

# Instructor How-to Tutorial: Activity Settings: Update due dates

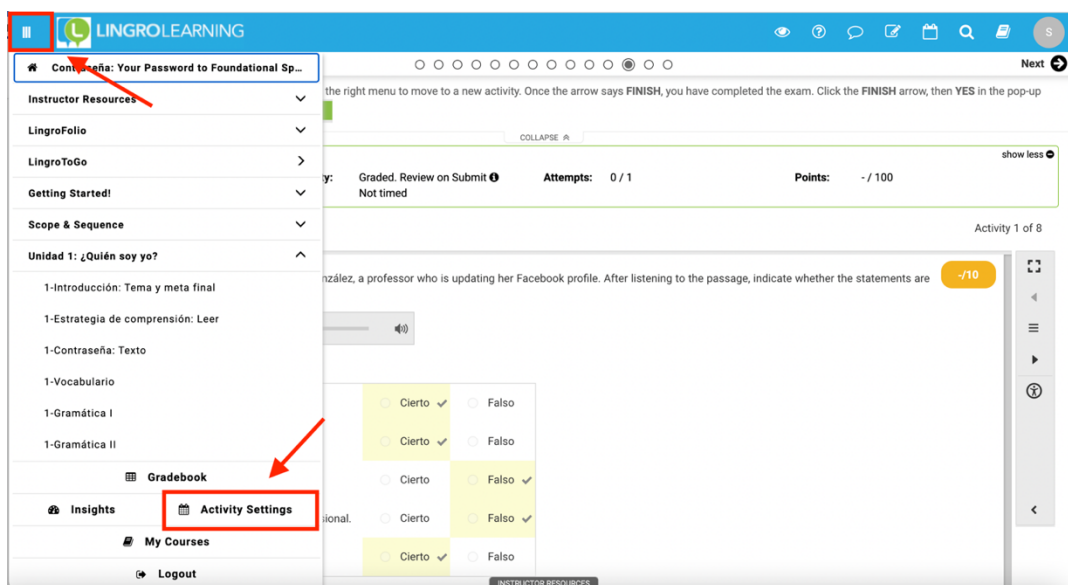
**Note:** This functionality may not be available to you if you are a section that is part of a program and Edit Rights have not been granted.

**For Program Coordinators:** If you make these updates to the Program Template they will flow to the individual sections.

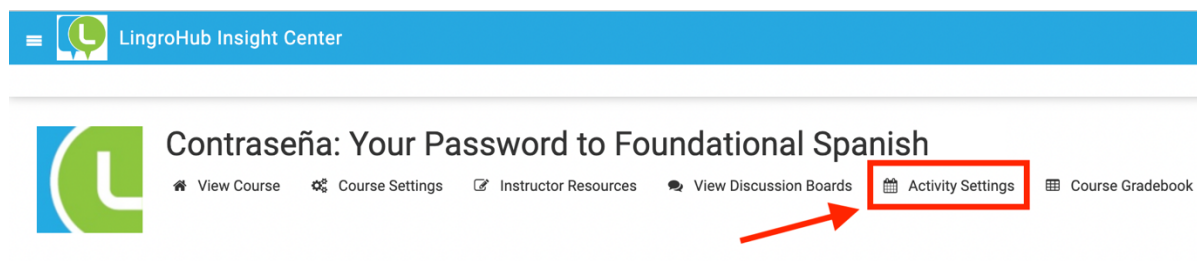
## Step 1: Access Activity Settings

If you have this functionality, you can access Activity Settings in two ways once you are inside your course:

