

You can change the available and/or due date of an activity in the Learning Path for everyone registered in the course or extend the due date for an individual student.

How to Adjust a Available/Due Date for Everyone Registered in the Course

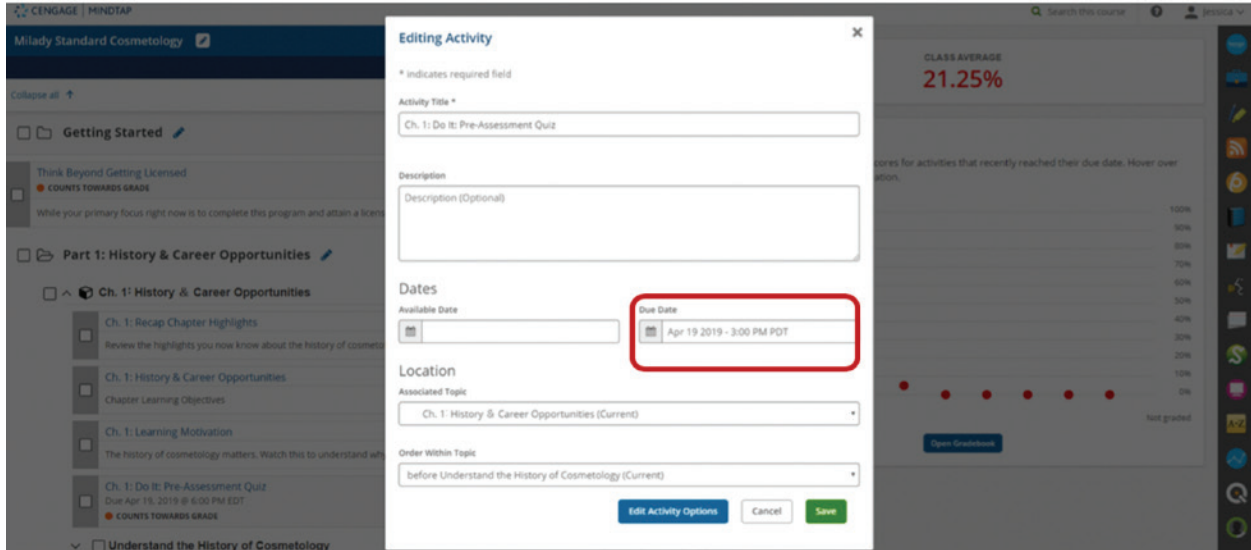
1 Login to your MindTap course. From the main dashboard click the “Edit” toggle.

The screenshot shows the MindTap course interface for 'Milady Standard Cosmetology'. In the top right corner, the 'EDIT' toggle is highlighted with a red box. The dashboard displays a 'CLASS AVERAGE' of 18.36% and a 'Recent Activity Scores' chart. The activity list on the left includes 'Getting Started', 'Think Beyond Getting Licensed', and 'Part 1: History & Career Opportunities'.

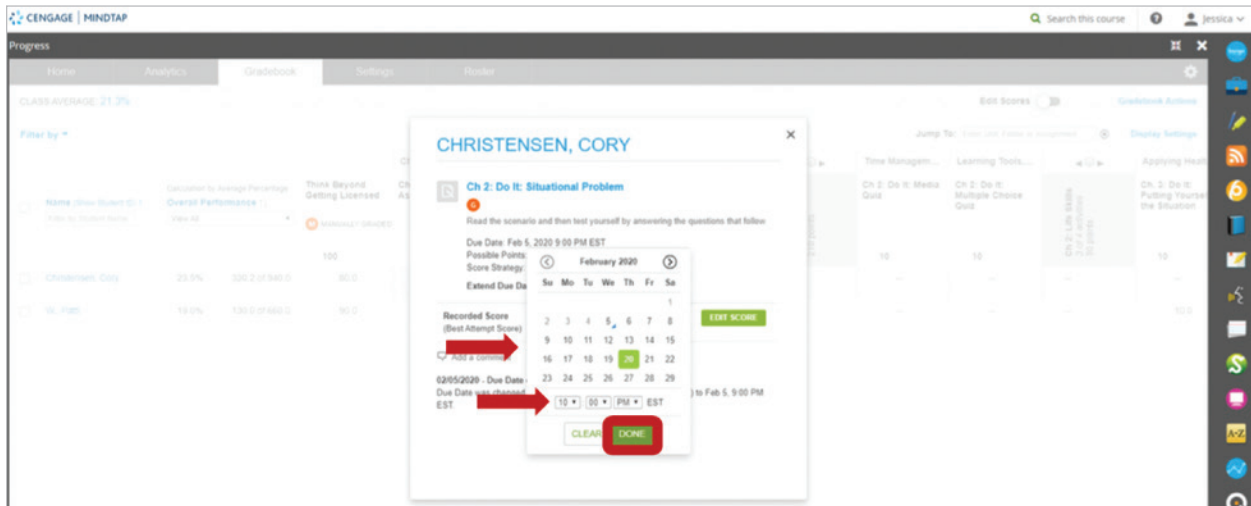
2 Click the edit pencil on the activity to extend the due date for all students registered to the course.

The screenshot shows the MindTap course interface for 'Milady Standard Cosmetology'. The 'EDIT' pencil icon next to the 'Ch. 1: Do It: Pre-Assessment Quiz' activity is highlighted with a red box. The dashboard displays a 'CLASS AVERAGE' of 18.36% and a 'Recent Activity Scores' chart.

