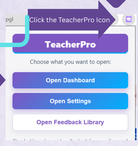
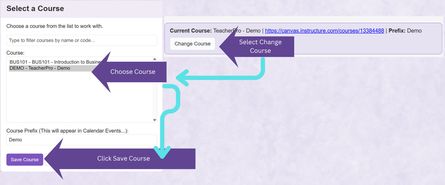
Edit Assignment Details

Launch the TeacherPro Dashboard by clicking on the icon at the top right, then click “Open Dashboard”.



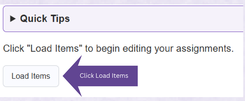
Select a Course

If you have not already, select your course in the “Choose Course” window. For editing assignments, you do NOT need to enter a prefix as it is ONLY used on the Course Scheduler page.



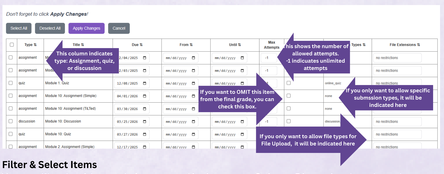
Load Assignments

Once you have selected a course, click on “Load Assignments” to load all graded items in the co



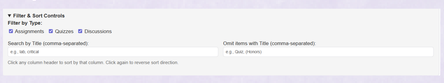
Scroll down to see the graded items.

Select items using the checkboxes or click Select All. To start over, click Cancel.



Filter & Select Items

You can filter by title, toggle item types (Assignments, Quizzes, Discussions), and sort by clicking column headers.



Editing items

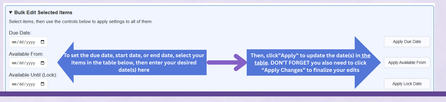
Once you have selected the item(s) you would like to edit, you can make your changes. You can:

- Update the due date(s)
- Update the Start date(s)
- Update the lock date(s)
- Set the number of allowed attempts (use -1 for unlimited attempts)
- Mark the item(s) as omitted from final grade, or Counts toward final grade
- Specify the submission type(s): Text Entry, Website URL, Media Recording, Student Annotation, or File Upload.
- If you allow the “File Upload” Submission Type, you can also specify the file extensions students are allowed to submit. You can either type the allowed extension(s) into the text box, or select the shortcut boxes below for common extensions.

Update Due Date, Start Date, or Lock Dates

1. To set the due date, start date, or end date, select your items in the table below.
2. Then enter your desired date(s).
3. Then, click“Apply” to update the dates in the preview table.

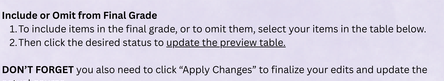
DON’T FORGET you also need to click “Apply Changes” to finalize your edits and update the actual course.



Update Allowed Attempts

1. To change the number of allowed attempts, select your items in the table below.
2. Then enter the number of attempts you want to allow. (-1 is unlimited attempts)
3. Then, click“Apply Max Attempts” to update the preview table.

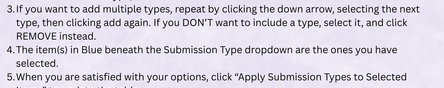
DON’T FORGET you also need to click “Apply Changes” to finalize your edits and update the actual course.



Include or Omit from Final Grade

1. To include items in the final grade, or to omit them, select your items in the table below.
2. Then click the desired status to update the preview table.

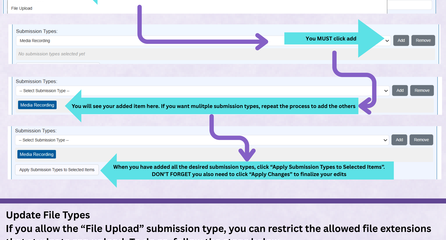
DON’T FORGET you also need to click “Apply Changes” to finalize your edits and update the actual course.



Update Submission Types

1. To change the allowed submission types, first select your items in the table, then click the down arrow under “Select Submission Type.
2. Choose the desired type, then click “Add”.
3. If you want to add multiple types, repeat by clicking the down arrow, selecting the next type, then clicking add again. If you DON’T want to include a type, select it, and click REMOVE instead.
4. The item(s) in Blue beneath the Submission Type dropdown are the ones you have selected.
5. When you are satisfied with your options, click “Apply Submission Types to Selected Items” to update the table.

DON’T FORGET you also need to click “Apply Changes” to finalize your edits and update the actual course.

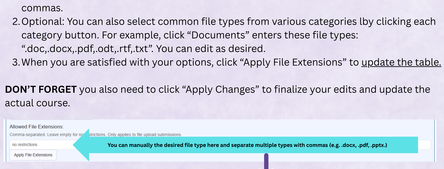


Update File Types

If you allow the “File Upload” submission type, you can restrict the allowed file extensions that students can upload. To do so, follow the steps below.

1. First select your items in the table, then you can manually enter your desired file extensions in the box (e.g. .docx, .pdf). For multiple items, separate each file type with commas.
2. Optional: You can also select common file types from various categories by clicking each category button. For example, click “Documents” enters these file types: “.doc,.docx,.pdf,.odt,.rtf,.txt”. You can edit as desired.
3. When you are satisfied with your options, click “Apply File Extensions” to update the table.

DON’T FORGET you also need to click “Apply Changes” to finalize your edits and update the actual course.



FINALIZE CHANGES

When you have made all desired changes, click the purple “Apply changes” button at the top of the table to update the course with ALL edits.

