

## CANVAS: How to change activity dates for individual Student(s) or by Section

It may be necessary to allow a specific student or Section to do an activity at a different time than the rest of the class. The same process is used for any type of assignment, graded discussion, or quiz. Note that it is not yet possible to change due dates for individual groups.

**Process:** Go to the assignment and edit it. Add a new “Assign to” rule that defines a new set of activity time rules for a specific student, students, or enrollment Section.

**IMPORTANT:** Leave the original “Assign to” rule in place! It will automatically adjust. All students who are expected to submit the activity should be covered by the collection of “Assign to” rules.

**Example:** An online assignment is released to the entire class beginning Sept. 7 and ending on Sept. 14. You agree to let one student submit (HS Online) the assignment late, up until Sept. 16.

1. Create the first “Assign to” rule for the entire class (Everyone) and with the planned availability period, Sept. 7-14 (see top image).
2. Click “+Add” to make a second rule. Leave the original rule in place!
3. Click in the new “Assign to” box and indicate who the rule will apply to: it could be one or more students or a Section. As soon as you specify the new student(s)/Section, the original “Assign to” switches to “Everyone else”.
4. Specify the new times that should apply to the selected students/Section.

Each rule is complete unto itself, so if you defined a Start time for the class, be sure to also define a Start time in the new rule.

5. Click the SAVE button.

This screenshot shows the 'Assign' rule editor in Canvas. The 'Assign to' field is set to 'Everyone'. The 'Due' date is 'Sep 14 11am' (Mon Sep 14, 2020 11:00am). The 'Available from' date is 'Sep 7 11am' (Mon Sep 7, 2020 11:00am) and the 'Until' date is 'Sep 14 11am' (Mon Sep 14, 2020 11:00am). A pink arrow points to the '+ Add' button at the bottom.

This screenshot shows the 'Assign' rule editor with a second rule added. The first rule is now 'Everyone Else'. The second rule is for 'HS Online'. Annotations with pink arrows point to the 'Assign to' field of the second rule, the 'Due' date field (changed to 'Sep 16 11am' on Wed Sep 16, 2020 11:00am), and the 'Until' date field (changed to 'Sep 16 11am' on Wed Sep 16, 2020 11:00am). The 'Available from' date remains 'Sep 7 11am' (Mon Sep 7, 2020 11:00am). The '+ Add' button is at the bottom.