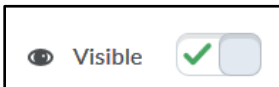




## Dates and Calendar

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.



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## Tutorial Video

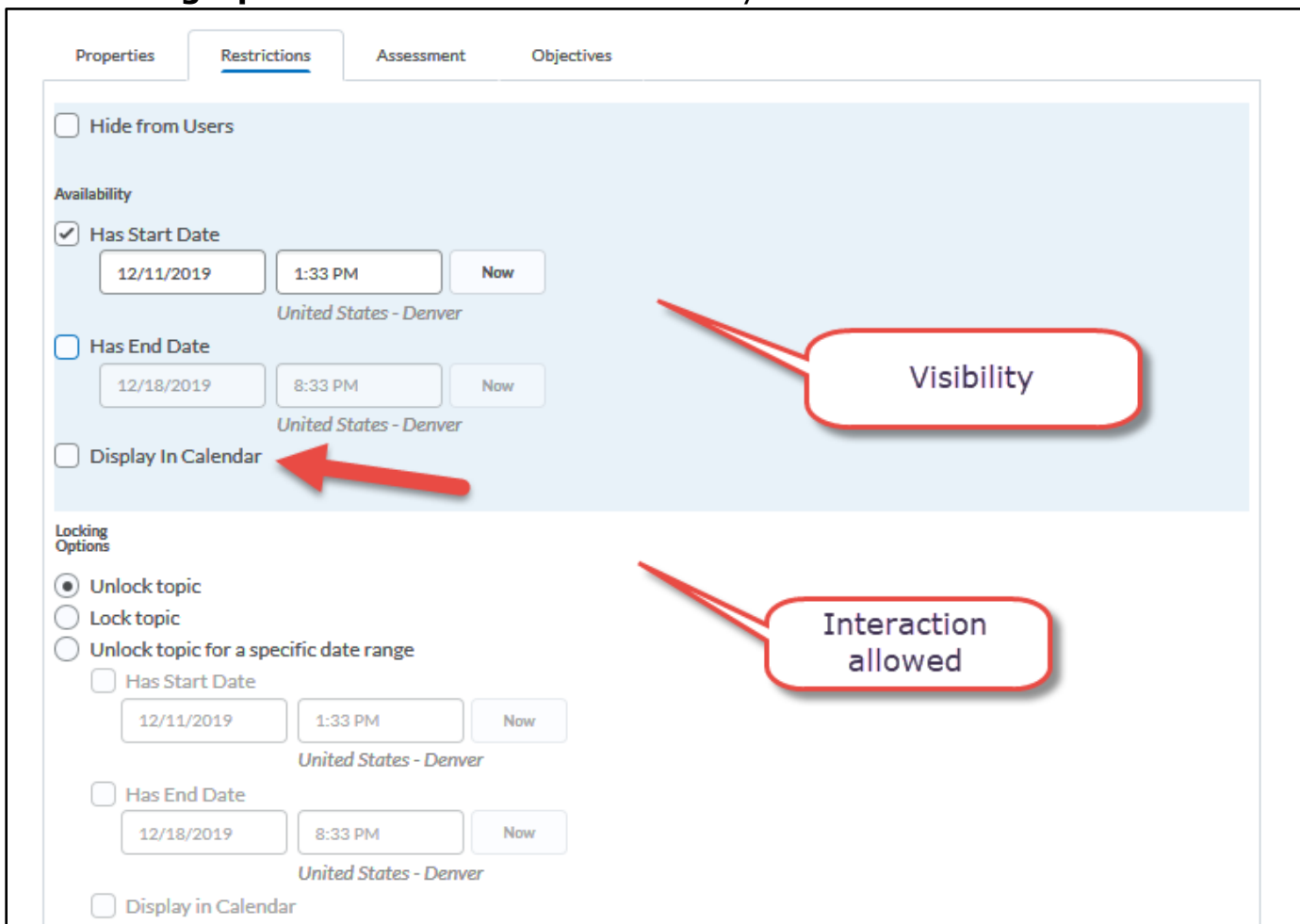
[Create a Calendar Event](#)

