



How to Set and Manage Due Dates

Update Course Start and End Dates

1. From Sub-navigation click on Class Administration and Class Summary.

The screenshot shows the ALEKS web interface. At the top, there is a search bar and a user greeting 'Hello Heather M'. Below the search bar, there are two main navigation tabs: 'CLASS' and 'STUDENT'. The 'CLASS' tab is active, showing 'MAT105: College Math - Summer 2015'. Underneath, there are sub-navigation options: 'Class Administration', 'Gradebook', 'Reports', and 'Assignments'. The 'Class Administration' menu is expanded, showing several options. The 'Class Summary' option is highlighted with a red box. Other options include 'Duplicate Class', 'Share Class Access', 'Student Groups', 'Class List', 'New Class', 'Cleanup Tool', 'Class Roster', 'Financial Aid Code', 'Calendar', 'Forum', 'Resources', and 'Student View'. Below the menu, there is a summary section with fields for 'Class Code: R6HCH-4RXHV', 'Class Duration: 06/01/15 - 08/15/15', 'Course Product: Intermediate Algebra', and 'Instructor: Heather Moorehead'. A pie chart and a 'Mastery 0 of 643 Topics' indicator are also visible.

2. Under Class Information click on Basic Information and click edit.

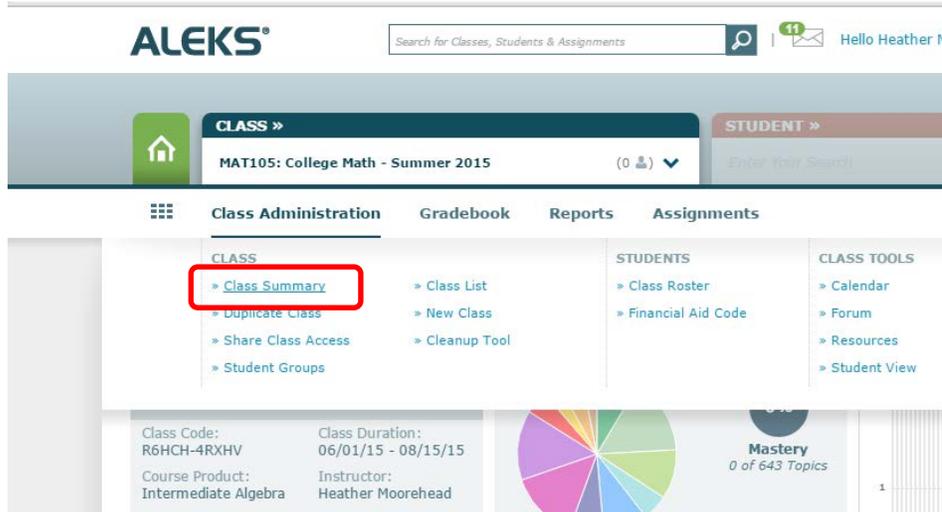
The screenshot shows the 'Class Information' page. The 'Basic Information' tab is selected. An 'Edit' button, represented by a pencil icon, is highlighted with a red box. To the right of the 'Edit' button, the 'Class Code: R6HCH-4RXHV' is displayed. Below this, the following information is shown: 'Instructor: I am teaching this class', 'Name: MAT105: College Math', 'Section: Summer 2015', 'Course Product: Intermediate Algebra', 'Start Date: 06/01/2015', and 'End Date: 08/15/2015'.

3. Change start and end dates and click save.

The screenshot shows the 'Class Information' page with the 'Dates' section expanded. The 'Start Date' and 'End Date' fields are highlighted with a red box. The 'Start Date' is set to '06/01/2015' and the 'End Date' is set to '08/15/2015'. Below these fields, there is a checkbox labeled 'Automatically archive this class after the end date'.

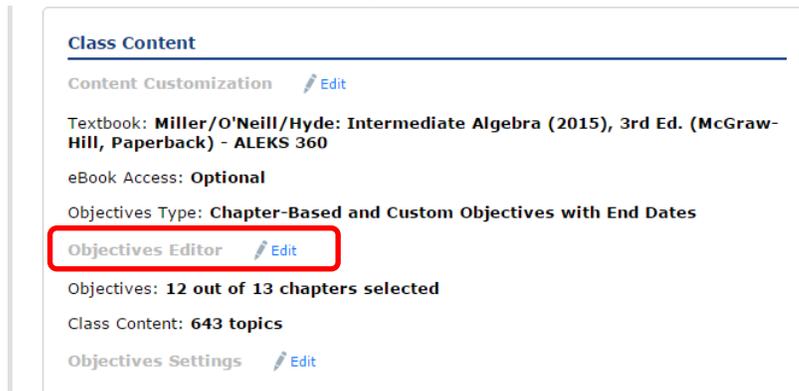
Update the Objective Start and End Dates

