

To reschedule:

1. Double check which course you want to affect and for which students by looking in your "gradebook". Having a second window open in Ignitia can be a good reference for this.
2. Click on "course enrollment" tab.
3. "search" for the student and/or course in question. (use the "view by course" option on the left for grouping entire courses at once)
4. Select the student(s)' "check box(es)" that indicates which students to reschedule.
5. In the blue bar at the top of the desired course, click the "reschedule" link.
6. Click the radial button next to the option for "custom".
7. In the "begin" field. (you can also use the calendar) enter the date that their next assignment really should be due (usually tomorrow- if you want it to start scheduling today, just use the school term option and choose semester 1).
8. Enter end date of the term in the "end" field. Remember to end one week early for high school for finals. For elementary and middle school, go to the end of the term.
9. Click the "reschedule" button on the bottom right of the pop-up window.
10. Click the "ok" button.
11. Check the "gradebook" to see if it looks like you wanted.