

Dates and Calendar

Each assessment tool in D2L (**Discussions**, **Assignments**, and **Quizzes**) has an option in the **Edit** area for adding dates. 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: If 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. Also, check if any Release Conditions are attached to a module or item.



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Tutorial Videos

[Create a Calendar Event](#)

[Pulse Dates - Set Date Availability for a Calendar Event - Instructor](#)

Discussions

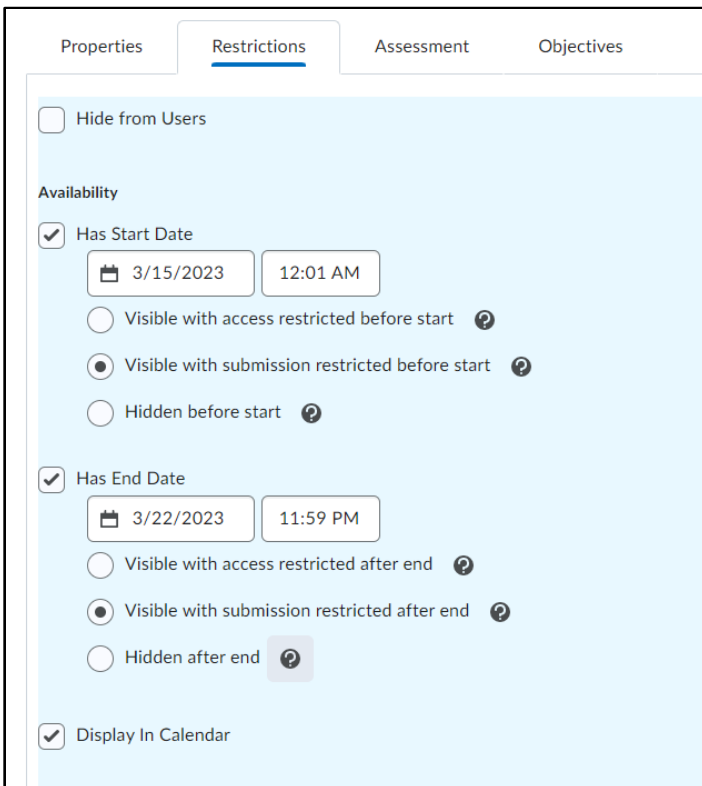
The Discussions tool has the most options. Go to **Discussions** > Select the applicable discussion > **Edit** > **Restrictions** tab.

The **Availability** dates control when the discussion is visible to learners and when they may interact with the discussions. If you want availability dates to display in the calendar, you'll need to check the **Display in Calendar** checkbox.

Access restricted: The activity will be visible to learners before the Start Date, but they cannot click or open it. Information displayed to learners about the activity is limited to title, dates, and restrictions.

Submission restricted: The activity will be visible to learners before the Start Date and they can access and view the activity but cannot complete it. Learners can access the description and evaluation requirements such as rubrics. The activity behaves the same as the previous 'locked' functionality.

Hidden: The activity will be hidden from learners until the Start Date. Calendar events for Availability Starts and Availability Ends will be hidden until the Start date. Notifications will not be sent until the Start Date.

