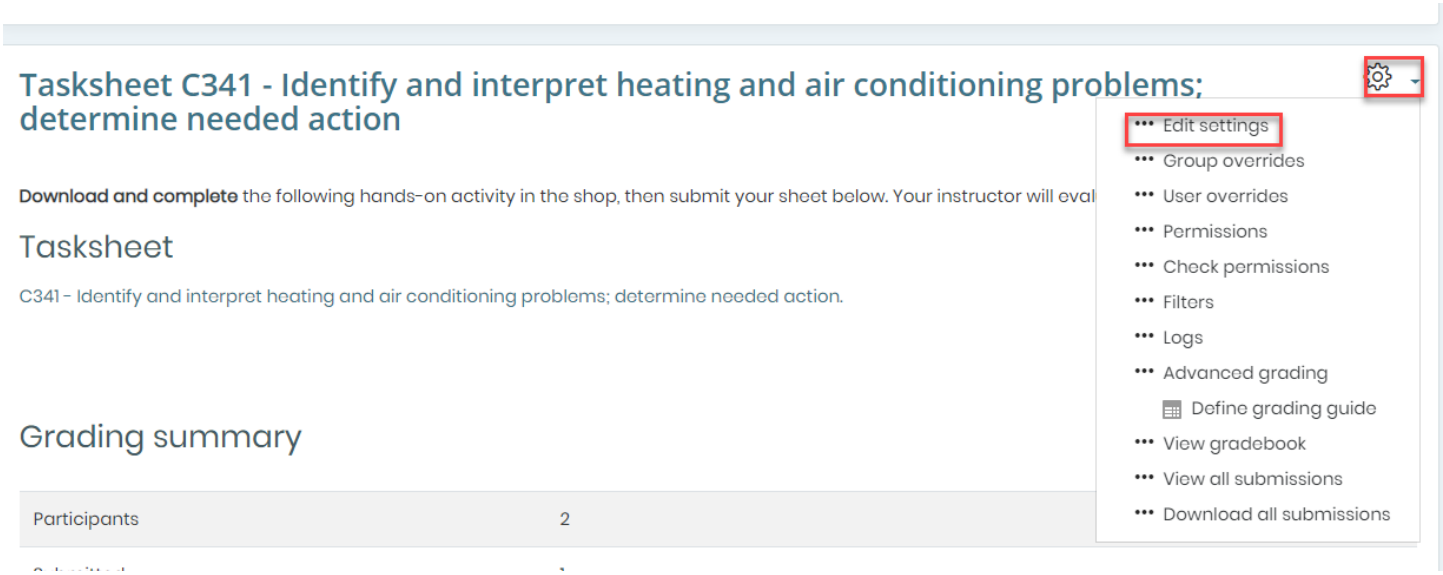
How Do I Manage or Edit Assignments?

1. Begin by clicking on the tasksheet assignment you wish to edit.
2. On the assignment page, click the Actions button in the top right and select 'Edit settings'



3. On the assignment's settings page, you may make any changes you like to manage the tasksheet assignment as needed.
4. You may also adjust the assignment name at the top of the page and make any changes you wish to implement to the body of the assignment in the description field.
5. Under the Availability section, enable the date and time fields you would like to apply by clicking the 'Enable' button on the right.
    - For example, you can control when students may begin submitting their tasksheets using the "Allow submissions from line"
    - You can then apply a due date for when students must submit their tasksheets by. Students will still be able to submit their tasksheets after the due date, but it will be considered late and flagged in your grading view and tracking tools.
6. If you wish, you may apply a cut off date, which is a time of your choosing after which students are prevented from submitting their tasksheets for the given assignment.
7. Then, if desired, you can program a date and time for which you would like to be reminded to complete all grading for the assignment in the 'Remind me to grade by' field.

