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Automatically Add Coursework Due Dates into Course Calendar

Quick & Simple Description:

When adding or editing an assignment in the Coursework Portlet, check the box [Include this assignment's due date in the course calendar] to include in the Course Calendar.

Detailed Description:

*Note that the due date will show up on the calendar **only** after the assignment is made visible to students.

Steps:
Navigate to the Coursework portlet

If you are creating an assignment, click **Add An Assignment** to display the **New Assignment** screen.

If you want to create a password for an existing assignment, locate the assignment you want to modify. Click the corresponding pencil icon to display the **Edit Assignment** screen.

Scroll down until you see the area detailing when the assignment is due.

Notice the checkbox labeled **Include this assignment's due date in the course calendar**.

Select to include on calendar or de-select to hide from calendar.

Click **Save**.

Additional Notes:
If the assignment is active or inactive-but-visible, the system adds the event to the course calendar.

If the assignment is not yet visible, the system stores your preference and will add the due date to the calendar once the assignment becomes visible to students.