

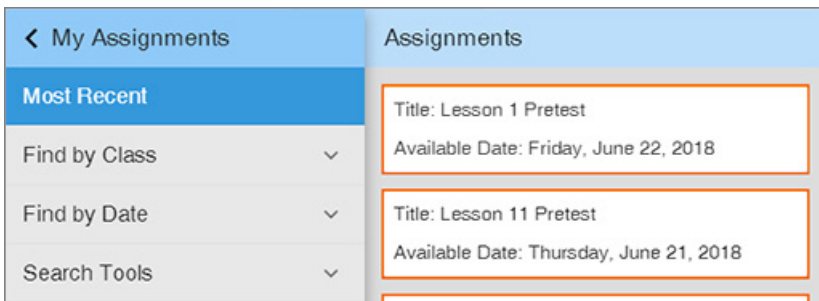
Hands-On Maintenance and Light Repair

How do I change assignment settings?

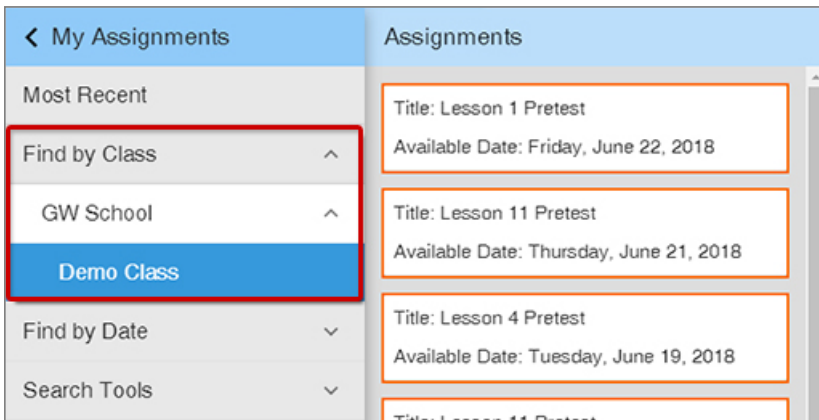
You may change the settings of an assignment after it is made from the *Assignments* page. From main navigation at the top of the page, select *Assignments*.



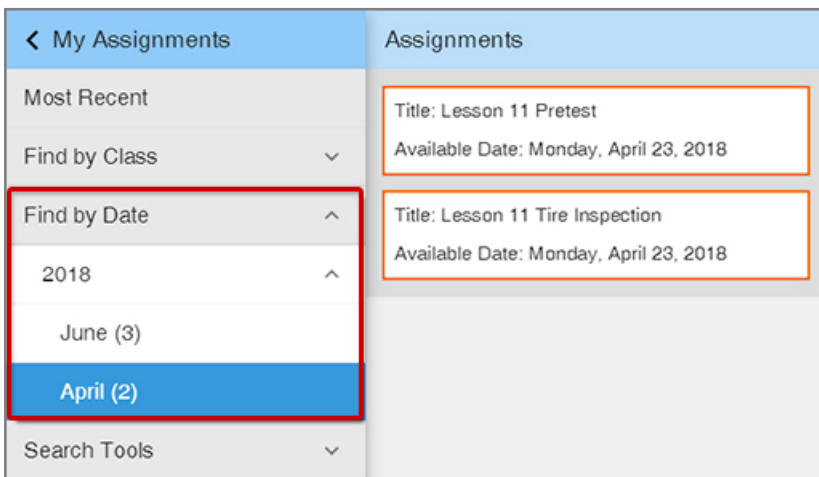
By default, the *Most Recent* assignments will display.



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.

Assignment Details

[Preview](#) [Delete](#)

You created this assignment on Tuesday, June 19, 2018. You can edit the assignment settings.

Progress
 1 of 6 students have submitted
 0 scoring required

Title: [Lesson 4 Pretest](#)

Available Date: 6/19/2018

Unavailable Date: Select date

Assigned To: [Group Icon]

Name	Status
Ben Mann	Submitted
Casey Stewart	Not Started
Jordan Huston	Not Started
Neil Dawson	Started
Sam Ballman	Not Started
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.