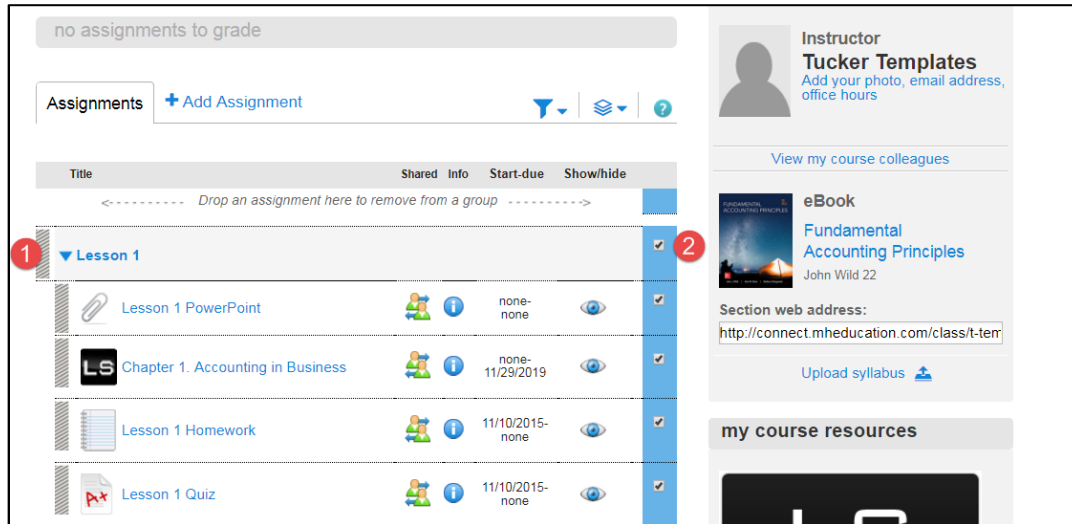


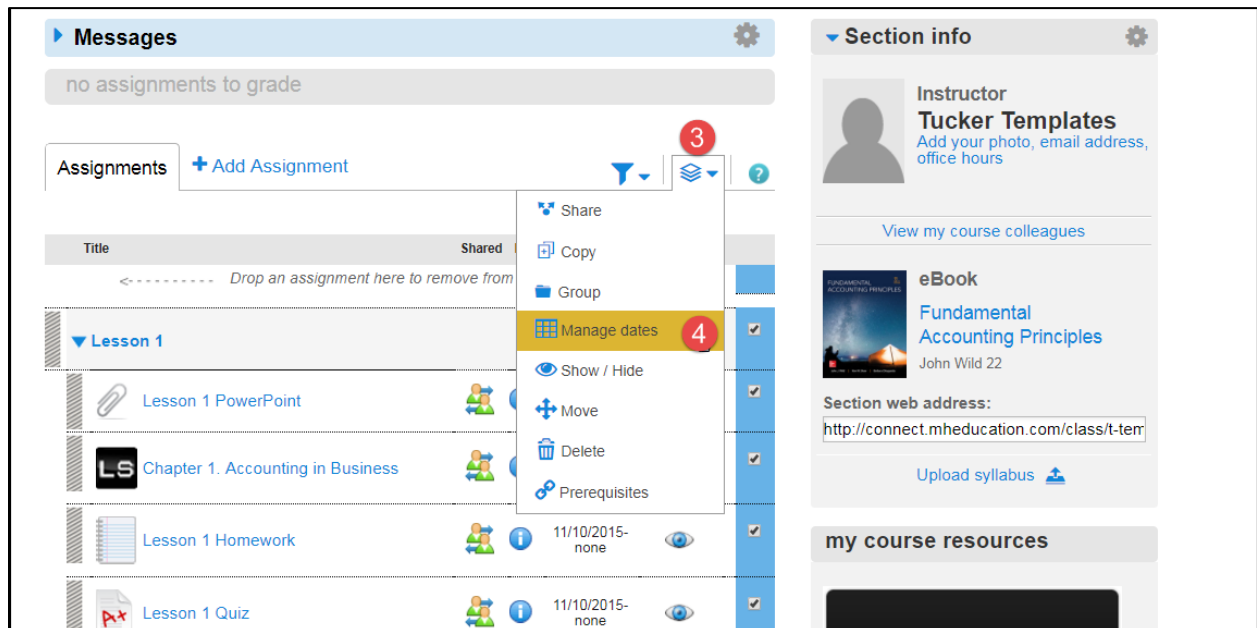
## HOW TO CHANGE YOUR DUE DATES

Your course will come with due dates set at the end of the term. You may still want to make adjustments to the dates in your own course. From your home page in Connect, open each lesson (1) and select the assignments using the check boxes in the blue column (2). You can open several groups at once to change multiple lesson dates at once.



