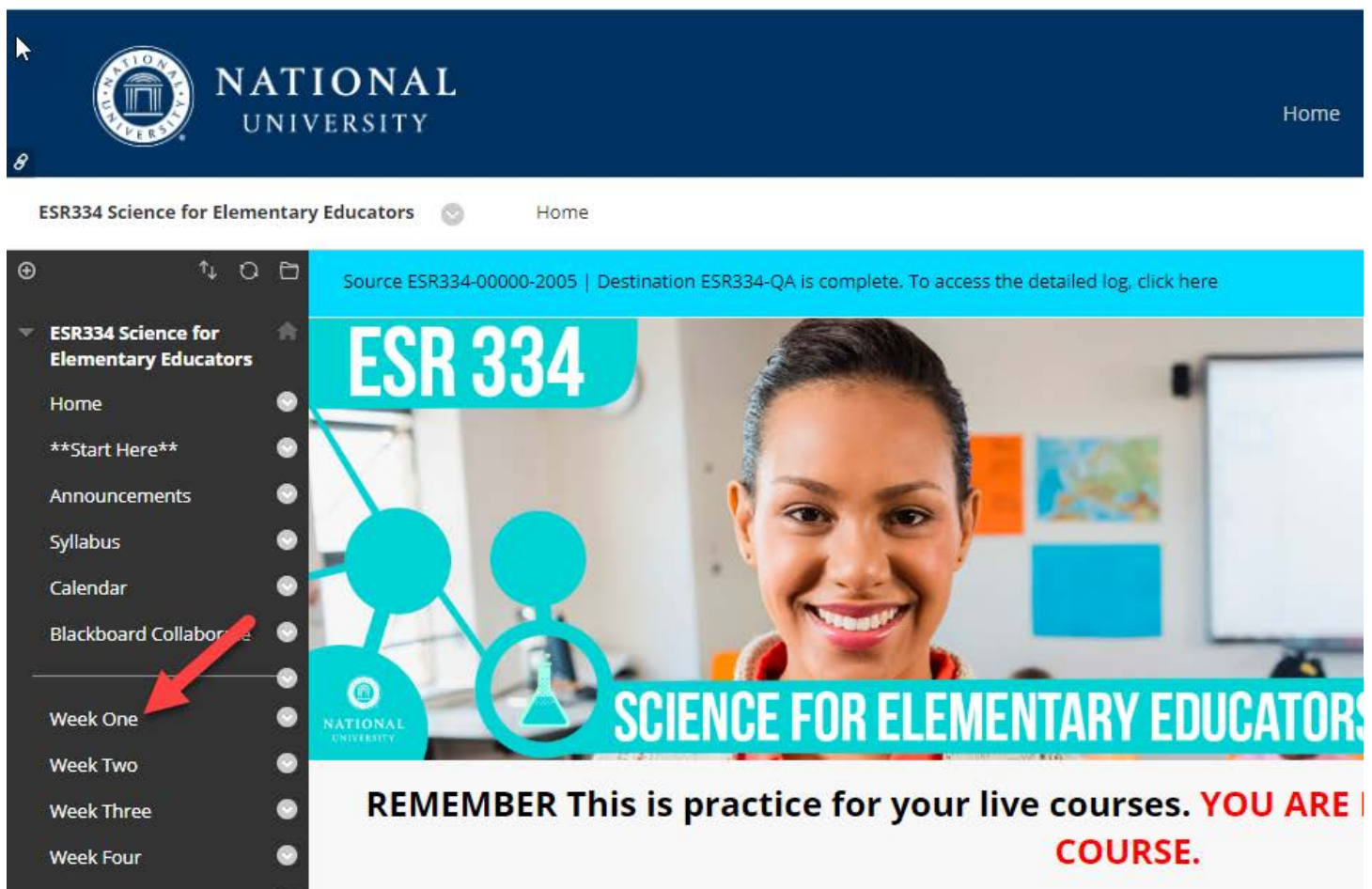




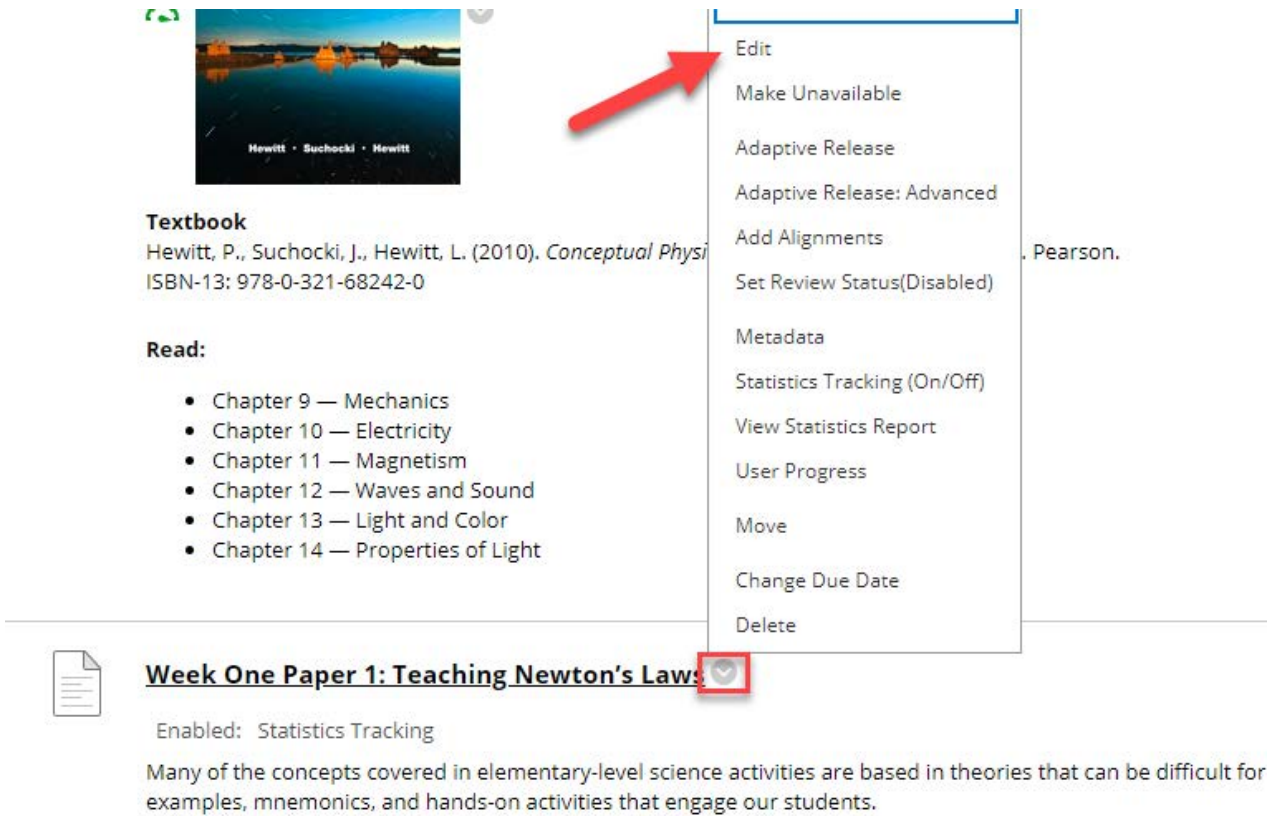
Job Aid Objective: This job aid will provide Faculty with an overview of how to set the due dates on Assignments, Discussion Forums, and Tests.

Setting Due Dates on Assignments

Step 1: Begin by selecting the *Content Area* where the Assignment is housed. In this example, **Week One** is selected.



Step 2: Hover over the assignment and click on the **Contextual Menu** that appears to the right of the title. Then, select the **Edit** option.



