

You can add available/due dates for any activity that lives inside the Learning Path.

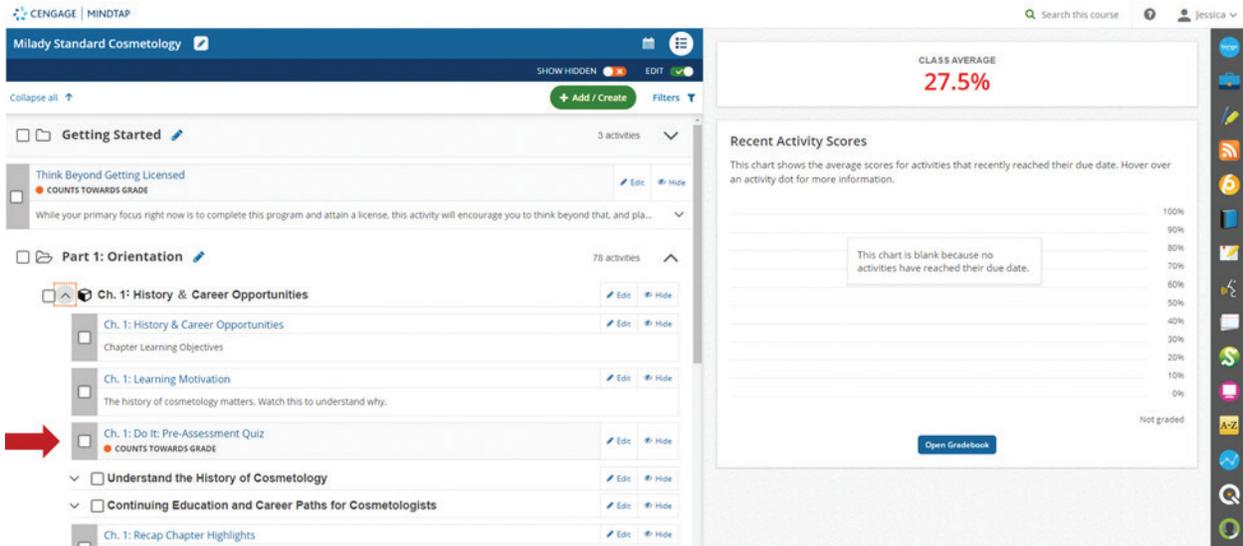
1 Login to your MindTap course.

The screenshot shows the MindTap course dashboard for 'Milady Standard Cosmetology'. The top navigation bar includes 'CENGAGE | MINDTAP', 'SHOW HIDDEN', and 'EDIT'. The main content area displays a list of activities organized into parts: 'Getting Started' (3 activities), 'Part 1: Orientation' (78 activities), 'Part 2: General Sciences' (220 activities), 'Part 3: Hair Care' (274 activities), 'Part 4: Skin Care' (87 activities), 'Part 5: Nail Care' (105 activities), and 'Part 6: Business Skills' (85 activities). A 'Recent Activity Scores' chart is shown on the right, which is currently blank. The class average is displayed as 27.5%.

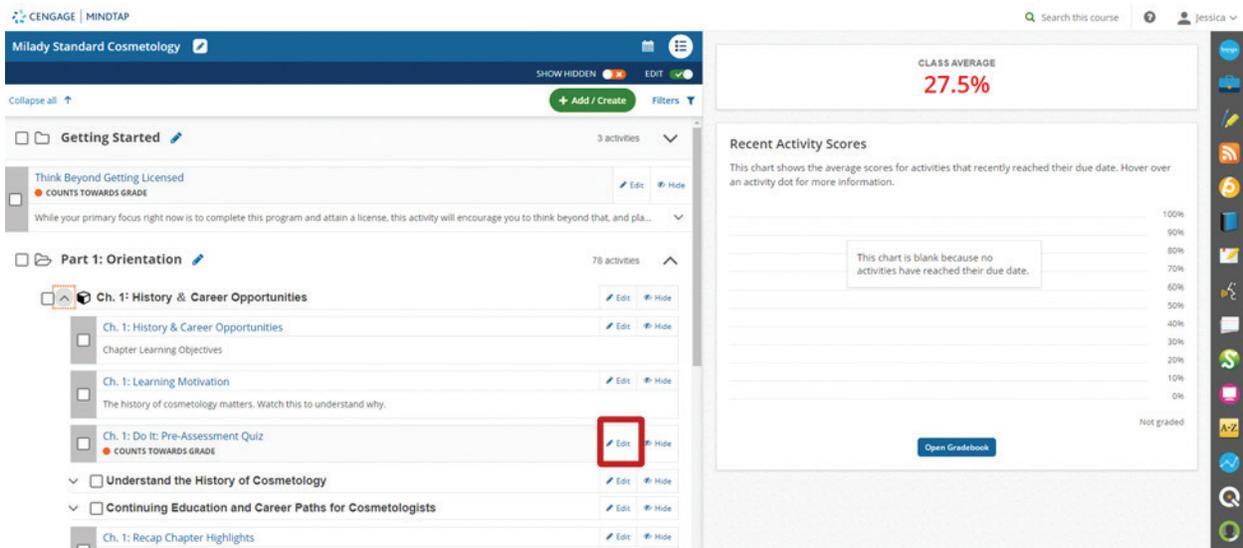
2 From the main dashboard click the “Edit” toggle.

