

# Setting Assignment Visibility: Assignments

The default visibility type for assignments can be set at the assignment level. To set visibility default from private to public for past assignments, complete the following steps. This must be performed for assignments in each class.

1. Open assignment list by clicking Gradebook top tab, Assignments side tab.

AssignmentName	GBColumnName	DateAsgn	DateDue	GradeTerm > ID	Category > Code	Max points
<input type="checkbox"/> 5.6 Test	5.6	3/4/2015	3/4/2015	MP3	A	100.0
<input type="checkbox"/> Crossword	5.5	3/4/2015	3/4/2015	MP3	HW	100.0
<input type="checkbox"/> Reading Comprehension Activity	5.6-1	3/4/2015	3/4/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 1	5.7-1	3/4/2015	3/4/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 2	5.7-2	3/6/2015	3/12/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 3	5.7-3	3/12/2015	3/13/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 4	5.7-4	3/13/2015	3/16/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 5	5.7-5	3/16/2015	3/17/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 6	5.7-6	3/17/2015	3/18/2015	MP3	CW	100.0
<input type="checkbox"/> Vocab - 7	5.7-7	3/18/2015	3/19/2015	MP3	CW	100.0

2. Select (check) the box next to the Assignments column header. This will select all assignments in this class.

<input checked="" type="checkbox"/> AssignmentName	GBColumnName	DateAsgn	DateDue	GradeTerm > ID	Category > Code	Max points
<input checked="" type="checkbox"/> 5.6 Test	5.6	3/4/2015	3/4/2015	MP3	A	100.0
<input checked="" type="checkbox"/> Crossword	5.5	3/4/2015	3/4/2015	MP3	HW	100.0
<input checked="" type="checkbox"/> Reading Comprehension Activity	5.6-1	3/4/2015	3/4/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 1	5.7-1	3/4/2015	3/4/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 2	5.7-2	3/6/2015	3/12/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 3	5.7-3	3/12/2015	3/13/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 4	5.7-4	3/13/2015	3/16/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 5	5.7-5	3/16/2015	3/17/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 6	5.7-6	3/17/2015	3/18/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 7	5.7-7	3/18/2015	3/19/2015	MP3	CW	100.0

3. Click Options ---> Mass Update from the menu bar.

AssignmentName	GBColumnName	DateAsgn	DateDue	GradeTerm > ID	Category > Code	Max points
<input checked="" type="checkbox"/> 5.6 Test	5.6	3/4/2015	3/4/2015	MP3	A	100.0
<input checked="" type="checkbox"/> Crossword	5.5	3/4/2015	3/4/2015	MP3	HW	100.0
<input checked="" type="checkbox"/> Reading Comprehension Activity	5.6-1	3/4/2015	3/4/2015	MP3	CW	100.0
<input checked="" type="checkbox"/> Vocab - 1	5.7-1	3/4/2015	3/4/2015	MP3	CW	100.0

4. Set field to Visibility Type, and Value to Public. Click Update button. Click OK to proceed. A green verification window will appear showing how many assignments have been changed.

Aspen: Mass Update

app-aspen-dev/aspen/massUpdate.do

Field	Visibility type
Value	Public

Update Cancel Advanced

The page at app-aspen-dev says:

Update the field "Visibility type" with the value "0" for all records in the current selection?

Cancel OK

Mass-Updated with Constant

Table: Assignment  
Column: Visibility type  
Updated To: 0  
Rows Changed: 10  
Rows Skipped (Validation): 0

OK