UPDATE Assignment Dates for NEW Term

✓ Revise existing assignment dates on one convenient page.

✓ Set dates in one section and auto-apply to other sections as needed.

- Dates can differ among sections.

✓ Toggle assignments ON/OFF by section.

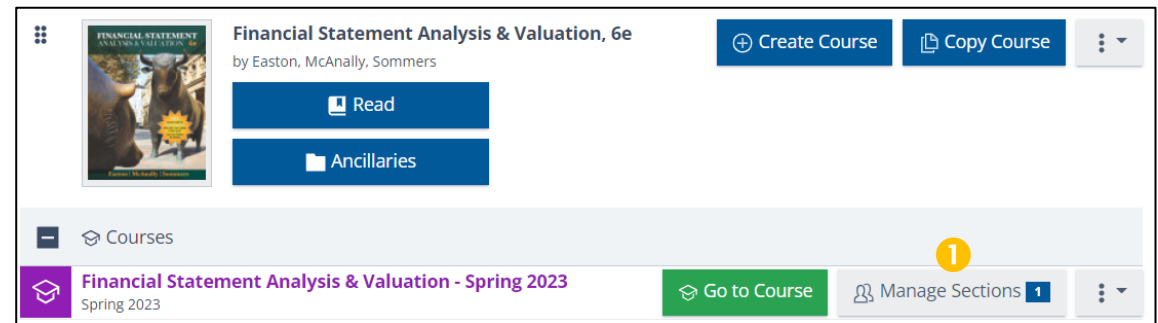- Assignments can be turned ON in one section and Off in another as required.

Update Assignment Dates

Revise Dates on Existing Assignments

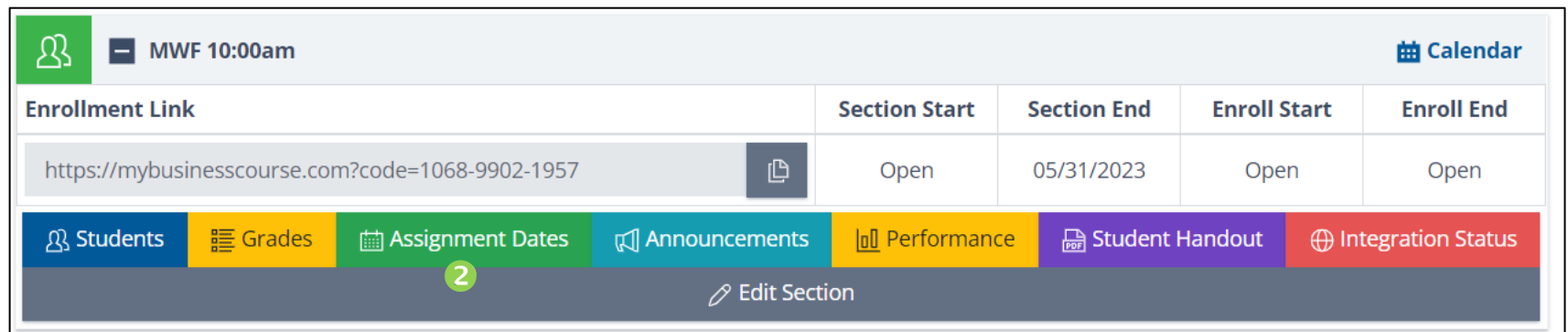Locate the course on the instructor dashboard.

❶ Click **Manage Sections**.

❷ Click the green **Assignment Dates** button.

- Click on section name to expand view, if needed.

Revise Dates on Existing Assignments

③ Update *Opening/Closing* dates and times.

- Toggle needed fields to ON.

- Update *Time Limit* and/or override number of *Attempts Allowed* if needed.

- Click *Advanced Options* to set or revise a required password (not recommended for non-testing purposes).

④ Confirm needed assignments are toggled ON for the Section.

- Toggle any unneeded assignments OFF.

    - If unneeded in <u>every</u> section, assignment can be Hidden (or permanently deleted) in the course.

⑤ Save Changes

- Save button appears at bottom/right of page.

⑥ Apply the changes to other Sections of the course if applicable.

⑦ Update Assignments