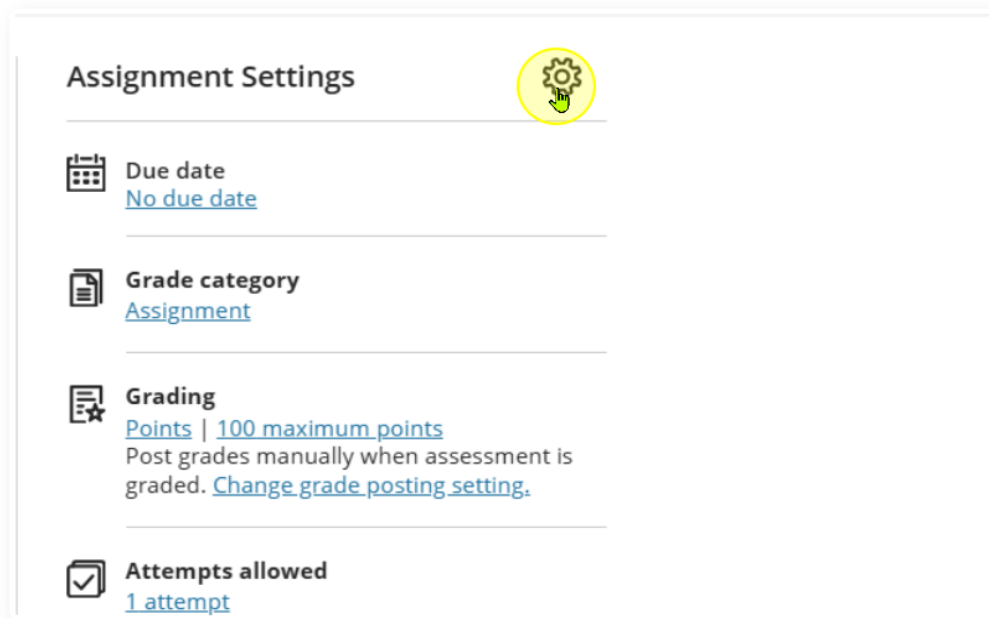


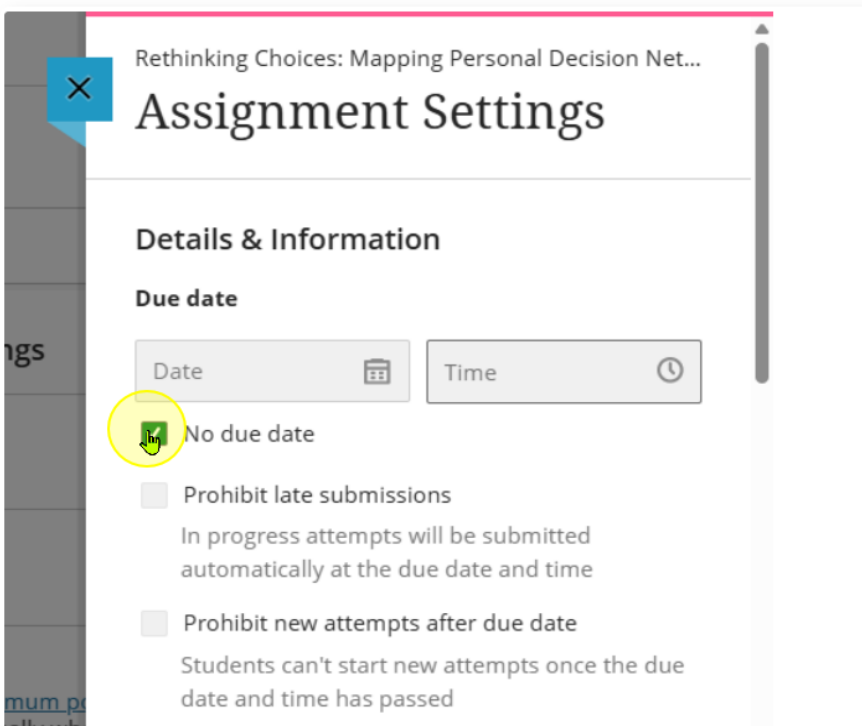
Adding a Due Date and Time to Assignments

- 1 Click on the gear icon to access the Assignment Settings.



