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).

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.