# 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.

Θ
Quick Column Information
Send Reminder
Change Due Date
Grade Attempts

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**.

DATES		
Date Created		
Sep 23, 2021		
Due Date		
☑ 02/27/2022	11:59 PM	$(\Box)$
Enter dates as mm/dd/y	yyyy. Time may be entered	in any increment.

## 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.

WEEK 4 OUR2				
	0			
Quick Column Information				
Send Reminder				
Change Due Date				
Name:	Midterm Exam Week 7			
Primary Display:	Score			
Category:				
Points Possible:	100			
External Grade:	No			
Due Date:	February 27, 2022			
Included in Calculations:	Yes			
Column ID:	2451550			
Close Menu				

#### Option 2

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







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