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: | 6 /19/2018 - | 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.