



MANAGING COURSE DUE DATES

When a student is enrolled in an online course, one of the keys to their success is remaining on pace with the course so they do not fall behind.

There are two key tools designed to support the student with remaining on pace.

- The **To-do List** provides a list of upcoming deliverables and due dates for each of the student's current courses.
- The **Calendar** displays due date notifications that are color-coded by course. Students may select a particular date or view for a list of all upcoming activities.

July 2020	<	>	Mon Jul 20, 2020	Using Variables to Create Models of the Real World Algebra 1A (1) #2166:Tools Of The Trade
Su Mo Tu We Th Fr Sa			Tue Jul 21, 2020	Using Variables to Create Models of the Real World Quiz Algebra 1A (1) #2166:Tools Of The Trade Classify and Compare Numbers Algebra 1A (1) #2166:Tools Of The Trade
28 29 30 1 2 3 4			Wed Jul 22, 2020	Classify and Compare Numbers Quiz Algebra 1A (1) #2166:Tools Of The Trade Evaluating Algebraic Expressions Containing Exponents Algebra 1A (1) #2166:Tools Of The Trade
5 6 7 8 9 10 11			Thu Jul 23, 2020	Evaluating Algebraic Expressions Containing Exponents Quiz Algebra 1A (1) #2166:Tools Of The Trade Exponential Powers and Quotients Algebra 1A (1) #2166:Tools Of The Trade
12 13 14 15 16 17 18			Fri Jul 24, 2020	Exponential Powers and Quotients Quiz Algebra 1A (1) #2166:Tools Of The Trade How are Subtraction and Division Related to Addition and Multiplication? Algebra 1A (1) #2166:To...
19 20 21 22 23 24 25				
26 27 28 29 30 31 1				
2 3 4 5 6 7 8				
Courses				
Algebra 1A (1) #2166				

The due dates assigned to each activity depend upon the enrollment schedule associated with a particular course.

Range versus Continuous Course Schedule

There are two ways an online course can be scheduled:

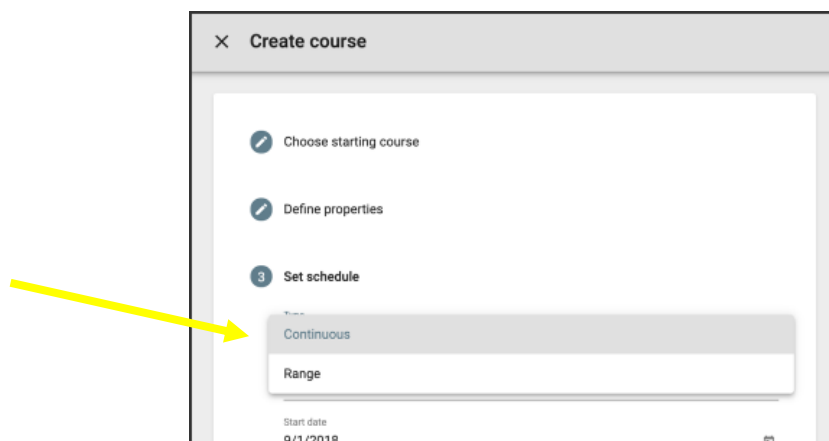
- **Range enrollment schedule:** The course is set to run for all students using the same start date, end date, and activity due dates for all students in the course. Students are expected to move through the course as a cohort, remaining on the same pacing throughout.
- **Continuous enrollment schedule:** The course schedule is self-paced; while an overall start and end date is specified for each student, those dates may vary from student to student. Suggested activity due dates, which may vary among students, are scheduled in a manner to support the student successfully completing the course by their designated end date.

When a course is set up as a **Range** enrollment course, activity due dates for all gradable activities are specified by the teacher and are, by default, the same for every student in the course. (Teacher's still have the ability to modify activity due dates on a student by student basis.)

