



## 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.

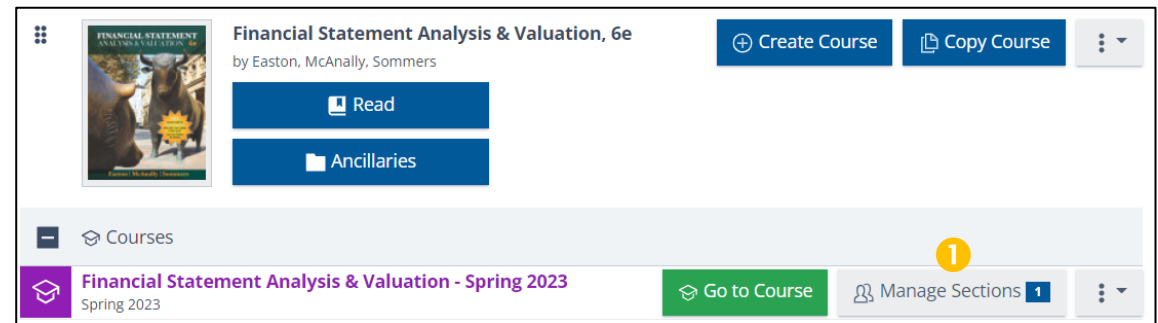


Update Assignment Dates

## Revise Dates on Existing Assignments

Locate the course on the instructor dashboard.

1 Click **Manage Sections**.



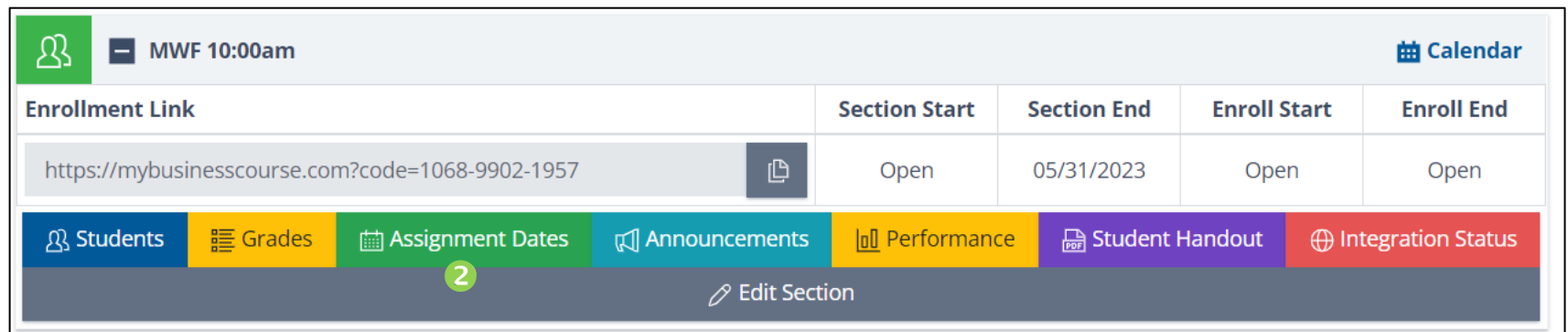
Financial Statement Analysis & Valuation, 6e  
by Easton, McAnally, Sommers

Read  
Ancillaries

Go to Course  
Manage Sections 1

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

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



MWF 10:00am

Calendar

Enrollment Link	Section Start	Section End	Enroll Start	Enroll End
<a href="https://mybusinesscourse.com?code=1068-9902-1957">https://mybusinesscourse.com?code=1068-9902-1957</a>	Open	05/31/2023	Open	Open

Students Grades Assignment Dates Announcements Performance Student Handout Integration Status

Edit Section

## 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 every 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