## 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.



Properties   Restrictions   Assessment   Objectives

Hide from Users

Availability

Has Start Date  
 12/11/2019   1:33 PM   Now  
*United States - Denver*

Has End Date  
 12/18/2019   8:33 PM   Now  
*United States - Denver*

Display In Calendar

Locking Options

Unlock topic  
 Lock topic  
 Unlock topic for a specific date range

Has Start Date  
 12/11/2019   1:33 PM   Now  
*United States - Denver*

Has End Date  
 12/18/2019   8:33 PM   Now  
*United States - Denver*

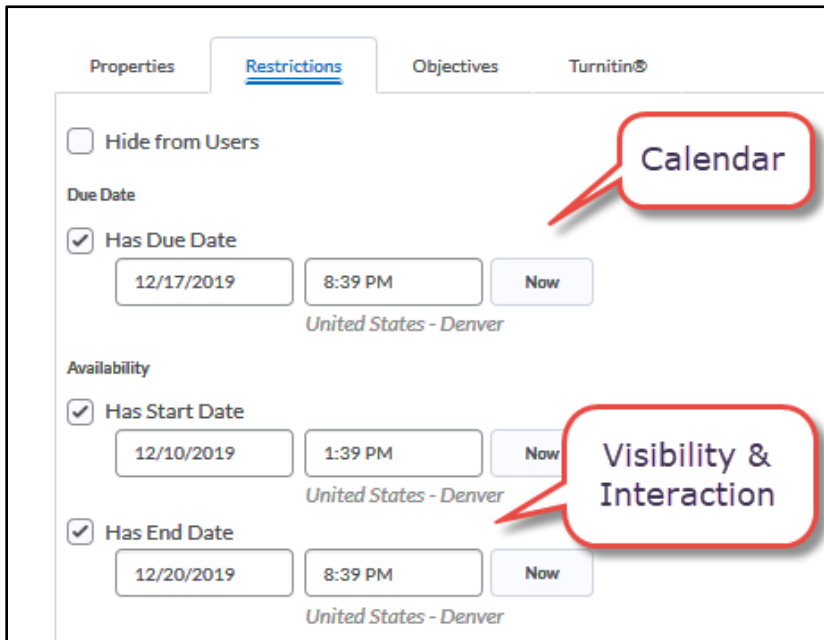
Display in Calendar

## 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.

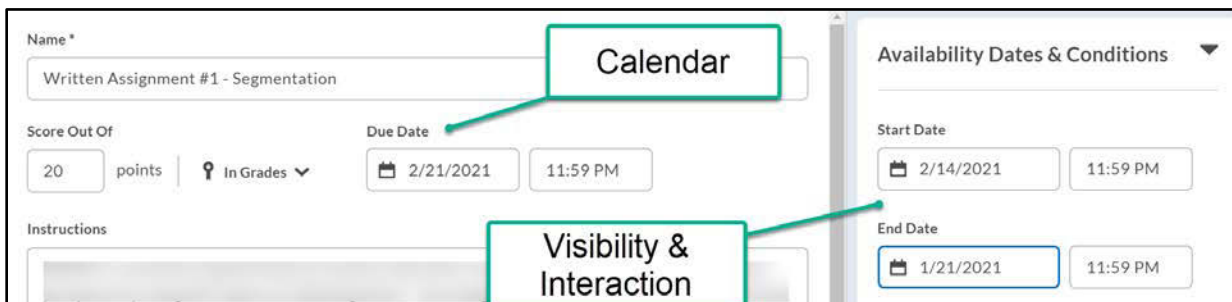


Note: When you set a **Due Date**, submissions after this date/time **will still be accepted** by the Assignment but will be flagged as **“late.”**

