



Brightspace tools that support Time Management and Student Success Handout

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Manage Dates tool

Use the Manage Dates tool to view, bulk edit, and bulk offset the date availability and set the calendar status of all content topics and modules, discussion topics and forums, assignment submissions folders, grades categories and items, announcement items, quizzes, checklists, and surveys in your course from one central location.

The course objects display in a grid that you can sort by any of the column headings.

You can also use the **Type** column to sort the Manage Dates page based on the tool-specific order and use advanced filter options to work with smaller sets of objects. If you filter your course objects, any bulk changes you make apply only to the filtered results. This enables you to update multiple availability dates based on specific criteria.

In addition to managing dates, you can open each course object in a new window by clicking on its name.

[Bulk edit dates in Manage Dates](#)

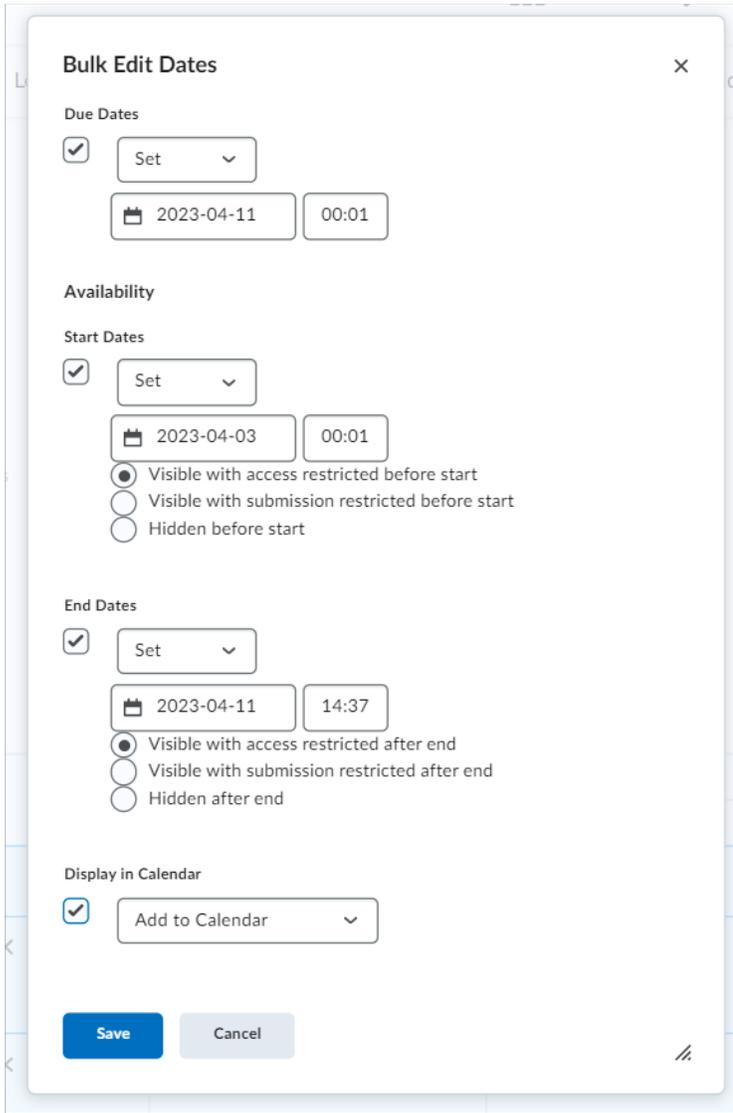
By **D2L Knowledge** Last Updated: **Jul 7, 2023**

The Manage Dates tool enables you to bulk edit due dates and availability dates of your course content. Using the Bulk Edit Dates option changes the all the items selected to the same date. If you don't want all your items to have the same date, you can still use the Bulk Edit Dates option to add all the selected items to the Calendar at once.

1. On the navbar, click **Course Tools** and then click **Course Admin**.
2. Click **Manage Dates**.
3. Select the check box of the items for which you want to bulk edit dates.
4. Click **Bulk Edit Dates**.

