

Managing Due Dates in ALEKS

Liberty University Digital Training Series

Instructor



Step 1

Log into your Canvas account and navigate into the appropriate course section. Click on any **ALEKS** link to get started.

The screenshot displays the Canvas interface for a course titled "MATH114_LUO_MASTER_202220D". On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Quizzes, Grades, People, Modules, My Media, Needs Grading, myStudents, Assignment Scheduler, Bookstore, and Pages. The main content area shows a "Recent Announcements" section with a video announcement "Welcome to Canvas!". Below this is a "Faculty Resources" section with a "McGraw-Hill: ALEKS" heading. Underneath, there are three links: "Read: Technology Integration Overview", "Explore: McGraw Hill Faculty Resources", and "Prepare: Pair and Sync Your ALEKS Course", which is highlighted with a red rectangular box.



Step 2

Click the “Load Prepare: Pair and Sync Your ALEKS Course in a New Window” button.

The screenshot shows a Canvas LMS interface. At the top is a navigation bar with links for Online, Residential, Athletics, Alumni, Parents, and a menu icon. On the right side of this bar are links for Request Info, Apply Now, Visit Us, Create Guest Account, and Sign In. Below this is a secondary navigation bar with the Liberty University logo and the Canvas logo, followed by links for Account, Dashboard, Courses (which is underlined), Calendar, Inbox, History, Commons, and Resources. The main content area shows a breadcrumb trail: COURSE MENU > MATH114_LU... > Modules > Faculty Reso... > Prepare: Pair and Sync Your ALEKS Course. On the left, there is a vertical menu with Home, Announcements, and Assignments. In the center, there is a message: "This tool needs to be loaded in a new browser window". Below this message is a button with the text "LOAD PREPARE: PAIR AND SYNC YOUR ALEKS COURSE IN A NEW WINDOW". A large red arrow points from the "Home" link in the left menu to this button.



Step 3

Hover over “Assignments” and click on “Assignments”.

The screenshot shows the ALEKS interface for a class named "MATH 114 - Spring D 2022". The top navigation bar includes "CLASS" and "STUDENT" tabs. Below this, a menu contains "Class Administration", "Gradebook", "Reports", and "Assignments". The "Assignments" menu item is highlighted in yellow, and a red arrow points to it from the right. A red box highlights the "MANAGE" dropdown menu, which has "Assignments" selected and highlighted in yellow. The main content area displays "Class Information", "ALEKS Pie Report" (showing 67% progress and 4 topics), and "Current Objective Progress" (No Current Objective). At the bottom, there are sections for "Students Not Recently Logged In", "Assignments", and "Overall Grade".



Step 4a – Change Dates for One Assignment

Hover over the assignment and click on “Quick Edit”.

Class Code: PWYD3-GGTL3 CLASS TOOLS

MATH 114 - Spring D 2022 – Assignment List

+ New Assignment Select below to see more actions.

Name	Type	Start	Due	Status	Details	Report
<input type="checkbox"/> Initial Knowledge Check	Knowledge Check	-	-	Open		
<input type="checkbox"/> HW: 2.2, 2.3 – 2.4, and 2.6 Assignment	Homework	03/14/2022 12:00 AM	03/21/2022 11:59 PM	Upcoming	56 Questions	
<input type="checkbox"/> HW: 2.2 and 2.7 Assignment	Homework	03/14/2022 12:00 AM	03/28/2022 11:57 PM	Upcoming	26 Questions Prerequisite	

Quick Edit | [Print](#) | [Preview](#)



Step 4b – Change Dates for One Assignment

From here, you can adjust your **Start Date**, **Due Date**, and **Final Submission Date**. When complete, click **“Apply”**.

The screenshot shows a 'Quick Edit' modal window with the following fields and values:

- Name ***: HW: 2.1, 2.3 – 2.4, and 2.6 Assignmer
- Start/Due Dates**: Mar 14, 2022 | 12:00 AM - Mar 21, 2022 | 11:59 PM
- Final Submission Date**: Mar 28, 2022 | 11:59 PM
- Status**: Enabled ▼

At the bottom of the modal, there are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted with a red rectangular box.



Step 5a – Change Dates for Multiple Assignments

Using the boxes, select the assignments you would like to adjust (A). Then click “**Edit Dates**” (B) to proceed.

MATH 114 - Spring D 2022 – Assignment List

Class Code: PWYD3-GGTL3 CLASS TOOLS

Assignment updated.

+ New Assignment Copy **Edit Dates** Exceptions Delete

Name	Type	Start	Due	Status	Details	Report
Initial Knowledge Check	Knowledge Check	-	-	Open		
<input checked="" type="checkbox"/> HW: 2.1, 2.3 – 2.4, and 2.6 Assignment	Homework	03/14/2022 12:00 AM	03/21/2022 11:59 PM	Upcoming	56 Questions	
<input checked="" type="checkbox"/> HW: 2.2 and 2.7 Assignment	Homework	03/14/2022 12:00 AM	03/28/2022 11:57 PM	Upcoming	26 Questions Prerequisite	
<input checked="" type="checkbox"/> HW: 2.1 – 2.4, 2.6 – 2.7 Review for Exam Assignment	Homework	03/14/2022 12:00 AM	03/28/2022 11:58 PM	Upcoming	37 Questions Prerequisite	
<input checked="" type="checkbox"/> Exam: 2.1 – 2.4, 2.6 – 2.7 Assignment	Test	03/14/2022 12:00 AM	03/28/2022 11:59 PM	Upcoming	25 Questions Prerequisite	
<input type="checkbox"/> HW: 3.7, 4.1 – 4.4 Assignment	Homework	03/14/2022	04/04/2022	Upcoming	42 Questions	