## 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.

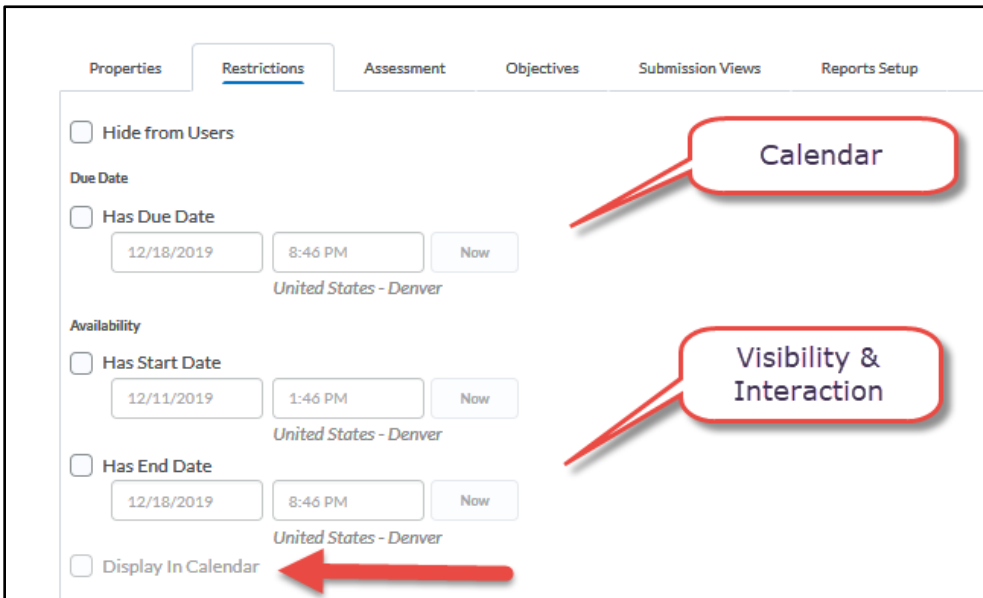


## Quizzes

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.

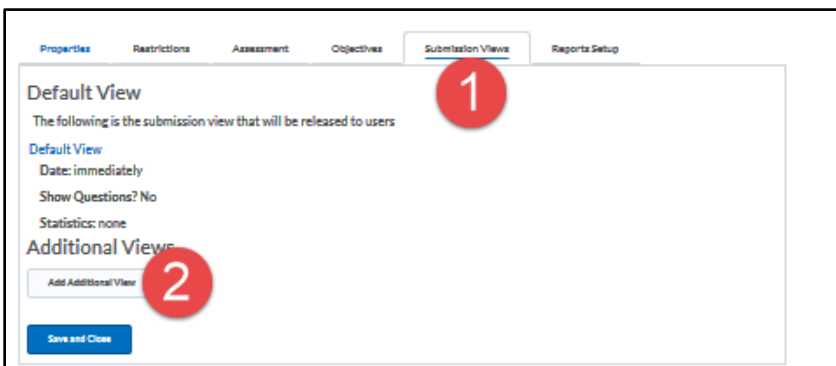


The screenshot shows the 'Restrictions' tab of a quiz editor. It features several sections: 'Hide from Users' (unchecked), 'Due Date' (with fields for date, time, and location), 'Availability' (with fields for start and end dates, times, and location), and 'Display In Calendar' (unchecked). A red arrow points to the 'Display In Calendar' checkbox. Two callout boxes are present: one labeled 'Calendar' pointing to the 'Due Date' section, and another labeled 'Visibility & Interaction' pointing to the 'Availability' section.

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**.



The screenshot shows the 'Submission Views' tab of a quiz editor. It displays a 'Default View' section with settings like 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. Below this is an 'Additional Views' section with an 'Add Additional View' button. A red circle with the number '1' highlights the 'Default View' section, and another red circle with the number '2' highlights the 'Add Additional View' button. A 'Save and Close' button is at the bottom left.


In the **Add View** dialog, select your desired **View Restrictions**, such as date & time, IP address, duration, questions, score, and/or statistics.

### Add View

#### View Properties

Name \*

Message



#### View Restrictions

Data

United States - Denver

IP Address

IP Restriction (IPv4) ?

Limited Duration

Limit the amount of time (in minutes) for which this view is available after the quiz is submitted

#### View Details

Show Questions?

Yes

- Show questions answered incorrectly ?
- Show questions answered correctly ?
- Show all questions without user responses ?
- Show all questions with user responses ?
- Show question answers ?
- Show question score and out of score

No ?

Score

Show attempt score and overall attempt score ?