<input type="checkbox"/> Bulk Edit Dates <input type="checkbox"/> Bulk Offset Dates		
<input type="checkbox"/>	Type	Name ▲
<input checked="" type="checkbox"/>	Grade Item	Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Assignment	Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Quiz	Ancient Astronomers ▼

5. In the **Bulk Edit Dates** dialog box, update the due dates and availability dates, and/or add them to the Calendar.
6. Click **Save**.



Bulk Edit Dates [X]

Due Dates

Set [v]

2023-04-11 00:01

Availability

Start Dates

Set [v]

2023-04-03 00:01

Visible with access restricted before start

Visible with submission restricted before start

Hidden before start

End Dates

Set [v]

2023-04-11 14:37

Visible with access restricted after end

Visible with submission restricted after end

Hidden after end

Display in Calendar

Add to Calendar [v]

Save **Cancel**

[Offset dates in Manage Dates](#)

The Manage Dates tool enables you to move start dates and end dates forward or backward by a specified number of days. Use this to move course content forward to a new term.

1. On the navbar, click **Course Tools**, then click **Course Admin**.
2. Click **Manage Dates**.
3. Select the check box by any item for which you want to offset dates. Or select the box beside the **Bulk Edit Dates** option to select everything.
4. Click **Bulk Offset Dates**.



<input type="checkbox"/>	<input checked="" type="checkbox"/> Bulk Edit Dates	<input checked="" type="checkbox"/> Bulk Offset Dates
	Type	Name ▲
<input checked="" type="checkbox"/>	Grade Item	Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Assignment	Ancient Astronomer Research Assignment ▼

- In the **Bulk Offset Dates** dialog box, choose either
 - Offset by direction and range** and enter the number of days you would like to move all your course dates forward (or backward).or
 - Calculate range between two dates** and enter in the **From** fields the date and time of one item you want to move. Enter in the **To** fields the date and time you would like to move it to. The system will calculate the number of days between the two dates and will move all dates of ALL selected items by that number of days.
- Click **Save**. Check that none of the new dates landed on a holiday or on an undesirable (for whatever reason) date.

Bulk Offset Dates [X]

