

# Creating and Updating Your Brightspace Pacing & Progress Tool

Follow these five steps to create a Pacing & Progress Tool Schedule for each of your courses.

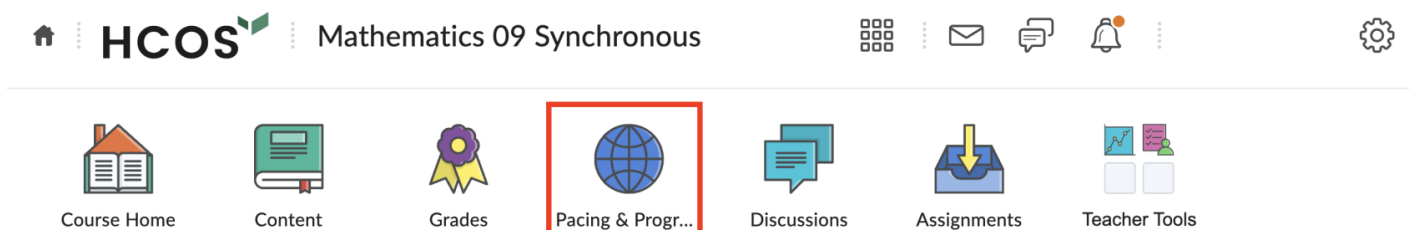
**Step 1:** Begin by logging into Brightspace.

**Step 2:** Select the course that you wish to build a schedule for.

If your teacher has not yet built a pacing guide for your course, you will be unable to create your schedule. Please contact your teacher for more information.

**Step 3:** Click **Pacing & Progress Tool** in the Navigation Bar. It will appear differently, depending on if you are in a Middle School course or a Grad course:

Middle School



Grad

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**Step 4:** You will be taken to the **Pacing & Progress Tool** landing page. To begin, you need to select your start date and completion date.

Here are some suggested dates; however, you can choose any start and end date:

| Pacing             | Start              | End              |
|--------------------|--------------------|------------------|
| First Semester     | September 9, 2024  | January 15, 2025 |
| Second Semester    | February 3, 2025   | June 13, 2025    |
| Linear             | September 9, 2024  | June 13, 2025    |
| Online Synchronous | September 23, 2024 | June 13, 2025    |

You may create your schedule with any start and finish date, as long as the duration does not exceed 365 days.

**Step 5:** Once you've chosen your dates, click the blue **Continue** button.

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Your Course End Date **can** be edited after this initial selection; however, the Course Start Date **cannot** be changed. Please ensure that you choose a date that best reflects your starting goals.

You will be asked to confirm you are ready to proceed. If your dates are correct, click **Create Schedule**. You will be taken to a page that outlines your course schedule!

## Updating Your Schedule

There is flexibility built into the scheduler tool, as it is designed to assist you in your planning and support you in your course progress.

There may be times throughout the year where you need to adjust a date on a specific assignment, or your final course end date.

### Course End Date

To adjust your final course end date, click the pencil icon to the right of the Course End Date at the top of your schedule.

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Here you will be able to select a different course end date. Please remember that you will not be able to select a date that is more than 365 days from your start date. Once you have chosen your new date, click **Save** at the bottom of the window. The tool will now repopulate your Suggested Due Dates for assignments based on your new Course End Date.

### Specific Assignment Dates

You can adjust your assignment due dates to fit your schedule in two different ways:

#### Option 1: Individually

Click the pencil icon next to the Suggested Due Date of the assignment you wish to move.

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You will then be prompted to select a new date for when you plan to complete the assignment. Click **Save** at the bottom of the window. Your scheduler will adjust to the new dates, including your progress wheel.

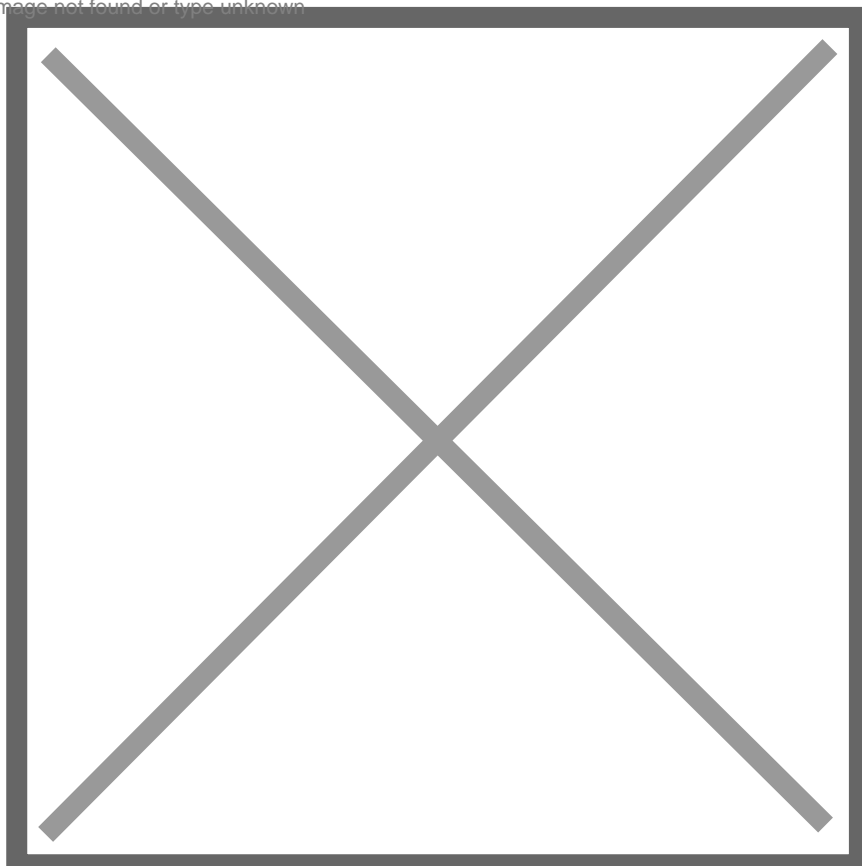
Due dates created by teachers in specific courses (e.g., CC+ courses, synchronous classes) should not be changed in the scheduler. In the case where a scheduler's due date and assignment due date disagree, the due date set by the instructor takes priority.

### Option 2: Bulk Edit

Are you going away for Christmas holidays or maybe Spring Break? Consider bulk editing your due dates during that time frame.

First, select the items you wish to change by clicking the checkbox to the left of the items.

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Next, click the **Bulk Edit Dates** located at the top left of the scheduler items.

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You will be taken to a window where you can edit all of the Suggested Due Dates for those items. Change the dates accordingly and click the blue **Save** button at the bottom of the window. If you have chosen a date outside your Course End Date, it will populate as an error and flagged for change.

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Once all new dates are saved, click **Close** to then be redirected to your schedule.

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