Configure All Classes

You now have the ability to show/hide items and set assign dates across different levels. You can apply across a unit, an entire class, or all classes using the same text. This applies to both Student ELEteca and the Online Workbook (each component is applied separately):

1. Select either Student ELEteca or Online Workbook from a class:
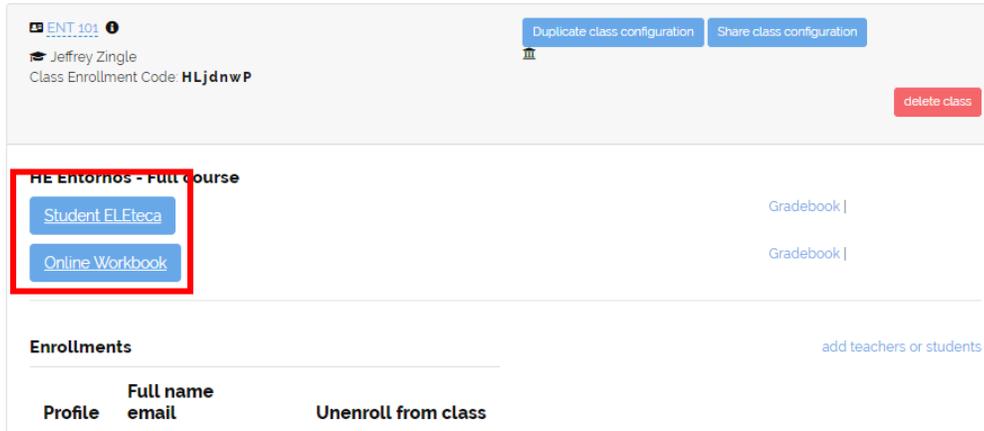
2. Select **Configure activities (blue)** then click on **Configure all classes**:
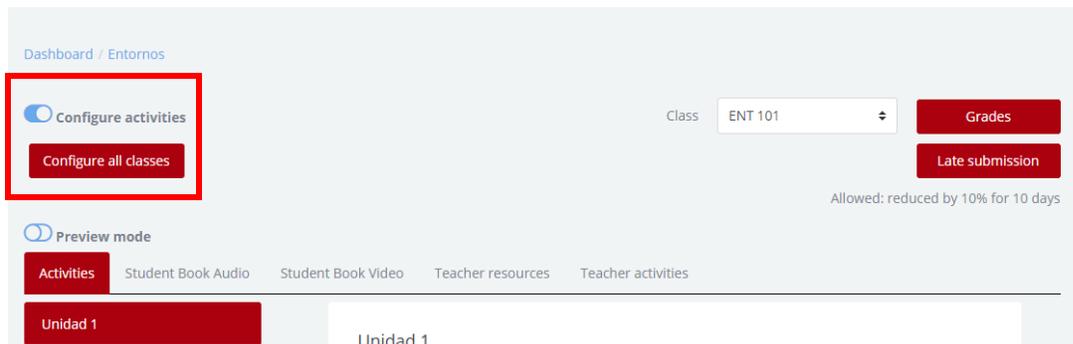
3. The following screen allows you to **set access across multiple levels**. Click on the **pencil icon** next to the **corresponding level** you want to change. The leftmost column lists the units for the course. Click on the **+ icon** to list available activities for each unit:

4. The columns are listed as follows: Entire course (all classes) followed by each separate class using the text. To assign items across **all classes**, click on the **top left pencil icon ❶**. To change **all of Unit 1 across all classes**, click on pencil icon in 1ˢᵗ column next to **Unit 1 ❷**. To change a **single exercise across all classes**, click on the **+ icon** to list the exercises then click on the pencil icon **next to that exercise ❸**:

5. When you click on the pencil icon, you are given the following choices: **Show, Hide, Don't restrict dates, and Restrict dates**. These options work the same as in section **XII. Assign Work to Students**. **The level the changes will apply to corresponds to the level of pencil icon you selected** and will be reflected at the top of the box:

6. Select your changes. If you chose to **Restrict dates**, click on the dates field and select the **start and end dates** from the calendar then hit **Apply**:

Configure all classes ✕

This configuration will apply to:

All activities in this course

From section: **Unidad 1**

All my classes in this course

○ Hide   ◉ Show

○ Don't restrict dates   ◉ Restrict dates

04/25/2019 8:35 pm - 04/25/2019 8:35 pm

📅 04/30/2019 8:35 pm   📅 04/30/2019 8:35 pm   **Apply**   Cancel

🕐 8 ▼ : 35 ▼ PM ▼   🕐 8 ▼ : 35 ▼ PM ▼

‹	**Apr 2019**						**May 2019**					›
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	**30**	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

7. Click **Save** to apply your changes:

Configure all classes ✕

This configuration will apply to:

All activities in this course

From section: **Unidad 1**

All my classes in this course

○ Hide   ◉ Show

○ Don't restrict dates   ◉ Restrict dates

04/30/2019 8:35 pm - 04/30/2019 8:35 pm

Save

Questions about….

Need additional help? Please go to https://edinumen.es/ele-help

Scheduling a Training? To schedule a training, please fill out this form (https://goo.gl/forms/nqo2G5mDRWeaB9c93)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your K-12 Language Specialist (http://www.cambridge.org/gb/education/find-your- sales-consultant/united-states) or

your Higher Ed Language Specialist (http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data)