3 Select the due date to extend.



4 Select date and time for new due date. Click "Done."



5 The due date will show in the Learning Path under the activity name.

The screenshot displays the MindTap interface for the course 'Milady Standard Cosmetology'. On the left, the 'Part 1: History & Career Opportunities' section is expanded, showing a list of activities. The activity 'Ch. 1: Do It: Pre-Assessment Quiz' is highlighted with a red box. It shows a due date of 'Due Feb 5, 2020 @ 5:00 PM EST' and 'COUNTS TOWARDS GRADE'. The right sidebar shows a 'Recent Activity Scores' chart with a class average of 21.25%.

How to Adjust a Available/Due Date for an Individual Student

1 From the main dashboard, open the gradebook.

The screenshot displays the MindTap main dashboard for the course 'Milady Standard Cosmetology'. The 'Open Gradebook' button is highlighted with a red box. The right sidebar shows a 'Recent Activity Scores' chart with a class average of 21.25%.

3

Topic: Adjusting an Activity Available/Due Date
 Level: Advanced
 Intended For: Lead Instructors/MindTap Admins

- 2 Click on the “Gradebook” tab. Locate the assignment for the student to extend the due date. Click on the blank score box.

CLASS AVERAGE: 18.4%			Think Beyond Getting Licensed		Ch. 1: History ...	Ch. 2: Life Skills	Principles that ...
Name (Show Student ID) ↑	Calculation by Average Percentage	Overall Performance ↑	MANUALLY GRADED	Ch. 1: Do It: Pre-Assessment Quiz	Continuing Edu... 2 activities 20 points	Ch 2: Do It: Situational Problem	Ch 2: Do It: Matching Activity
Christensen, Cory	16.7%	61.2 of 640.0	6.0	--	19.5	10	10.0
W., Patti	20.0%	130.0 of 560.0	90.0	--	--	10.0	10.0

- 3 Select the calendar to extend the due date for the individual student.

CHRISTENSEN, CORY

Ch 2: Do It: Situational Problem

Read the scenario and then test yourself by answering the questions that follow.

Due Date: Feb 5, 2020 9:00 PM EST

Possible Points: 10

Score Strategy: Best Attempt Score

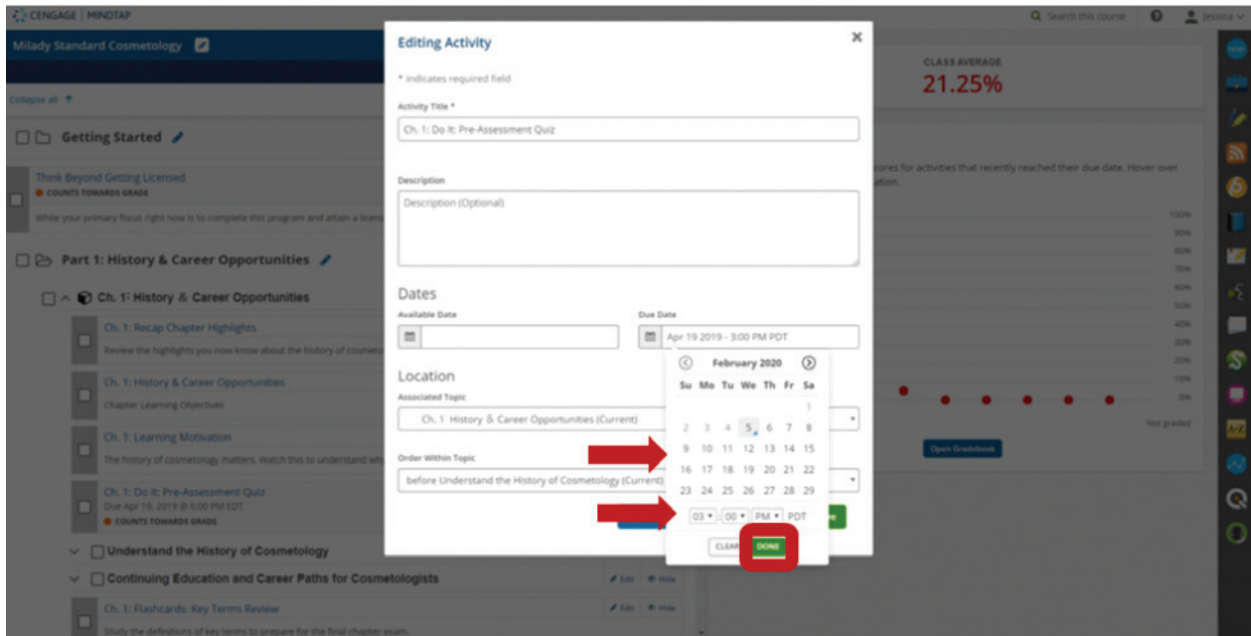
Extend Due Date:

Recorded Score (Best Attempt Score): -- / 10 -- EDIT SCORE

Add a comment

02/05/2020 - Due Date changed by Jessica George
Due Date was changed from Apr 5, 2:59 AM EDT (Course End date) to Feb 5, 9:00 PM EST

4 Select date and time for new due date. Click “Done.”



5 The due date has now been extended for the individual student.