Quick Edit Print Preview

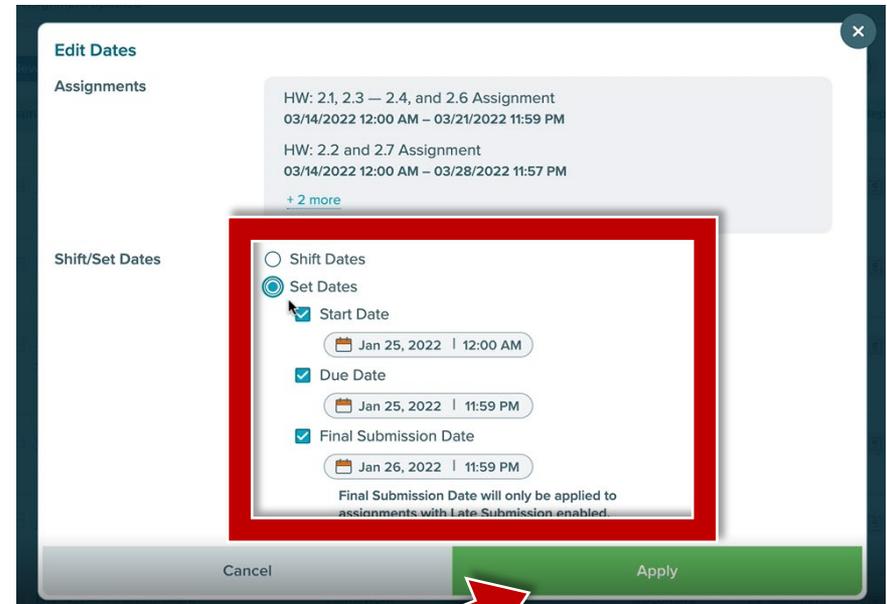
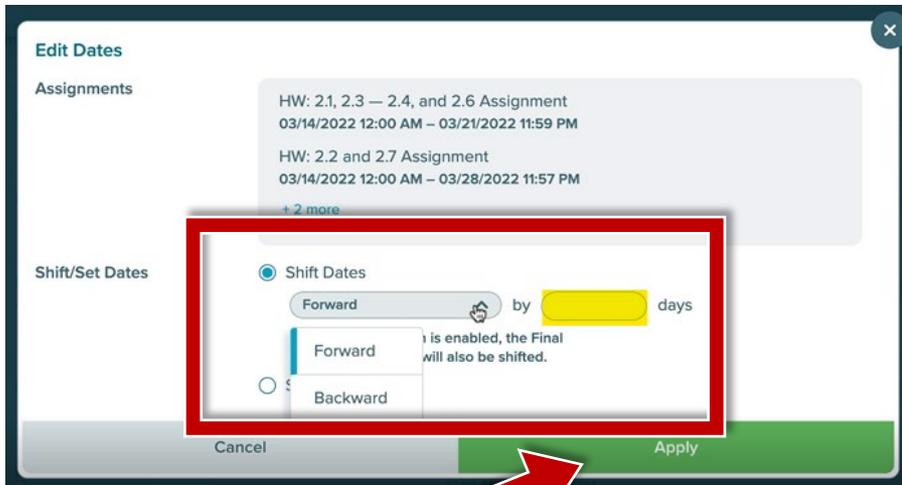


Step 5b – Change Dates for Multiple Assignments

From here, you have the can either:

- **Shift Dates** forward or backwards by a number of days, or
- **Set Dates** to adjust **Start Date**, **Due Date**, and/or **Final Submission Date** by checking the applicable boxes.

After making adjustments, click “**Apply**” to keep your changes.





Step 6

When you are ready to return to Canvas, simply close your browser tab to return.

The screenshot shows a web browser window with the ALEKS interface. The browser tab is titled 'ALEKS - Liberty University' and has a red 'x' icon next to it, which is highlighted by a red arrow. The URL bar shows 'www-awa.aleks.com/alekscgi/x/isl.exe/1o_u-lgM...'. The ALEKS interface includes a search bar, a navigation menu with 'CLASS' and 'STUDENT' options, and a main content area displaying 'MATH 114 - Spring D 2022 - Assignment List'. A green notification bar at the top of the content area says 'Exceptions applied. Undo'. Below this are buttons for 'New Assignment', 'Copy', 'Edit Dates', 'Exceptions', and 'Delete'. A table lists assignments with columns for Name, Type, Start, Due, Status, Details, and Report.

Name	Type	Start	Due	Status	Details	Report
<input type="checkbox"/> Initial Knowledge Check	Knowledge Check	-	-	Open		
<input checked="" type="checkbox"/> HW: 2.1, 2.3 — 2.4, and 2.6 Assignment	Homework	03/14/2022 12:00 AM	03/21/2022 11:59 PM	Upcoming	56 Questions Exceptions	

Support and Resources

TECH SUPPORT & FAQ:

CALL: (800) 258-2374

EMAIL: [aleks.com/support/form/](https://www.aleks.com/support/form/)

MONDAY-THURSDAY: 7 AM – 1 AM ET

FRIDAY: 7 AM - 9 PM ET

SUNDAY: 4 PM – 1 AM ET

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