



CLICK SHEET

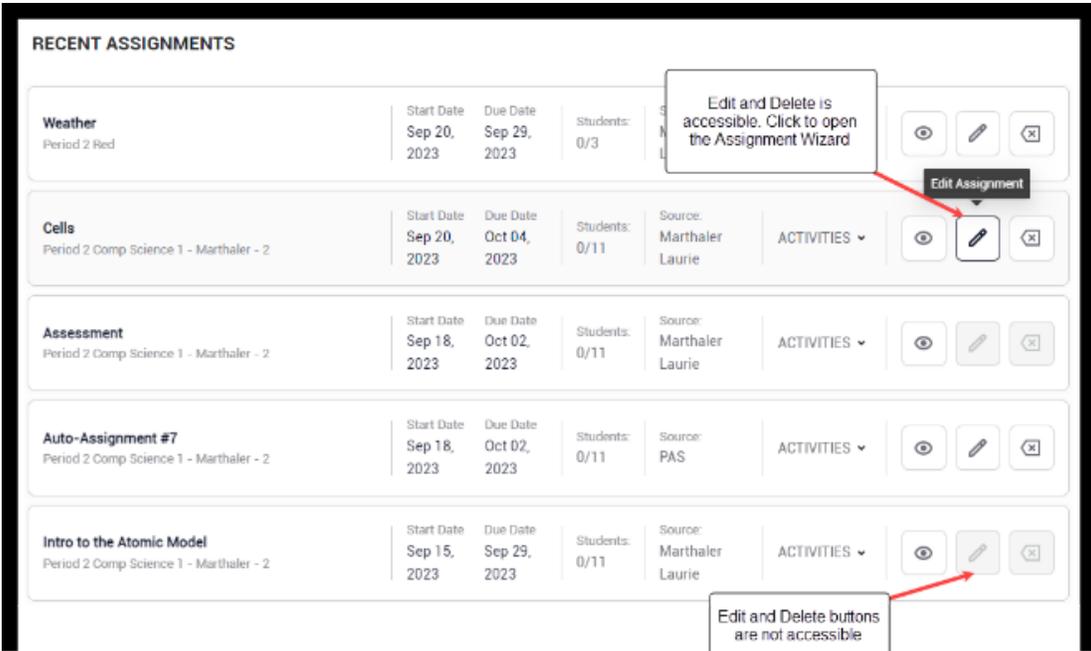
How to Edit or Delete an Assignment



Any assignment that has not yet been attempted by a student can be edited or deleted. This includes both automated Pacing Assistance Service assignments and teacher-created assignments.

To edit or delete an assignment:

1. Under **Teacher**, click on **Assignments**.
2. If edit or delete capabilities are available for the assignment in question, the **Edit Assignment**  and **Delete Assignment**  buttons will be accessible to the right of the assignment.
3. Click the **Edit Assignment**  to open the assignment wizard for the ability to change:
 - a. Assignment Name
 - b. Start Date and Time
 - c. Whom you have assigned the assignment (Whether that be classes, groups, or individual students)
 - d. Activities – add, delete, change the order, or turn on/off **Require Mastery**
4. **Finish**



Assignment Name	Start Date	Due Date	Students	Source	Activities	Actions
Weather Period 2 Red	Sep 20, 2023	Sep 29, 2023	0/3			  
Cells Period 2 Comp Science 1 - Marthaler - 2	Sep 20, 2023	Oct 04, 2023	0/11	Marthaler Laurie	ACTIVITIES ▾	  
Assessment Period 2 Comp Science 1 - Marthaler - 2	Sep 18, 2023	Oct 02, 2023	0/11	Marthaler Laurie	ACTIVITIES ▾	  
Auto-Assignment #7 Period 2 Comp Science 1 - Marthaler - 2	Sep 18, 2023	Oct 02, 2023	0/11	PAS	ACTIVITIES ▾	  
Intro to the Atomic Model Period 2 Comp Science 1 - Marthaler - 2	Sep 15, 2023	Sep 29, 2023	0/11	Marthaler Laurie	ACTIVITIES ▾	  

LEARN MORE! Watch this self-help “How to” video: <https://vimeo.com/864956413/98bead2589>