When a course is defined as a **Continuous** enrollment course, the LMS automatically schedules suggested due dates for all gradable activities. Each student sees a calendar of due dates that is tailored to them. It is meant to provide a pacing guideline to ensure the student remains on pace to complete the course by their target end date. In these courses, suggested due dates are based on:

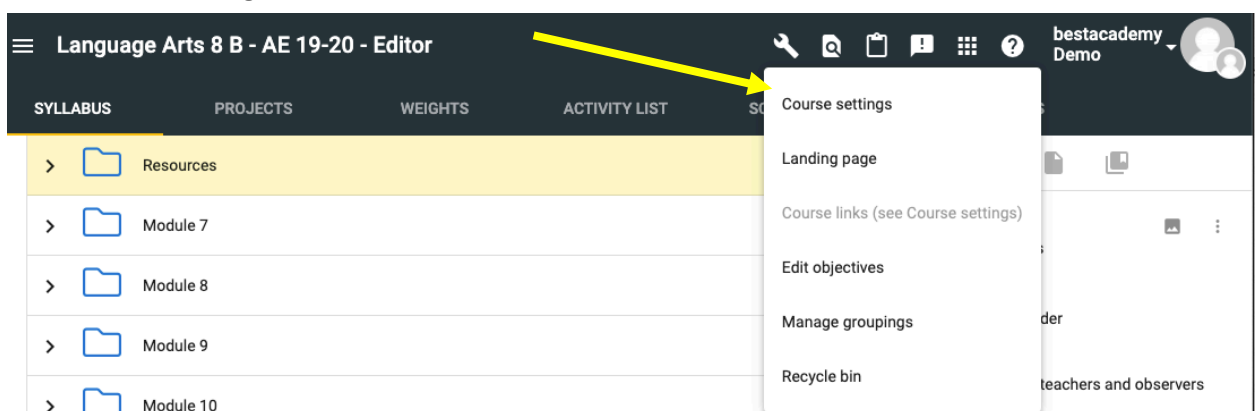
- The sequence of activities in the course.
- The number of non-gradable activities (lessons, etc.) between each gradable activity.
- The relative weight of each activity.
- Any course or student blackout dates that have been specified.
- The number of total days the student is assigned to the course.

When creating a new course, admins have the option to make it a **Range** or **Continuous** enrollment course:



In an existing course, the type of course schedule can be modified through the **Course Editor**.

1. Open the **Course Editor** tool.
2. Select **Course settings** from **Tools** in the toolbar.



3. Check (or uncheck) the **This is a continuous course** option. Note that for a continuous course, you must specify the maximum number of days that the course may run.

The screenshot shows the 'Course Editor' form for 'Language Arts 8 B - AE 19-20'. The form includes fields for 'Course title', 'Term' (2019-2020), 'Start date' (5/31/2019), 'End date' (5/31/2020), and 'Days' (365). A checkbox labeled 'This is a continuous course' is checked. A yellow arrow points from the 'End date' field to the 'Days' field, indicating that the number of days is determined by the end date. Another yellow arrow points from the 'Days' field to the 'Use agendas in this course' checkbox, which is unchecked. On the left, there is a stack of books with titles like 'The Yearling', 'The Golden Compass', 'To Kill a Mockingbird', 'Robinson Crusoe', 'Anne of Green Gables', 'Oliver Twist', 'Bunnicula', 'A Tree Grows in Brooklyn', 'James and the Giant Peach', 'The Good Earth', 'The Sea Wolf', and 'Main Street'.

4. Indicate the number of **Days** the course should last. This information will be used to generate a suggested timeline.
5. **Save.**

Scheduling Due Dates in a Range Enrollment Course

When a course is designated as a **Range** enrollment course, the teacher assigns a specified due date to each gradable item. To do so, the teacher would go into the **Course Editor** and:

1. Select **Scheduling**.
2. Click on each gradable activity and drag it into the calendar.
3. Due dates would then propagate to the students' individual **To-Do List** and **Calendar**.

