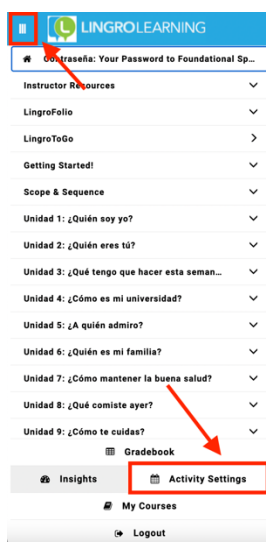


Instructor How-to Tutorial: LingroFolio: Assigning projects

LingroFolio projects can be assigned to appear on the student's course calendar from the Activity Settings.

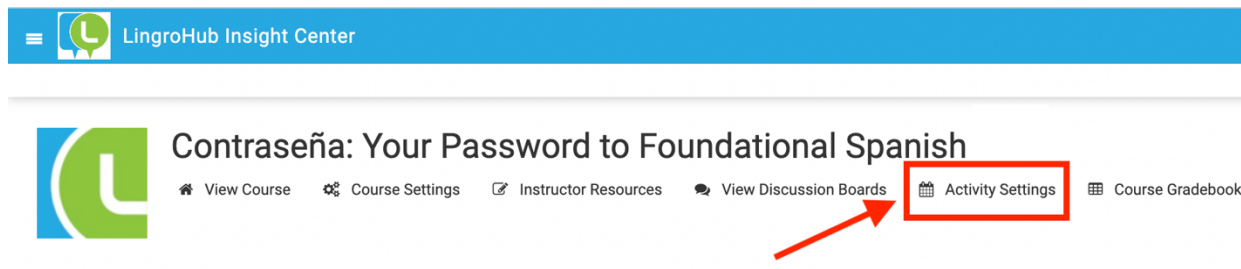


- While you can add a date, currently LingroFolio doesn't enforce a due date. One can be selected, but students are not locked out after it passes.
 - A **0 grade** will appear in the column after the due date until the LingroFolio project is scored by the instructor in LingroFolio.
1. You can access the **ACTIVITY SETTINGS** in two different ways:
 - a. Go to the **MENU** on the top left of the screen and click on **ACTIVITY SETTINGS** at the bottom of the screen.

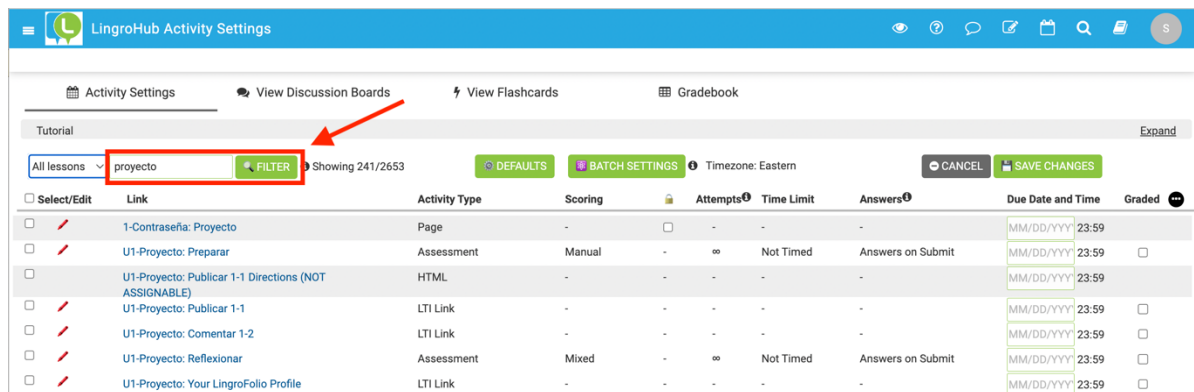


OR

- b. Once you are in the Insights Page, click on **ACTIVITY SETTINGS** on the top list of options.

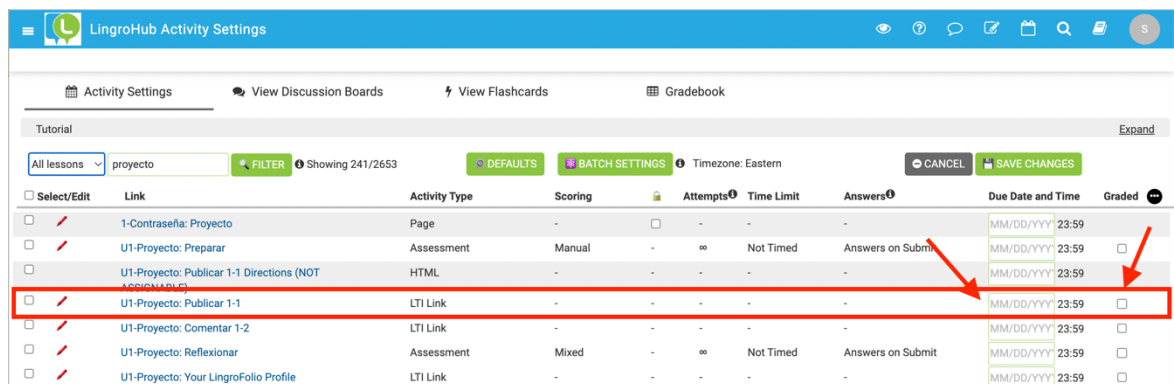


- In the new window, type **proyecto** in the text box and click **FILTER**. You can also filter by lesson using the drop-down menu to the left of the text box.

