



## Modify Assignment Dates

### Introduction

You can use the Edit Properties feature to modify assignment dates from one semester to another.

### Modify Assignment Dates

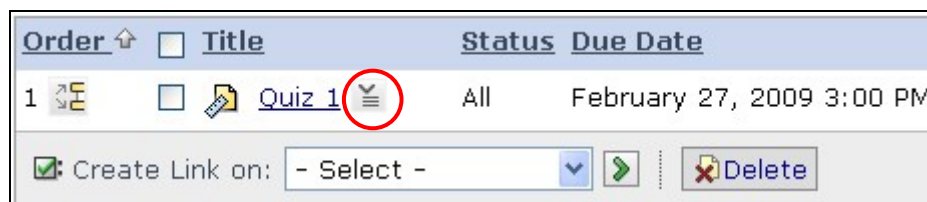
**Step 1:** To begin, click on the **Build** tab after you have logged into your course.



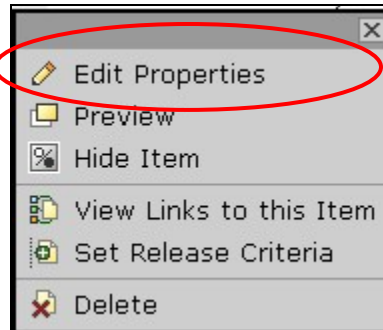
**Step 2:** Click **Assignments** from the *Course Tools* menu.



**Step 3:** From the *Assignment* page, click the **Action Link** corresponding with the assignment that you want to change. A drop-down menu will appear.

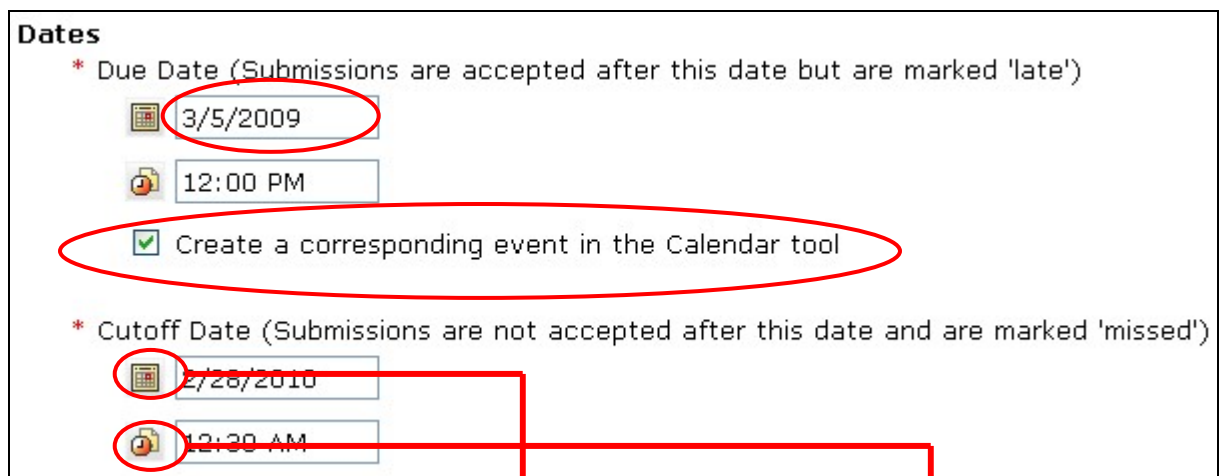


**Step 4:** Click **Edit Properties**, from the *drop-down* menu.

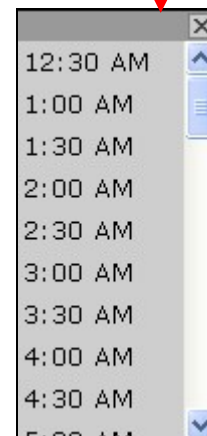


**Step 5:** From the *Edit Assignment Properties* page, scroll down to the **Dates** section and **either** enter the new Due date (and time) in the field provided, **or** click on the calendar/clock icon to select your settings (as shown below).

*Make sure you select Create a corresponding event in the calendar tool.*



Calendar Selection window

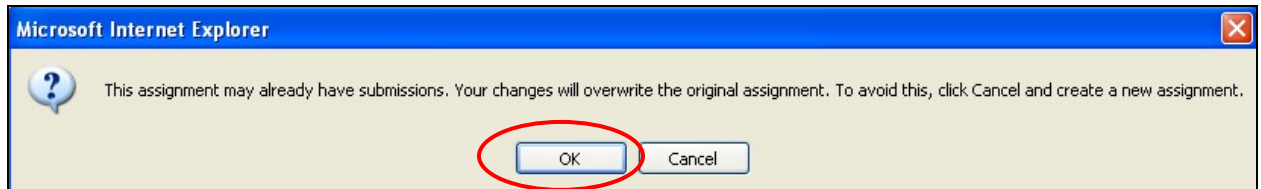


Time selection window

**Step 6:** Click **Save**, when finished.

**Note:** Make sure that there are No submitted assignments before changing the dates, otherwise if you change the date, previously submitted assignments will be overwritten.

**Step 7:** Click **OK** to confirm.



## Conclusion

We hope this guide, *Modify Assignment Date* was helpful.

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