The screenshot shows the 'Course Editor' interface for 'Character Education - AE 20-21'. The 'SCHEDULING' tab is selected, indicated by a yellow circle with the number '1'. The interface includes a sidebar with a list of activities, a calendar for September 2020, and a details panel on the right. A yellow circle with the number '2' highlights the 'Introduction to Social and Emotional Learning' activity in the sidebar. The calendar shows dates from Sunday, September 30, to Saturday, September 26. The details panel on the right shows the title 'Introduction to Social and Emotional Learning Quiz', the type 'Assessment', and the visibility settings 'Visible to Students, teachers and observers' and 'Visible in table of contents' (checked).

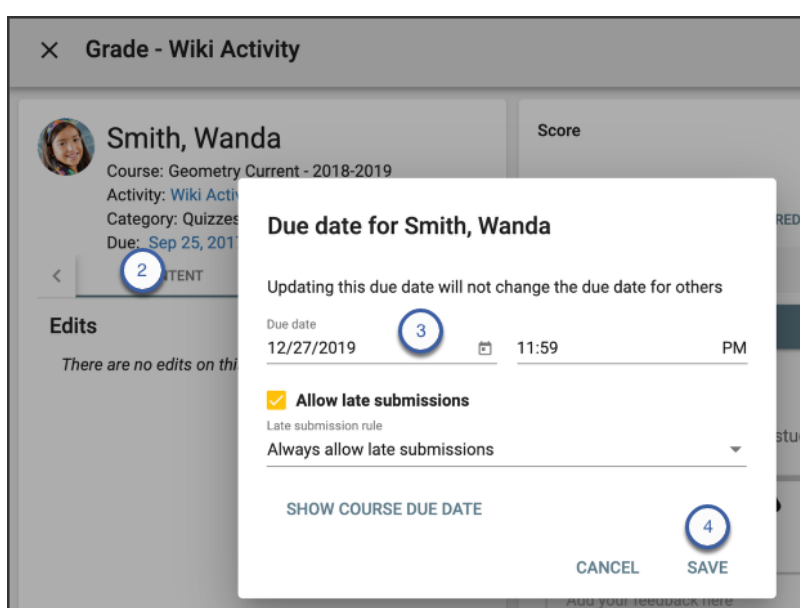
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Modifying Due Dates for an Individual Student in a Range Enrollment Course

Teachers can modify due dates for individual students to account for IEPs, personal circumstances, etc. This feature is only available in **Range** courses, as **Continuous** enrollment courses have suggested due dates that are not enforced.

To modify a due date for an individual student:

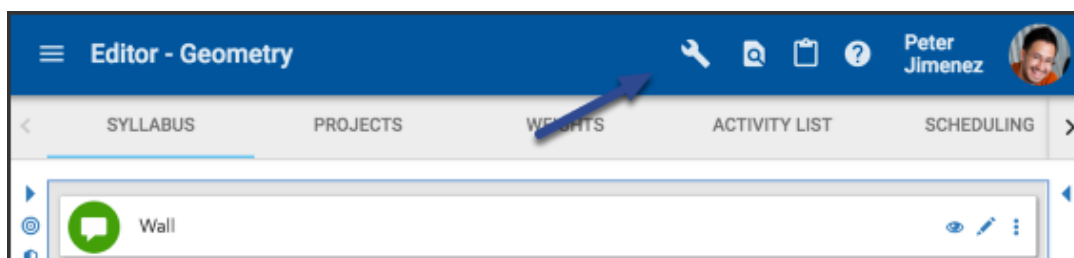
1. Select the desired activity from the **Gradebook** to open the **Grade editor**.
2. If the activity has a due date, it appears under the student's name in the left panel. Click the **Due** date.
3. Change the **Due date** for this student/this activity to the desired date.
4. **Save**.

