

Editing an Activity

To add a due date or control visibility of an assignment already in your course please use the following hints.

1. Locate the course/section on the "In progress" Tab
2. Select the course by clicking on name.
3. Edit the Activity by selecting pencil icon (located on far right and highlighted in picture below).

× SPED 101 - 005

Click the **Create Activity** button.

Click the pencil icon (you may see more icons than the pencil)

CREATE ACTIVITY

SPED Critical Thinking MidTerm
Visible on: 01/16/2017 Due on: 12/31/2017
Template: Special Ed Program-wide Template / Standard workflow
PUBLISHED

100.0 % Done
0 Awaiting submission
0 Awaiting assessment
2 Done

SPED 101 Critical Thinking 1
Visible on: 01/16/2017 Due on: 06/30/2018
50.0 %
1 Awaiting submission

4. See image below for editable aspects.
 - a. To edit an item (assignment name or dates) click on the items in the window below to make edits.
 - b. To set a date, click the date or blank field and use the pop-up calendar.
 - c. To set the time, hour and minutes are done in two steps. Do not click too quickly. The system is very sensitive.
 - i. Set AM or PM in orange bar at the top at any time.
 - ii. From pop-up clock select desired hour. The clock will change to minutes.
 - iii. Carefully click on desired minutes. Clock will disappear.

× Create activity

SAVE PUBLISH

To create an **Activity**, complete all the fields. Fields marked with an asterisk (*) are required.

Click **Save** to keep settings, and complete at a later time. Click **Publish** to distribute the activity to group members.

Template and submitter cannot be edited but a preview of what you and student can see is available by selecting detail.

All dates and times can be changed to control visibility to student as well as due date and submission window. Unless a common college date is used, the due date is not indicated when activity is placed in courses.

To preview the chosen click the **Detail**

If submitters will be permitted to undo a submission, click this checkbox.

If the activity is integrated with an LMS, click this checkbox.

Title *

Template *
Special Ed Program-wide Template

Submitter *

Visible *
3/21/2017

Time *
10:39 am

Open for submission *
3/21/2017

Time *
10:39 am

Due

Time

Submitters can withdraw submission.

This activity is required.

Grade will be sent to LMS/CMS grade book.