Statistics

- Show class average
- Show score distribution

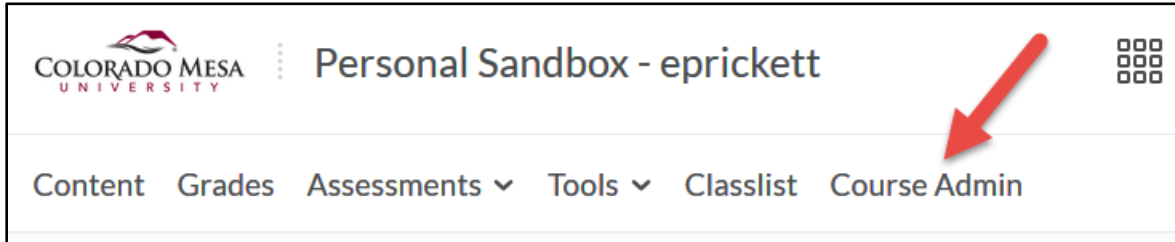
Remember to click **Save** when you've finished making your selections.

## Events

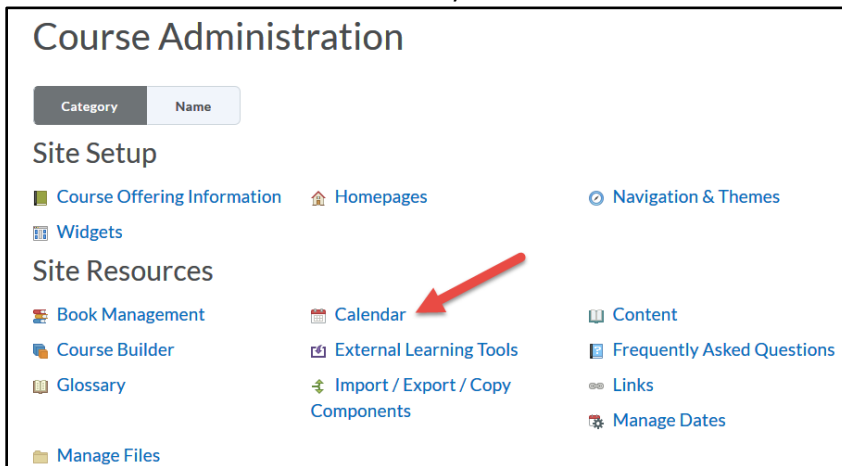
### Create

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

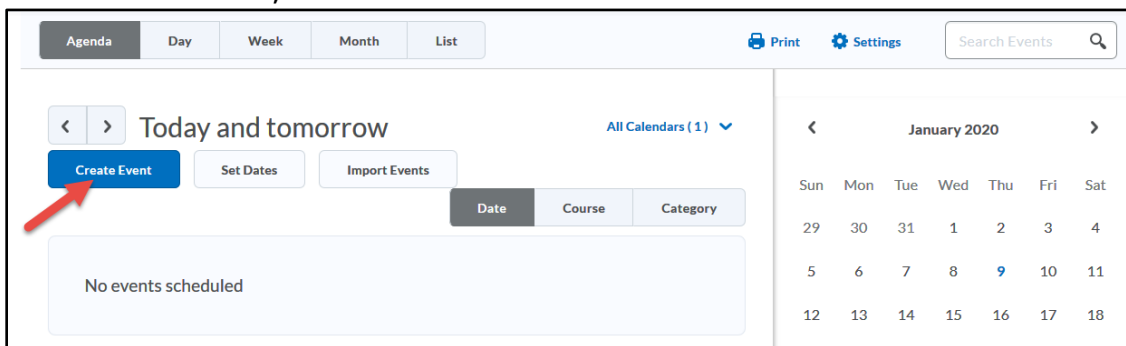
1. Go to your course.
2. Click on **Course Admin**.



