates to control the release of this assignment

## Change Scheduled Dates

When not using just-in-time mode, this option is present to allow you to set the release and due dates of an assignment.

- Set available and due dates and times
  - Leave the date field clear for available if it should be available immediately
  - Leave the due date field clear if it should not have a due date
  - Click Update

☞ **Note:** *You can make this activity always available by clearing both date fields or open ended by clearing the due date field.*

## Release/Close This Activity

When using just-in-time mode, this option is present instead of "Change Scheduled Dates". If you have not yet released the assignment to students, a "Release now" button is present. Clicking this button immediately releases the assignment to students. Revisiting this option later shows a "Close now" button instead. Clicking this button immediately closes the assignment. **Once closed, an assignment cannot be reopened.**

When you make any of the changes above, you will see a green bar at the top of the "Schedule Activity" window that confirms your change.

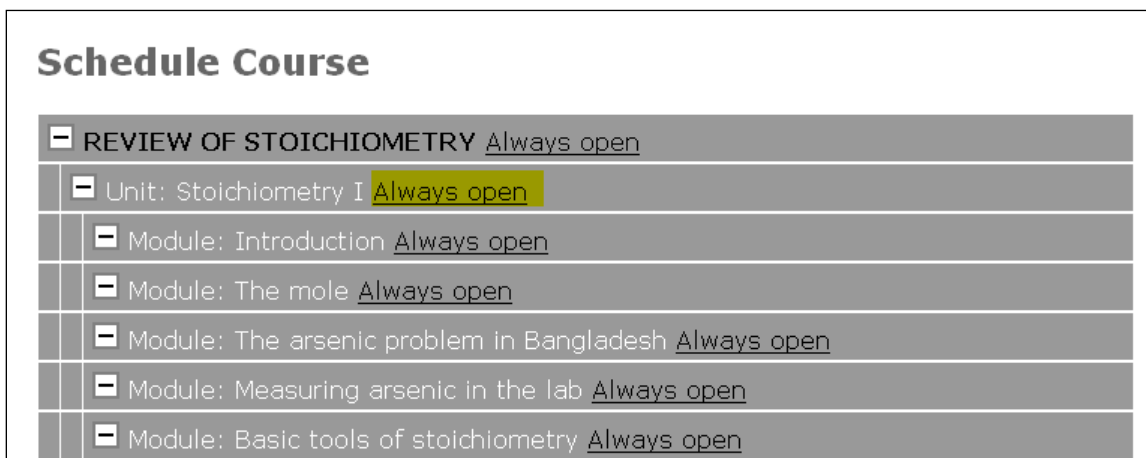
When you have finished changing the activity, click the “*close window*” button in the “*Schedule Activity*” window and you will be returned to the **Schedule Course** screen.

When you have finished Scheduling your course, click either the “*Next*” button (if first building your course) or the “*Update*” button (if you are editing an existing course) at the bottom of the screen.

☞ **Note:** *Do not use the browser’s back button while you are making changes to your course schedule.*

## Schedule Course Structure

The OLI delivery environment allows you to block access to entire portions of the course by date. The availability of course material defaults to “*Always open*”, as displayed on the course scheduling page. To restrict the availability of a portion of the course, click on the “*Always open*” link next to the unit/module/subsection title on the course scheduling page.



The screenshot shows a web interface titled "Schedule Course". It displays a list of course components, each with a collapse icon (a square with a minus sign) on the left and an "Always open" link on the right. The components are:

- REVIEW OF STOICHIOMETRY [Always open](#)
- Unit: Stoichiometry I [Always open](#)
- Module: Introduction [Always open](#)
- Module: The mole [Always open](#)
- Module: The arsenic problem in Bangladesh [Always open](#)
- Module: Measuring arsenic in the lab [Always open](#)
- Module: Basic tools of stoichiometry [Always open](#)

The *Availability Scheduling* window for that portion of the course will pop up. The popup window that schedules this availability is described here.

## Set Window

### Stoichiometry I

#### Current Status

Open Date: (none)

Close Date: (none)

#### Change Window

Set open: (MM/DD/YYYY)

01/14/2007 [calendar] at 12:01 AM ▼

Set close: (MM/DD/YYYY)

03/01/2007 [calendar] at 12:01 AM ▼

Update

Note: To unset a date, simply clear the date field.

- To restrict the availability of a portion of the course, enter the dates and times for the content to open and close
  - Leave the "open date" field empty if the content should be available immediately
  - Leave the "close date" field empty if the content should not close after opening
  - Leave both date fields empty if content should be always open

**Note:** Setting a unit as unavailable in this way will cause all modules, sections, content, etc., contained within that unit to be unavailable as well.