

General Assignments FAQs

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Q1-How can I edit an existing general assignment in PageOut®?

A: To edit an existing assignment, click on the name of the assignment.

Q2-Can I deactivate a general assignment in PageOut® until the start date?

A: Yes, to activate or deactivate individual assignments, select the assignments using the check boxes and then click on the appropriate action button.

Q3-Can I maintain the grades for a specific general assignment in PageOut®?

A: To maintain student grades for an existing assignment, click on the "Grades" link in the chart with the posted assignments.

Q4-How can I delete a general assignment in my PageOut® course?

A: To delete an assignment, click on the name of the assignment. On the Edit General Assignment page scroll to the bottom of the page and click on the “delete” button.

Q5-Does the weight percentage for general assignments in my PageOut® course affect the gradebook?

A: No, the weight percentage value is only for display purposes.

Q6-How can I link an image file to my general assignment in PageOut®?

A: To add a file, click on the name of the assignment. Then next to the “Related Link” field click on the “Link My File” button which will open a new browser window. Locate the file that you want to upload in the chart of files and then click the “Link” button next to the file name. Make sure to click the “Save” button at the bottom of the page.