Dates and Calendar

Each assessment tool in D2L (Discussions, Assignments, and Quizzes) has an option in the Edit > Restrictions tab for adding dates. Each also has the checkbox option to Hide from Users. However, the options in each tool behave a bit differently. Use this guide to clarify how dates work for each tool. This guide will also walk you through adding Events to your course Calendar.

Note: In the event that your availability dates are set correctly but students are still unable to view the assessment, make sure that the applicable module and item are both set to Visible in your course.

Visible

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Tutorial Video

Create a Calendar Event

Discussions

The Discussions tool has the most options. Go to **Discussions** > Select the applicable discussion > **Edit** > **Restrictions** tab.

The **Availability** dates control when the discussion is visible to learners. If you want availability dates to display in the calendar, you’ll need to check the **Display in Calendar** checkbox.

The **Locking Options** control when learners may interact with the discussion.
Assignments

Assignments have less options. Go to Assignments > Select the applicable assignment > Edit > Restrictions tab.

Due Dates will display in the calendar.

Availability dates control when learners may view and interact with the assignment.

Note: When you set a Due Date, submissions after this date/time will still be accepted by the Assignment but will be flagged as “late.”

New Assignments Experience

If you are using the new Assignments experience, the Due Date is positioned separately from the Availability dates.

Go to Assignments > Select the applicable assignment > Edit Assignment. To set the Availability dates, you’ll need to expand the Availability Dates & Conditions section.
Quizzes

Go to Quizzes > Select the applicable quiz > Edit > Restrictions tab.

Due Dates will display in the calendar.

If you want Availability dates to display in the calendar, you’ll need to check the Display in Calendar checkbox.

Note: When you set a Due Date, submissions after this date/time will still be accepted by the Quiz but will be flagged as “late.”

Quizzes also have Submission View options, which control visibility for students. Check out the Customize the Submission View for a Quiz section of our Quizzes guide.

Go to Quizzes > Select the applicable quiz > Edit > Submission Views tab. Then select Add Additional View.
In the **Add View** dialog, select your desired **View Restrictions**, such as date & time, IP address, duration, questions, score, and/or statistics.

Remember to click **Save** when you’ve finished making your selections.
Events

Create

If you want to add an Event instead of an Assessment to your course Calendar:

1. Go to your course.
2. Click on Course Admin.
3. In Course Administration, in the Site Resources area, click on Calendar.
4. In the Calendar, click the Create Event button.
5. In **Create Event**, add the applicable details.

- **a.** Add a **Title**, or you may click the **Add Content** button to link to existing course content and a custom event name if you wish.
- **b.** Add a **Description** of the event.
- **c.** **Attendees**: Use the dropdown menu to select **Everybody in the Course Offering** (default) or an existing group. You may also use the **Add Groups/Sections** button if you want to assign different dates or other restrictions for different groups.
- **d.** **When**: Select **All day** or specific start and end date and time.
- **e.** If applicable, **Add Recurrences** (Daily, Weekly, Monthly, or Annually) and/or **Add Restrictions** (Event Visibility on the calendar).
- **f.** **Location**
- **g.** Click the **Create** button to save the event to the calendar.
View and or Edit Event

In order for students and instructors to access their calendar, go to the D2L landing/home page and click on Calendar.

Calendar interface overview

A. **Calendar views**: 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.

B. **Calendar content**: Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.

C. **Calendar menu**: Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.

D. **Mini calendar**: Use the mini calendar to navigate quickly to a specific day, week, or month.

E. **Task pane**: Use the task pane to create, track, and maintain personal tasks.
1. Once in the calendar, use the dropdown menu by **Colorado Mesa University** (default calendar) to select a **course**.

2. Click on a calendar **item**.

3. Click on the **More** link for details.

4. Instructors also have the option to **Edit**, **Remove** or **Delete** the item.
Subscription to a calendar

Use iCal feeds to access your Calendar events outside of the learning tool. With iCal feeds, you can view your course events in external calendars such as Microsoft Outlook, Google Calendar, and iOS and Android device calendars.

Subscribing to an iCal feed syncs your external calendar application or device with the Calendar tool, keeping you updated without logging in to D2L. Refer to your device or application instructions for adding an iCal feed, as each application can have a different method for managing iCal feeds.

1. On the landing page navbar, click Calendar.

2. In the Calendar views area, click 🌟 Settings.

3. Select the Enable Calendar Feeds check box.

4. Use the Settings area to adjust other Calendar and Tasks Options as desired.

5. Click Save.