How do I change assignment settings?
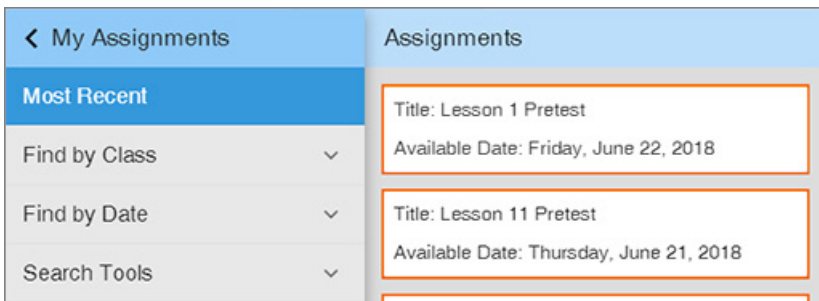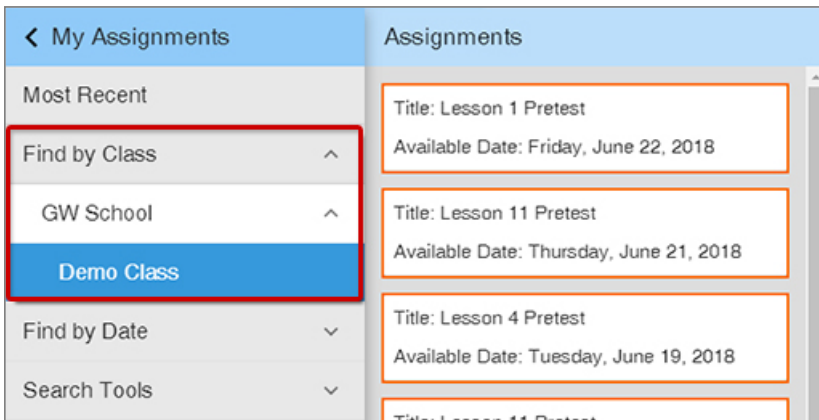
You may change the settings of an assignment after it is made from the *Assignments* page. From main navigation at the top of the page, select *Assignments*.
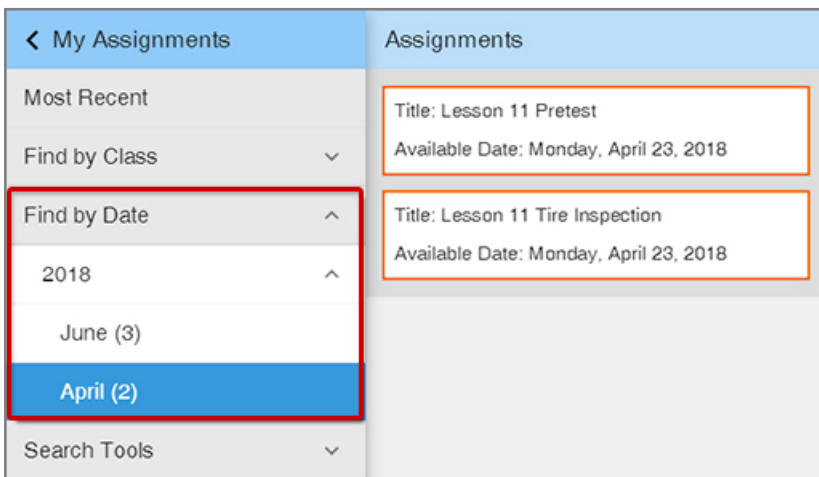

By default, the *Most Recent* assignments will display.

If you teach multiple classes, you may locate assignments by class by selecting *Find by Class*. Then select your *School* and *Class*.

To view the assignments from a particular month, select *Find by Date* and then the desired *Year* and *Month*.

To locate assignments containing a specific word, select *Search for Assignment* and then enter the keyword in the *Assignment Title to Search For* field.

When you have found the assignment you would like to change, select the assignment.

From the Assignment Details panel, you can adjust the following assignment settings.

1. **Title:** Change the assignment name that will display for students and in Reports.

2. **Available Date:** Change the date the assignment becomes available to students.

3. **Unavailable Date:** Change the date the assignment is no longer available to students.

4. **Assigned To:** Choose which students it is assigned to.

5. **Roster:** View students' status in the assignment. Remove students from the assignment.