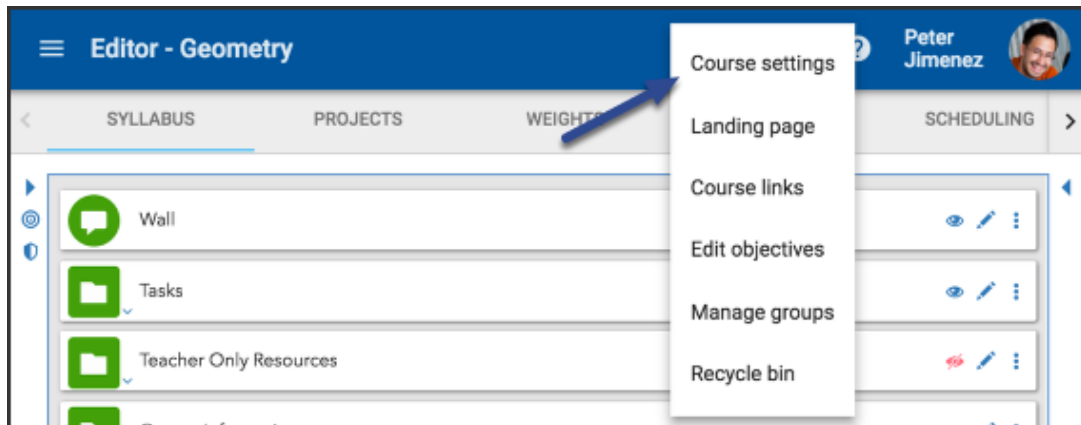


Using Course Agendas

The **Course Agenda** tool is another resource that teachers can use to help student remain on pace. To enable this feature in a course:

1. Open the **Course Editor** tool.
2. Select **Course settings** from **Tools** in the toolbar.



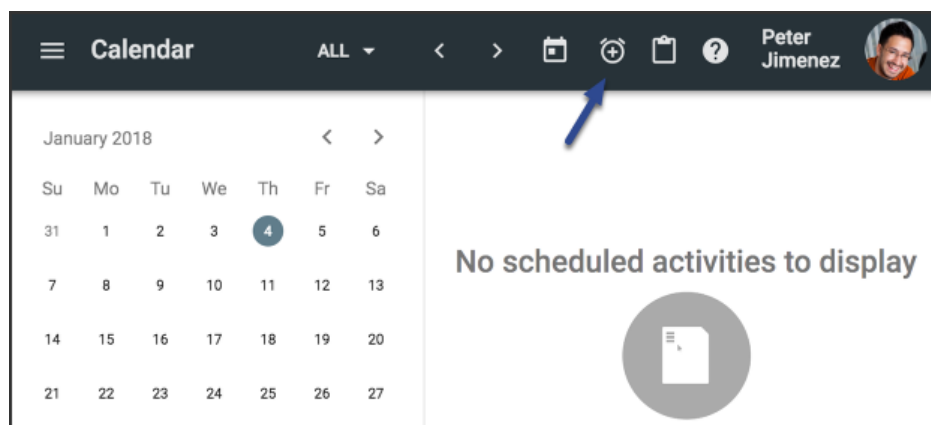


3. Check the **Use agendas in this course** box on the first card.

4. Click **Save**.

Once **Agendas** are enabled at the course level, use the **Calendar** tool to create a specific **Agenda**.

1. Open your **Calendar** and select the day for which you want to create the agenda.
2. Click the **Add agenda** button in the toolbar.



3. Select the course the agenda is for.

4. Create content for the **Agenda** using the rich text editor.

X

Agenda - Algebra 1 A - AE 19-20 - Jul 19, 2020

SAVE

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This week you should be beginning the **Linear Relationships** lesson. This lesson should take you two weeks to complete.

A few key reminders:

- Plan on spending 60-90 minutes per day working in this course.
- By Wednesday, you should have completed all activities up to the [Calculating Percent of Change Assignment](#).
- By Friday, you should have completed all activities up to the Percent Problems Assignment.
- I will be holding office hours on Tuesday and Thursday from 3:00 - 4:00 pm. The link to my meeting room is on your homepage.

5. **Save.**

Tip: Create weekly agendas each Monday to provide students with a high level overview of what you expect from them for a particular week that incorporates both graded and non-graded course activities.