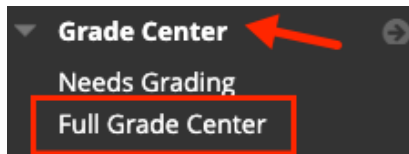


DUE DATES IN ULEARN

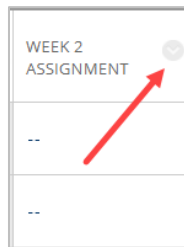
Due dates for grade columns should be added to all assignments in the grade center.

Instructions

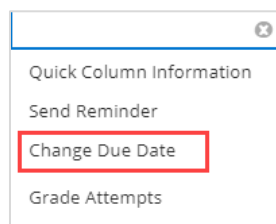
1. On the course left menu, click on **Grade Center** and then **Full Grade Center**.



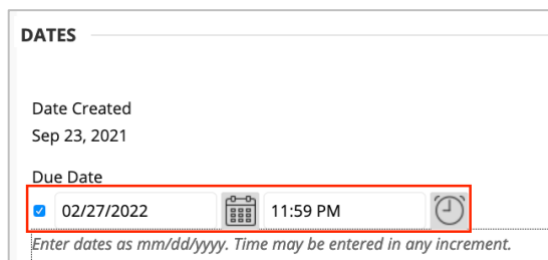
2. Locate the column in the grade center that you want to add, change, or edit the due date for and select the **down arrow**.



3. Select **Change Due Date** from the menu.

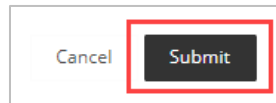


4. Click the **calendar icon** to select the date. Click the **clock icon** to select the time. The box next to due date should be **checked**.



DUE DATES IN ULEARN

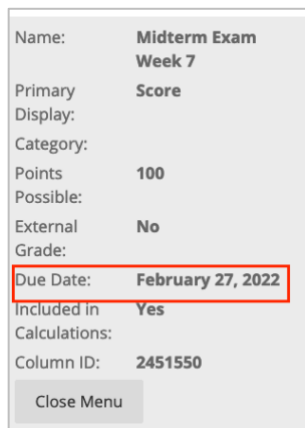
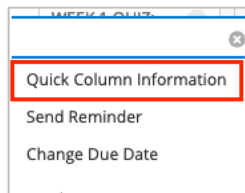
5. Click **Submit**.



Viewing Due Dates in The Grade Center

Option 1

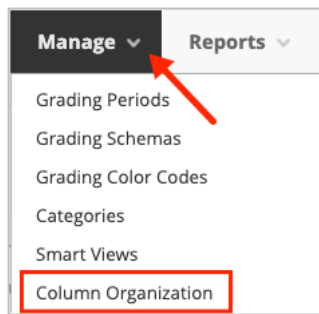
Column Due Dates can be viewed by clicking on a column's down arrow icon and selecting **Quick Column Information**. Students will be able to see the assignment due dates under their My Grades.



Option 2

Navigate to the Grade Center. Click on **Manage** and then select **Column Organization**.

DUE DATES IN ULEARN



Name ▾	Category ▾	Due Date ▾
Quiz 4 Week 6	Test	Feb 27, 2022
Midterm Exam Week 7	Test	Feb 27, 2022