The screenshot shows a textbook assignment page. At the top left is a book cover image with the text "Hewitt • Suchocki • Hewitt". Below it, the title "Textbook" is followed by the authors and title: "Hewitt, P., Suchocki, J., Hewitt, L. (2010). *Conceptual Physics*". The ISBN-13 is 978-0-321-68242-0. Under the heading "Read:", there is a bulleted list of chapters: Chapter 9 — Mechanics, Chapter 10 — Electricity, Chapter 11 — Magnetism, Chapter 12 — Waves and Sound, Chapter 13 — Light and Color, and Chapter 14 — Properties of Light. To the right of the text, a contextual menu is open, listing options: Edit, Make Unavailable, Adaptive Release, Adaptive Release: Advanced, Add Alignments, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), View Statistics Report, User Progress, Move, Change Due Date, and Delete. A red arrow points to the "Edit" option. Below the textbook information, there is a section titled "Week One Paper 1: Teaching Newton's Laws" with a document icon to its left. Below this title, it says "Enabled: Statistics Tracking" and a paragraph of text: "Many of the concepts covered in elementary-level science activities are based in theories that can be difficult for examples, mnemonics, and hands-on activities that engage our students." A red box highlights a small icon to the right of the title.

Step 3: On the *Assignment* page, scroll to the *Due Dates* section. Click on the **Calendar** and **Clock** icons to set the desired due date and time. Once completed, click on the **Submit** button located at the top or bottom of the screen.

ASSIGNMENT FILES



The "ASSIGNMENT FILES" section contains a dashed border box. Inside the box, on the left, is the text "Attach Files". To its right are three buttons: "Browse My Computer", "Browse Content Collection", and "Browse Cloud Storage".

