




Moodle - Keeping Track of Due Dates and Scheduled Activities

This QS outlines recommendations for the best ways to keep track of the activities and deadlines in your Moodle courses using your dashboard. Your dashboard includes the following blocks located on the right-hand side of your dashboard:

- Calendar
- Timeline*
- Latest Announcements
- Upcoming Events



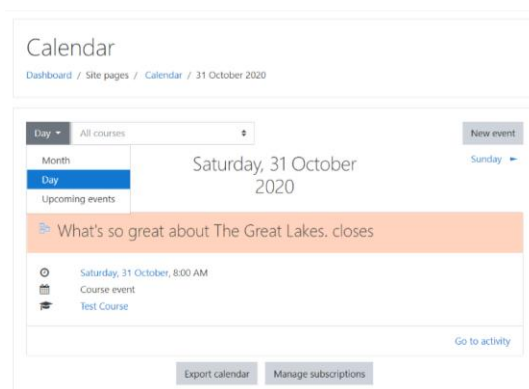
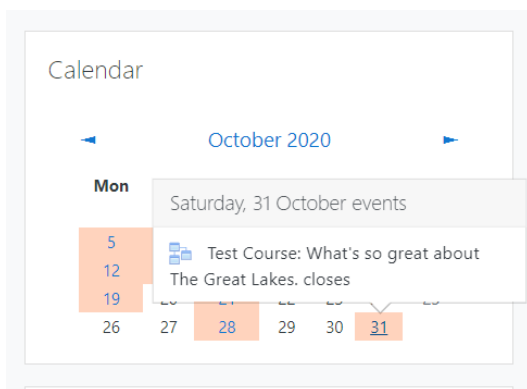
NOTE: Select the **Customise this page** button and use the compass icon  to drag the blocks into a desired order in your dashboard.

Calendar Block:











The Calendar block allows you to **view ONLY** ALL of the activities for ALL of your assigned courses by date. If you hover your mouse over a particular date a popup displays the details of the event.

The calendar can display site, course, group, user and category events in addition to assignment and quiz deadlines, chat times and other course events. **NOTE:** The color coding on the **Events key** screenshot below.

Clicking on the date, takes you to a more detailed description of the event along with the option to export the calendar. If you click on a date, you will go to the day-view calendar for that day. If the title of the event is a link, and you click on it, you will be taken to that event.



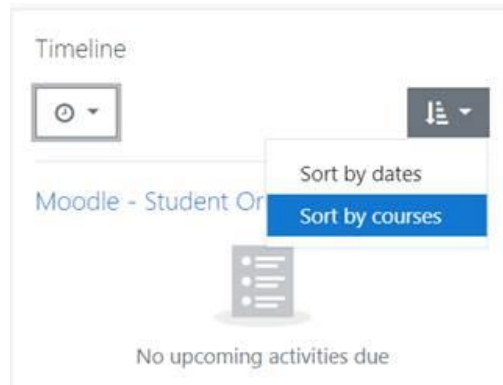
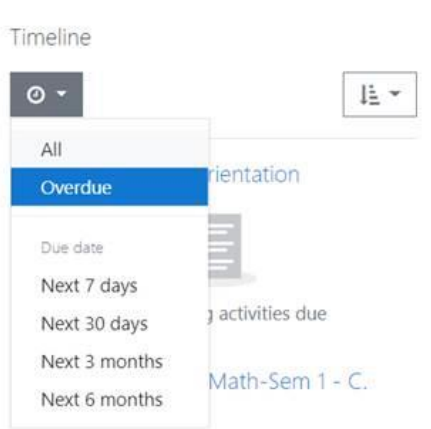
Events key

-   Hide site events
-   Hide category events
-   Hide course events
-   Hide group events
-   Hide user events



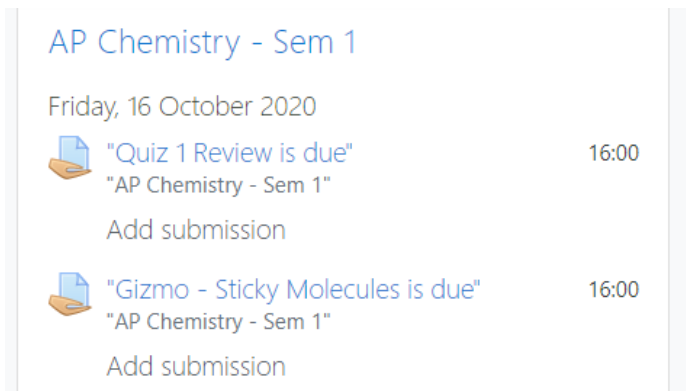
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Timeline Block: (*The MOST IMPORTANT BLOCK to keep you on task!)



The Timeline allows you to see either **All** or **Overdue** activities by **Due date**, i.e. **Next 7 days**, **Next 30 days**, **Next 3 months**, or **Next 6 months**, as well as, **Sort by dates** or **Sort by courses**.

TIP: Setup your Timeline block to display **Overdue** assignments for either the **Next 7 days** or **30 days**. Select the overdue assignment in the Timeline and be taken directly to the assignment in your course to complete your submission. **Once you have submitted an assignment it is removed from the list of Overdue assignments, so you can focus on the next assignment/activity due date(s).**



Latest announcements Block:  [Announcements](#)

Announcements are where teachers can post important reminders about the class. As a student, you automatically will receive email notifications whenever your instructor makes a new post. By default, you will receive one email for each new announcement. You can see all announcements for a particular course by clicking the link for the Announcements on your course home page (usually toward the top of the page), or by looking at the Latest announcements block.

Upcoming events Block:

The Upcoming events block displays events from the calendar in a summarized list.

- Users can choose their own calendar display preferences from their Preferences page accessed from the user menu.
- There is also a link to go directly to the main calendar

TIP: Click on the event in the Upcoming events list to be taken directly to the activity to be completed.