Dates to Offset

- Due Date
- Start Date
- End Date
- Other activity dates

Offset by direction and range

Calculate range between two dates

Save **Cancel**

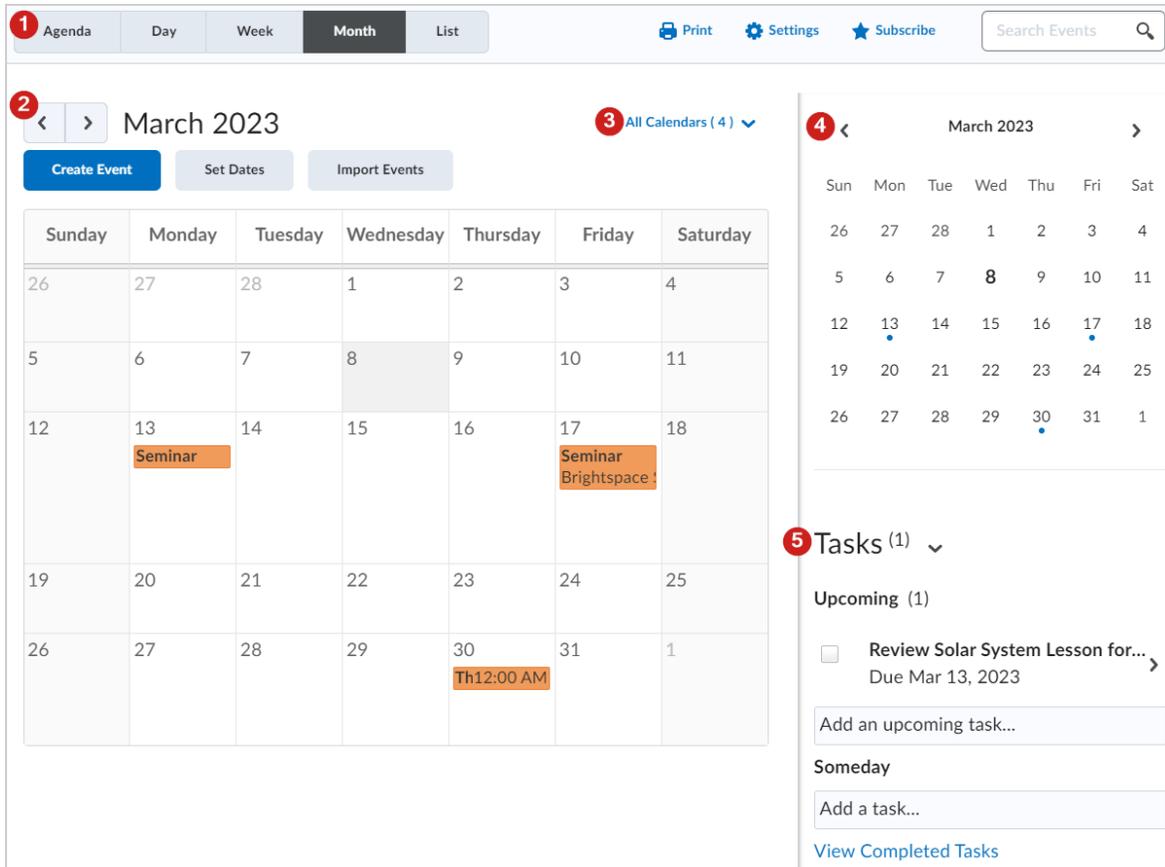
Calendar tool

By [D2L Knowledge](#) Last Updated: **Jul 7, 2023**

Display all upcoming events to learners in one spot. Post events such as project due dates, office hours, in-class events, and more to the calendar.

You may want to add the Calendar tool to your navbar for easier access.

[Visual tour of the Calendar tool](#)



The screenshot shows the D2L Calendar tool interface. At the top, there are navigation tabs for Agenda, Day, Week, Month (selected), and List. To the right are links for Print, Settings, and Subscribe, along with a search bar for events. Below the navigation is a calendar for March 2023. The main calendar grid shows dates from 26 to 1, with events like 'Seminar' on March 13 and 17, and 'Th12:00 AM' on March 30. A sidebar on the right shows a smaller calendar view and a 'Tasks (1)' section with an upcoming task: 'Review Solar System Lesson for...' due on March 13, 2023. Numbered callouts 1-5 point to the navigation tabs, the calendar view, the 'All Calendars' dropdown, the sidebar calendar, and the tasks section respectively.

From your course navbar, click **Course Tools** and select **Course Admin**. Click **Calendar** and access the following features:

- Use the calendar views area to toggle between different event display layouts.
 - Use the **Agenda** view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing.
 - Use the **Day**, **Week**, and **Month** views to group your events in daily, weekly, or monthly increments.
 - Use the **List** view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.
- Use the **calendar content** area to navigate through your content. Navigation varies depending on the view you select.

3. Use the **calendar menu** to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.
4. Use the **mini calendar** to navigate quickly to a specific day, week, or month.
5. Use the **task pane** to create, track, and maintain personal tasks.

Create course events in Calendar

1. On the navbar, click **Course Tools** and then **Course Admin**.
2. On the navbar, click **Calendar**.
3. Click **Create Event**.

Create Event

● Astronomy

Title

 Add Content

Enter Event Title

Description

Paragraph  **B**    +  

Lato (Recom...  19px...     