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

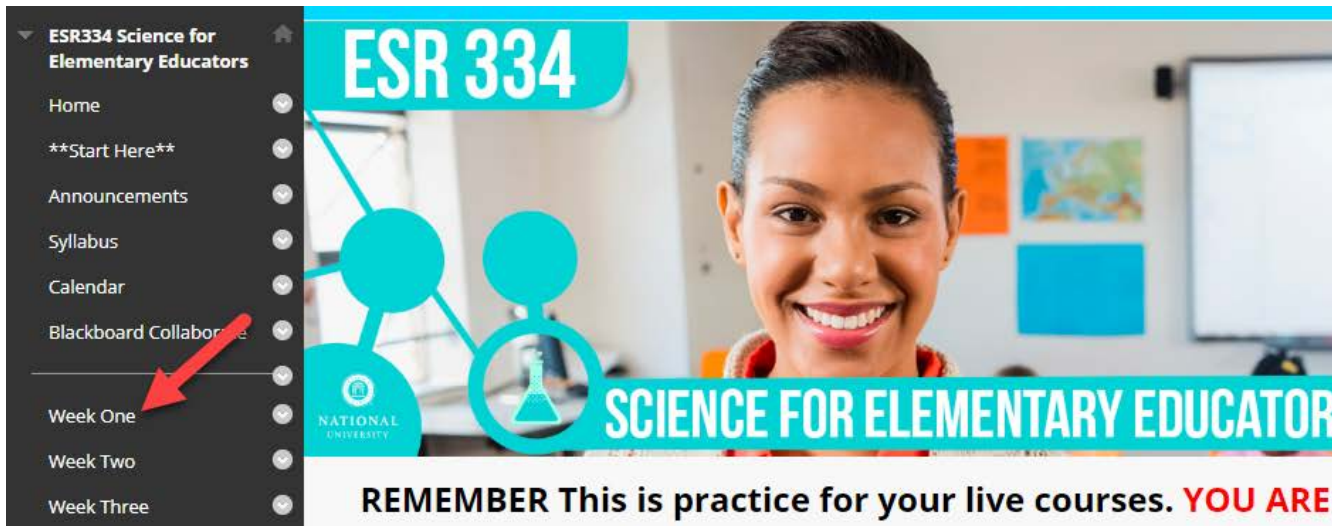
Due Date

02/12/2019  11:59 PM 

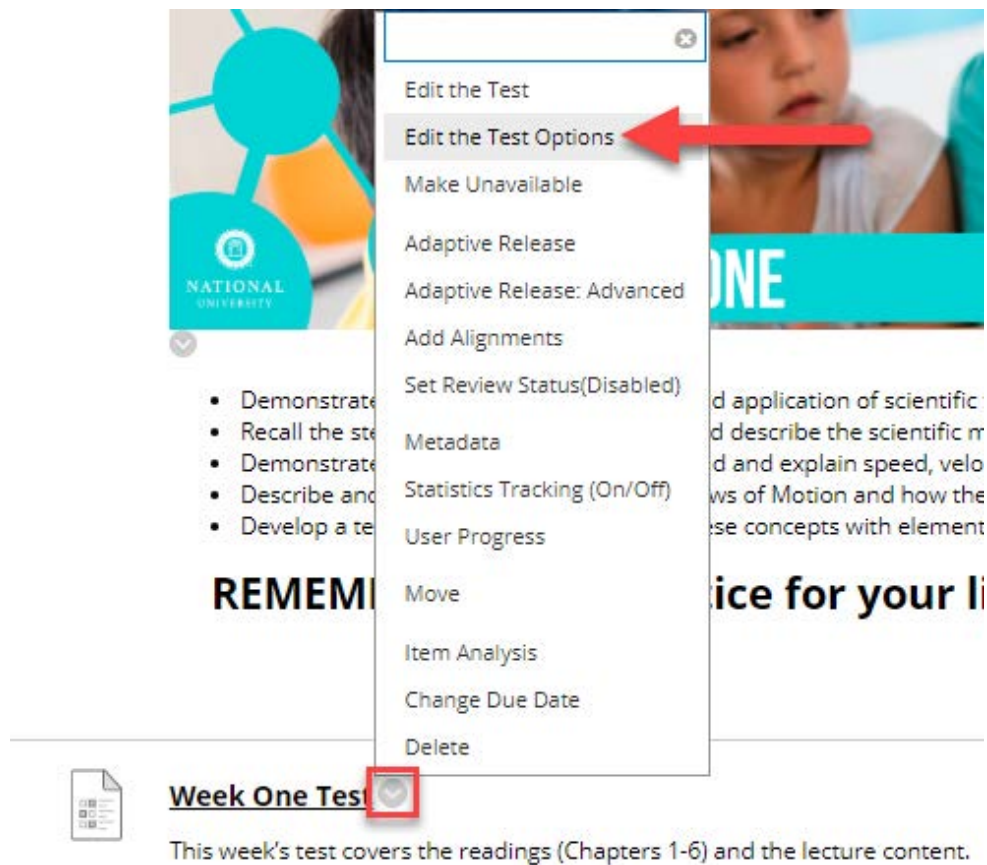
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Setting Due Dates on Tests

Step 1: Begin by selecting the *Content Area* where the Test is housed. In this example, **Week One** is selected.



Step 2: Hover over the test and click on the **Contextual Menu** that appears to the right of the title. Then, select the **Edit the Test Options** choice.





Step 3: On the *Test Options* page, scroll to the *Due Dates* section. Click on the **Calendar** and **Clock** icons to set the desired due date and time. Once completed, click on the **Submit** button located at the top or bottom of the screen.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

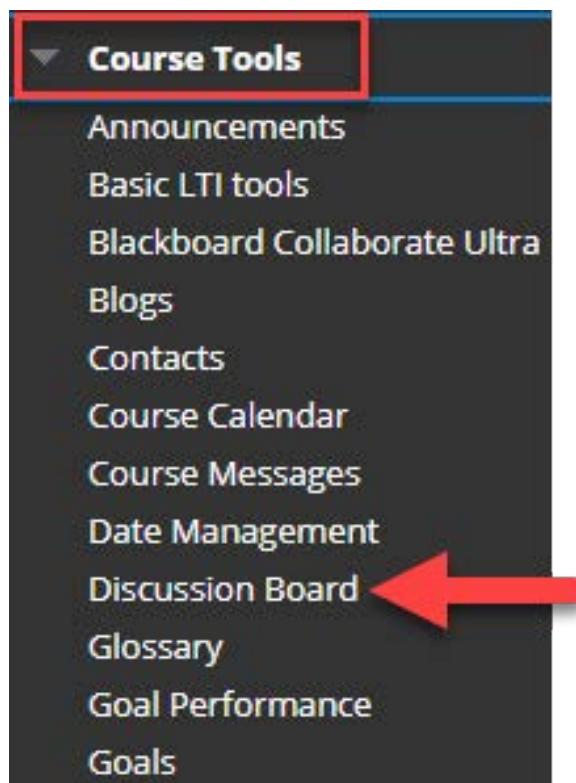
Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Setting Due Dates on Discussion Forums

Step 1: Begin by clicking on the **Course Tools** menu under the *Course Management* section of the left hand navigation menu. Then, click on **Discussion Board**.