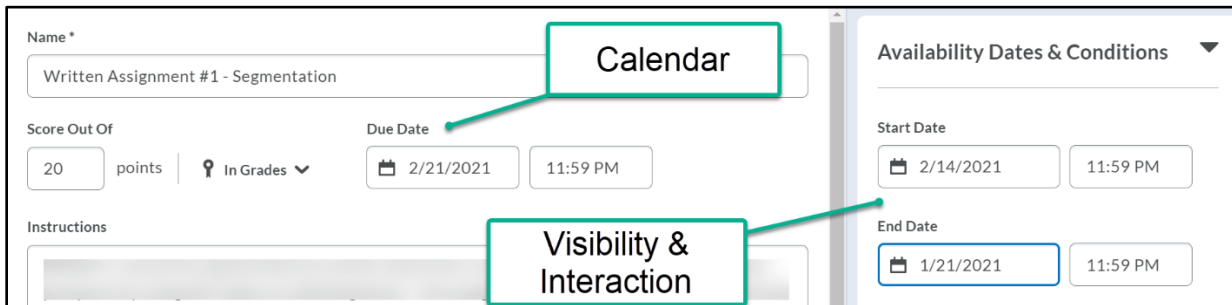


The screenshot shows the 'Restrictions' tab of a discussion tool interface. It features four tabs: 'Properties', 'Restrictions' (active), 'Assessment', and 'Objectives'. The 'Restrictions' tab is highlighted with a blue background. It contains the following options:

- ☐ Hide from Users
- Availability**
 - ☒ Has Start Date
 - Calendar icon 3/15/2023 12:01 AM
 - ☐ Visible with access restricted before start ?
 - ☒ Visible with submission restricted before start ?
 - ☐ Hidden before start ?
 - ☒ Has End Date
 - Calendar icon 3/22/2023 11:59 PM
 - ☐ Visible with access restricted after end ?
 - ☒ Visible with submission restricted after end ?
 - ☐ Hidden after end ?
- ☒ Display In Calendar

Assignments

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



The screenshot shows the 'Edit Assignment' form. The 'Name' field contains 'Written Assignment #1 - Segmentation'. The 'Score Out Of' field is set to '20 points'. The 'Due Date' is set to '2/21/2021 11:59 PM'. The 'Instructions' field is empty. The 'Availability Dates & Conditions' section is expanded, showing 'Start Date' as '2/14/2021 11:59 PM' and 'End Date' as '1/21/2021 11:59 PM'. Callouts point to the 'Calendar' and 'Visibility & Interaction' sections.

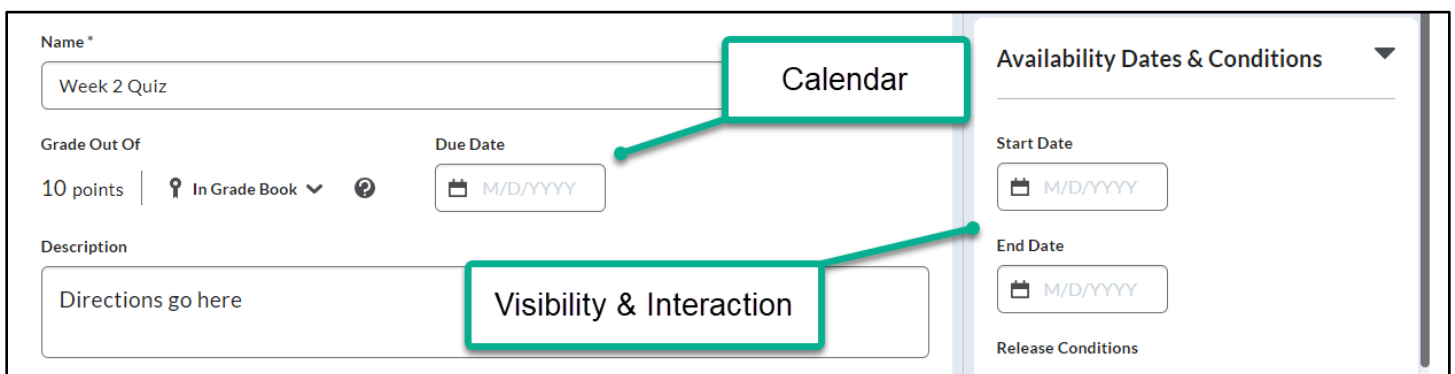
Availability dates control when learners may view and interact with the assignment.

Due Dates will display in the calendar.

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**." D2L rounds down for late submission alerts; thus, if a student submits something 47 hours and 59 minutes late, it will still register as 1 day late. Please let your students know if you are calculating late days differently.

