

# Adding a Due Date and Time to Assignments

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

Assignment Settings



 **Due date**  
[No due date](#)

 **Grade category**  
[Assignment](#)

 **Grading**  
[Points | 100 maximum points](#)  
Post grades manually when assessment is graded. [Change grade posting setting](#).

 **Attempts allowed**  
[1 attempt](#)

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

 Rethinking Choices: Mapping Personal Decision Net...

## Assignment Settings

**Details & Information**

**Due date**

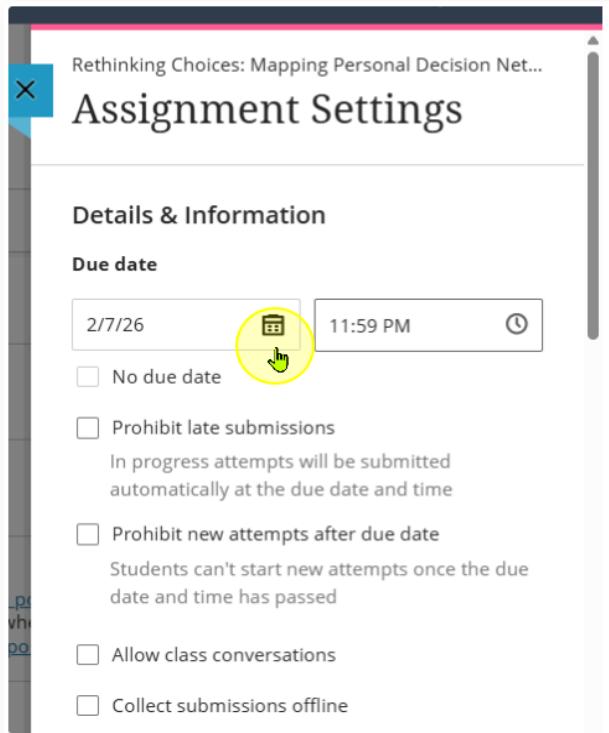
Date  Time 

 **No due date**

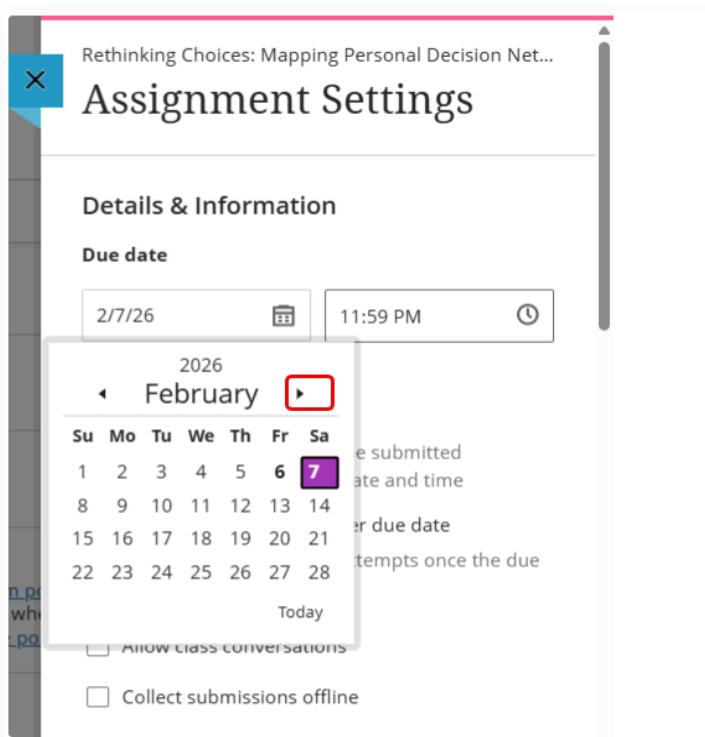
**Prohibit late submissions**  
In progress attempts will be submitted automatically at the due date and time

**Prohibit new attempts after due date**  
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.

Details & Information

Due date

2/7/26  11:59 PM

2026

◀ March ▶

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today

Collect submissions offline

#### Formative Tools

Formative assessment

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Next, click on the clock.

Rethinking Choices: Mapping Personal Decision Net...

## Assignment Settings

Details & Information

Due date

3/8/26  11:59 PM

No due date

Prohibit late submissions

In progress attempts will be submitted automatically at the due date and time

Prohibit new attempts after due date

Students can't start new attempts once the due date and time has passed

Allow class conversations

7

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

Print

Due date  
No due date

Grade category  
Assignment

Grading  
Points | 100 maximum points  
Post grades manually when graded. [Change grade policy](#)

Attempts allowed  
1 attempt

Originality Report  
[Enable SafeAssign](#)

Details & Information

Due date

3/8/26 11:59 PM

No due date  
Prohibit late submissions  
In progress attempts automatically at the date and time has passed  
Prohibit new attempts  
Students can't start the assignment if the date and time has passed  
Allow class conversations  
Collect submissions offline

Formative Tools

Formative assessment

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Lastly, be sure to locate and click "Save"

Grade category  
Assignment

Grading  
Points | 100 maximum points  
Post grades manually when graded. [Change grade policy](#)

Attempts allowed  
1 attempt

Originality Report  
[Enable SafeAssign](#)

Due date  
10 : 58 PM

No due date  
Prohibit late submissions  
In progress attempts automatically at the date and time has passed  
Prohibit new attempts  
Students can't start the assignment if the date and time has passed  
Allow class conversations  
Collect submissions offline

Formative Tools

Formative assessment  
This is not automatically excluded from any grade calculations.  
Display formative label to students

Cancel Save