

## 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.

CBtest190402
Home Page
Information
Content
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**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.

Content 🛇			
Build Conten	t v Assessments v Tools v	Partner Content 🗸	
CB Library Availability: Item is hidden from students.			
CogBooks Content Items			
	<u>Overview of Biology</u> S		

**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.

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	Edit	
	Make Unavailable	
	Adaptive Release	
tant CogRooks Contant Itams	Adaptive Release: Advanced	
	Set Review Status(Disabled)	
	Metadata	
CogBooks Content Items	Statistics Tracking (On/Off)	
	User Progress	
Build Content V Assessment	Сору	Content
	Move	
	Change Due Date	
<u>Scientific Method</u>	Delete	

**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.