Quizzes

Go to **Quizzes** > Select the applicable quiz > **Edit**. To set the **Availability** dates, you'll need to expand the **Availability Dates & Conditions** section.



The screenshot shows the 'Edit Quiz' form. The 'Name' field contains 'Week 2 Quiz'. The 'Grade Out Of' field is set to '10 points'. The 'Due Date' is set to 'M/D/YYYY'. The 'Description' field contains 'Directions go here'. The 'Availability Dates & Conditions' section is expanded, showing 'Start Date' as 'M/D/YYYY', 'End Date' as 'M/D/YYYY', and 'Release Conditions'. Callouts point to the 'Calendar' and 'Visibility & Interaction' sections.

Due Dates will display in the calendar.

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**." D2L rounds down for late submission alerts; thus, if a student submits something 47 hours and 59 minutes late, it will still register as 1 day late. Please let your students know if you are calculating late days differently.

Quizzes also have **Quiz Results Displays** options, which control visibility for students. Check out the **Customize the Evaluation and Feedback Section of a Quiz** section of our [New Quiz Experience guide](#).

Go to **Quizzes** > Select the applicable quiz > **Edit**. Expand the **Evaluation & Feedback** section. Then, click on **Customize Quiz Results Displays**.

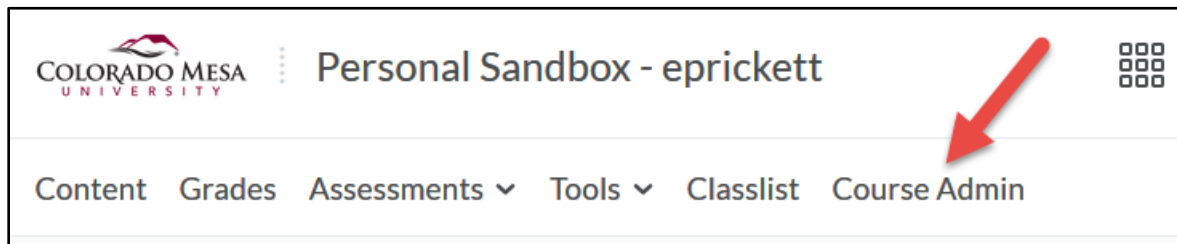
Remember to click **Save** when you've finished making your selections.