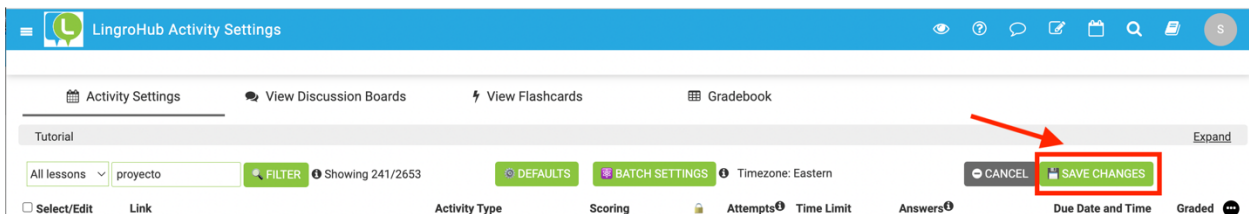


NOTE: Ignore the items that are a Page or HTML in the Activity Type column.

- Select the **project** (*publicar*) you want to assign by entering a checkmark in the box under the **GRADED** column and entering the due date on the text box under **DUE DATE and TIME**.



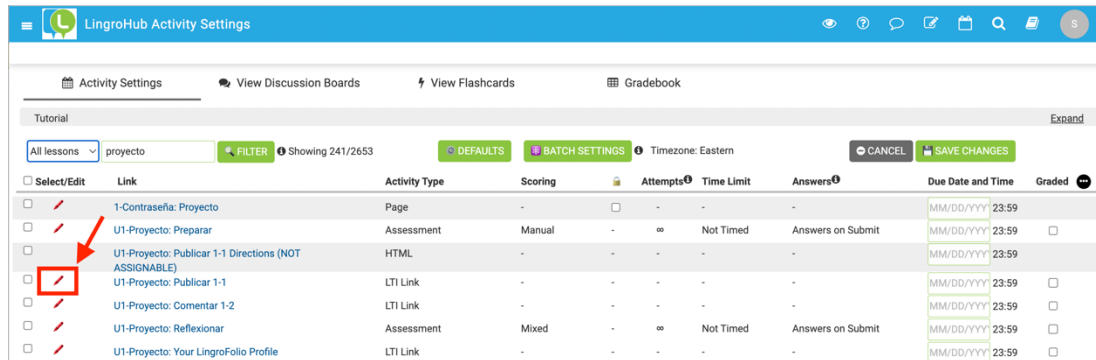
- Then, click on **SAVE CHANGES**.



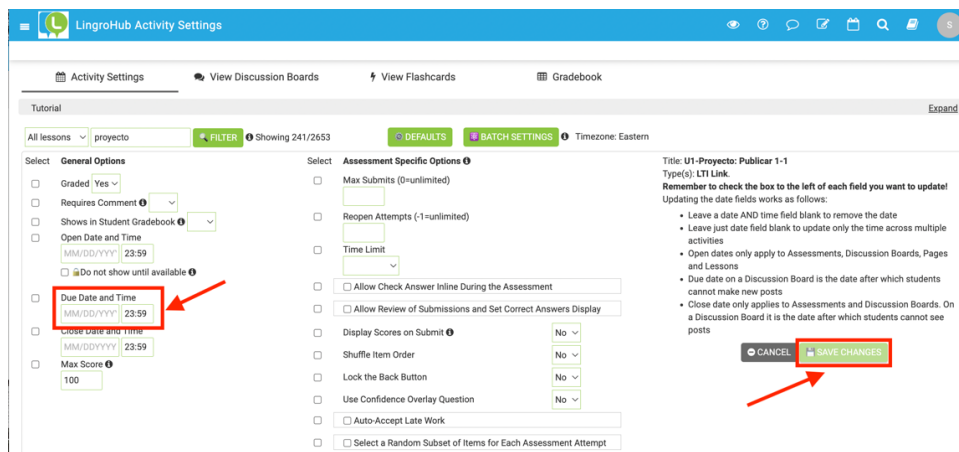
- After you click on **SAVE CHANGES**, if you need to keep working on the project settings, repeat **STEP 2**.

NOTE: The **due time** shown in **ACTIVITY SETTINGS** is the default entered when creating the course that applies to all activities. You can change that time by:

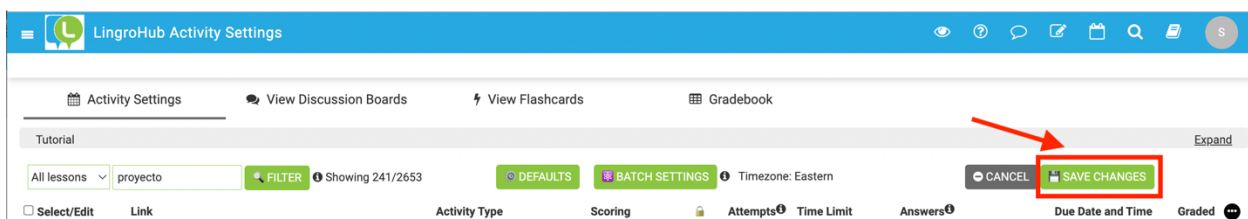
- clicking on the **red pencil icon** next to the project title



- changing the **due time** in the new screen and clicking on **SAVE CHANGES**



- To unassign a project, remove the checkmark under the **GRADED** column and remove the due date. Remember to click on **SAVE CHANGES** at the top of the screen.



NOTE: You can also assign other components from the **Proyecto** such as **PREPARAR**, **COMENTAR**, **REFLEXIONAR** by following these same steps.