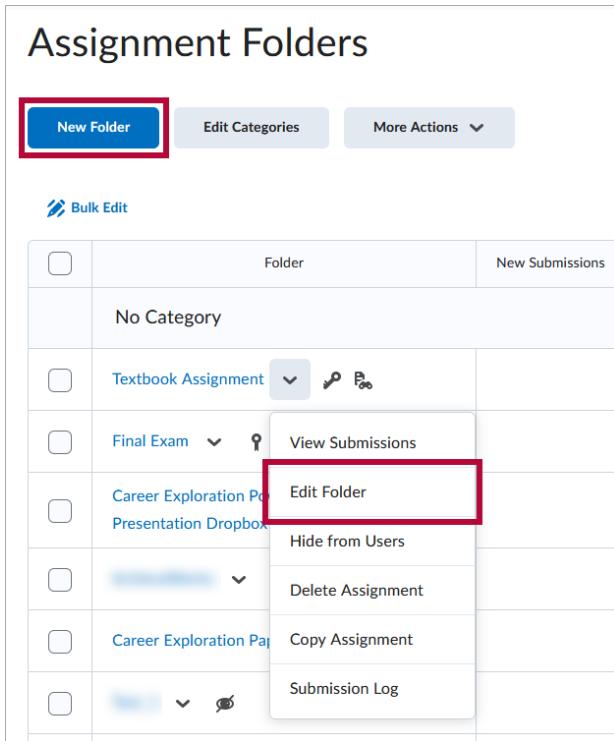


Set Availability and Due Dates for an Assignment

Last Modified on 02/04/2026 12:49 pm CST

Instructors have the option to hide assignment folders from students. If you select the **Hide from Users** checkbox, the assignment will not be visible from content pages or on the Assignment folders list page. You can also limit access to an assignment by setting availability dates on the Restrictions tab.

1. Click **[Course Activities]** on the navbar and choose **[Assignments]**.
2. Click on **[New Folder]**, or click on the context menu of any assignment and choose **[Edit Folder]**.



The screenshot shows the 'Assignment Folders' page in Canvas. At the top, there are buttons for 'New Folder' (highlighted with a red box), 'Edit Categories', and 'More Actions'. Below this is a 'Bulk Edit' section with a 'Bulk Edit' button. The main table lists assignment folders. The 'Final Exam' folder has a context menu open, with the 'Edit Folder' option highlighted with a red box. Other options in the menu include 'View Submissions', 'Hide from Users', 'Delete Assignment', 'Copy Assignment', and 'Submission Log'.

| | Folder | New Submissions |
|--------------------------|---|---|
| <input type="checkbox"/> | No Category | |
| <input type="checkbox"/> | Textbook Assignment |   |
| <input type="checkbox"/> | Final Exam |   |
| <input type="checkbox"/> | Career Exploration Pa Presentation Dropbox |   |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | Career Exploration Pa |   |
| <input type="checkbox"/> | | |

3. If you want to hide the folder completely, change the **[Visible/Hidden]** toggle at the bottom of the page to **[Hidden]**.

Back to Manage Assignments New Folder

Name *

Grade Out Of Due Date

Ungraded

Instructions

Paragraph **B** *I* U **A** **¶** **¶¶** **♂** **♀** **+** **...** **✖**

Record Audio **Record Video**

Save and Close **Save** **Cancel** **Hidden**



4. Set the **Due Date** towards the top left of the screen (right under the **Name** field).

Back to Manage Assignments New Folder

Name *

Grade Out Of **Due Date**

Ungraded

Instructions

- The **Due Date** is the date you want the assignment to be due, but the folder will still accept submissions after the due date (these submissions will be flagged as late).

5. In the **[Availability Dates & Conditions]** section, set the assignment folder's **Start Date** and **End Date**.

Availability Dates & Conditions

Start Date

 M/D/YYYY

End Date

 M/D/YYYY

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition ▾](#)

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

- The **Start Date** is the date that the assignment opens for students to submit.
- The **End Date** is the date that the assignment closes and will no longer accept submissions. You can set an End Date without a Due Date if you do not want to receive late submissions.

6. Upon choosing a **Start Date** you will see an option titled **Before Start** and upon choosing an **End Date** you will see an option titled **After End**, these allow you to choose how the assignment appears to students before and after the visibility dates.

