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.

Step 2

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

Step 3

Hover over "Assignments" and click on **"Assignments"**.

Step 4a – Change Dates for One Assignment

Hover over the assignment and click on **"Quick Edit"**.

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"**.

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.
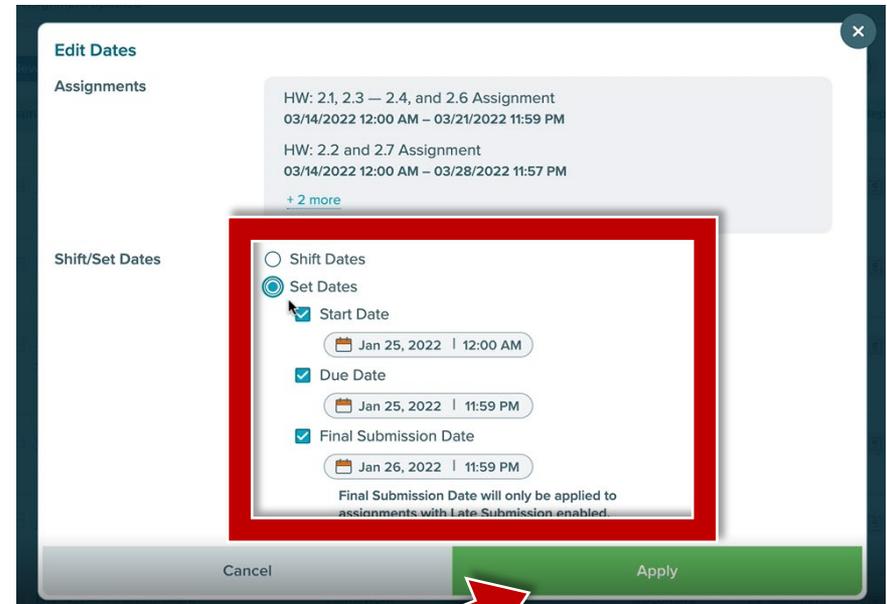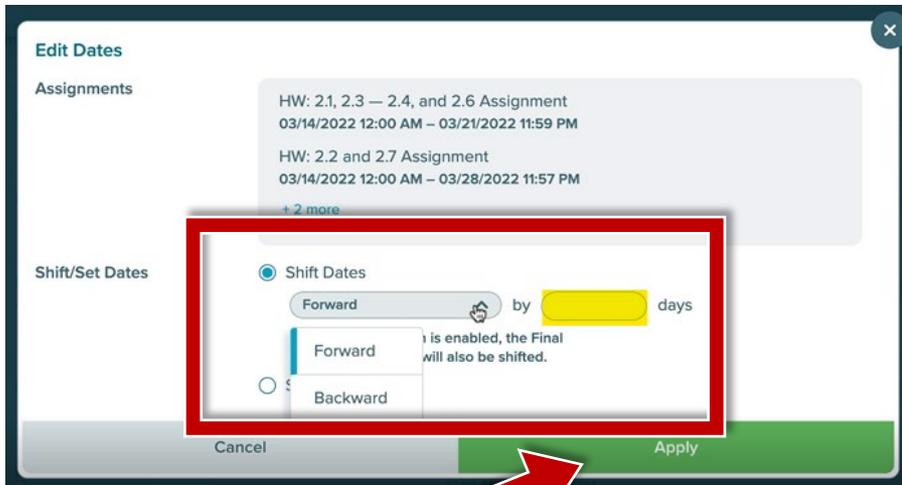
Step 5b – Change Dates for Multiple Assignments

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.

Support and Resources

TECH SUPPORT & FAQ:

CALL: (800) 258-2374

EMAIL: aleks.com/support/form/

MONDAY-THURSDAY: 7 AM – 1 AM ET
FRIDAY: 7 AM - 9 PM ET
SUNDAY: 4 PM – 1 AM ET

SUBMIT A SUPPORT TICKET:
https://www.aleks.com/support/form/

FIND MORE SUPPORT:

supportateverystep.com

FIND MORE TIPS:

mheducation.com/highered/aleks