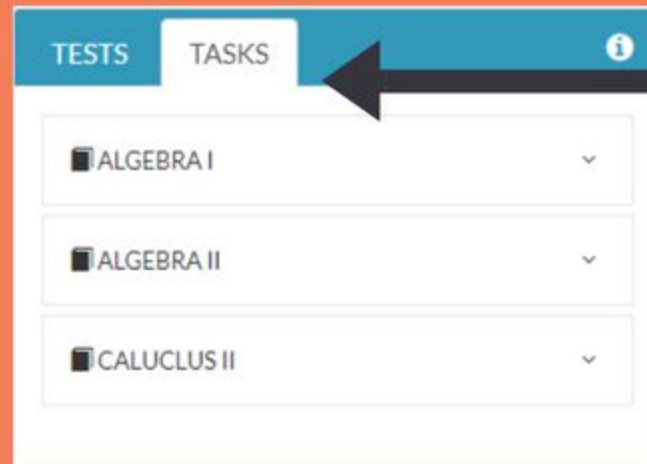# EDITING A TASK ASSIGNMENT

Regardless of whether you assigned a task to a whole course, a single class, or a single individual, the assignment will be separated by class.
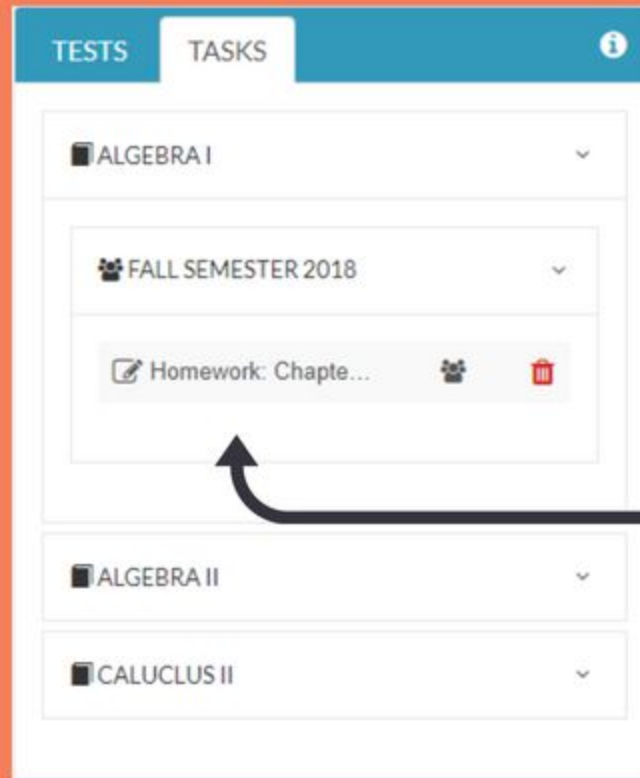
VLE

1. CLICK THE 'TASKS' TAB

TESTS	**TASKS**	ℹ

- 📓 ALGEBRA I ⌄
- 📓 ALGEBRA II ⌄
- 📓 CALUCLUS II ⌄

2. SELECT THE APPROPRIATE COURSE

3. SELECT THE APPROPRIATE CLASS

TESTS	**TASKS**	ℹ

- 📓 ALGEBRA I ⌄
  - 👥 FALL SEMESTER 2018 ⌄
    - ✏️ Homework: Chapte... 👥 🗑️
- 📓 ALGEBRA II ⌄
- 📓 CALUCLUS II ⌄

4. CLICK THE TASK NAME

If you assigned the task to multiple classes or a course containing multiple classes, the assignment is broken up into one assignment per class.

EDITING A TASK ASSIGNMENT
CONTINUED...

You are not allowed to change who the task is assigned to here. Since the assignment is broken up into individual classes, you will only be editing the assignment for the class you chose prior to arriving at this wizard.
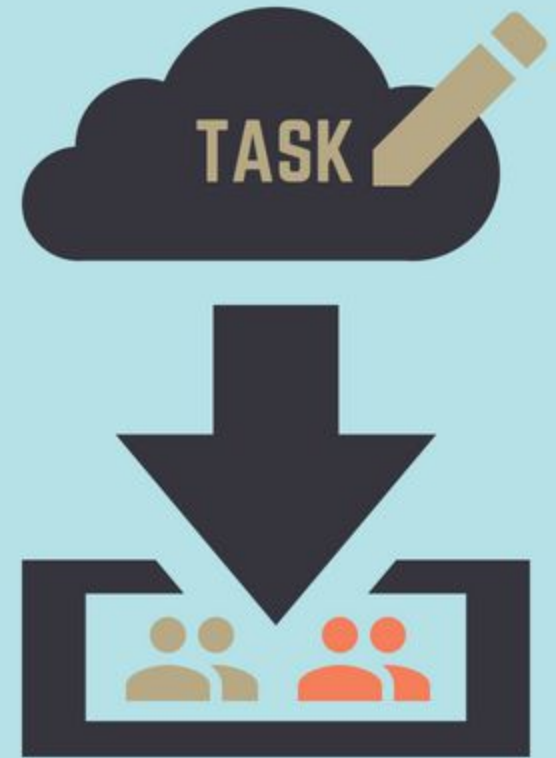
TASK

Edit Task Assignment

Homework: Chapter 1 Questions

ℹ Select a course, class, or student to assign this test to and click next.

- 🏛 All Courses
  - ☑ 📖 Algebra I
    - ☑ 👥 Fall Semester 2018
  - ☐ 📖 Algebra II
  - ☐ 📖 Caluclus II

▶ Next

5. CLICK NEXT

Assignee selections are disabled and cannot be changed here

EDITING A TASK ASSIGNMENT
CONTINUED...

If you declare a due date and require a student response, students will not be allowed to respond after the due date has passed.

Edit Task Assignment

Homework: Chapter 1 Questions
Assignees: 1 class

Due Date
Do you want to set a due date for the task?   ✓ Yes   ○ No

09/28/2018

Student Response
Does this assignment require a response from the student?   ✓ Yes   ○ No

◄ Back   💾 Save

TASK

6. CHANGE DUE DATE IF NECCESSARY

7. CHANGE STUDENT RESPONSE IF NECCESSARY

8. CLICK 'SAVE' BUTTON

EDITING A TASK ASSIGNMENT
CONTINUED...

VLE

Edit Task Assignment

Homework: Chapter 1 Questions
Assignees: 1 class

Grading Category
Do you want to link this assignment to a grade scale category? ⊘ Yes ◯ No

Algebra I - Fall Semester 2018
Class 1 of 1

[Homework ▾]

◄ Back   💾 Done

7. EDIT THE GRADING CATEGORY IF NECESSARY

8. CLICK DONE TO FINALIZE