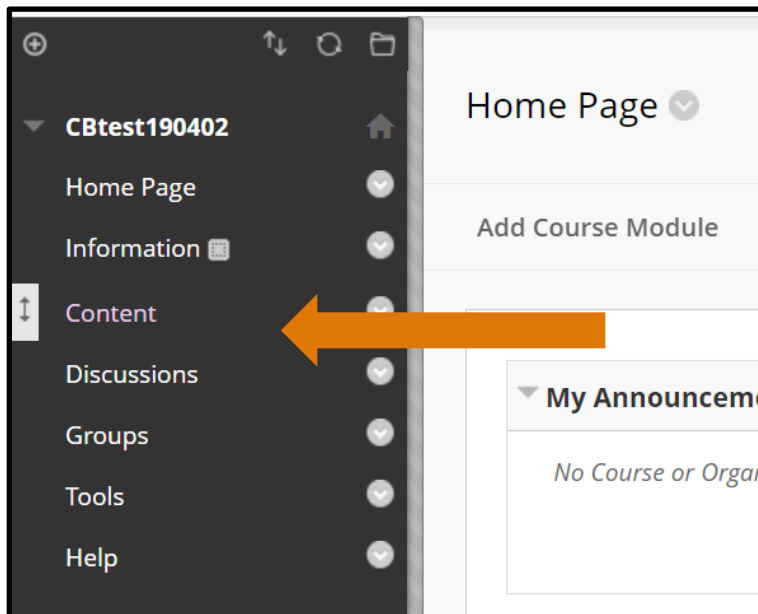Cambridge courseware (CogBooks) instructor guide: Blackboard Learn
Updating or changing an assignment due date

Once your course is configured, you will need to add or update due dates and times for each assignment your students complete as they work through the modules.

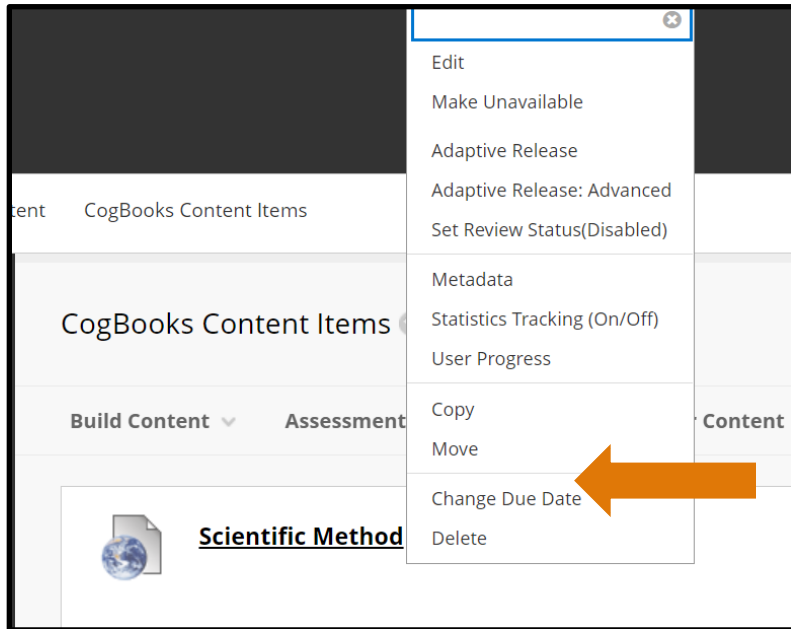**Step 1.** Click on "Content" from the home page of your course.

Step 2. Click on "CogBooks Content Items" to access your CogBooks course materials.
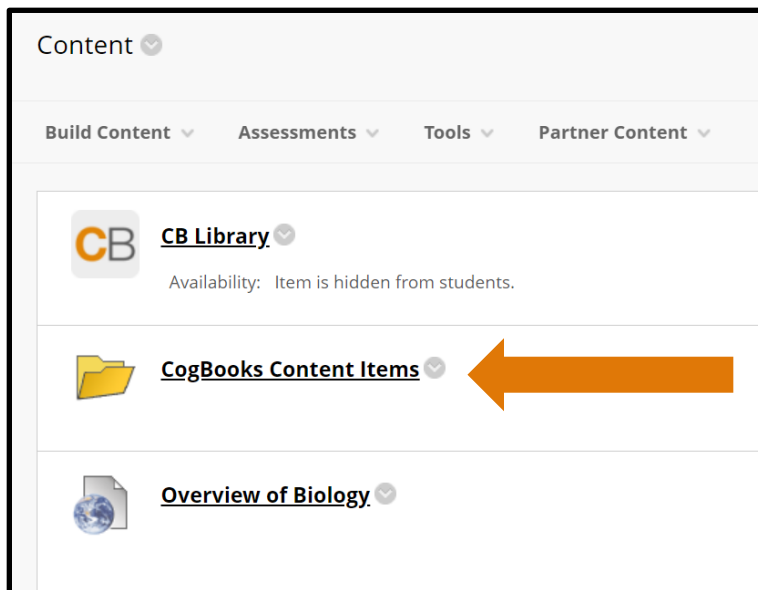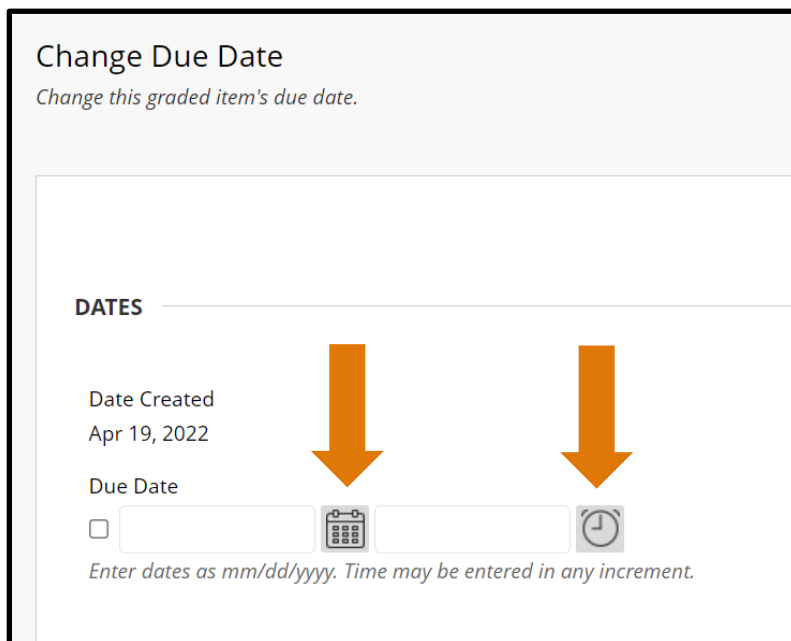
Need help?
Visit cup.org/courseware-instructors or
contact coursewaresupport@cambridge.org

Step 3. Next to the title of the assignment you would like to update, click on the gray arrow and select "Change Due Date" from the drop down menu.

Step 4. On the "Change Due Date" page, you will find an option to add or change the assignment's due date. Enter the due date in the text box or select a due date by clicking the gray calendar icon.
- You may also add a time the assignment is due. In the text box on the right side of the gray calendar icon, type in the due time or select a time by clicking on the gray clock icon.

Step 5. Scroll down to the bottom of the page and click the "Submit" button in the lower right corner to save the new due date and time.

*Click **Submit** to proceed.*

Cancel   Submit