- 3. Click Restrictions at the top of the page (Figure 9).
- 4. Enter a due date for the Assignment Submission folder in the Due Date

5. Click Save and Close at the bottom of the page. The due date for the Assignment Submission folder will automatically be

Add Checklist Due Dates to the Calendar

You can opt to create events in the Calendar for Checklist items or categories as you set due dates for them.

1. Click the name of the Checklist that contains items or

will open; it displays a list of all categories and items in the Checklist.

2. Select the items or categories you want to add to the Calendar.

Note: If you select a category, all of the items in that category will automatically be selected.

- 3. Click Edit at the top or bottom of the list (Figure 10). The
- 5. Enter a date and time for the due date.

1).

7. Click Save. The due date for the checklist item or category

Add Quiz End Dates to the Calendar

You can opt to have end dates for Quizzes display in your

1. Go to the Restrictions tab (Figure 12) while you are creating or editing a Quiz.

- 3. Select Display in Calendar (Figure 13).
- 4. Click Save

Add Discussion End Dates to the Calendar

You can opt to have end dates for Discussion forums or topics

1. Click the drop-down arrow next to the Discussion forum or topic you want to add to the Calendar.

2. Select Edit Topic or Edit Forum. Properties options for the forum or topic will be displayed.

3. Select Forum is visible for a specific date range in the

settings options will become active.

- 4. Select Has End Date, then enter a date and time.
- 5. Select Display in Calendar (Figure 13).
- 6. Click Save and Close at the bottom of the page. The

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Figure 9



Figure 10

weak 1 **	1-1	6/9/2018 2:11 PM	A

Figure 11



Figure 12



Figure 13

Offsetting All Dates in the Calendar for a New Semester/Term

You can offset all dates in the Calendar at once through the

1. From within the Calendar tool, click List to view all events in your course calendar as a list.

2. Click the checkbox at the top of the item list to select all items at once (Figure 14).

3. Click More Actions, then select Offset Dates (Figure 15). The

4. Enter the number of days you want to move dates forward in

5. Click Save. The window will close, and the dates for all events in the Calendar will be changed by the number of days you selected.

Subscribing to a Calendar

You can subscribe to a calendar using a personal scheduling program, like Outlook, Google Calendar, or iPhone Calendar. All course events will appear in your scheduling software.

Subscribe to a Calendar

You must enable calendar subscription before you can subscribe to a course calendar.

2. Click Settings on the upper-right side of the page (Figure 16).

3. Select Enable Calendar Feeds (FigFit62(e)-1J4 ret/BT/F2 9.96