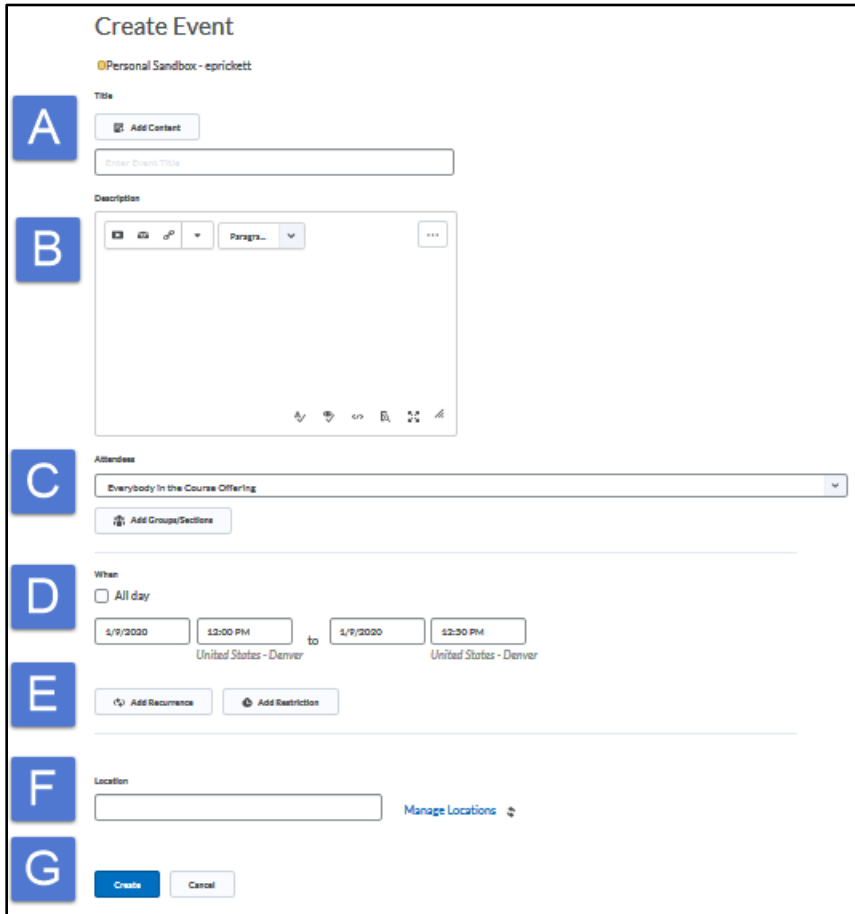
3. In **Course Administration**, in the **Site Resources** area, click on **Calendar**.



4. In the **Calendar**, click the **Create Event** button.



5. In **Create Event**, add the applicable details.



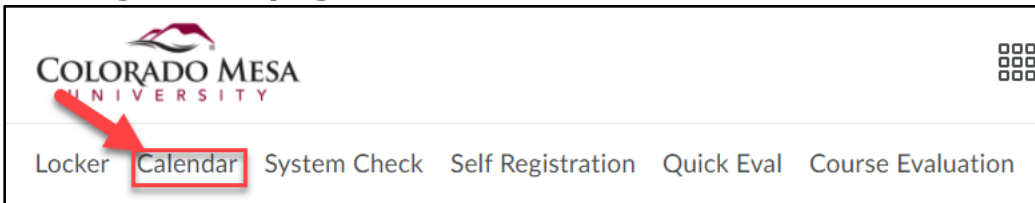
The screenshot shows the 'Create Event' form with the following fields and labels:

- A**: Title field with an 'Add Content' button above it.
- B**: Description field with a rich text editor toolbar.
- C**: Attendees dropdown menu showing 'Everybody in the Course Offering' and an 'Add Groups/Sections' button.
- D**: When section with an 'All day' checkbox and date/time pickers for start and end times.
- E**: 'Add Recurrence' and 'Add Restriction' buttons.
- F**: Location field with a 'Manage Locations' link.
- G**: 'Create' and 'Cancel' buttons at the bottom.