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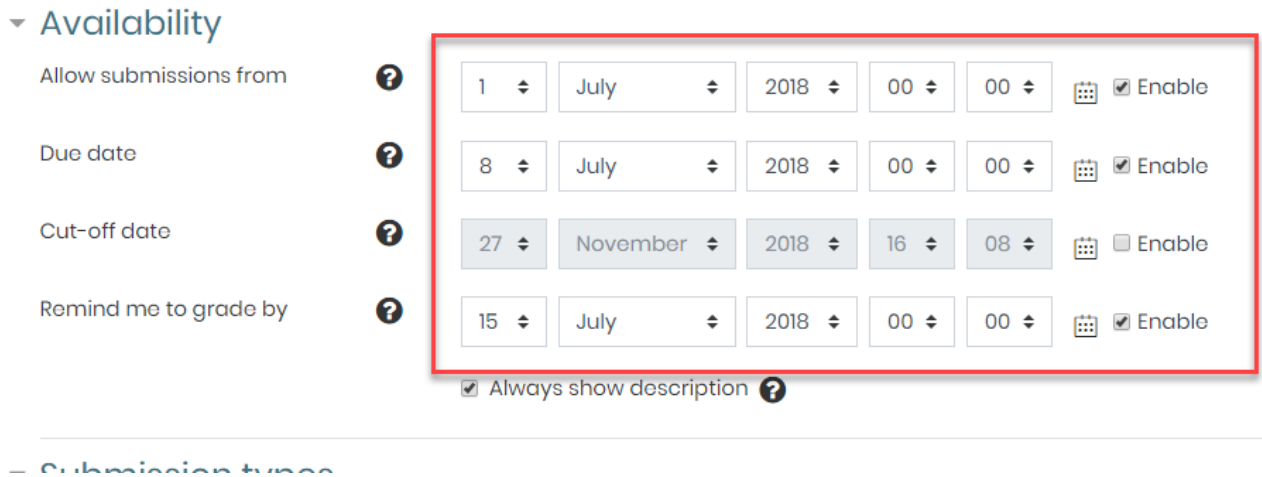
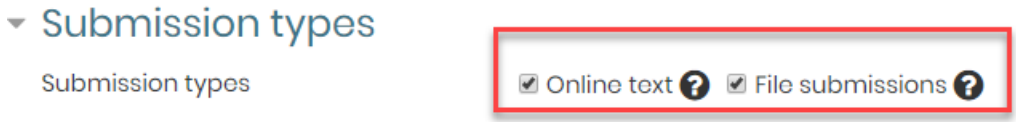
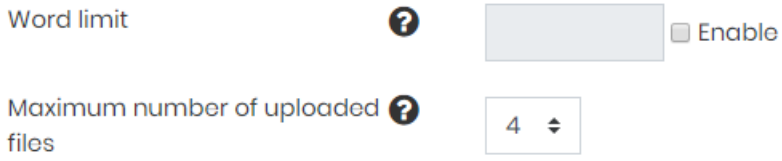


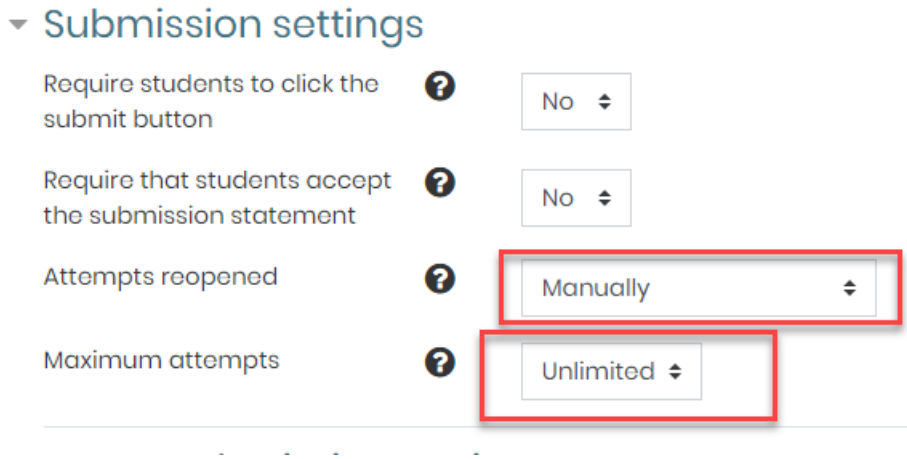
8. Under the Submission types section, you can also control how students are able to submit their work. For example, you can choose to accept only Online Text, only File submissions, or both methods for this assignment.



