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.
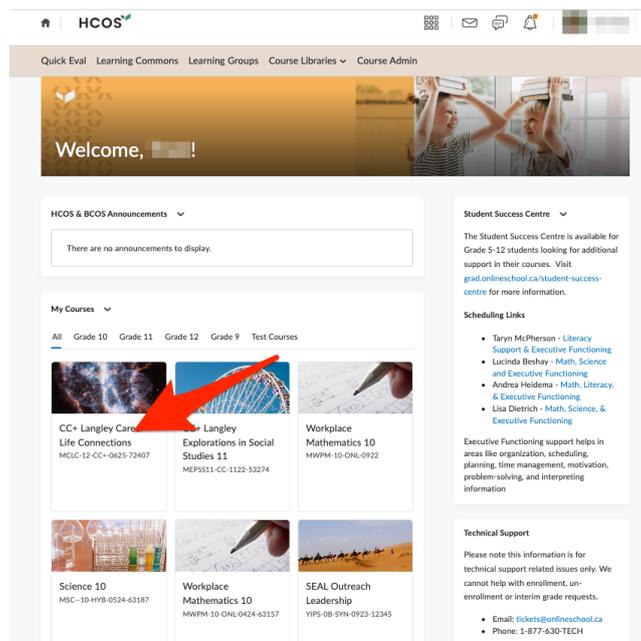
3. In the navigation bar for that course, click Pacing & Progress Tool.
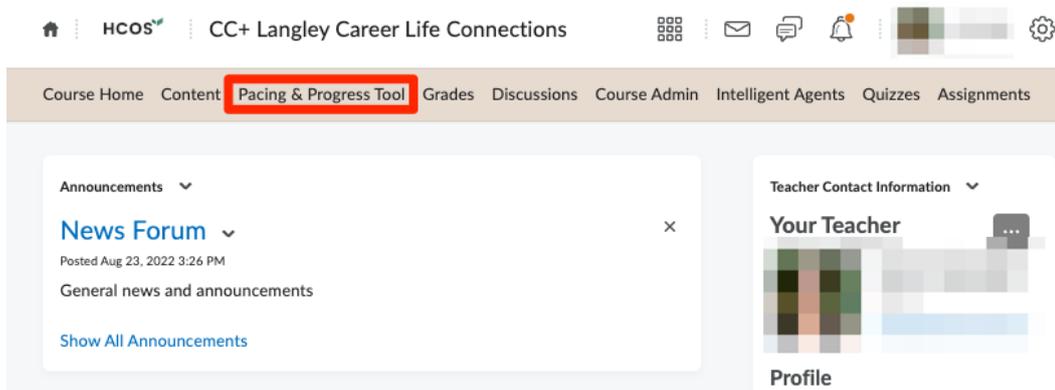
4. This will take you to the set up page for the tool. Set the course start date, which will automatically populate with today's date. Then, set your desired end date. The end date can always be changed later to allow you more time as needed.

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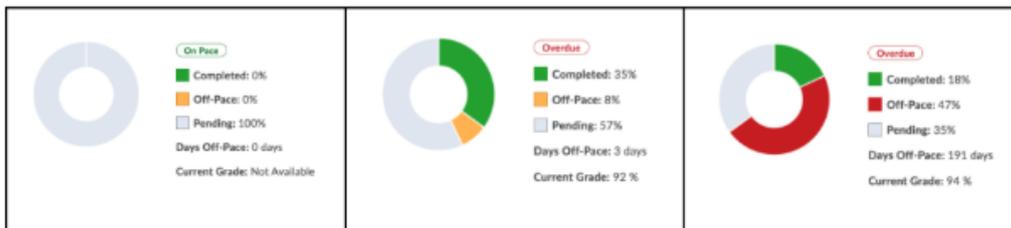
6. If you need to customize your suggested submission dates, press the pencil beside the date.

	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.

| Course Home | Content | Pacing & Progress Tool | Grades | Discussions | Quizzes | Assignments |

Pacing & Progress Tool

> Your teacher has not yet created a pacing schedule for this course.

Revision #4
Created 12 June 2025 20:18:02 by Trish Vandop
Updated 12 June 2025 20:41:08 by Trish Vandop