

Extending the End Date of a Course in Digication

A Guide for Faculty

Who is this for? This guide is for faculty that want to extend the end date of their courses in Digication, so the courses are not moved to the archived section.

Step 1: From the dashboard screen, select the course you want to extend the end date for. If the course does not appear, choose the “Show Archived” option from the dropdown menu to locate the course. (See *image 1*)

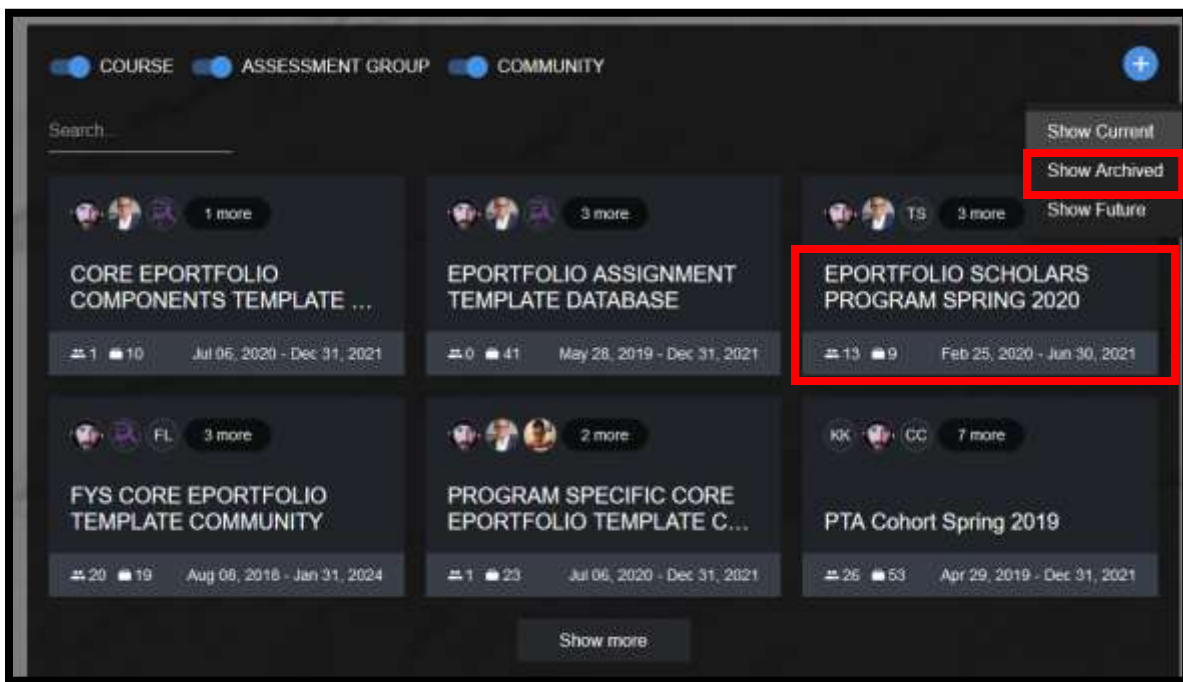


Image 1

Step 2: In the course, select the “Settings” tab (See *image 2*)

