## 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.

K My Assignments		Assignments	
Most Recent		Title: Lesson 1 Pretest	
Find by Class	~	Available Date: Friday, June 22, 2018	
Find by Date	~	Title: Lesson 11 Pretest Available Date: Thursday, June 21, 2018	
Search Tools	~		

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

K My Assignments	Assignments	
Most Recent	Title: Lesson 1 Pretest	
Find by Class ^	Available Date: Friday, June 22, 2018	
GW School ^		
Demo Class	Available Date: Thursday, June 21, 2018	
Find by Date ~	Title: Lesson 4 Pretest Available Date: Tuesday, June 19, 2018	
Search Tools ~	Tiller Lesson 44 Pertort	

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

K My Assignments		Assignments
Most Recent		Title: Lesson 11 Pretest
Find by Class	~	Available Date: Monday, April 23, 2018
Find by Date	^	Title: Lesson 11 Tire Inspection
2018	^	Available Date: Monday, April 23, 2018
June (3)		
April (2)		
Search Tools	~	

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

K My Assignments		Assignments	
Most Recent		Assignment Title to Search For:	
Find by Class	~	posttest	
Find by Date	~	Title: Lesson 1 Posttest	
Search Tools	^	Available Date: Wednesday, November 8, 201	
Search for Assignment			

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.

Assignment Details							
Preview Delete			Progress				
	u created this assignn it the assignment setti	ent on Tuesday, June 19, 2018 ngs.	3. You can	1 of 6 students have submitted			
Titl	Title: Lesson 4 Pretest -1						
Ava	ailable Date:	<b>6</b> /19/2018 <b>-</b>	3				
Un	available Date:	🖬 Select date 🍸 🕳	5				
Ass	Assigned To: 📽 –4						
0							
Ş	Name		Status				
	Ben Mann		Submitted				
ŵ	Casey Stewart		Not Started				
Ô	💼 Jordan Huston		Not Started				
Neil Dawson		Started					
📾 Sam Ballman		Not Started					
Ô	Seth Summers		Not Started				

- 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.