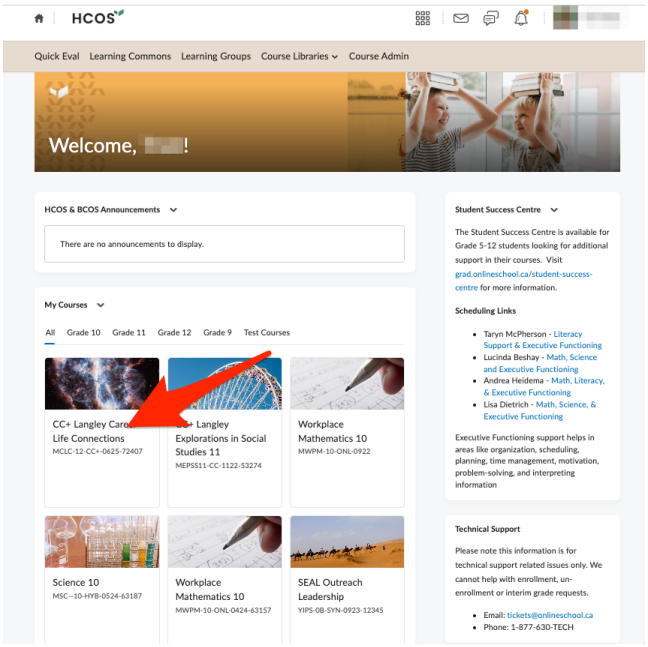
Pacing and Progress Tool: Set up and Editing Instructions

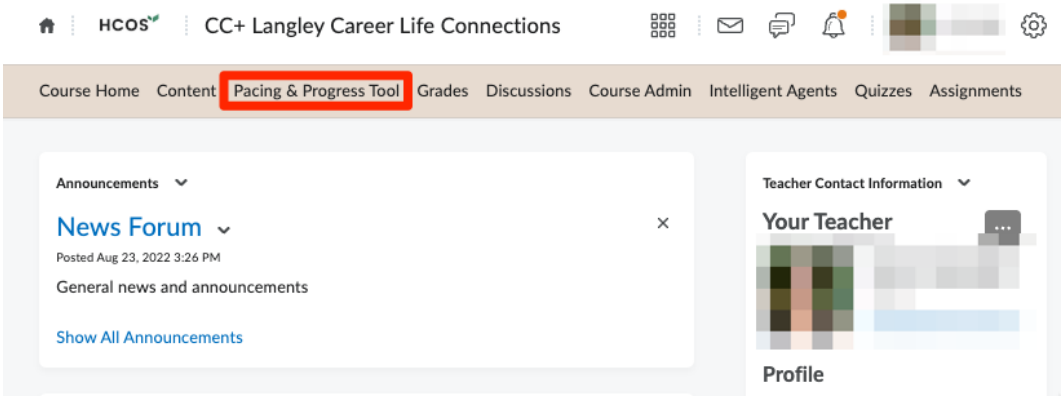
To create a pacing schedule within your Brightspace course:

1. Log in to Brightspace.

2. Navigate to the course you wish to build a schedule for by clicking on the matching tile on your dashboard.

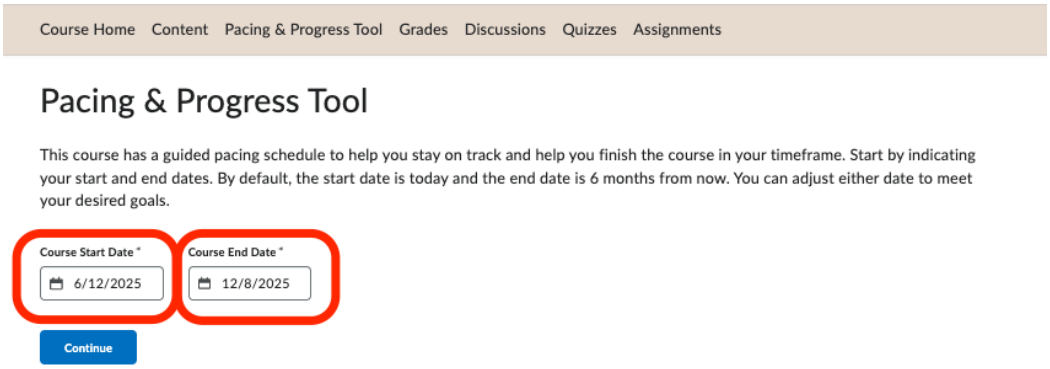


3. In the navigation bar for that course, click Pacing & Progress Tool.

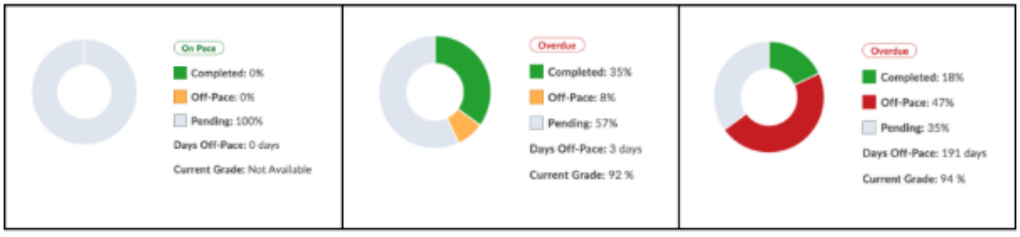


4. This will take you to the set up page for the tool. Set the course start date, which will automatically populate with today's date. Then, set your desired end date. The end date can