When

All day

 3/8/2023 2:30 PM to  3/8/2023 3:00 PM

 Add Recurrence  Add Restriction

Location

-- No location -- 

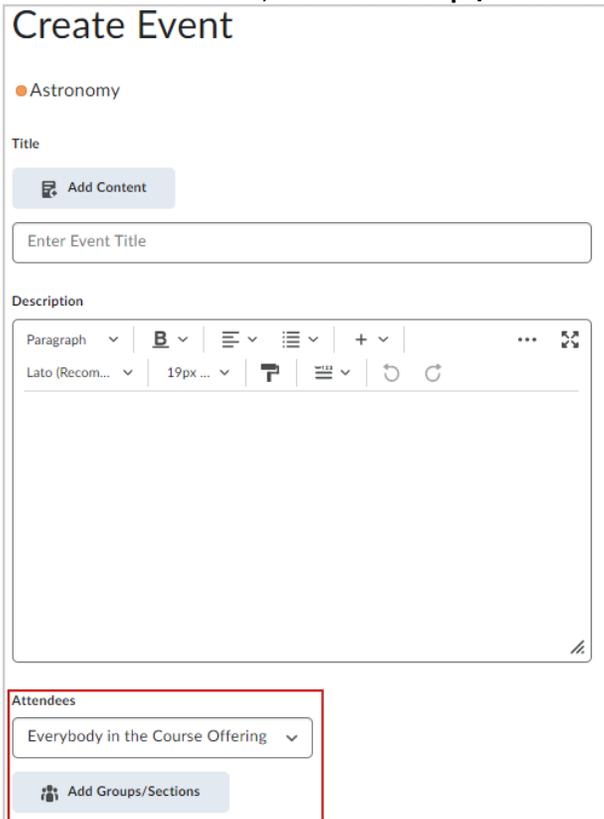
Create Cancel

4. On the **Create Event** page, if you want to associate course content with the event, click **Add Content**. Select the module from which you want to add content. Click **Add**. If you want to use a custom name for the event, select the **Use custom name** check box.
5. On the Create Event page, enter a **Name** for your event.
6. Add a **Description**. If you are creating an online event, you may want to include the meeting link in the **Description**.
7. Under **When**, add date and time details to your event.
8. To add recurrences to the event, click **Add Recurrence**. Enter your event recurrence details.
9. To add restrictions to the event, click **Add Restriction**. Enter your event restriction details.
10. To add a location for the event.
11. Click **Create**. The event is created and added to your calendar.

Create multiple instances of an event for different groups and sections

If you have more than one group or section participating in the same course event during different time intervals, you can create multiple instances of the same event, tailored to each group or section's needs. The group or section events share the name and description fields, but once you finish creating the events in bulk, they display as individual events.

1. On the navbar, click **Calendar**.
2. Click **Create Event**.
3. In the **Attendees** area, click **Add Groups/Sections**.



The screenshot shows the 'Create Event' form. At the top, there is a category selector set to 'Astronomy'. Below that is a 'Title' field with an 'Add Content' button and a text input field containing 'Enter Event Title'. The 'Description' field has a rich text editor with various formatting options. At the bottom, the 'Attendees' section is highlighted with a red box; it contains a dropdown menu currently set to 'Everybody in the Course Offering' and an 'Add Groups/Sections' button.

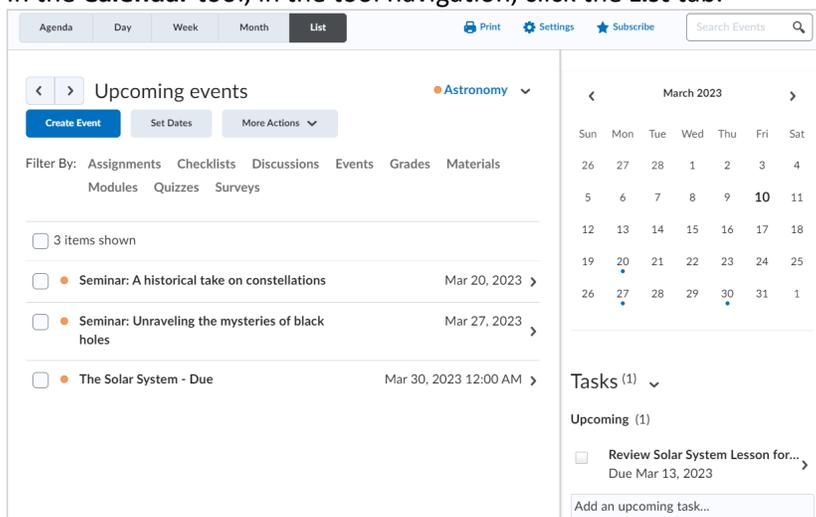
Important: This option is only available if you have already created at least one group or section for your course.

