



Modify Assessment Dates

Introduction

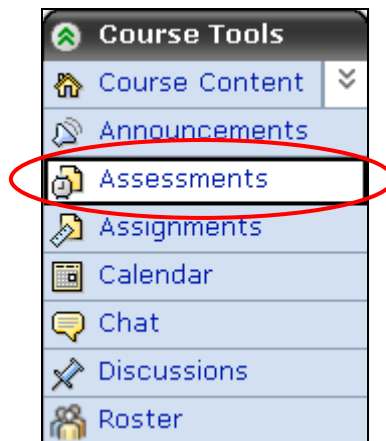
In this tutorial you will learn how to modify assessment dates by changing the dates from the previous semester to the present semester.

Modify Assessment Dates

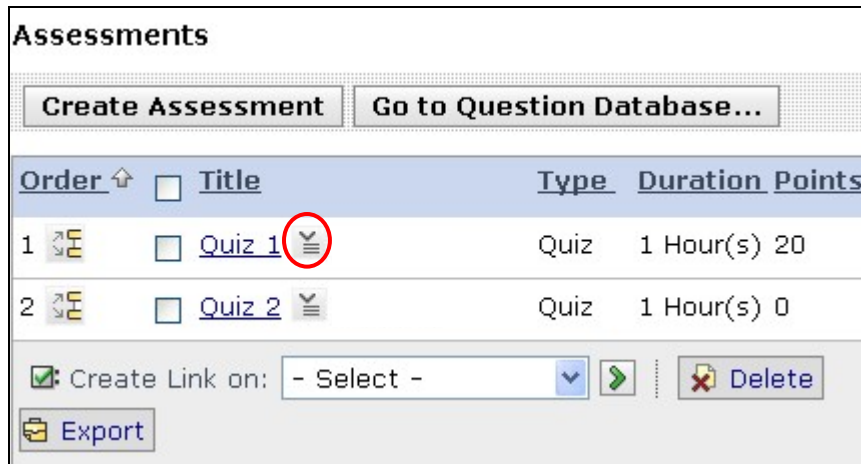
Step 1: To begin, click on the **Build** tab after you have logged into your course.



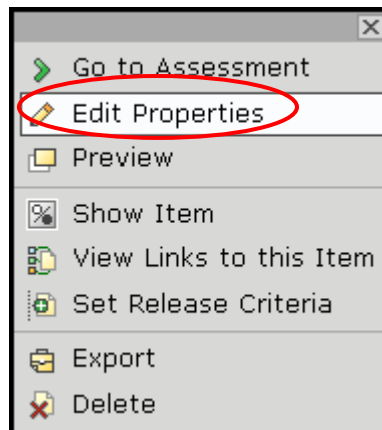
Step 2: Next, click **Assessments** from the Course Tools menu. The Assessment page will appear.



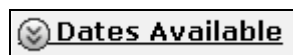
Step 3: To modify the date, choose the quiz you want by clicking on the **Action Links** to access the edit properties. In this example we will modify *Quiz 1*



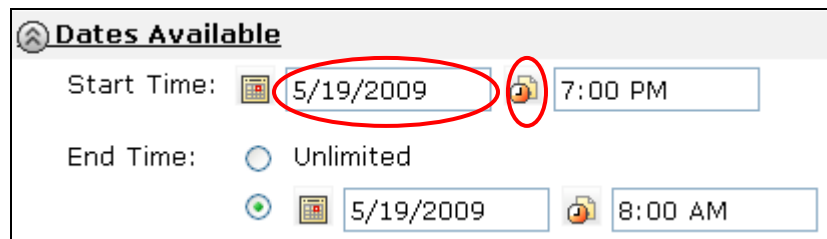
Step 4: Click **Edit Properties** from the drop down menu.



Step 5: Click **Dates Available**, from the Edit Properties page to open an expanded view of the options.



Step 6: From the expanded view, enter the desired **Date** and **Time** by either typing the information in the field or click on the calendar or clock icon to select your desired settings.

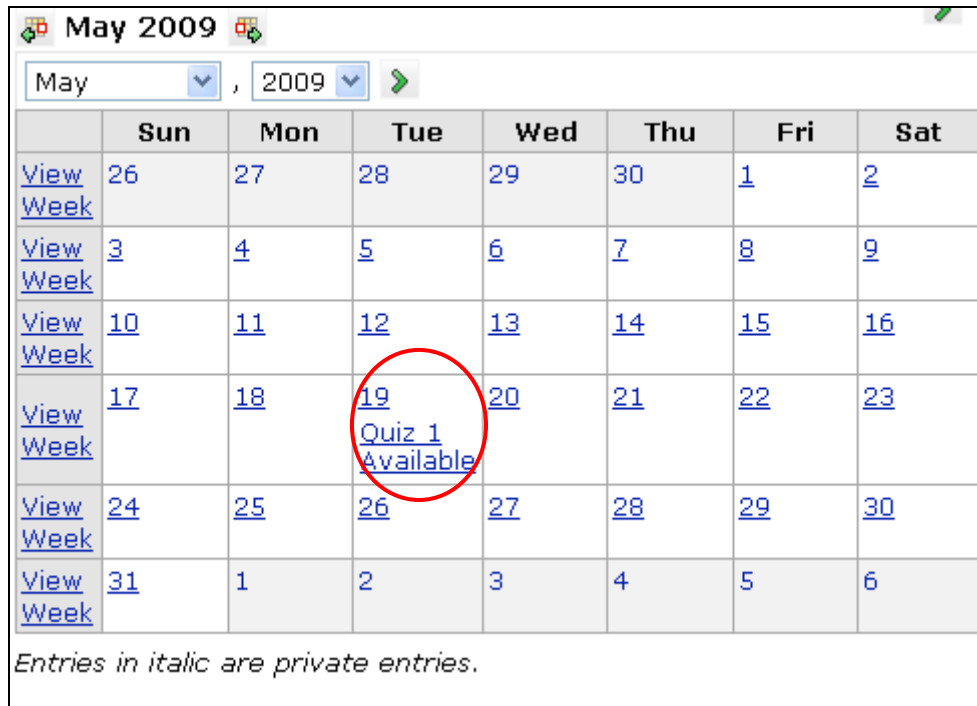


Step 7: Select the **Check-box** titled Create a corresponding event in the Calendar.

<input checked="" type="checkbox"/> Create a corresponding event in the Calendar
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Step 8: Click **Save**, when finished.

Notice that when you go back to the calendar it will appear like this.



The screenshot shows a calendar interface for May 2009. At the top, there are navigation controls for the month and year. Below that is a grid with days of the week as columns and dates as rows. Each date cell contains a 'View Week' link. On Tuesday, May 19th, there is an entry 'Quiz 1 Available' which is circled in red. At the bottom of the calendar, there is a note: 'Entries in italic are private entries.'

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	26	27	28	29	30	<u>1</u>	<u>2</u>
View Week	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
View Week	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
View Week	<u>17</u>	<u>18</u>	<u>19</u> <i>Quiz 1 Available</i>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
View Week	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
View Week	<u>31</u>	1	2	3	4	5	6

Entries in italic are private entries.

Conclusion

We hope this guide, *Modify Assessment Dates* was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.