

## **Making Assignments Public in the Portal**

## Method 1: Changing an assignment at a time:



Method 2: Change all assignments at once.

## Be careful. Don't skip steps.

- 1. Gradebook top tab
- 2. Select the course you want to work with/on
- 3. Click Assignments side tab
- 4. Click the filter; select all records

Asgr	1	ρ	Y	
	Manage Filters			
<ul> <li>✓</li> </ul>	All Records			
	Current Term			
	Term =	?		

5. Click Options, then Mass Update

Field Value	▼	
Update Cancel Complete the dialogue box as	s shown:	Advanced
Field Value	Visibility type	
Update Cancel		Advanced

6. Click **Update**