

My.Wartburg... *Tips to make your teaching life easier!*

Re-Open a File Exchange

Quick & Simple Description:

1. Click on the **Coursework Link**
2. Click on the **Assignment** you wish to re-open
3. Click on the **Student Name** who needs to send a new file
4. Click on **Re-enter grade/feedback**
5. Delete the **Grade** (If there is no grade, delete the 0)
6. Click **Save**
7. *A Reopen Assignment dialogue box will appear*
8. Choose the **Due Date**
9. Click on **Reopen**