**Option A:** Go to the **MENU** on the top left of the screen and click on **ACTIVITY SETTINGS**.



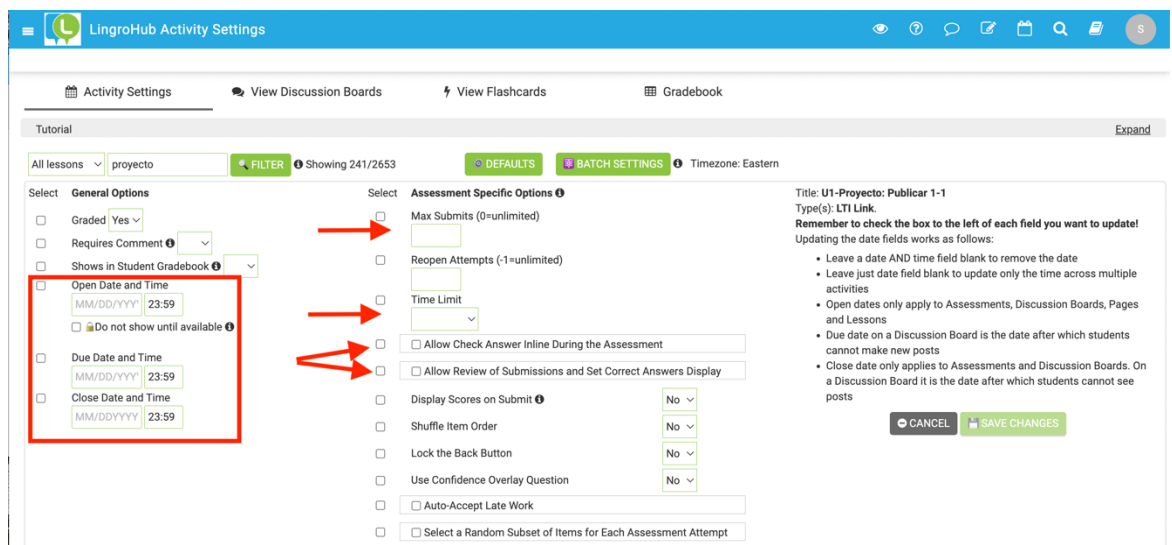
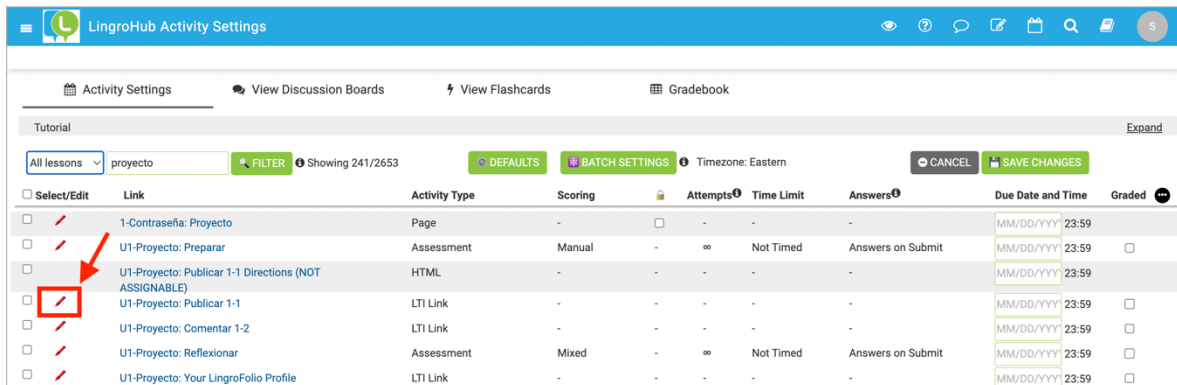
**Option B:** If you are on the Insights page, click on **ACTIVITY SETTINGS**



In the new screen you will see a list of all items in the course, **both scorable and non-scorable**, and some of the default settings.

### Option A: Make changes on a single assignment

If you wish to make any changes to a single item/assignment, click **the red pencil icon** next to the item name. Then make the necessary changes in the next window. You can change the open/close/due date and time, the number of attempts, the time limit, the review of submissions and the availability of correct answers.



Click **SAVE CHANGES** after entering the data.

### Option B: change due date/times on one or more assignments

1. Once in Activity Settings, you can filter each unit to view only the **assignable items** in the course. In the filter, enter **u** followed by the unit number (i.e., **u1, u3**,

u10, etc.). This will load the items that can be assigned. You can also filter by **graded** to see all the graded assignments.

