

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.

a) 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.

Edit Assignment		×
Name:	Introduction to the Hum	an Body
Due:	May 13 at 11:29am Local: Fri, May 13, 2022, 11:25	P AM
Points:	Course: Fri, May 13, 2022, 12:	29 PM
More Options		Cancel Save

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

Edit Assignment	×	Edit Assignment	×
Name:	Introduction to the Human Body	Name: The Human Body	
Due:	May 13 at 11:29am	Due: May 13 at 11:29am Local: Fit, May 13, 2022, 11:29 AM Course: Fit, May 13, 2022, 12:29 PM	
Points:	100	Points: 100	
More Options	Cancel Save	More Options Cancel Sav	ve

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.

Edit Assignment		×	Edit Assignment	>
Name:	The Human Body		Name: The Human Body	
Due:	May 13 at 11:29am		Due: May 20 11:29am 🗐	
	 May 2022 	•	▲ May 2022 ►	
Points:	Su Mo Tu We Th	Fr Sa	Su Mo Tu We Th Fr Sa	
Points.	1 2 3 4 5	6 7	1 2 3 4 5 6 7	
	8 9 10 11 12	13 14	8 9 10 11 12 13 14	
	15 16 17 18 19	20 21	15 16 17 18 19 20	
More Options	22 23 24 25 26	27 28 Save	More Options 22 23 24 25 26 27 28	Save
	29 30 31		29 30 31	
	Time: 11 : 29 am •	✔ Done	Time: 11 29 am V Done	

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.

Edit Assignment		×	Edit Assignment				×
Name:	The Human Body			Name:	The Human Body		
Due:	May 20 11:59pm			Due:	May 20 11:59pm Local: Fri, May 20, 2022, 11 Course: Sat, May 21, 2022,	12:59 PM	
Points:	100		,	Points:	50		
More Options	Cancel	Save	More Options			Cancel	Save

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

Edit Assignment	×	
Name:	The Human Body	
Due:	May 20 11:59pm Local: Fri, May 20, 2022, 11:59 PM Course: Sat, May 21, 2022, 12:59 AM	
Points:	50	∷ ▼ CogBooks Assignments
More Options	Save	The Human Body Due May 20 at 11:59pm 50 pts

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