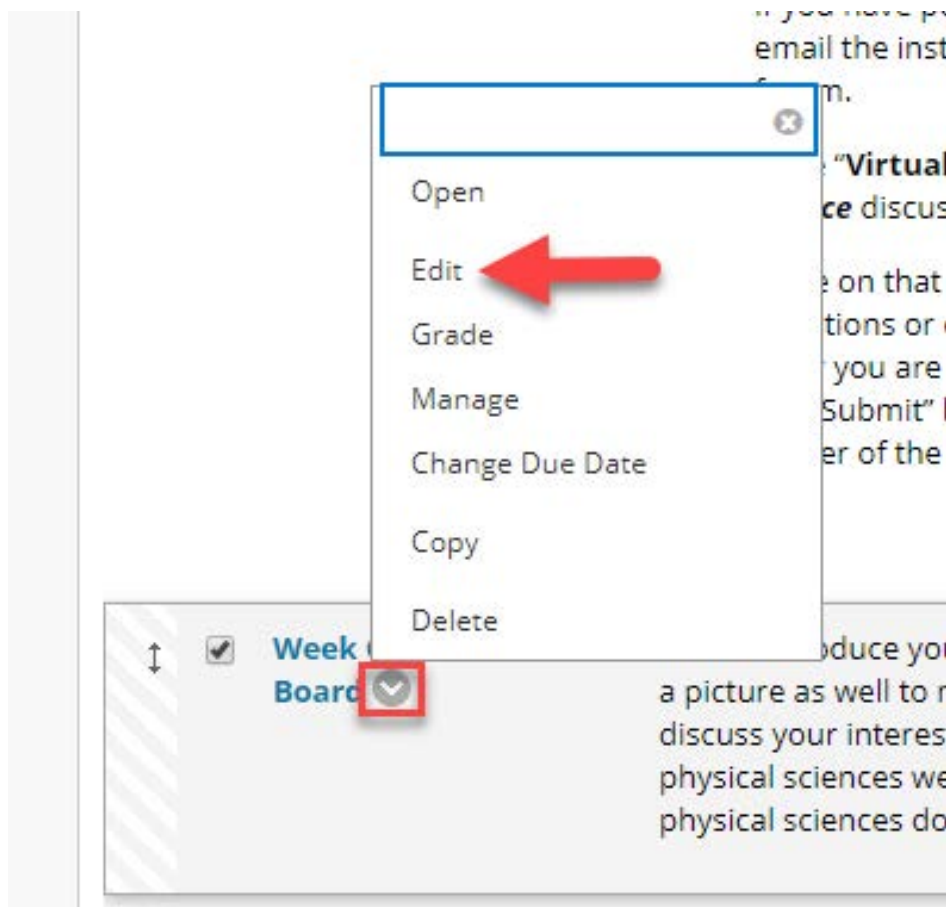


Step 2: On the *Discussion Board* page, click the **Course I.D.**

Discussion Board
This page lists every discussion board, including those that are specific to groups. Click a Discussion Board to access the forums.

DISCUSSION BOARD	FORUMS	PARTICIPANTS	POSTS
ESR334-QA	5	6	55

Step 3: Hover over the discussion forum and click on the **Contextual Menu** that appears to the right of the title. Then, select the **Edit** choice.



Step 4: On the *Edit Forum* page, scroll to the *Grade* and *Due Dates* sections. Please note, the *Due Date* field will only appear if the "Grade Discussion Forum" option is selected. Click on the **Calendar** and **Clock** icons to set the desired due date and time. Once completed, click on the **Submit** button located at the bottom of the screen.

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible: 10

Grade Threads

Show participants in "needs grading" status ⚠ after every 1 Posts

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.