LingroHub Activity Settings

Activity Settings View Discussion Boards View Flashcards Gradebook

Tutorial Expand

Unidad 1: ¿Q  FILTER Showing 127/2653 DEFAULTS BATCH SETTINGS Timezone: Eastern CANCEL SAVE CHANGES

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>	NOT ASSIGNABLE	LTI Link	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	NOT ASSIGNABLE	HTML	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-23	Assessment	Manual	∞	Not Timed	Answers on Submit	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-24	Discussion Board	Manual	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-25	Assessment	Manual	∞	Not Timed	Answers on Submit	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-26	Assessment	Manual	∞	Not Timed	Answers on Submit	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-27	Assessment	Manual	∞	Not Timed	Answers on Submit	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	1-Examen cumulativo	Page	-	1	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Examen cumulativo	Assessment	Mixed	-	1	Not Timed	Review on Submit	MM/DD/YYYY 23:59 <input checked="" type="checkbox"/>

2. On the column called GRADED, check the box if an item is **Graded**. Remove the checkmark if you don't want the item to be included in the gradebook.
3. Type in or copy/paste the **Due date:** (Month/Day/Year, using two digits for the days and months, and 4 digits for the year). For example: 06/28/2023

LingroHub Activity Settings

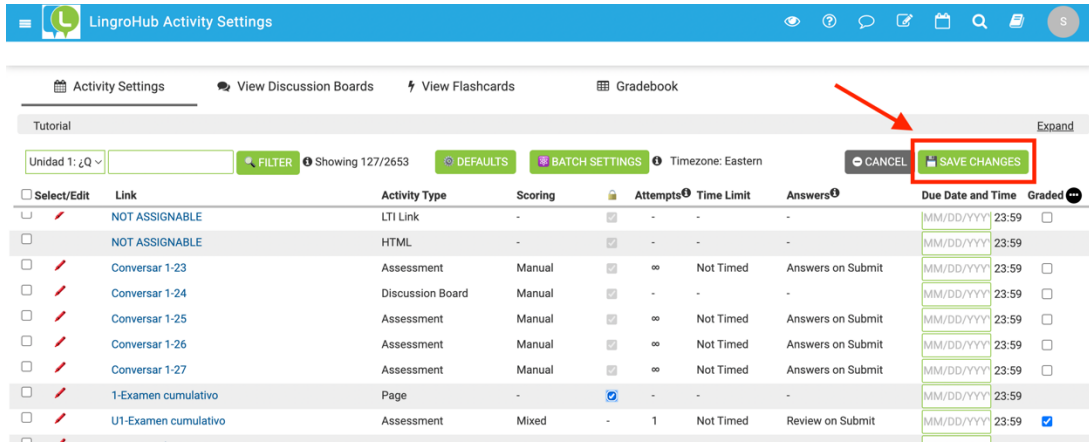
Activity Settings View Discussion Boards View Flashcards Gradebook

Tutorial Expand

All lessons proyecto FILTER Showing 241/2653 DEFAULTS BATCH SETTINGS Timezone: Eastern CANCEL SAVE CHANGES

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>	1-Contraseña: Proyecto	Page	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Proyecto: Preparar	Assessment	Manual	∞	Not Timed	Answers on Submit	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Proyecto: Publicar 1-1 Directions (NOT ORIGINAL)	HTML	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Proyecto: Publicar 1-1	LTI Link	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Proyecto: Comentar 1-2	LTI Link	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Proyecto: Reflexionar	Assessment	Mixed	∞	Not Timed	Answers on Submit	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Proyecto: Your LingroFolio Profile	LTI Link	-	-	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>

4. Click **SAVE CHANGES** after entering the data for that unit. Repeat these steps for each unit you want to assign activities from.

