

Set and Manage Due Dates

Video Walkthrough: CLICK TO VIEW

To set and manage the due dates for the assignments in your course, begin on your section dashboard. Go to the assignments tab and select the assignments you'd like to update.

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My Courses Marketing Principles - MKTG 100 Section Section 100-A				
Dashboard Assignments Library Performance - Pol	ling Release Notes		Messages To	grade
Assignments 🕕			A Studer	it view
Select all assignments			Add assignment	E.
⊘ □ □ Ungrouped assignments				÷
Chapter 3 Matching Exercises	Start - Due 2/2/23 - None	Points 100	Student progress	÷
Marketing Analytics: International Marketing Analytics	Start - Due 2/2/23 - None	Points 100	Student progress	÷
□ TE Writing Assignment - Pricing Tactics	Start - Due 2/8/23 - 12/31/26	Points 100	Student progress	÷

To update the due dates for the selected assignments, click on the three dots at the top right to view assignment options and select "Manage dates." You can also select a specific assignment from the assignment overview widget on the section dashboard.

Assig	nmei	nts (1)				A Student view
۵ 🛛	Selec	t all assignments			<i>,</i>	dd assignment
⊗ ∎	t u	Ingrouped assignments				Copy or share Create folder
	Z =0	Chapter 3 Matching Exercises	Start - Due 2/2/23 - None	Points 100	Student	Manage dates Show
	2 🗄	Marketing Analytics: International Marketing Analytics	Start - Due 2/2/23 - None	Points 100	Student	Hide Create prerequisites
		Writing Assignment - Pricing Tactics	Start - Due 2/8/23 - 12/31/26	Points 100	Student	Move to folder Delete assignments

Selecting "manage dates" will take you to the "manage dates and extensions" page.



If you would like all your due dates to be the same, from the manage "in bulk" page, next to "due," enter in the due date you would like to set for all the selected assignments. If you would like the due dates to be different for each selected assignment, click on manage "individually" at the top right-hand corner and adjust each due date accordingly.

We suggest setting start and end dates to space out assignments throughout the term to prevent cramming, deter procrastination, and maximize student engagement over time.

Add, view, and edit extensions for individual assignments.								manage:	📑 in bulk	individually	
INACTIVE assignments	star	Ł						due	policies		extensions
Chapter 3 Matching Exercises	02/0 *** * 3	2/20	Feb	uary 1	02 2023	2:53	p > >> 1	mm/dd/yyyy 11:59p US/Central	time limit attempts delayed feedback late submission due	none oO n/a n/a	
Marketing Analytics: International Marketing Analytics	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 1	9 16 23 2	10 17 24 3	11 18 25 4	mm/dd/yyyy 11:59p US/Central	time limit attempts delayed feedback late submission due	none oO n/a n/a	

When you are done, make sure to click "save" to reflect the changes on the section dashboard of your course.

Assign	nments ()			R Student vie	ew		
⊙ □	Select all assignments			Add assignment	:		
⊙ □ (⊘ □ □ Ungrouped assignments						
	Chapter 3 Matching Exercises	Start - Due 2/19/24 - 2/28/25	Points 100	Student progress	:		
	Marketing Analytics: International Marketing Analytics	Start - Due 2/26/24 - 2/14/25	Points 100	Student progress	:		