Events

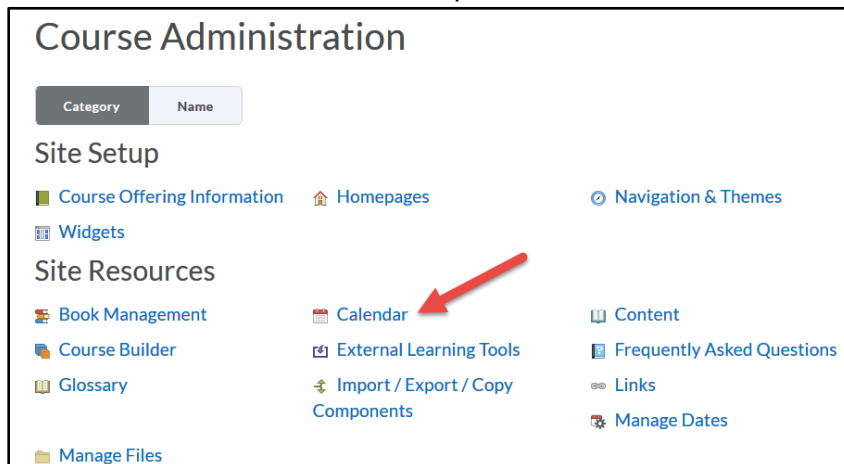
Create

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

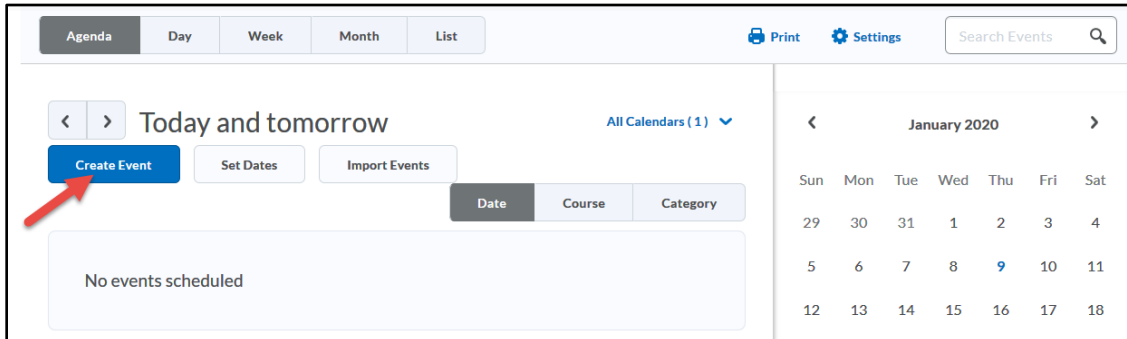
1. Go to your course.
2. Click on **Course Admin**.



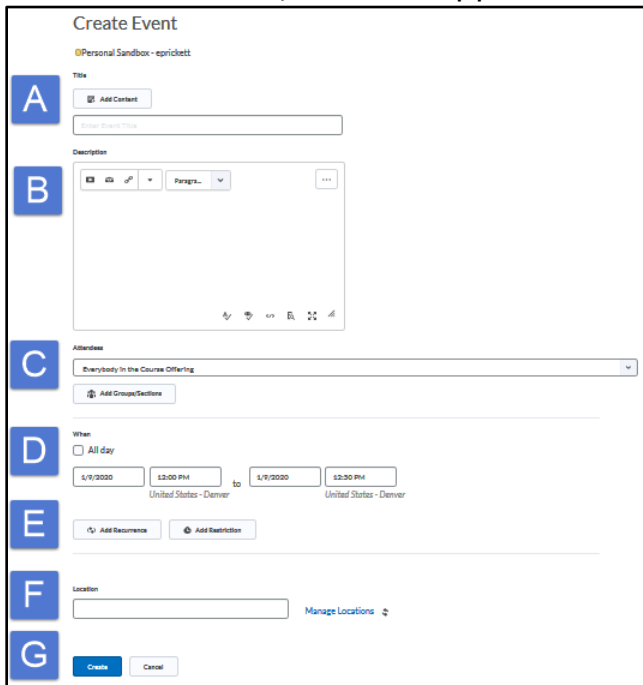
3. In **Course Administration**, in the **Site Resources** area, click on **Calendar**.