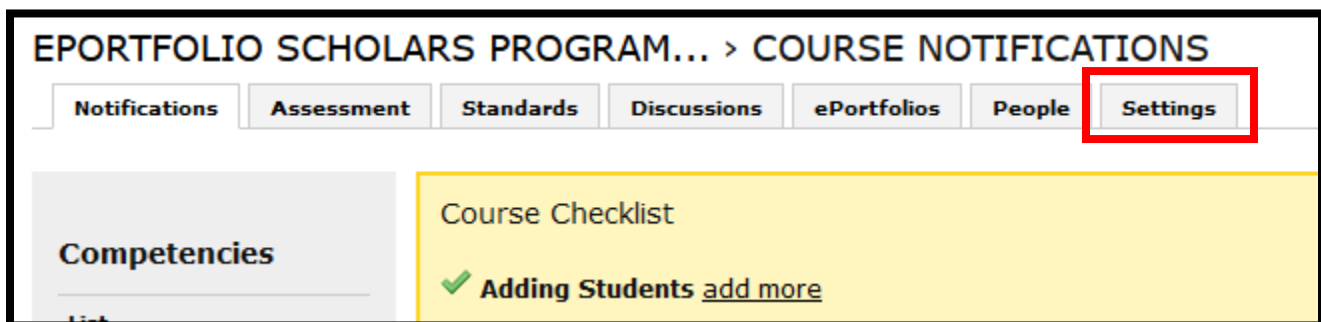


Image 2

Step 3: From the settings, select the “General Info” option. (See image 3)



Image 3

Step 4: From the “General Info” screen scroll down to “When is this available?” section and click on the end date. A small calendar will appear. Choose a new end date for the course. Click “Save.” (See images 4 and 5)

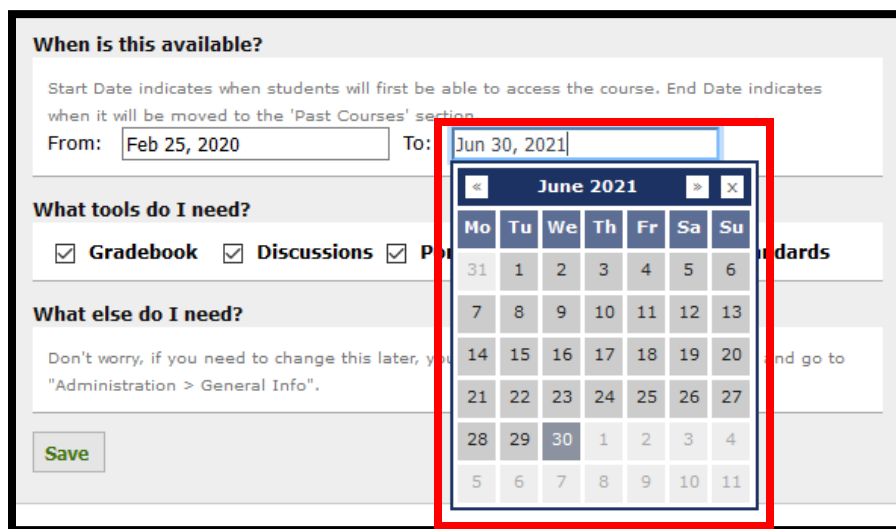


Image 4

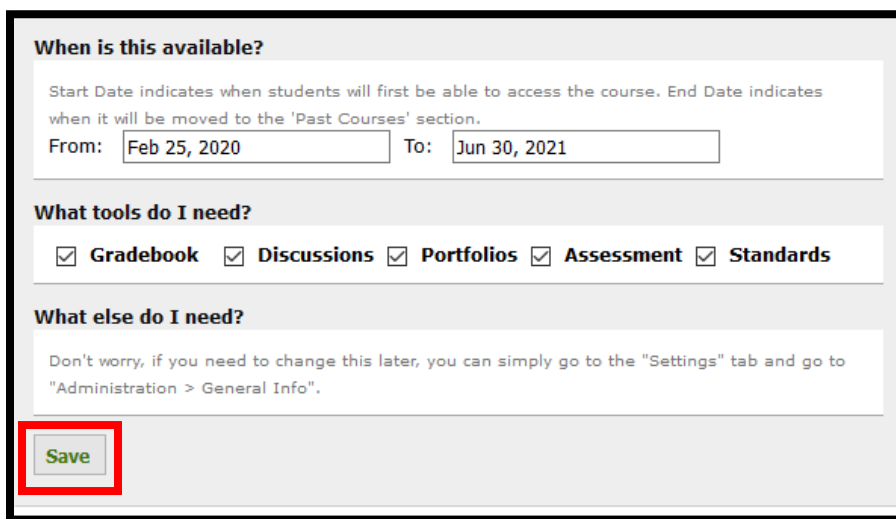


Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.