

Work To Do Widget

A Brightspace Tip

The Work To Do widget provides **students** and **parents** a summary of overdue and upcoming assigned learning activities. This is a list of action items for students and will not show completed work. The widget can be added to course homepages to show due and overdue learning activities from the course. The widget deployed on school homepages will show work for all enrolled courses.

The following learning activities are displayed for the **student** and **parent**:

- Assignments
- Checklists
- Discussions
- Courses
- Content (dates added)
- Surveys
- Quizzes

Looking for a widget to help you manage your work as the teacher? See the [Work Management Widget Comparison](#) document.

Add the widget to your course landing page.

Note: The widget is currently deployed on school and course landing pages.

 **Homepages**

[Directions for Editing Homepage](#)

Add Due Dates

- **This is required for work to display in the widget.**
- Add during creation/editing of Brightspace tools (Quiz, Assignment)

[Creating Brightspace Assignments](#)

[Assigning Work with External Learning Tools](#)

Add Availability Dates (optional)

- Control student access to Content.
 - must be made visible to automatically appear in Content on start date
- Content will be removed from Work To Do after the end date.

Note: A Content block (Unit/Folder/Lesson/HTML) with an end date appears in Work to Due even if there is no due date or actionable items included.

Suggestion: Add end dates to **Unit** Content blocks and **Assignments/Quizzes/Discussions** only.

Availability Dates 

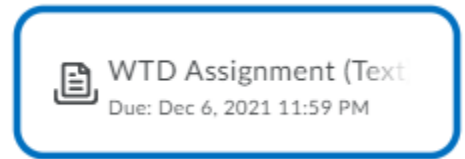
Start Date

End Date

How does the Work To Do widget work with:

Brightspace Tools (Assignments, Quizzes, Discussions, etc.)

- Work will appear in the widget until submitted or end date is reached.
- Due date can be added during creation/editing or to the content block after creation.



External Tools/Content Blocks ([Google Assignments](#), Wixie, etc.)


- Due date added to the content block after creation.
- Work will appear in the widget until **students access/click**, availability end date is reached, or quarter/semester ends.
 - Modules/units with due dates will appear until the end date is reached.



Student


Work To Do ▾

Overdue 1

 WTD GA
Due Dec 7 • Sandbox - dtowers

December 8 - December 21 2

 WTD Assignment (File)
Due Dec 8 • Sandbox - dtowers

 WTD GA 2
Due Dec 10 • Sandbox - dtowers
Starts Dec 9

Parent & Guardian

[blurred]'s Work To Do

Overdue 1

 WTD GA
Due Dec 7 • Sandbox - dtowers

December 8 - December 21 2

 WTD Assignment (File)
Due Dec 8 • Sandbox - dtowers

 WTD GA 2
Due Dec 10 • Sandbox - dtowers
Starts Dec 9

[View all work](#)

- Student and Parent widgets match.
- Students click '**Work To Do**' to see all overdue, current, and upcoming work.
- Parents click '[View all work](#)' to sort by date.

Work to Do FAQ

Q. Will the widget display the same work in the teacher environment as it does for students and parents?

A. No. The widget will look different for teachers than students. It is recommended teachers collapse the widget.

Q. Will the widget display activities that don't have a Due Date or an End Date?

A. No. The Work To Do Widget specifically displays learning activities with an overdue or upcoming deadline.

Q. Does the widget always display activities *across all Courses*?

A. No. If viewing the Work To-Do widget on the School Homepage, it will display activities for all courses. When viewing the widget on a Course Homepage, it will only display activities for this course.

Q. Does the widget display all Overdue and Upcoming items? How far back in time and how far into the future does the widget go?

A. The widget displays a maximum of 6 items including overdue items from the past twelve weeks and upcoming items in the next two weeks. If additional items are available, they can be seen in the full-screen view via the "View all work" button. On this page, all items with due/end dates for the upcoming year can be seen.

Q. An activity appeared in the Work To-Do widget before, but now it is gone. Why did the activity disappear?

A. There are a few reasons activities may disappear from the Work To-Do widget:

1. External assignments (Google Assignments, Wixie, Discovery Education, etc) disappear once a student clicks into the assignment whether submitted or not.
2. The focus of this widget is on actionable items, work *to do*, not work that *has been done*. Submitted assignments disappear from the widget.
3. The activity is more than twelve weeks past its due date.
4. The activity had an end date that has passed.

Q. I just posted an assignment with a due date and asked my students to refresh their page. Why don't they see the assignment?

A. Allow 2 minutes for updates to appear in the widget, or have learners clear their cache to see updates immediately.



Q. What's the difference between this widget and other widgets like Updates, Calendar, and Tasks?

A. Each widget has its own unique benefits. For instance, the Updates widget includes items like ungraded assignments and quizzes, making it a more useful tool for instructors, whereas the Work To Do widget is geared towards students. The Calendar widget does not display course activities with due dates when on the School Homepage, but it does display activities with due dates on the Course Homepage. So, the Calendar and Work To Do widgets can live in harmony on the School Homepage, but they may display some duplicate items when both widgets are on the Course Homepage. And lastly, the Tasks widget shows tasks manually created by the student/teacher for themselves. Unlike the activities displayed in the Work To Do widget, Tasks are not assigned by an instructor. For more, check out [Work Management Widgets](#).

Q. What's the difference between this widget and how Work To Do is displayed in Pulse?

A. Pulse displays work to do in a more graphical week-by-week view, and it doesn't explicitly call out overdue work. Also, Pulse includes Calendar Events in a separate tab, and Pulse allows users to add their own tasks to the work to do view. On Homepages, you'd need to use the separate Calendar and Tasks widgets for these items.