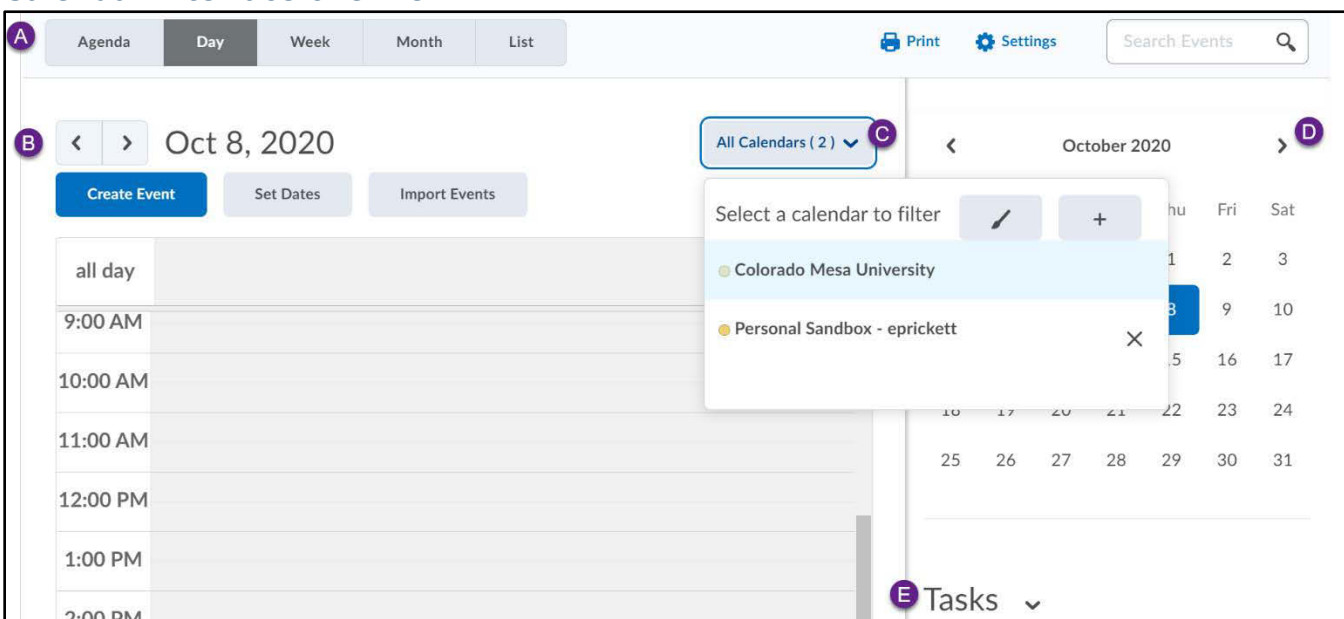
- a. Add a **Title**, or you may click the **Add Content** button to link to existing course content and a custom event name if you wish.
- b. Add a **Description** of the event.
- c. **Attendees**: Use the dropdown menu to select **Everybody in the Course Offering** (default) or an existing group. You 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**.



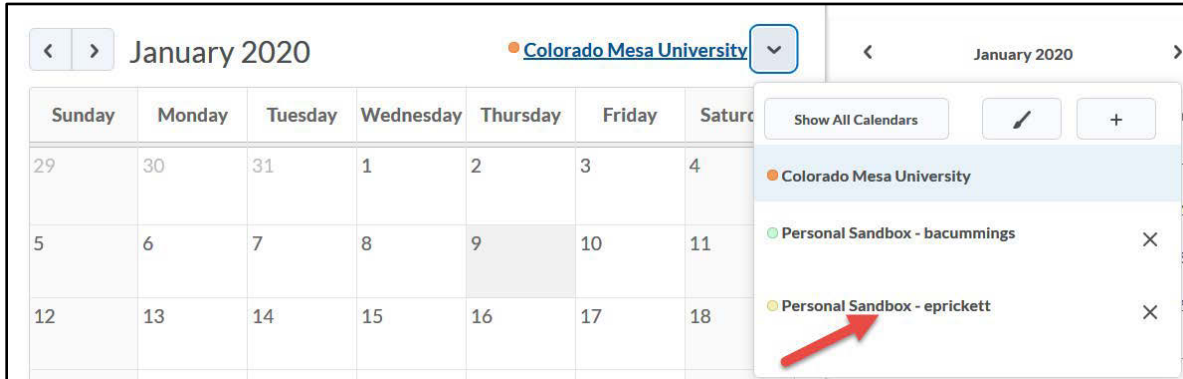
## Calendar interface overview



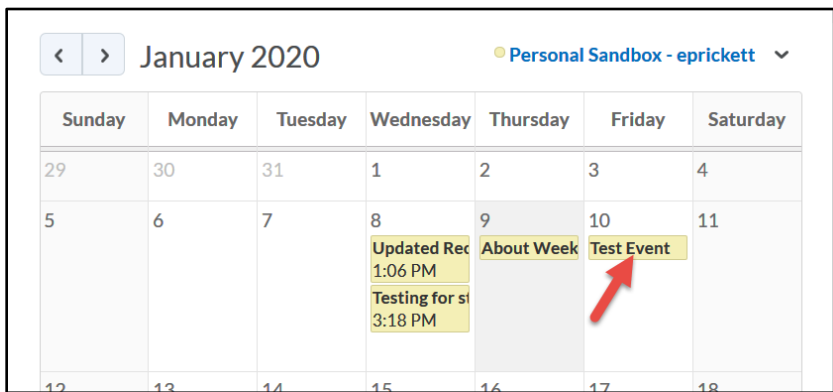
- A. **Calendar views:** Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week, 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**.