- In the **Add Groups** dialog, click on the group or section you want to add. Repeat steps 3-4 until you have added all of the groups and sections you want.
- For each group or section, customize the date, time, frequency, location, and any restrictions for your event.
- Click **Create**. Multiple instances of the same event are created for each group or section.

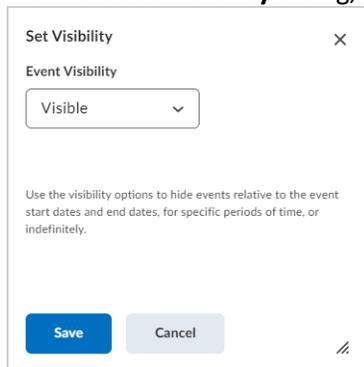
Change visibility for events

You can customize when you want an event to be hidden or visible.

- In the **Calendar** tool, in the tool navigation, click the **List** tab.



- Select the check boxes by any event for which you want to make visibility changes.
- Click **More Actions** and select **Change Event Visibility**.
- From the **Set Visibility** dialog, select from the following:



- **Visible**
 - **Hidden Until:** Enter a range of days, hours, or minutes before the event start to keep the event hidden.
 - **Hidden After:** Enter a range of days, hours, or minutes after the event start to make the event hidden.
 - **Visible Between:** Set a date range for when the event is visible.
 - **Hidden**
- Click **Save**. The selected events are set to be hidden or visible based upon your settings.

Checklist tool

[Using the Checklist Tool to Help Learners Manage their Time Effectively](#)

To help learners manage their time, breaking down the activities into discrete steps or a list and allowing them to review their progress towards completion can help relieve anxiety and help keep them focused and on track.

The Checklist tool allows instructors to create a list of items with checkboxes to be completed by the students, highlighting important or required assignments, readings, or other items to complete. Instructors can create checklists that allow for:

- tasks to be completed in a particular order, allowing learners to check the tasks off as they are completed (ex. like following a lab experiment)
- review of completed course content (ex. completed unit one, two and three readings)
- assignment-based checklists to ensure that the appropriate items are covered in the assignment (ex. used minimum number of resources, used appropriate citation format, included a works-cited section, etc.)
- a method of assessment by evaluating and self-assessing with checklists (ex. listing a set of sequential behaviors arranged in categories to determine if a learn exhibits competencies).

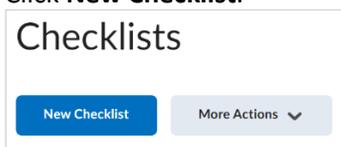
You can create a checklist that lists the activities users should complete throughout the course. For example, a checklist for the first week might include reading the course's syllabus, posting a message to a discussion board, and submitting a list of learning goals to an Assignment folder.

[Create a checklist](#)

By [D2L Knowledge](#) Last Updated: [Jul 7, 2023](#)

Checklist items must reside in a category, so create one or more categories first.

1. In the Navbar, click **Course Tools** and select **Checklists**.
2. Click **New Checklist**.



3. Enter your checklist details.
 - (1) Give it a **Name**
 - (2) Add a **Description**, which can include a Quicklink to refer directly to a topic or assessment.
4. Click **Save**.
5. Repeat 2 through 4 if you want to create another category.
6. On the **Edit Checklist** page, in the **Categories and Items** area, click **New Item**.
7. From the **Category** drop-down list, select the category for your item.
8. If you want the item to be due by a certain date or time, select the check box and enter your **Due Date** information. **Note:** The default due date for a checklist item is one month from the current date.



