

Cambridge courseware (CogBooks) instructor guide: Canvas

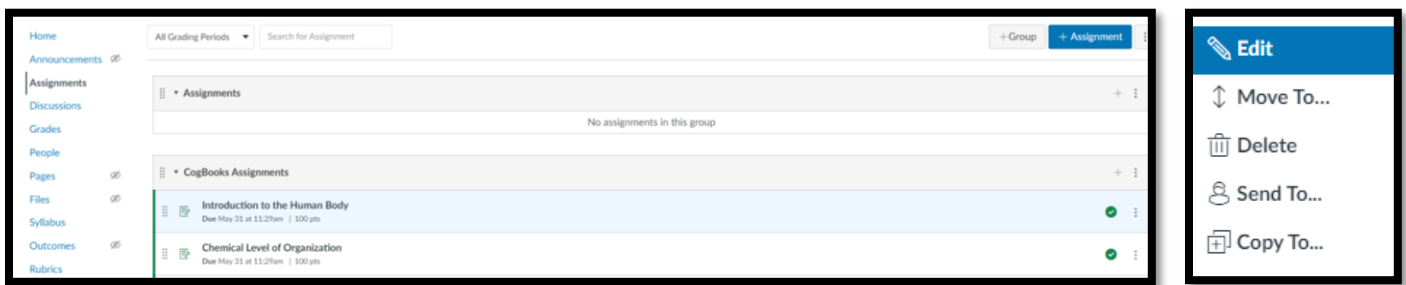
Editing Assignments

This guide will cover how to update an assignment's name, due date, or point value within Canvas.

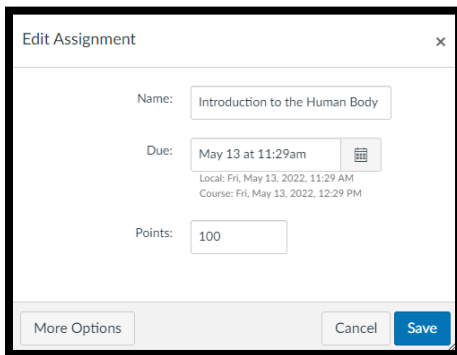
Starting from the assignment page in Canvas

Step 1 – Bring up the assignment box.

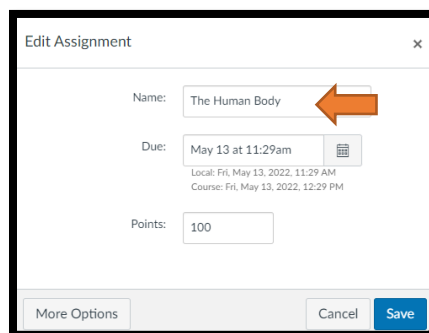
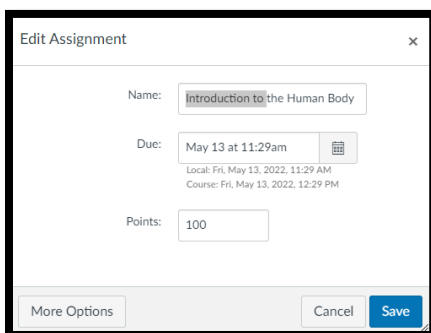
- From the assignment tab, find the assignment you want to edit and click on the three dots on the right-hand side and select "edit" from the list.



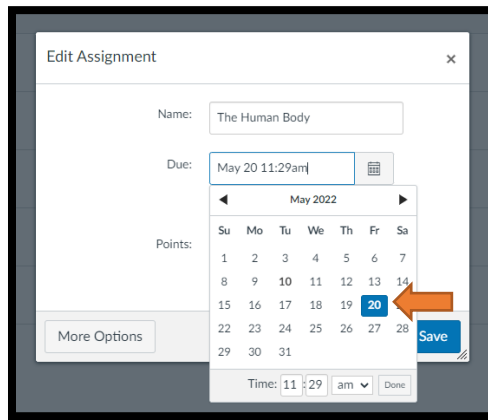
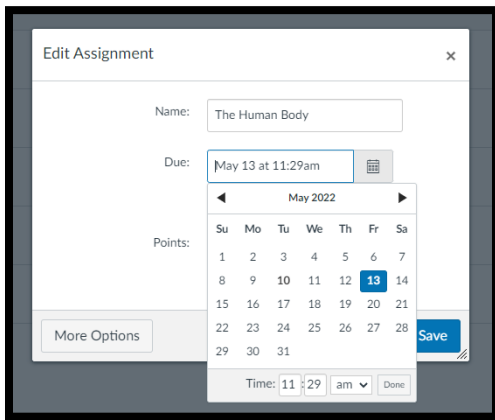
Step 2 – The Edit Assignment box.



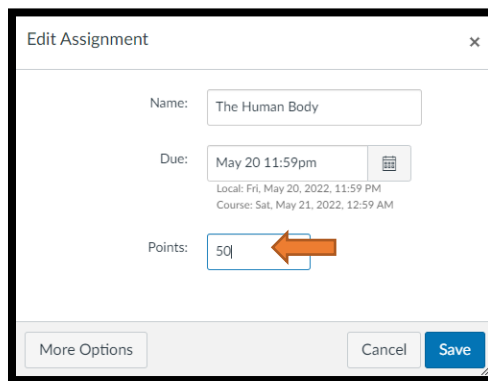
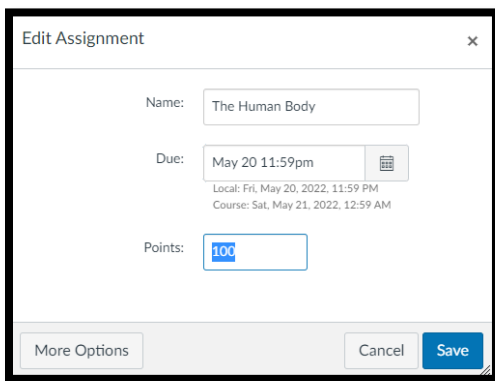
- Change the name.** You can change the name of the assignment to anything you like. Simply click on the name and modify it.



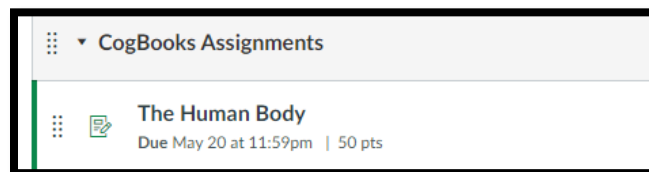
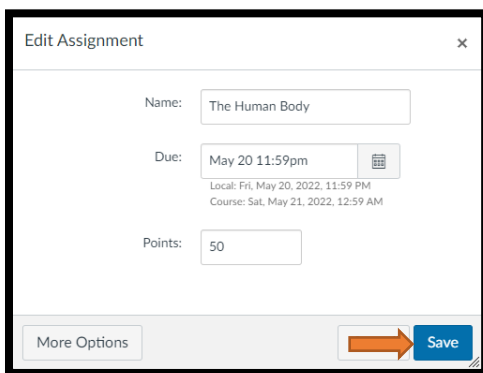
b) **Change the due date.** You can change the due date by clicking the calendar icon to the right. From there, click on the new due date.



c) **Change the point value.** To update the point value, click on the points box, erase the current value, and change it to the desired amount.



Step 3 – Click the save button to finish updating the assignment.



NOTE: Assignments can be edited during the initial class setup, as well as after the class is live.

Need help?

Visit cup.org/courseware-instructors or contact coursewaresupport@cambridge.org