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



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



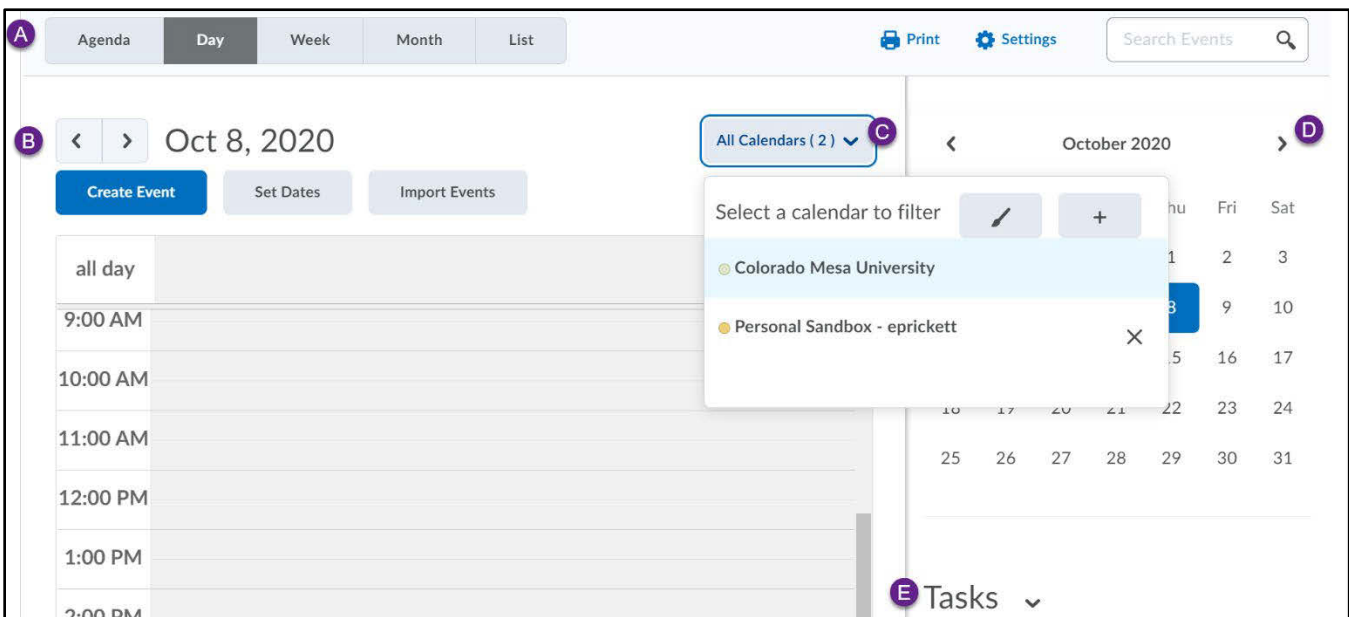
- a. Add a **Title**, or you may click the **Add Content** button to link to existing course content and a custom event name if you wish.
- b. Add a **Description** of the event.
- c. **Attendees**: Use the dropdown menu to select **Everybody in the Course Offering** (default) or an existing group. You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

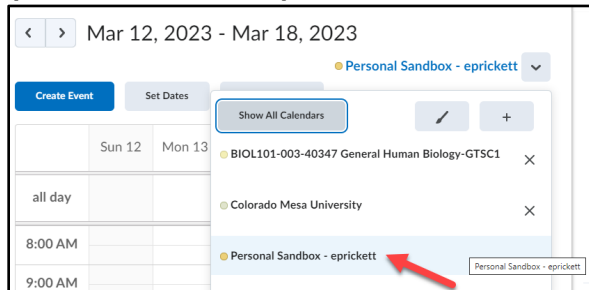


Calendar interface overview

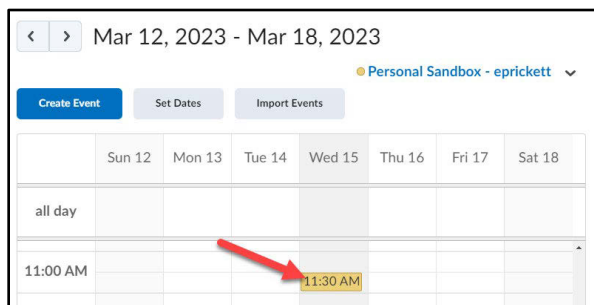


- A. **Calendar views:** Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week,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

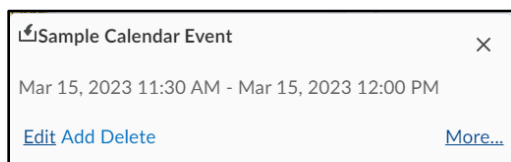
1. Once in the calendar, use the dropdown menu by **Colorado Mesa University** (default calendar) to select a **course**.



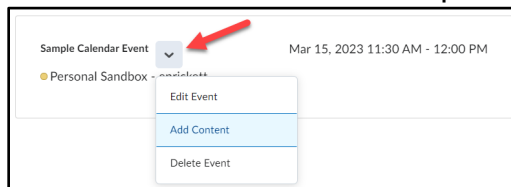
2. Click on a calendar **item**.