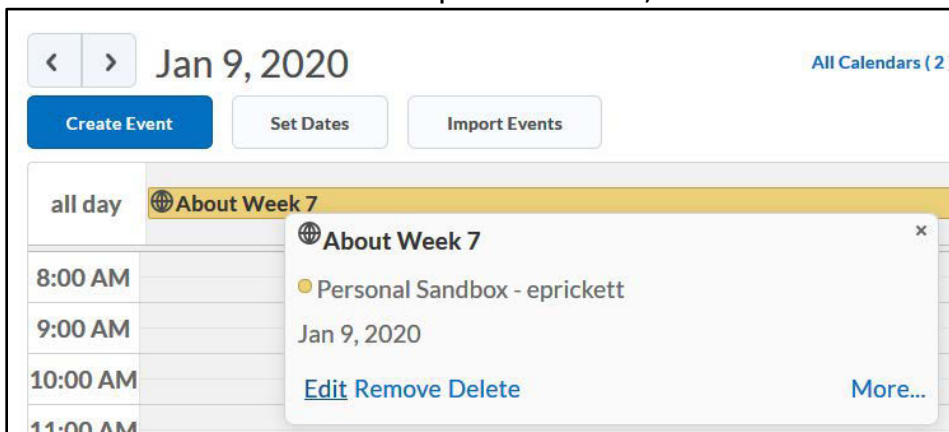
2. Click on a calendar **item**.



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



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

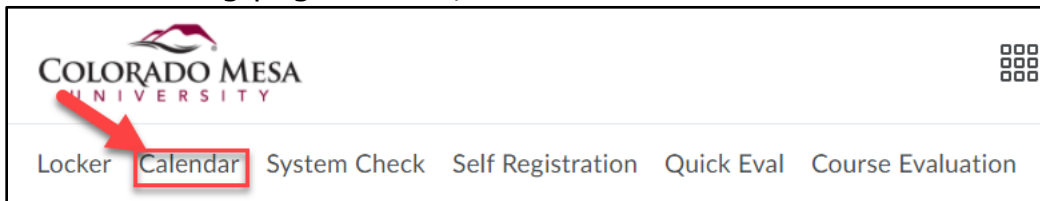


## Subscribe to a calendar

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.

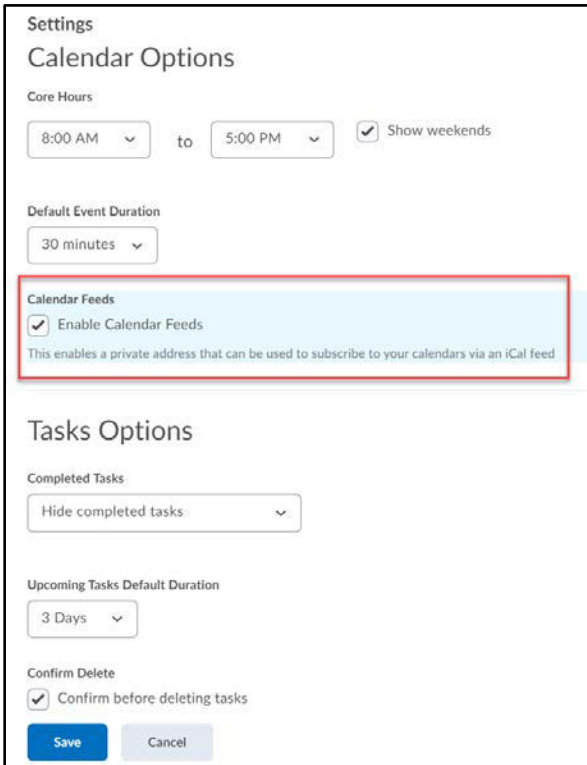
1. On the landing page navbar, click **Calendar**.



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**.