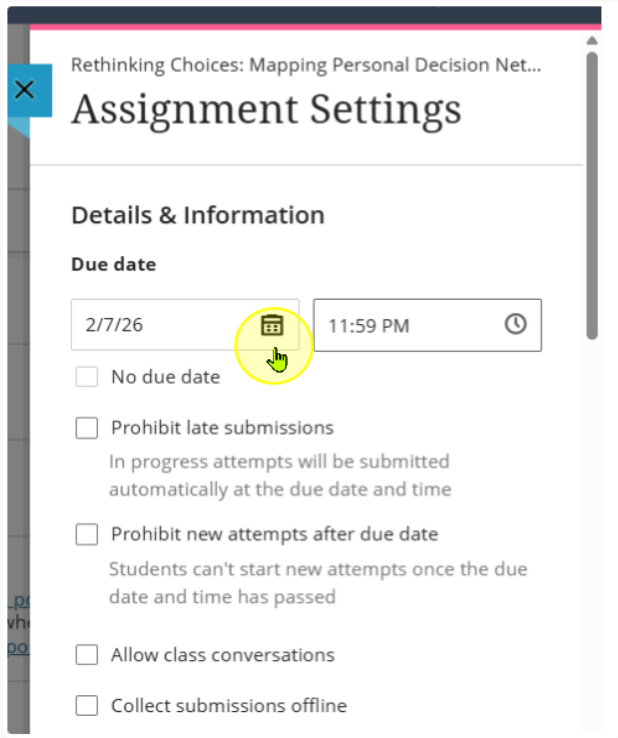
The screenshot shows the 'Assignment Settings' panel. At the top right, there is a yellow gear icon with a hand cursor pointing to it. Below the title, there are four sections: 'Due date' with a calendar icon and the text 'No due date'; 'Grade category' with a document icon and the text 'Assignment'; 'Grading' with a document and star icon, showing 'Points | 100 maximum points' and 'Post grades manually when assessment is graded. Change grade posting setting.'; and 'Attempts allowed' with a checkmark icon and the text '1 attempt'.

- 2 If needed, be sure to click on the green box next to "No Due Date".

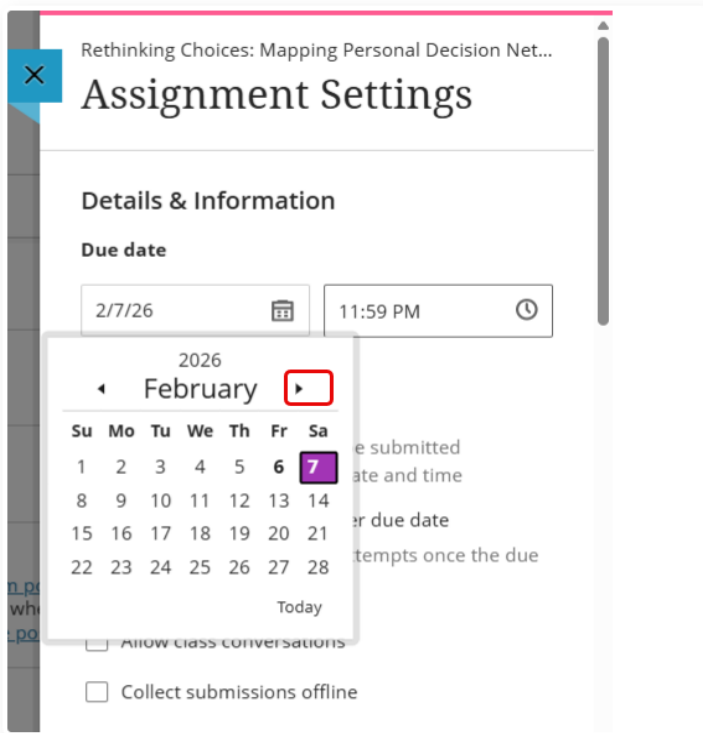


The screenshot shows a dialog box titled 'Assignment Settings' for the assignment 'Rethinking Choices: Mapping Personal Decision Net...'. Under the 'Details & Information' section, the 'Due date' is set to 'No due date'. A green box with a hand cursor highlights the 'No due date' checkbox. Below this, there are two unchecked checkboxes: 'Prohibit late submissions' (with the note 'In progress attempts will be submitted automatically at the due date and time') and 'Prohibit new attempts after due date' (with the note 'Students can't start new attempts once the due date and time has passed').