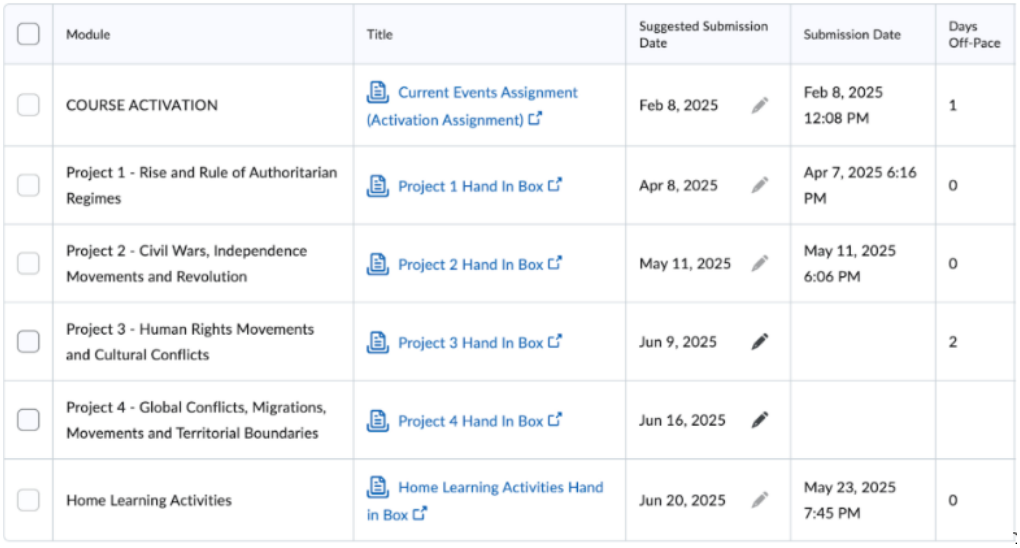
always be changed later to allow you more time as needed.



5. When you are done, you will see your **Pacing & Progress Widget** populate on the right-hand side of the course page. Below are some examples of what it may look like:



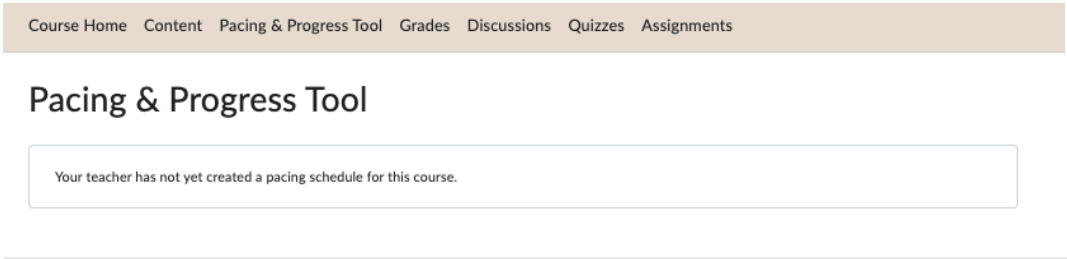
6. If you need to customize your suggested submission dates, press the pencil beside the date.



Module	Title	Suggested Submission Date	Submission Date	Days Off-Pace
COURSE ACTIVATION	Current Events Assignment (Activation Assignment)	Feb 8, 2025	Feb 8, 2025 12:08 PM	1
Project 1 - Rise and Rule of Authoritarian Regimes	Project 1 Hand In Box	Apr 8, 2025	Apr 7, 2025 6:16 PM	0
Project 2 - Civil Wars, Independence Movements and Revolution	Project 2 Hand In Box	May 11, 2025	May 11, 2025 6:06 PM	0
Project 3 - Human Rights Movements and Cultural Conflicts	Project 3 Hand In Box	Jun 9, 2025		2
Project 4 - Global Conflicts, Migrations, Movements and Territorial Boundaries	Project 4 Hand In Box	Jun 16, 2025		
Home Learning Activities	Home Learning Activities Hand in Box	Jun 20, 2025	May 23, 2025 7:45 PM	0

Once you have completed the set up of your pacing and progress tool, or edited your dates, your course teacher will be able to view any changes you've made to help track your progress.

If you are attempting to set up your pacing and progress tool and you see the message below, please contact your course teacher for more information.



Revision #4
Created 12 June 2025 20:18:02 by Trish Vandop
Updated 18 June 2025 16:34:00 by Trish Vandop