How do I add a page to the student To-Do list as an instructor?

As an instructor, you can add a page as a to-do item in the student List View Dashboard.

Pages added to the To Do list also display in the course calendar and students' course sidebar To Do list.

Note: Students will not see To Do items in their Calendar iCal feed.

https://community.instructuremedia.com/embed/94417b7e-2be6-4ebc-907b-395b75bd1fa6

Embed this Video

Open Pages

Open Pages

In Course Navigation, click the **Pages** link.

View Pages

View Pages

By default, Pages displays the selected front page for the course. To view the Pages Index page, click the **View All Pages** button.

Open Page

Add Page

To open a page, click the page title [1].

To create a new page, click the **Add Page** button [2].

Edit Page Settings

Edit Page Settings
To add the page to the student to-do list, click the **Add to student to-do** checkbox [1]. Items added to the student to-do list also display in the course calendar and students' course sidebar To Do list.

Add a due date in the **Due Date** field [2].

Save and Publish

Save and Publish
To save and publish the page, click the **Save & Publish** button [1].

If the Save & Publish button doesn't display, the page is already published. To save your changes, click the **Save** button [2].

View Page

View Page
View the page with the to-do date.

The page will display in students' To-Do list in the List View Dashboard as well as in the course calendar and students' course sidebar To Do list.

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