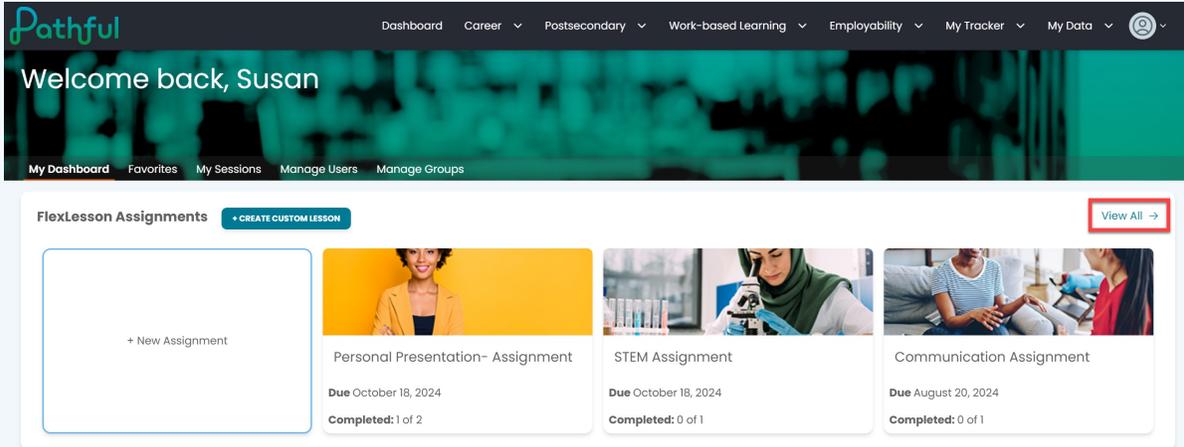


# Open or Close an Assignment

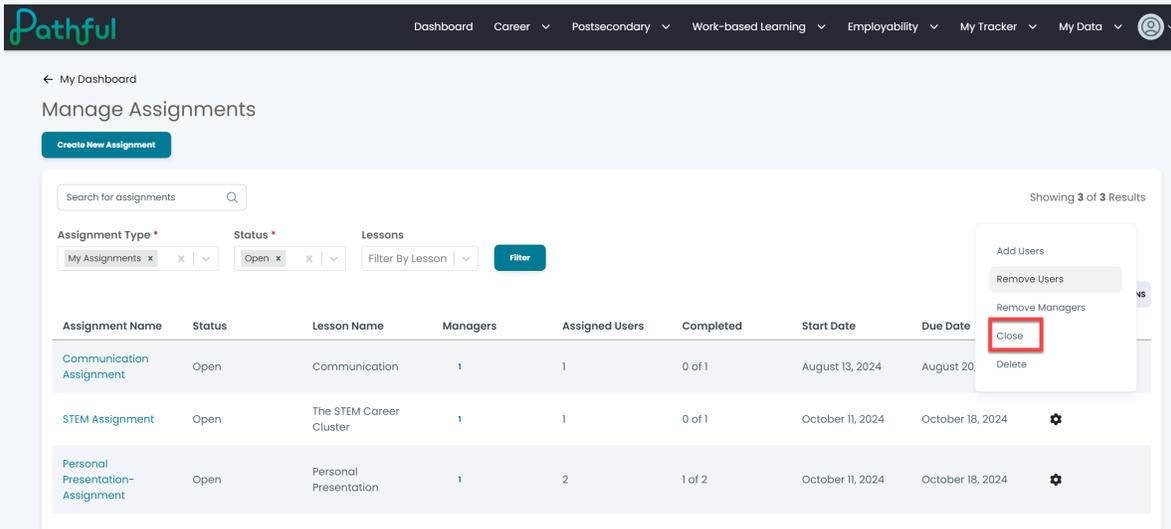
Last Modified on 10/23/2024 9:04 am EDT

1. Select **View All** from the FlexLessons Assignment box on your dashboard.



The screenshot shows the Pathful dashboard with a navigation bar at the top containing 'Dashboard', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', 'My Tracker', and 'My Data'. A welcome message 'Welcome back, Susan' is displayed. Below this, there are links for 'My Dashboard', 'Favorites', 'My Sessions', 'Manage Users', and 'Manage Groups'. The main section is titled 'FlexLesson Assignments' and includes a '+ CREATE CUSTOM LESSON' button and a 'View All' link. Three assignment cards are visible: 'Personal Presentation- Assignment' (Due October 18, 2024, Completed: 1 of 2), 'STEM Assignment' (Due October 18, 2024, Completed: 0 of 1), and 'Communication Assignment' (Due August 20, 2024, Completed: 0 of 1).

2. Select the cog icon under the Actions column.
3. Select **Close**.



The screenshot shows the 'Manage Assignments' page in Pathful. It features a search bar, filters for 'Assignment Type' (My Assignments), 'Status' (Open), and 'Lessons' (Filter By Lesson). A table lists three assignments: 'Communication Assignment', 'STEM Assignment', and 'Personal Presentation- Assignment'. A context menu is open over the 'Communication Assignment' row, showing options: 'Add Users', 'Remove Users', 'Remove Managers', 'Close', and 'Delete'. The 'Close' option is highlighted with a red box.

Assignment Name	Status	Lesson Name	Managers	Assigned Users	Completed	Start Date	Due Date	Actions
Communication Assignment	Open	Communication	1	1	0 of 1	August 13, 2024	August 20, 2024	Close, Delete
STEM Assignment	Open	The STEM Career Cluster	1	1	0 of 1	October 11, 2024	October 18, 2024	Settings
Personal Presentation- Assignment	Open	Personal Presentation	1	2	1 of 2	October 11, 2024	October 18, 2024	Settings

4. To reopen the assignment, follow the steps above and select **Open**.

5. **Warning:**

- a. When you close an assignment, you can no longer edit, add users, or accept submissions. The assignment will be closed for all students, including those not on your license (if the assignment has been across licenses).
- b. When you open a previously closed assignment, any previously submitted assignments become unsubmitted.

