



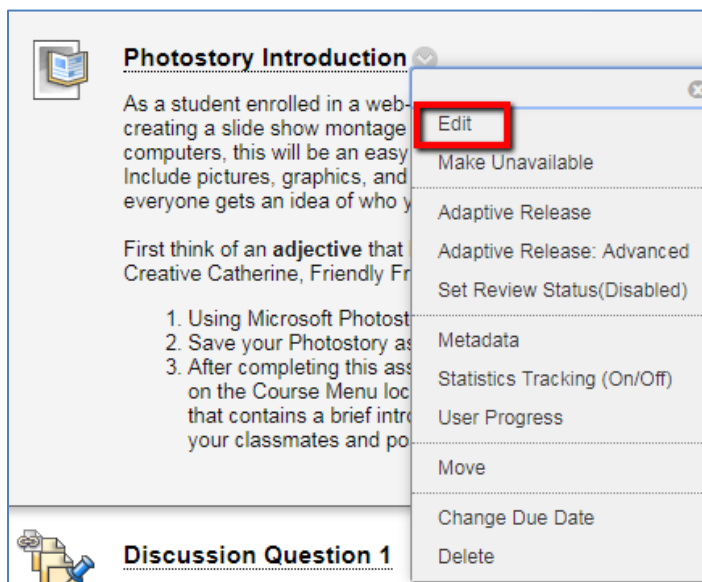
Modifying Assignments

After you have created an Assignment in a content area, there are several ways to modify its properties. The contextual menu for the Assignment provides an **Edit** command, which opens the Edit Assignment page, where you can modify any and all of its properties. There are also commands to change the Assignments availability and Due Date.

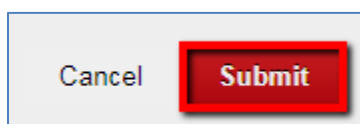
Edit

For access to the Edit Assignment page, in order to modify properties such as Name and Points Possible:

1. Navigate to the appropriate content area, learning module, or folder.
2. Click the contextual arrow for the Assignment, and select **Edit**.

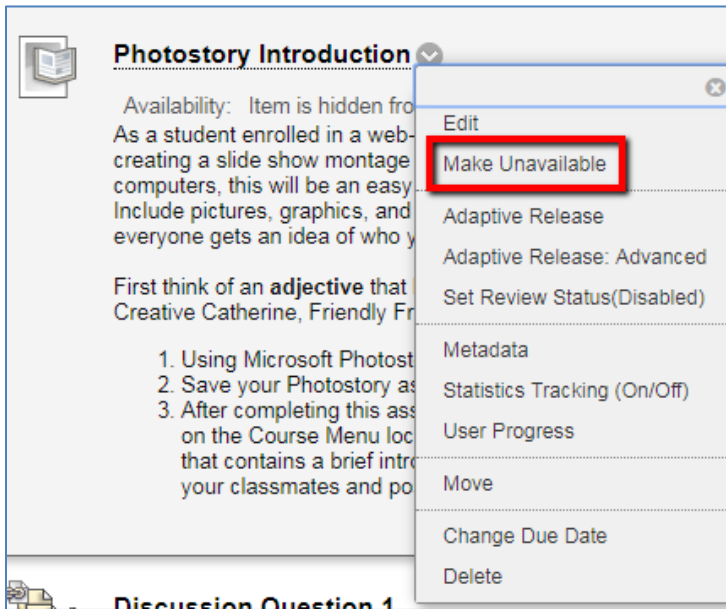


3. Make any necessary modifications, and click **Submit**.



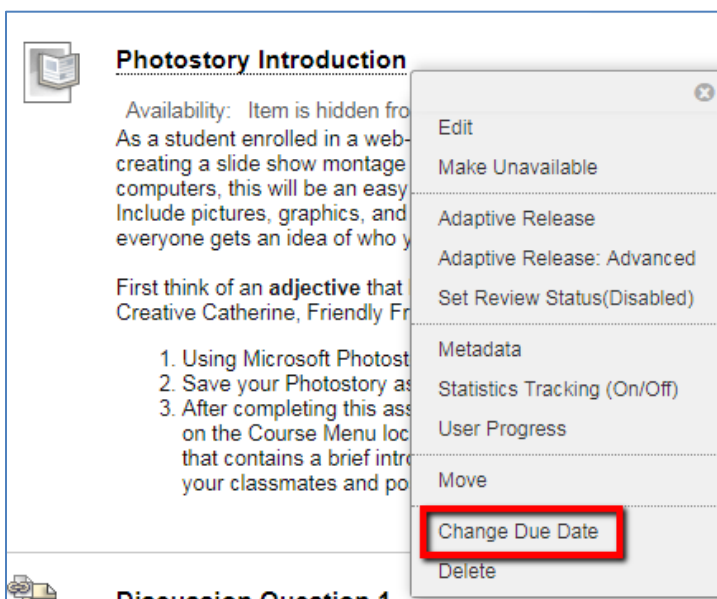
Make Available/Unavailable

One command on the contextual menu for all content items toggles between **Make Unavailable** and **Make Available**. For an unavailable assignment, making it available changes the **Make the Assignment Available** property on the Edit Assignment page; however, if the Assignment has display dates set, this may restrict the actual availability to students.



Change Due Date

The **Change Due Date** command makes it possible to modify an assignment's Due Date and Time without having to scroll through the entire Edit Assignment page. This command is available for any assessment or other graded activity, whether or not these activities already have Due Dates set.



1. Navigate to the appropriate content area, learning module, or folder.
2. Click the contextual arrow for the Assignment, and select **Change Due Date**.
3. On the Change Due Date page, click the calendar and clock icons as needed to select a date and time. Selecting a date checks the checkbox to establish that a Due Date is in force.

Change Due Date

Change this graded item's due date.

DATES

Date Created Aug 27, 2012

Due Date
Enter dates as mm/dd/y

*Click **Submit** to proceed.*

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Today is: Friday, February 1, 2019

4. Click **Submit**.