9. Click **Save**.

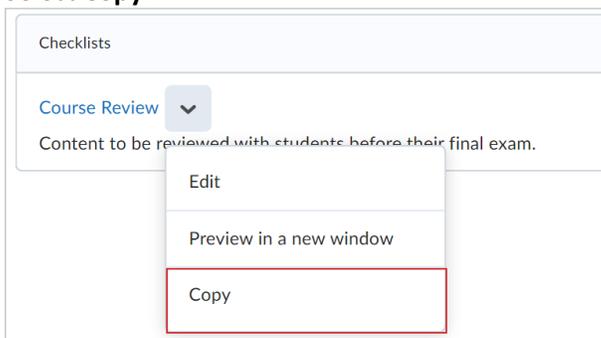
10. Repeat steps 6 through 9 until you've added all your content to the checklist.

11. Click **Save and Close**.

Copy a checklist

1. On the Checklist page, click the arrow to the right of the checklist you want to copy in order to open its **Actions** menu.

2. Select **Copy**.



3. A new checklist is now visible at the bottom of the list of checklists with the title **Copy of {original checklist name}**. You can click its Action menu and select Edit to make changes to its name or details.

Work To Do Widget

[About the Work To Do widget](#)

By **D2L Knowledge** Last Updated: **Jul 7, 2023**

The Work To Do widget provides learners with a summary of assigned learning activities from all their courses that are overdue or have an upcoming due date or end date. The widget can be added to Brightspace course homepages to show only due and overdue learning activities from the course.

The Work To Do widget displays the following learning activities:

- Assignments
- Checklists
- Content
- Courses
- Discussions
- Surveys
- Quizzes

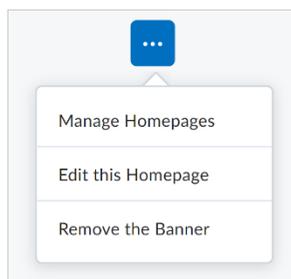
Learning activities only appear in the Work To Do widget when the activity has a defined due date or end date. **The widget displays activities due or ending in the upcoming 2 weeks, and overdue work from the previous 12 weeks.**

The widget will display a maximum of 6 items. If additional items are available, they can be seen in the full-screen view by clicking the **View all work** button. On this page, all items with due/end dates for the upcoming semester can be seen.

[Add the Work To Do widget to your course homepage](#)

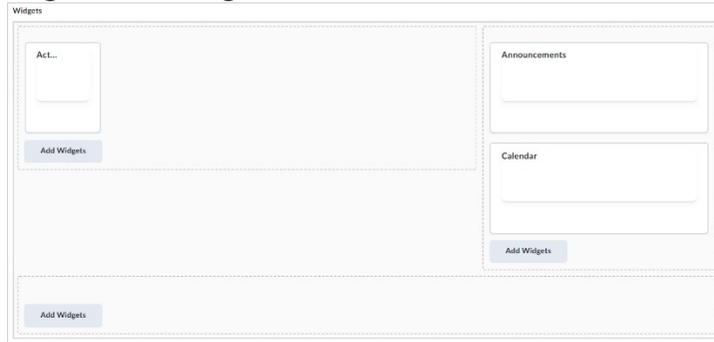
Before you begin: You must have a widget-based homepage set up for your course. Ensure you have set due dates for all learning activities in your course that you want to appear to learners in the Work To Do widget.