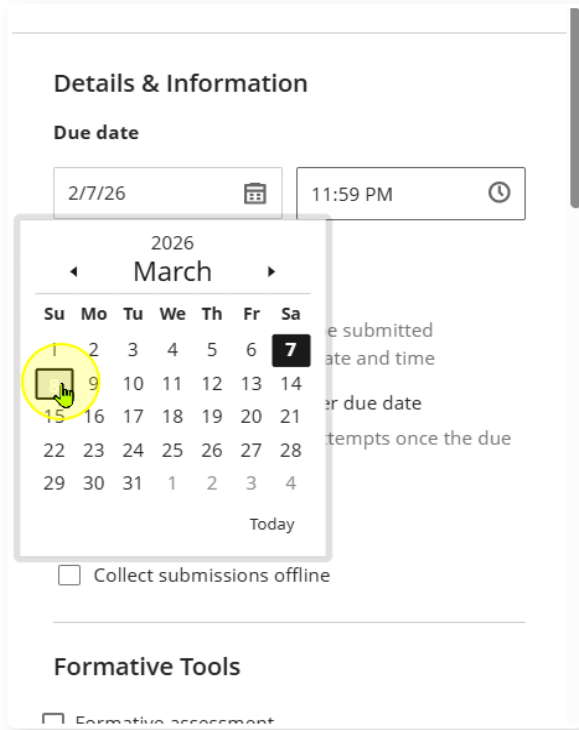
3 Click on the calendar icon.



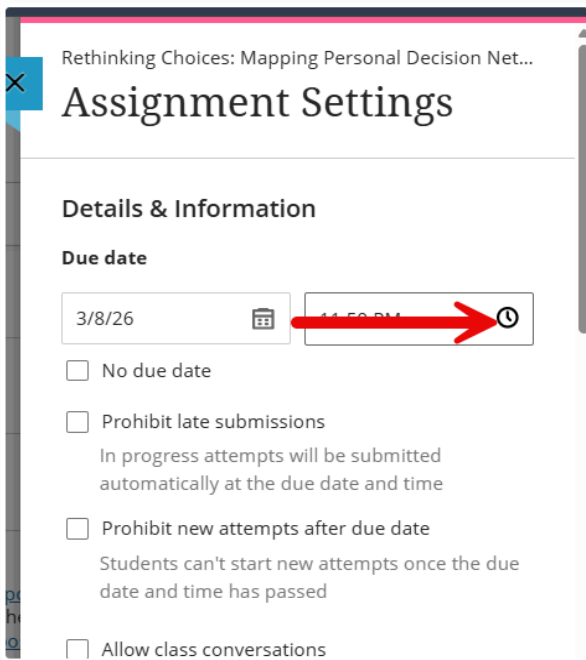
4 If needed, click the arrow to adjust to the correct month.



5 In the correct month, select the correct date by clicking on the date.



6 Next, click on the clock.



7 Click the arrows to adjust the hour, minute and AM/PM

Assignment Settings

Details & Information

Due date

3/8/26 11:59 PM

No due date

Prohibit late submissions
In progress attempts will be automatically at the end of the class.

Prohibit new attempts
Students can't start new attempts if the due date and time has passed.

Allow class conversations

Collect submissions offline

Formative Tools

Formative assessment

8 Lastly, be sure to locate and click "Save"

Formative Tools

Formative assessment
This is not automatically excluded from any grade calculations.

Display formative label to students

Cancel Save