This screenshot is identical to the one above, but the 'EDIT' toggle in the top right corner of the dashboard is highlighted with a red box, indicating the next step in the process.

3 Locate the desired activity inside the Learning Path that you wish to set available/due date.



4 Click the edit pencil icon.



5 Under the “Dates” section, select the calendar icon “Available Date” or “Due Date”.

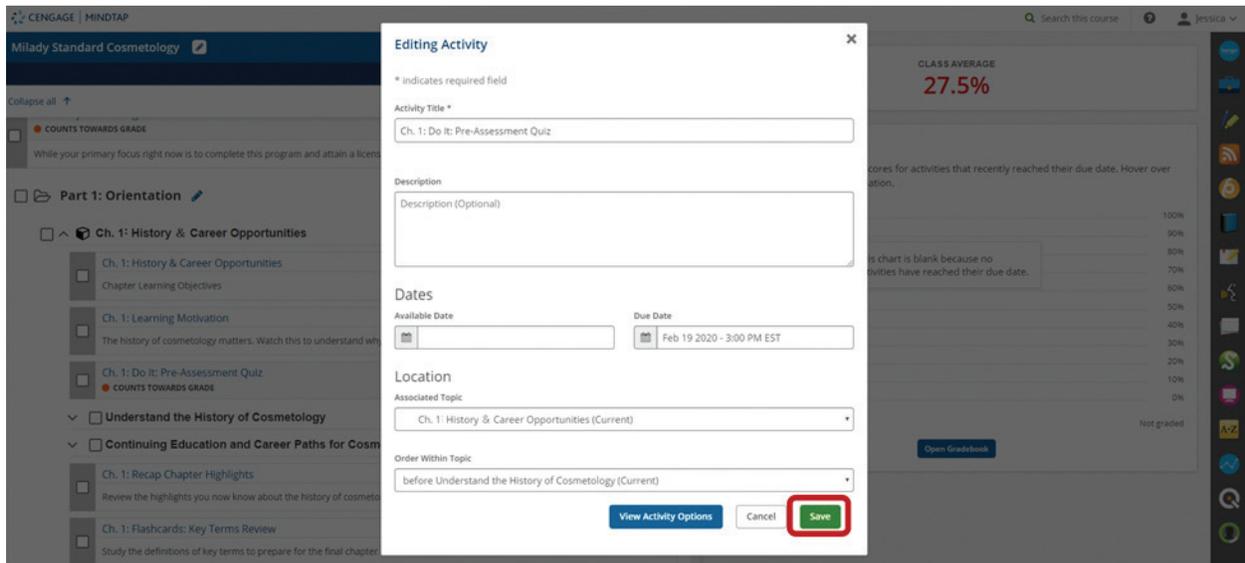
The screenshot shows the 'Editing Activity' dialog box in the MindTap interface. The 'Dates' section is highlighted with red boxes around the 'Available Date' and 'Due Date' fields, each with a calendar icon. The 'Available Date' field is currently empty, and the 'Due Date' field is set to 'Feb 19 2020 - 3:00 PM EST'. The 'Location' section is also visible, showing the 'Associated Topic' as 'Ch. 1: History & Career Opportunities (Current)' and the 'Order Within Topic' as 'before Understand the History of Cosmetology (Current)'. The background shows the course page for 'Milady Standard Cosmetology' with a class average of 27.5%.

6 From the calendar view, select the desired date and time. Then, click “Done.”

The screenshot shows the 'Editing Activity' dialog box with a calendar view open. The calendar shows February 2020, and the 'Done' button is highlighted with a red box. The 'Available Date' field is empty, and the 'Due Date' field is set to 'Feb 19 2020 - 3:00 PM EST'. The 'Location' section is also visible, showing the 'Associated Topic' as 'Ch. 1: History & Career Opportunities (Current)' and the 'Order Within Topic' as 'before Understand the History of Cosmetology (Current)'. The background shows the course page for 'Milady Standard Cosmetology' with a class average of 27.5%.

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From the “Editing Activity” screen, click “Save.”



Please Note: To extend due date for one or more learners refer to the “Extending Activity Due Date” PDF.