

# ASSESSMENTS WITH DUE DATES DO NOT DISPLAY IN CALENDAR & TO DO MODULE



Faculty Support  
eLearning

## Known Issue

Instructors and students may find that gradable items with due dates may not automatically appear in a course's Calendar or Home page's "To Do" module under the following conditions:

- **Availability Impacts Visibility** – The Calendar and "To Do" module will only display assessments by due date during the time that the assessment is available to students to complete.
- **Assignments with SafeAssign** – An assignment that has the SafeAssign plagiarism tools enabled will appear in the course's Calendar tool according to its due date, but it will not display in the "To Do" module. This is a known issue.
- **Publisher Content** – Assessments with due dates that are created at a publisher website and connected to your course may have trouble connecting to the course's Calendar and "To Do" module.
- **Dismissing Notifications**– Students may choose to dismiss notifications they receive on a course Home page's "To Do" module.

## RECOMMENDED WORKAROUND SOLUTIONS

Because of these issues, we recommend that faculty advise students of important due dates through their course syllabi and timely, frequent use of the Announcement or Email tool. Students should be advised to frequently refer to these forms of communication when working in courses.

**Please see these tutorials to learn more about....**

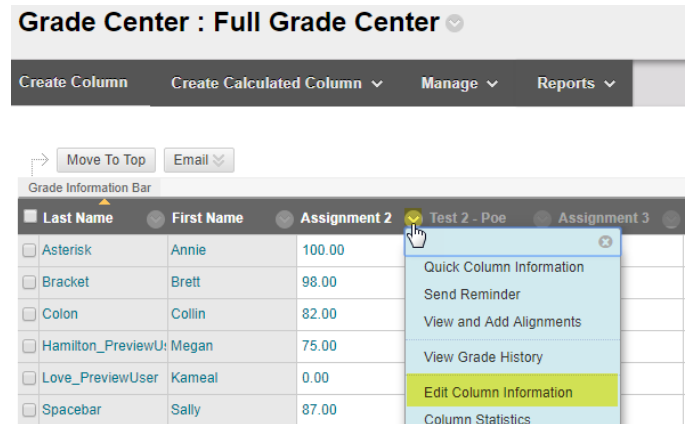
- [Adding Your Syllabus to a Course](#)
- [Creating Blackboard Announcements](#)
- [Using Blackboard's Email tool](#)

**Also, clearing and resetting an assessment's due date through the Full Grade Center is known to sometimes force the due date items to update and appear in the To Do module.**

## Step One – Clear out the Due Date

1. In your course's **CONTROL PANEL**, click the **GRADE CENTER** link and select **FULL GRADE CENTER** from the menu.
2. In the Full Grade Center, find the column associated with the assessment. Roll your mouse over the head of the column and click the gray context arrow button that appears.

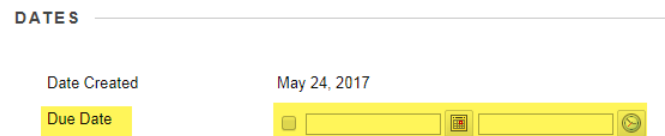
Select **EDIT COLUMN INFORMATION** from the context menu.



The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are navigation buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. The main table has columns for 'Last Name', 'First Name', 'Assignment 2', 'Test 2 - Poe', and 'Assignment 3'. A context menu is open over the 'Assignment 2' column header, listing options: 'Quick Column Information', 'Send Reminder', 'View and Add Alignments', 'View Grade History', 'Edit Column Information' (highlighted), and 'Column Statistics'. The table data includes rows for Asterisk, Bracket, Colon, Hamilton\_PreviewUser, Love\_PreviewUser, and Spacebar.

3. On the **EDIT COLUMN INFORMATION** page, scroll down to the **DATES** section.

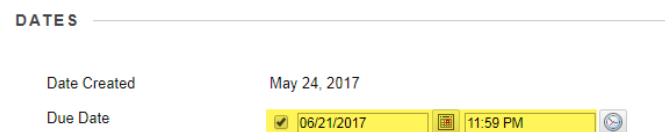
Uncheck the checkbox and clear out the date fields. When done, click **SUBMIT** to save this change.



The screenshot shows the 'DATES' section of the 'EDIT COLUMN INFORMATION' page. It has a 'Date Created' field set to 'May 24, 2017'. Below it is a 'Due Date' field with a yellow background, which is currently empty and has a calendar icon to its right.

## Step TWO – Add the Due Date Back to the Assessment

1. Follow the instructions from the previous steps 1 through 2 to return to the column's **EDIT COLUMN INFORMATION** page.
2. When you are back on the **EDIT COLUMN INFORMATION** page, scroll down to the **DATES** area. Check the checkbox and assign a due date and time using the picking tools. Click **SUBMIT** when done.
3. This should force the assessments to update and appear in the To Do module. The student may need to refresh his or her view of the To Do module to see the assessment appear.



The screenshot shows the 'DATES' section of the 'EDIT COLUMN INFORMATION' page. The 'Date Created' field is 'May 24, 2017'. The 'Due Date' field now has a yellow background and contains the date '06/21/2017' and the time '11:59 PM', with a calendar icon to its right.