# Helping Students Stay on Task With 3 Easy Brightspace Tools

**MAR 21**

Calendar Widget

Checklist Widget

75%   Completed: 8/12

Class Progress Widget
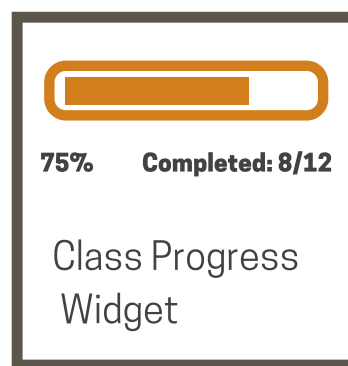
Students may feel overwhelmed by viewing the full curriculum for a course. To help students manage their time, breaking down the activities into **Checklists** and using the **Calendar** tool within Brightspace can help mitigate or alleviate added stress for students. Using the **Class Progress** tool for yourself can offer a visual of how students are progressing with assignments in the course.
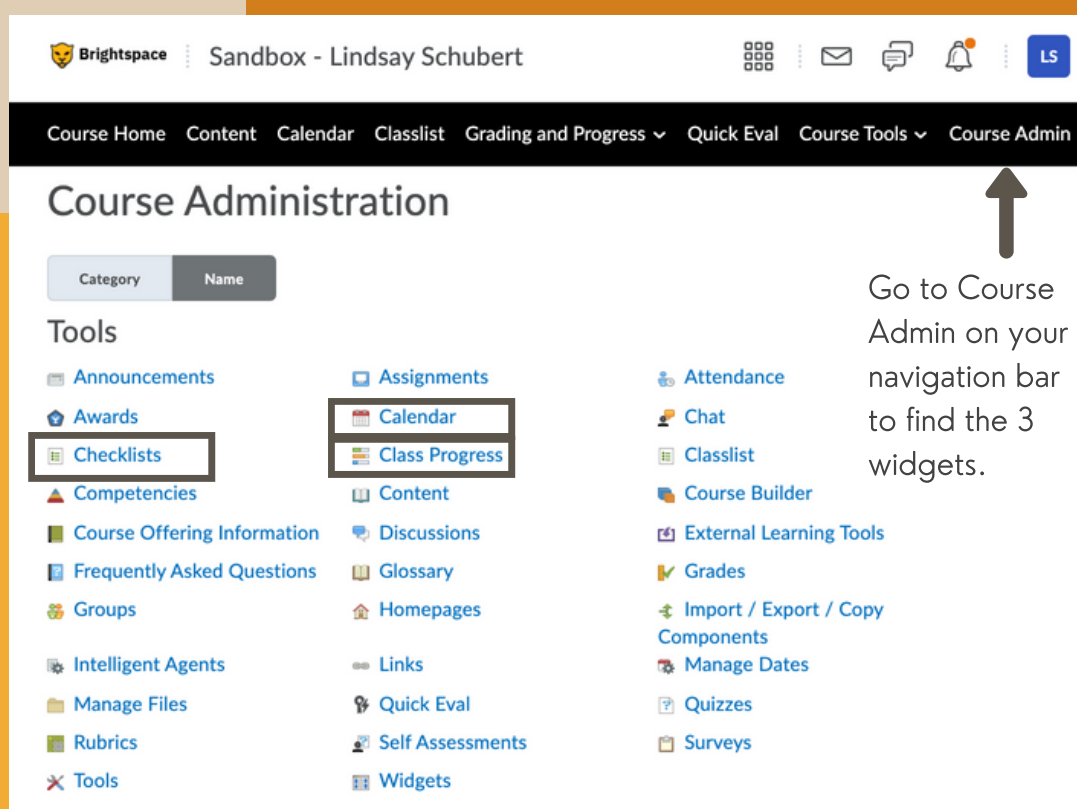
Benefits of the Calendar tool:
- Allows instructors to schedule events for and with students.
- Students are less likely to forget to do tasks when tasks are linked to the calendar.
- Instructors can create calendar events for specific groups within a course.
- Restrictions can be added to events.
- Events can be made recurring.
- Tasks can be created right from the Calendar page.

Benefits of a Checklist tool:
- Focuses their minds on important objectives.
- Students are less likely to forget to do tasks.
- It shows the bigger picture of things that must be done across the course.
- Students feel more in control by letting them decide on priorities.
- Students are less likely to become sidetracked by non-urgent/non-important tasks.
- Have a record of what students have completed and what they have left to do.

Benefits of the Class Progress tool:
- Monitor progress for any or all students in your course.
- View student profiles, email students, or instant message students.
- Track when a students accesses the course and downloads course content.
- Track a student's grades, completion of learning objectives, access of content topics, participation in discussions, assignment submissions, quiz submissions, checklist completion, survey responses, login history, and system access.
- Set up intelligent agents for students who are falling behind in a course.
- View feedback and submissions for assignments, discussion topics, and other assessments for individual learners.

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**Brightspace**   Sandbox - Lindsay Schubert

Course Home   Content   Calendar   Classlist   Grading and Progress ⌄   Quick Eval   Course Tools ⌄   Course Admin

## Course Administration

Category   Name

### Tools

| | | |
|---|---|---|
| Announcements | Assignments | Attendance |
| Awards | Calendar | Chat |
| Checklists | Class Progress | Classlist |
| Competencies | Content | Course Builder |
| Course Offering Information | Discussions | External Learning Tools |
| Frequently Asked Questions | Glossary | Grades |
| Groups | Homepages | Import / Export / Copy Components |
| Intelligent Agents | Links | Manage Dates |
| Manage Files | Quick Eval | Quizzes |
| Rubrics | Self Assessments | Surveys |
| Tools | Widgets | |

Go to Course Admin on your navigation bar to find the 3 widgets.