

Set/Remove a Grade Item Date Restrictions

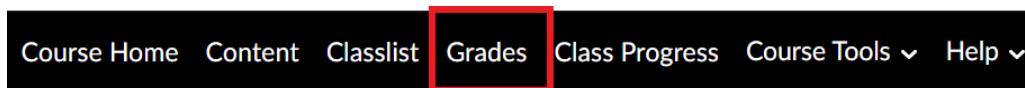
Overview

By following the guide, you will be able to set or remove date restrictions for a grade item in your Brightspace Grades. Start and end dates for the grade item specify when learners can view the grade item (grade column).

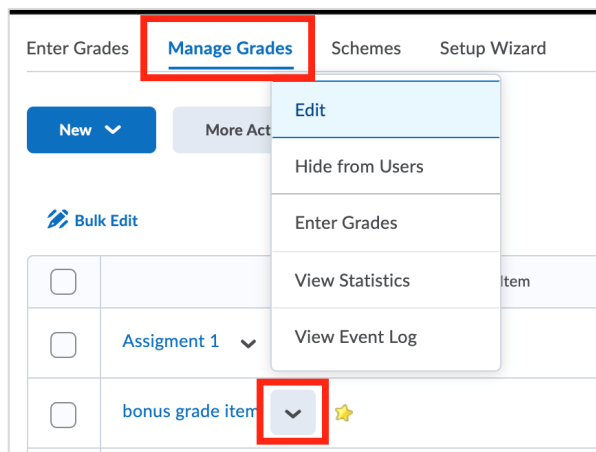
Use caution when adding date restrictions. Setting Start/End Dates on items will make them visible but inaccessible to students outside of the set dates.

It is most recommended to keep the availability open. If you don't set date restrictions, the grade item will be available at all times.

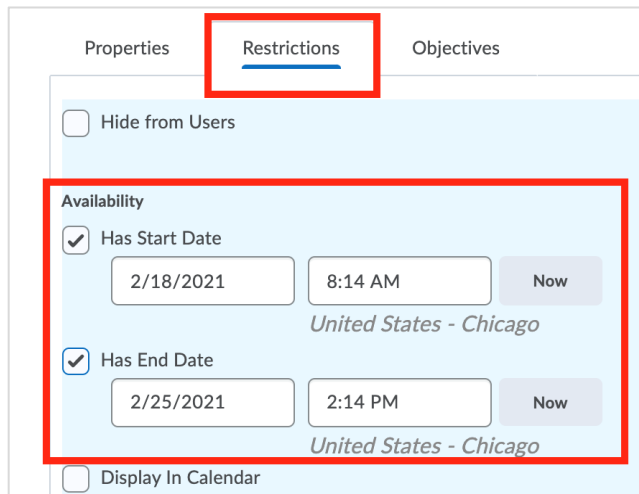
1. Login to Brightspace, and go to your course.
2. In the course navigation bar, choose **Grades**.



3. In the **Manage Grades** tab, click on the drop-down arrow beside the item or category you want to restrict, and then click **Edit**.

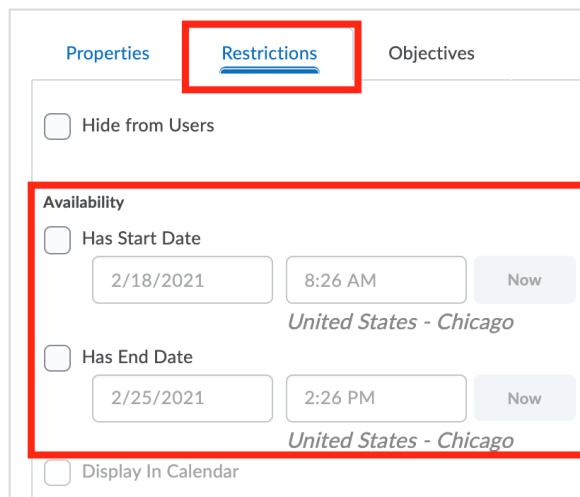


4. Locate the **Restrictions** tab to: (a) set date restrictions or (b) remove date restrictions:
- If you would like to **SET Dates Restrictions**: check the boxes “**Has Start Date and/or Has End Date**” for the specific date range you want students to see their grades for this grade item. [This is NOT recommended.]



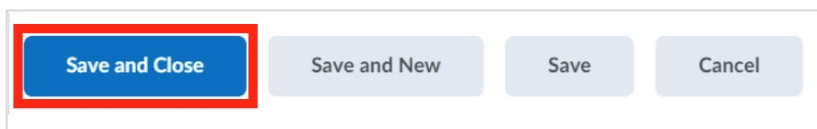
The screenshot shows the 'Restrictions' tab in a software interface. The 'Restrictions' tab is highlighted with a red box. Below it, the 'Availability' section is also highlighted with a red box. In this section, the 'Has Start Date' and 'Has End Date' checkboxes are checked. The 'Has Start Date' field is set to 2/18/2021 at 8:14 AM. The 'Has End Date' field is set to 2/25/2021 at 2:14 PM. Both date ranges are for 'United States - Chicago'. There is also a 'Display In Calendar' checkbox which is unchecked.

- If you would like to **REMOVE Dates Restrictions**: uncheck “**Has Start Date and Has End Date**” boxes. This will ensure that students can see their grade at all times.



The screenshot shows the 'Restrictions' tab in a software interface. The 'Restrictions' tab is highlighted with a red box. Below it, the 'Availability' section is also highlighted with a red box. In this section, the 'Has Start Date' and 'Has End Date' checkboxes are unchecked. The 'Has Start Date' field is set to 2/18/2021 at 8:26 AM. The 'Has End Date' field is set to 2/25/2021 at 2:26 PM. Both date ranges are for 'United States - Chicago'. There is also a 'Display In Calendar' checkbox which is unchecked.

5. Click **Save and Close**.



The screenshot shows a row of four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'. The 'Save and Close' button is highlighted with a red box.