1. From Sub-navigation click on Class Administration and Class Summary.



The screenshot shows the ALEKS interface for a class named "MAT105: College Math - Summer 2015". The navigation bar includes "CLASS" and "STUDENT" tabs. Below the navigation bar, there are four main menu categories: "Class Administration", "Gradebook", "Reports", and "Assignments". Under "Class Administration", the "Class Summary" link is highlighted with a red box. Other links in this menu include "Duplicate Class", "Share Class Access", and "Student Groups". To the right, there are sections for "STUDENTS" (Class Roster, Financial Aid Code) and "CLASS TOOLS" (Calendar, Forum, Resources, Student View). At the bottom, there is a summary section with fields for Class Code (R6HCH-4RXHV), Class Duration (06/01/15 - 08/15/15), Course Product (Intermediate Algebra), and Instructor (Heather Moorehead). A pie chart and a "Mastery 0 of 643 Topics" indicator are also visible.

2. Click on Edit button next to Objectives Editor.

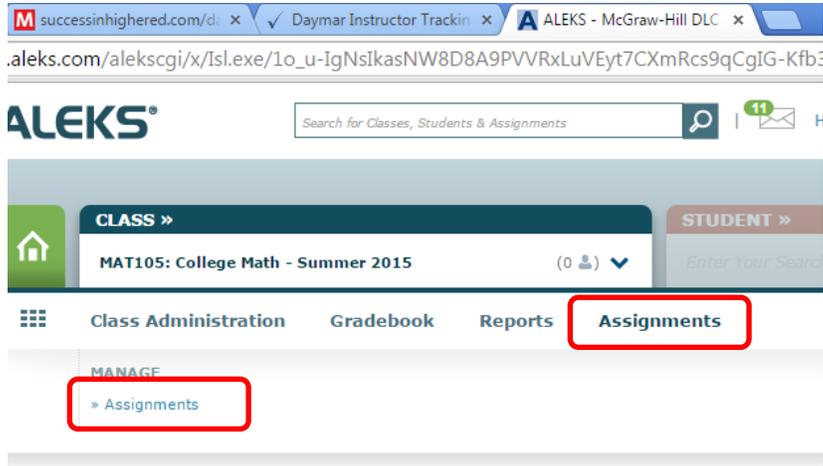


The screenshot shows the "Class Content" page. It includes sections for "Content Customization" (with an Edit button), "Textbook: Miller/O'Neill/Hyde: Intermediate Algebra (2015), 3rd Ed. (McGraw-Hill, Paperback) - ALEKS 360", "eBook Access: Optional", and "Objectives Type: Chapter-Based and Custom Objectives with End Dates". The "Objectives Editor" link is highlighted with a red box and has an Edit button next to it. Below this, it shows "Objectives: 12 out of 13 chapters selected" and "Class Content: 643 topics". At the bottom, there is an "Objectives Settings" link with an Edit button.

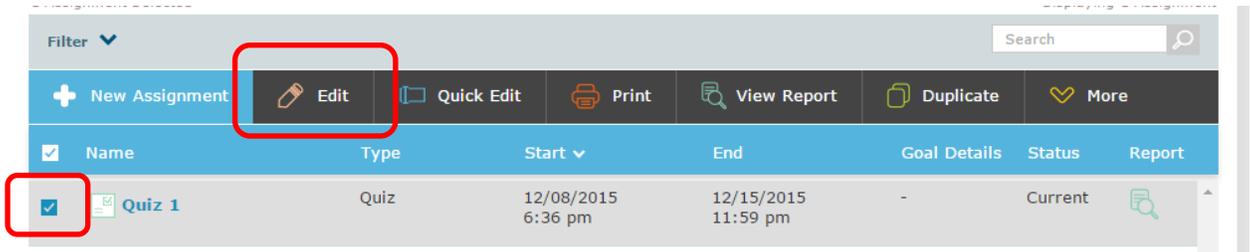
3. This opens the listing of chapter/weekly objectives. The due dates can be modified and saved.
Note: the dates of the objectives are based on the start and end dates of the course.

Update Assignment Start and Due Dates

1. From Sub-navigation click on Assignments. Click on Assignments.



2. For any assignment, click on the box and pick Edit



3. Change the dates and click save.