1. At the bottom of your course homepage, click the **Homepage Actions Menu (...)**.



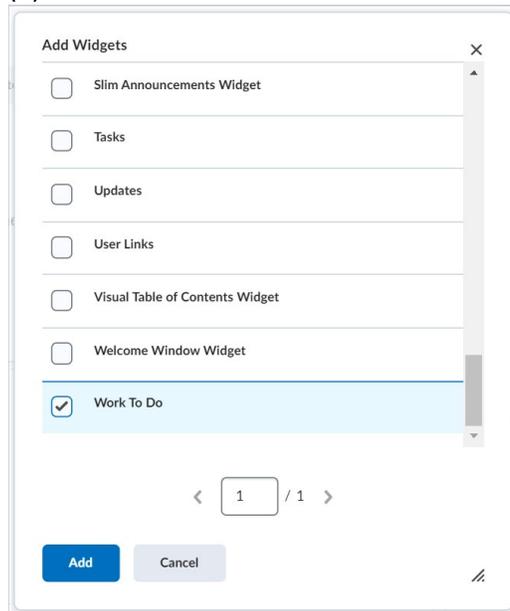
2. If you do not see "Edit this Homepage", click **Manage Homepages** and
 - (1) Click **Create Homepage**
 - (2) Give your custom Homepage a name.
 - (3) If you would like to change the structure of the homepage, you can do so now by changing the **Layout**.
 - (4) Once you are fine with the layout, select **Add Widgets** on the left side.
 - (5) Select the widgets you would like to appear on the left side of your homepage. The default items are: **Visual Table of Contents** and **Quick Eval**. Select **Work To Do** as well.

- (6) Click **Add**.
- (7) Drag and drop the **Quick Eval** widget to the bottom of the widgets (students do not see the Quick Eval widget).
- (8) On the right side, click **Add Widgets** and select widgets you would like to appear on the right side of the page. The default are **Announcements**, **Calendar**, **Course Visibility**, and **Single Profile Widget**.



3. If you see **Edit this Homepage**, select it.

- (1) In the Widgets area, click either the left or right **Add Widgets** button.
- (2) Select the **Work To Do** check box.



(3) Click **Add**.

4. Click **Save and Close**. You have added the Work To Do widget to your homepage.

How to clear out the Work To Do widget

To remove an activity from the Work To Do widget, as an instructor, you have to remove the **Due Date** for the activity.

Work To Do widget FAQs

Please review these FAQs and their answers before using the Work To Do widget. They are found in the Brightspace community at: <https://community.d2l.com/brightspace/kb/articles/5566-introducing-the-work-to-do-widget>

Q. I know there's an overdue item, but the learners don't see it. Why isn't it showing up in the Overdue section of the widget?

A. There are three reasons an overdue item might not show in the widget. It's either outside of the range set by the configuration variable (defaulted to 12 weeks in the past), it has been completed by the learner, or its End Date has passed. If an item is overdue, but it also has an End Date that has passed, the item no longer appears as Work to Do. This is true for the End Date of the individual activity or the entire course.

Q. Does the widget support Special Access overrides?

A. Yes. If a student has a different due/end date due to Special Access, the student will see their individual date in the widget.

Q. What if there's an activity due soon, but it's start date hasn't come yet?

A. If the course is active and started but the activity's start date is in the future, the activity will appear in the Upcoming section of the widget, but it will not be clickable and it will have a label to indicate its start date until the date has arrived. If the entire course has not yet started, the activity will not appear in the widget.

Q. What's the difference between this widget and how work to do is displayed in Pulse?

A. Pulse displays work to do in a more graphical week-by-week view, and it doesn't explicitly call out overdue work. Also, Pulse includes Calendar Events in a separate tab, and Pulse allows users to add their own tasks to the work to do view. On Homepages, you'd need to use the separate Calendar and Tasks widgets for these items.

Q. I marked a Module Not Visible to students, or I put a Release Condition on it, but an activity within that module still shows in the widget. What should I do?

A. Add the visibility setting and/or release condition to the individual activity in addition to the module. It is a current limitation that these settings do not cascade down from the module to the activities within it. It is on our longer-term roadmap to address, but in the meantime, these settings must be associated with the individual activity in order for them to be respected in the widget and other tools.

Q. What's the difference between this widget and other widgets like Calendar, and Tasks?



A. Each widget has its own unique benefits. The Calendar widget does not display course activities with due dates when on the Org Homepage, but it does display activities with due dates when on the Course Homepage. So, the Calendar and Work To Do widgets can live in harmony on the Org Homepage, but they may display some duplicate items when both widgets are on the Course Homepage. And lastly, the Tasks widget shows tasks manually created by the user for the user. Unlike the activities displayed in the Work To Do widget, Tasks are not assigned by an instructor.