

## How to: Set availability and due dates...

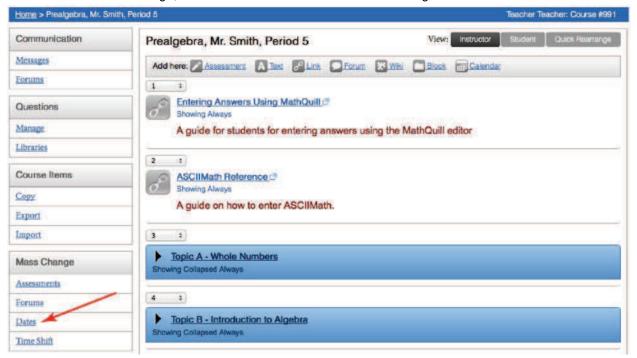
There are three items having to to with dates and availability:

**Start Date:** The start date is the date at which assignment becomes available to students. (On our Template Courses, we reset the start dates at the beginning of each term, so the dates should be near to your syllabus.)

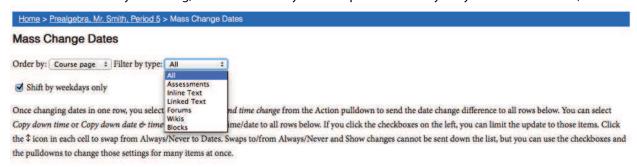
**End Date:** The "End Date" is the due date. (The end date on all of our assessments is set by default to two weeks after the start date.)

**Review Date:** By default, assignments in Varsity Learning are always kept open for review. This allows students the ability to go back and access past assignments, bu t doing so after the end date will not change their score.

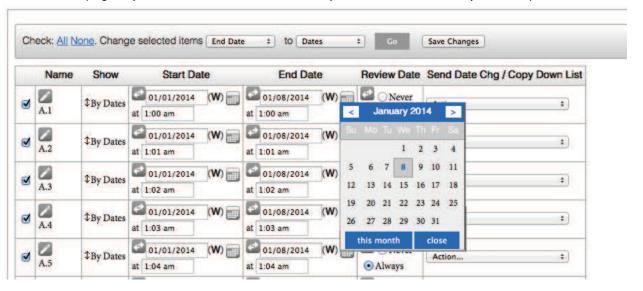
1. From the Main Course Page, select the "Dates" link under "Mass Change."



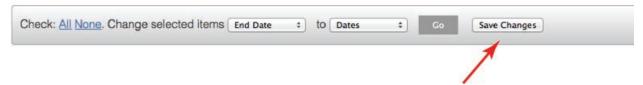
2. Change the "Filter by type: All" to "Assessments." (Note: Though you can set dates on most items within Varsity Learning, this functionality is used predominantly only on assessments.)



3. This display shows the start and end dates for each assessment in a compact, easily accessible form. Simply enter the desired start dates and end dates by entering them in the appropriate boxes. Selecting the calendar icon will pop up a helpful calendar to set your dates. You may also change the times that assignments become available and due (the time listed on this page is your local time as determined by the time zone set on your computer).



4. Once you have set all of your dates, click the "Save Changes" button. There is one located at the top and bottom of the webpage. (Note: No changes made on this screen are finalized until you click the "Save Changes" button. If you make a mistake, simply refresh your browser window and the changes will be reset.)



5. Once you Save Changes you will be returned to the Main Course page.