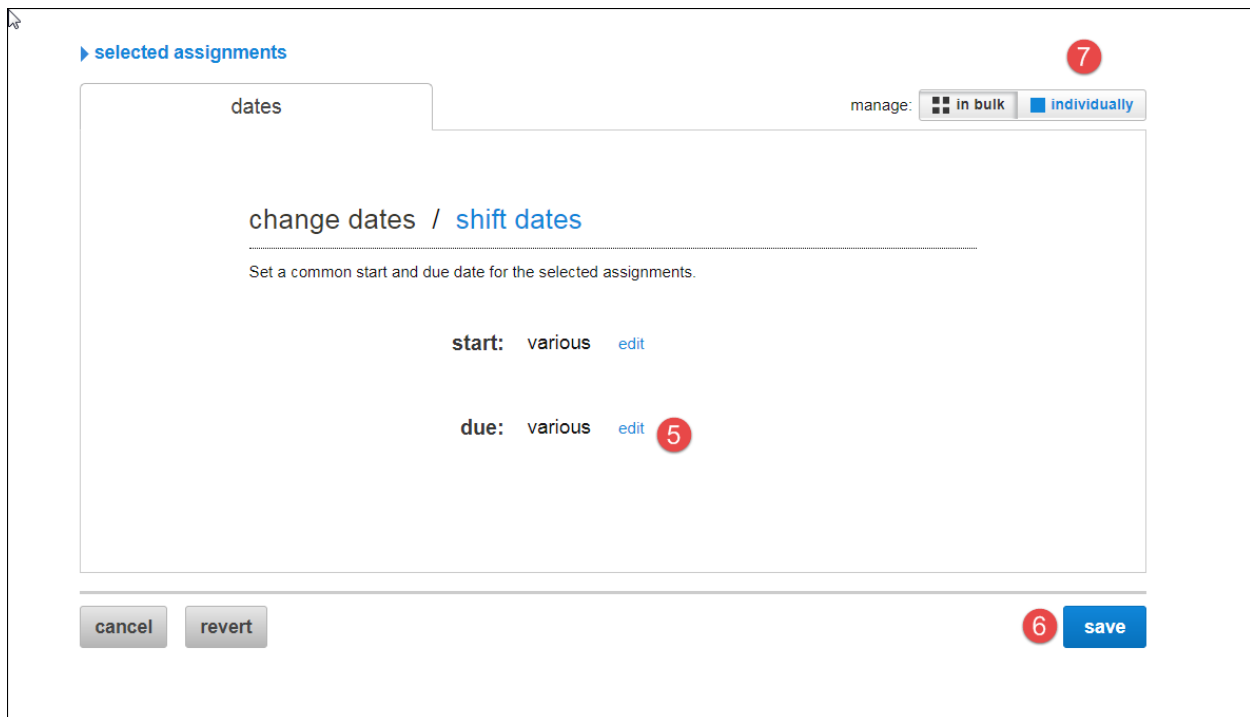
The screenshot shows the 'Assignments' section of a course. At the top, there is a search bar with 'no assignments to grade'. Below it, there is a filter icon and a '+ Add Assignment' button. The main area is a table with columns: Title, Shared, Info, Start-due, and Show/Hide. Under 'Lesson 1', there are four assignments: 'Lesson 1 PowerPoint', 'Chapter 1. Accounting in Business', 'Lesson 1 Homework', and 'Lesson 1 Quiz'. Each assignment has a checkmark in a blue column. A red circle (1) is around the 'Lesson 1' dropdown arrow, and a red circle (2) is around the checkmarks.

Click the assignment options icon (3) and select “Manage dates” (4).



The screenshot shows the same 'Assignments' section as the previous image, but with the options menu open for the 'Lesson 1' group. The menu includes options like 'Share', 'Copy', 'Group', 'Manage dates', 'Show / Hide', 'Move', 'Delete', and 'Prerequisites'. A red circle (3) is around the options icon (a gear with a plus sign) in the top right of the assignment list, and a red circle (4) is around the 'Manage dates' option in the menu.

Click “edit” (5) and enter in the appropriate due dates. Please keep in mind that if you adjust your start dates, you may not be able to move them once the course has started. **It is recommended that you do NOT set start dates and only adjust the due dates.** Then click “save” (6). If needed, you can click “individually” (7) if you need to set different dates for the selected assignments.



## **TIPS**

Once you have paired your Connect course through Moodle, you will need to make sure to adjust the due dates on your assignments. This is especially important for LearnSmart assignments, as the grades are not recorded until the due date hits. There are three main strategies for setting due dates:

1. Set all due dates to the end of the course.
  - **Pro** – All work will automatically be accepted until the last day of the course.
  - **Con** – You will not get an accurate picture of their grade until the end of the course.
2. Set due dates for each lesson for the end of that week.
  - **Pro** – Grades will be finalized at the end of that week and you can synch so that grades are updated and accurate in Moodle.
  - **Con** – In order to allow students to do work until the end of the course, you would need to change the due dates or provide extensions to specific students, which can be cumbersome.
3. Set the first half of assignments to be due at the midpoint of the course and the remaining assignments for the end of the course. *(This is the recommended method)*
  - **Pro** – This gives you the both of best worlds – allowing students to submit work past the due date, while still being able to monitor students halfway and intervene when necessary.
  - **Con** – If you are accepting late work for the first half of the course, once you have synched the grades after the due date, you will want to go in and move the due dates forward to capture any additional work done after the initial due date.