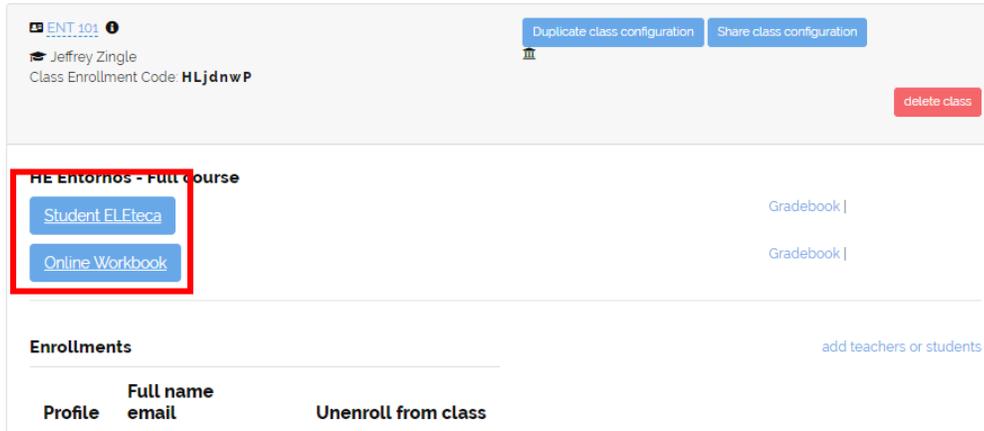


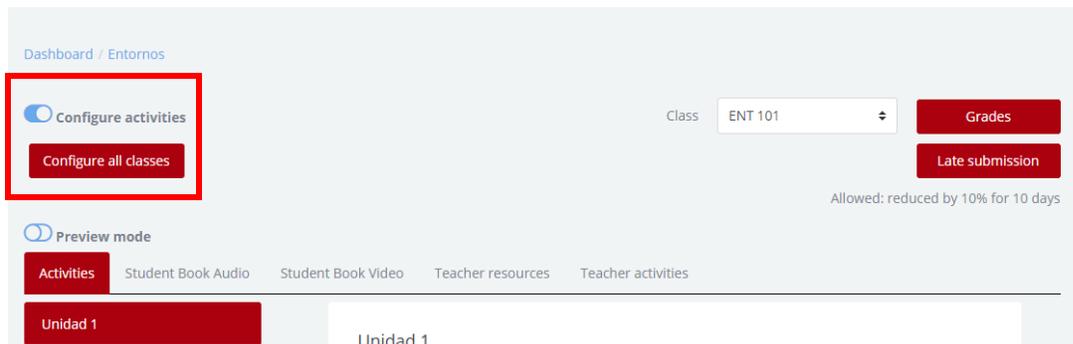
Configure All Classes

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 fields, both set to "04/30/2019 8:35 pm". Below the date fields are time selectors for hours (8), minutes (35), and period (PM). A calendar is displayed below the time selectors, showing April and May 2019. The date "30" in April is highlighted. To the right of the calendar, there are "Apply" and "Cancel" buttons. The "Apply" button is highlighted with a red box.

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 "Apply" button is no longer visible, and a "Save" button is now visible at the bottom right of the dialog box, highlighted with a red box.

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>)