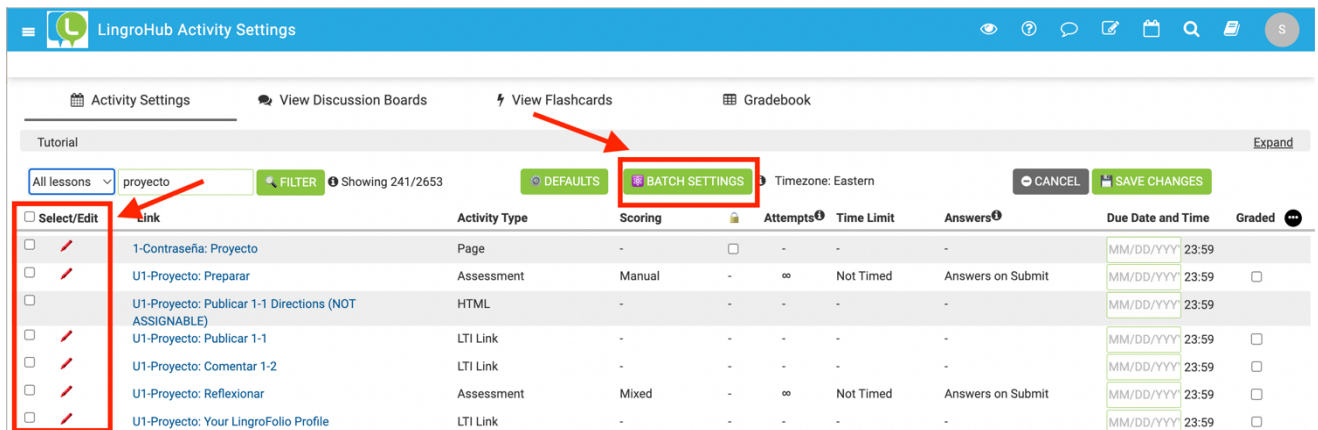


## Option C: Make changes on several assignments at a time with Batch Settings

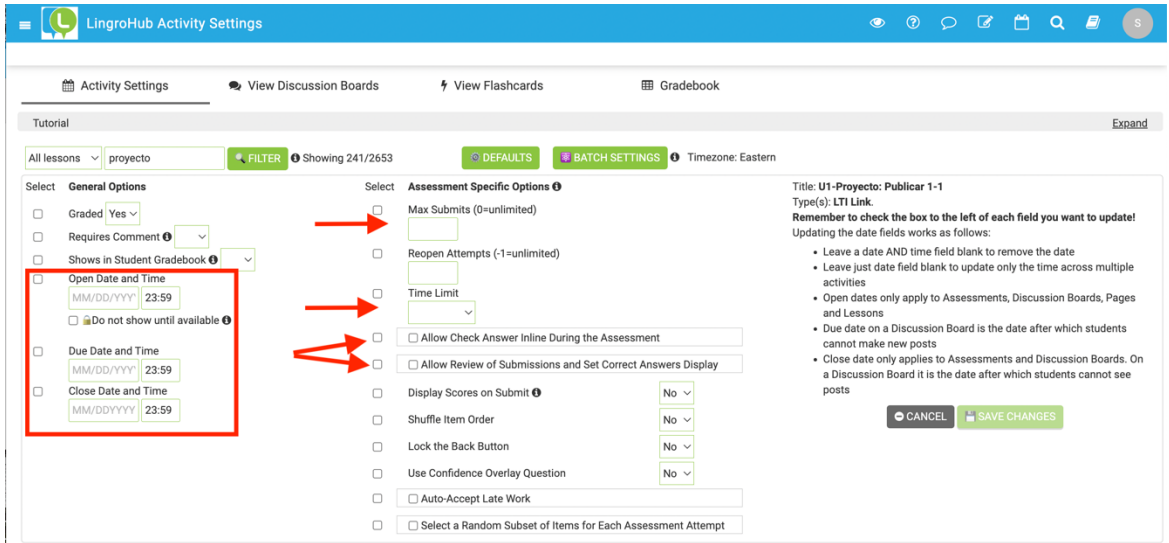
1. Select all the items you want to change the settings for by checking the boxes in the **Select/Edit** column. Then click on **BATCH SETTINGS**.

**NOTE:** You can also **FILTER** by groups that you want to have the same settings for as in these examples:

- enter **auto** to see all auto-scored items
- enter **manual** to see all the instructor-graded items
- enter **graded** to see the graded items



2. In the new window, you can now set preferences for activities in batches. Only enter the changes you want to make. These settings apply ONLY to activities you selected.



3. You can change the open/close/due date and time, the number of attempts, the time limit, the review of submissions and the availability of correct answers.

4. Once you are done with the changes, click on **SAVE CHANGES**.

