

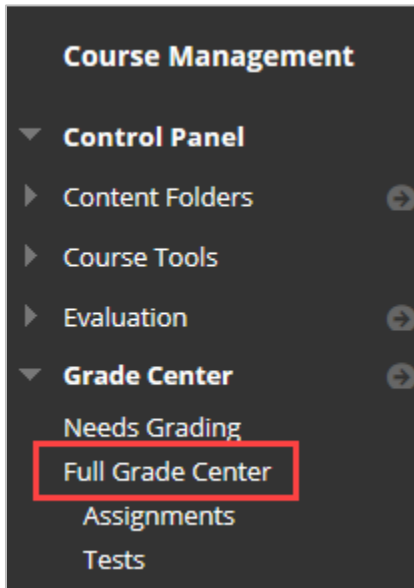
## SETTING DUE DATES FOR GRADED ITEMS

Due dates are required for all graded items in online courses in order to help students track assignment deadlines and to help advisors track students' progress in courses.

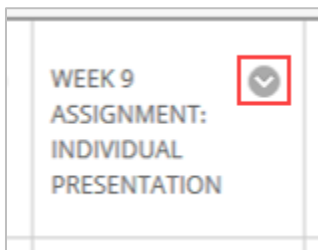
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### Instructions

1. Go to the **Full Grade Center**.

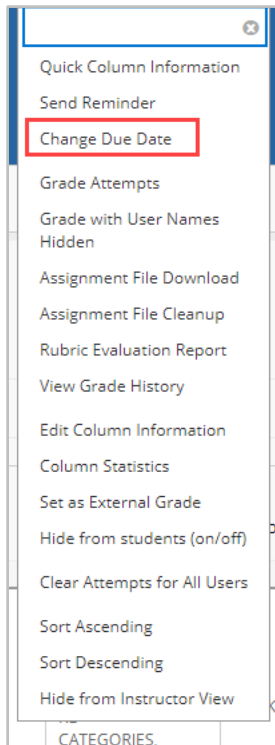


2. For each item, click the arrow to the right of the column name.



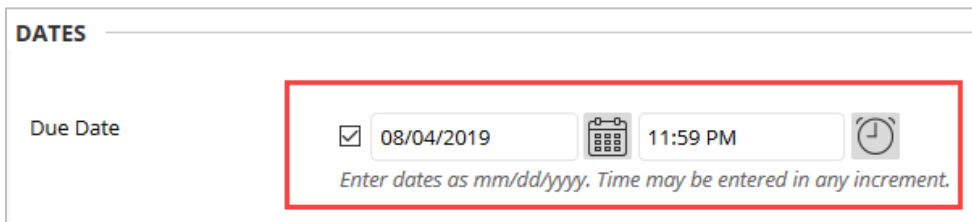
3. Click **Change Due Date** from the menu.

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#### 4. Modify the **Due Date and Time**:

- You can click the calendar and clock icons to select the desired due date and time for the submission deadline.
- You can also type the date and time manually in MM/DD/YYYY and HH:MM format (Eastern Time zone).
- Make sure that the box to the left of the date is checked.



**DATES**

Due Date  08/04/2019   

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

#### **Note:**

The time that a graded item is due should always be 11:59pm. You can also select the **End of Day** option from the time icon to the right

#### 5. Click **Submit**.

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