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.

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.

This guide will also walk you through adding **Events** to your course Calendar.

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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**.”
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:

1. Go to the **D2L landing/home page** and click on **Calendar**.

2. Once in the calendar, use the dropdown menu by **Colorado Mesa University** (default calendar) to select a **course**.

3. Click on a calendar **item**.
4. Click on the **More** link for details.

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