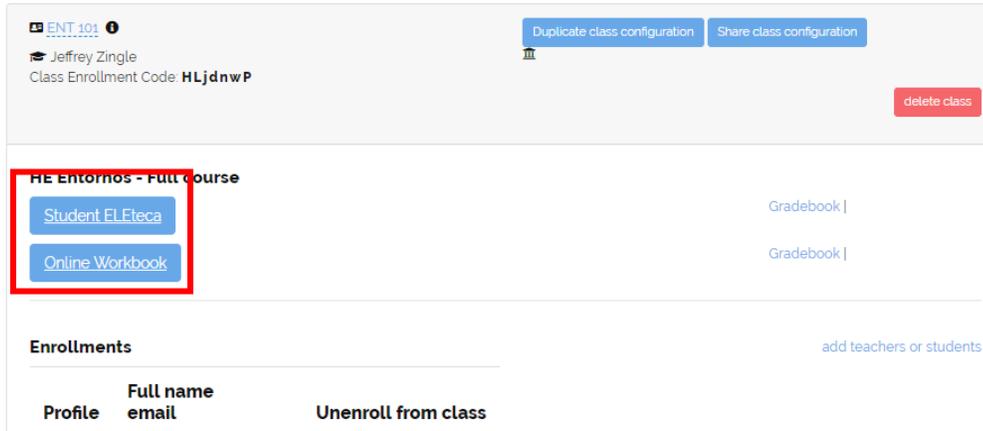


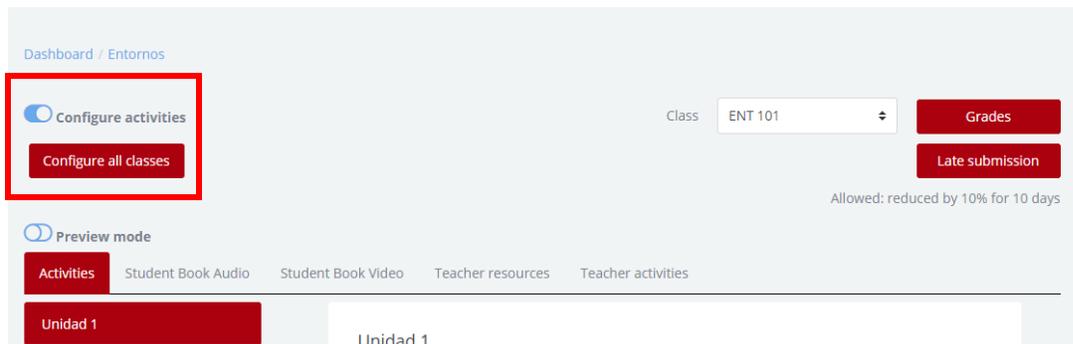
Configure All Classes

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:

	ENT 101	New Entornos Class
Activities		
Unidad 1		
Unidad 2		
Unidad 3		
Unidad 4		

Activities			
Unidad 1			
Conocer a nuestros compañeros	04/21/2019 9:45 am 04/22/2019 9:45 am		04/21/2019 9:45 am 04/22/2019 9:45 am
Las nacionalidades			
Saludos y despedidas			
Información personal			

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 ①**. To change **all of Unit 1 across all classes**, click on pencil icon in 1st column next to **Unit 1 ②**. 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 ③**:

Activities			
Unidad 1	ENT 101		New Entornos Clás
Conocer a nuestros compañeros	04/21/2019 9:45 am 04/22/2019 9:45 am		04/21/2019 9:45 am 04/22/2019 9:45 am
Las nacionalidades			
Saludos y despedidas			
Información personal			

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:**

Configure all classes ×

This configuration will apply to:

- All activities in this course
- All sections in this course
- All my classes in this course

Hide Show
 Don't restrict dates Restrict dates

Save

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

Save

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**:

The screenshot shows a dialog box titled "Configure all classes" with a close button (X) in the top right corner. Below the title, it states "This configuration will apply to:" followed by three options: "All activities in this course", "From section: **Unidad 1**", and "All my classes in this course". There are four radio button options: "Hide", "Show", "Don't restrict dates", and "Restrict dates". The "Restrict dates" option is selected. Below these options, a date range is displayed: "04/25/2019 8:35 pm - 04/25/2019 8:35 pm". A date picker is open, showing two date input fields, both set to "04/30/2019 8:35 pm". The time is set to "8 : 35 PM". A green "Apply" button is highlighted with a red box, and a grey "Cancel" button is next to it. Below the date picker is a calendar for April and May 2019. The date "30" in April is highlighted with a blue square.

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

The screenshot shows the same "Configure all classes" dialog box. The date range is now updated to "04/30/2019 8:35 pm - 04/30/2019 8:35 pm". The "Restrict dates" radio button remains selected. A red box highlights the "Save" button at the bottom right of the dialog.

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) (<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) (<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) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)