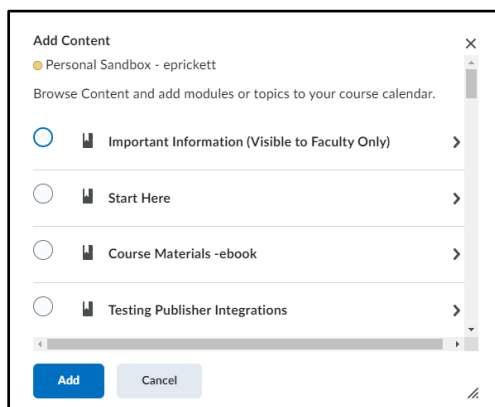
3. Click on the **More** link for details.



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



Note: Add Content allows you to create a quicklink to that item in your course shell.

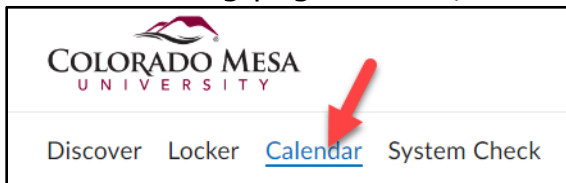


Subscribe to a calendar

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.

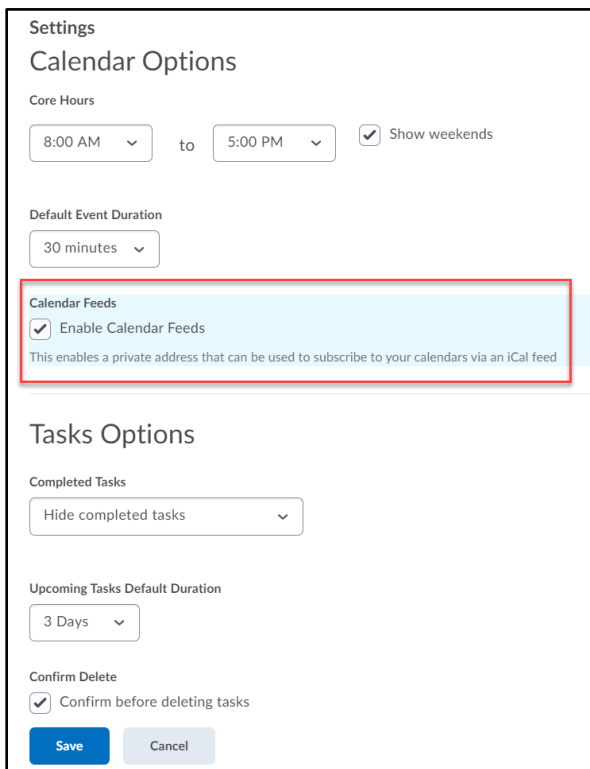
1. On the landing page navbar, click **Calendar**.



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



3. Select the **Enable Calendar Feeds** check box.

A screenshot of the 'Settings' page for the Calendar tool. The 'Calendar Options' section is visible, showing 'Core Hours' (8:00 AM to 5:00 PM) and a checked 'Show weekends' box. Below this is the 'Default Event Duration' set to '30 minutes'. The 'Calendar Feeds' section is highlighted with a red box and contains a checked 'Enable Calendar Feeds' checkbox. Below the checkbox is a note: 'This enables a private address that can be used to subscribe to your calendars via an iCal feed'. The 'Tasks Options' section is also visible, showing 'Completed Tasks' set to 'Hide completed tasks' and 'Upcoming Tasks Default Duration' set to '3 Days'. At the bottom are 'Save' and 'Cancel' buttons.

4. Use the **Settings** area to adjust other **Calendar** and **Tasks Options** as desired.
5. Click **Save**.