Availability Dates & Conditions

Start Date

 6/13/2023 12:01 AM

Before start: **Visible with access restricted**

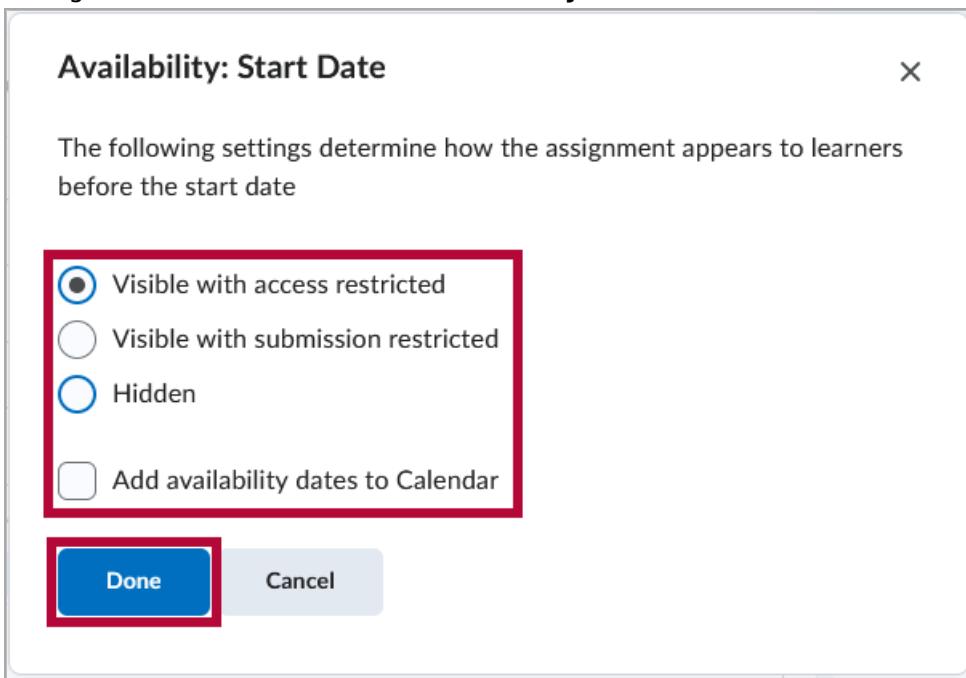
End Date

 6/14/2023 11:59 PM

After end: **Visible with access restricted**

7. For each option you can choose between **[Visible with access restricted]**, **[Visible with**

submission restricted], and **[Hidden]**. There is also a **[Checkbox]** to set whether the **Start Date** and **End Date** appear in the **Course Calendar**. When done choosing the desired settings, click **Done** to return to **Availability Dates & Conditions**.



8. Click **[Save and Close]**.

Set release conditions for an assignment folder

Release conditions allow you to associate an assignment folder with other items in D2L. For example, you can require that students meet some criteria, such as visiting a set of lecture notes in the **Content** tool, before they can submit their work to an **Assignment** folder. Alternatively, you can make submitting to the assignment folder criteria for accessing another item, such as a **Quiz**.

1. On the **[New Folder]** or **[Edit Folder]** page, click on the **[Availability Dates & Conditions]** tab.
2. In the **Release Conditions** section, click **[Add Release Condition]**.

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition ▾

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

3. If creating a new condition, click **[Create New]**.

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition ▾

Create New

to be available to only a
lized due dates for

Add Existing

- A. Select a **Condition Type** and specify the **Condition Details**, then click **[Create]**.

Create a Release Condition

Release this item when the following condition is met:

Condition Type

1 Submission to assignment

Condition Details

Assignment Folder

2 -- Select Assignment Folder --

3 Create Cancel

4. If you are attaching an existing condition, click **[Add Existing]**.

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

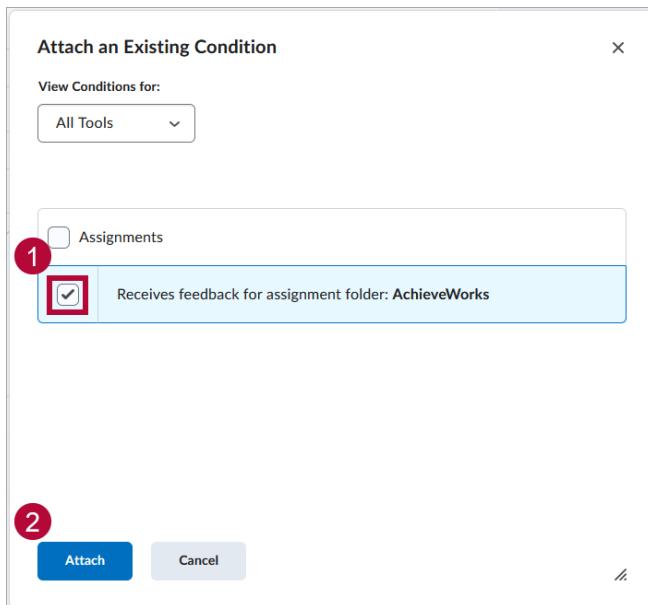
Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition ▾

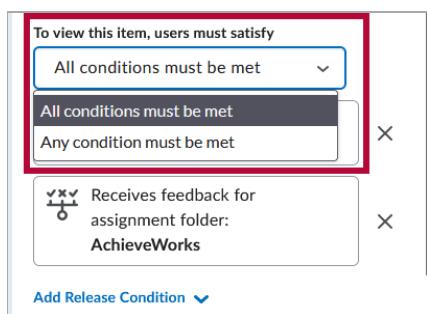
Create New

Add Existing

A. Click the **[Checkbox]** next to the condition that you want to apply. You may attach more than one condition. Click **[Attach]** when done.



5. If you add multiple conditions, you will see a drop-down list. Choose between **[All conditions must be met]** or **[Any condition must be met]**.



6. Click **[Save and Close]**.

Best practices for creating release conditions

- Set up conditions before students access the course
- Avoid unnecessary conditions
- Avoid circular references
- Avoid impossible conditions
- Avoid contradictory conditions
- Release content based on learning ability and course performance
- Release content in stages
- Release content based on enrollment date
- Customize content for groups within a course
- Use a checklist to organize activities
- Use intelligent agents to monitor student activity or non-activity

See [Release Conditions \(https://vtac.lonestar.edu/help/a150\)](https://vtac.lonestar.edu/help/a150) for more information.