9. You may also stipulate how long their text submission can be or limit the number of files they may upload in a submission



10. Under the Submission settings section, you may use the attempts reopened field to determine how to treat student attempts or submissions that need to be redone as well as how many chances students are given by adjusting the Maximum attempts field



11. Another section to consider when editing the assignment is how it should be graded, under Grade.

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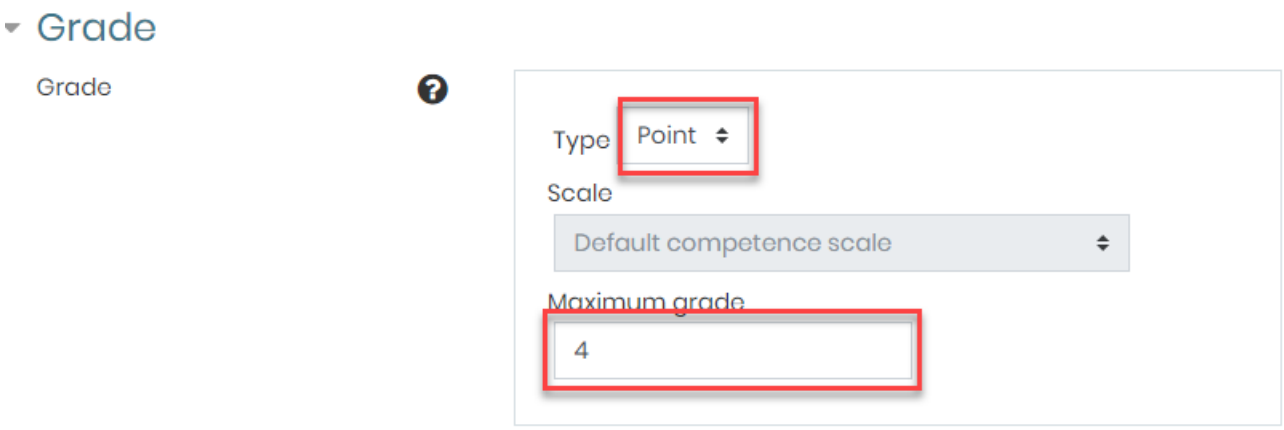
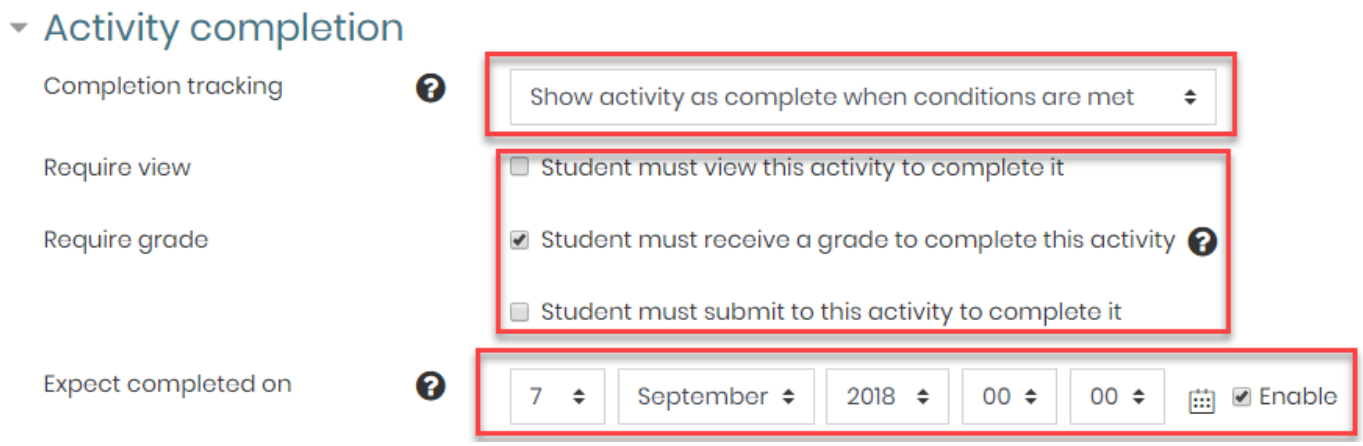
12. From here, you may select a grading method (point type is recommended, but not required) and the maximum points students may receive.



13. From here, you may also change the gradebook category the tasksheet is weighted under and you may set a grade to pass in the same section if desired.

14. Finally, you may want to consider the assignment's Activity completion settings to determine how it is tracked in the course.
15. You can choose how you want its completion tracked, how students complete the activity, and a date you expect students to complete the assignment.



16. When satisfied with your settings changes, click the Save and return to course button at the bottom of the page.