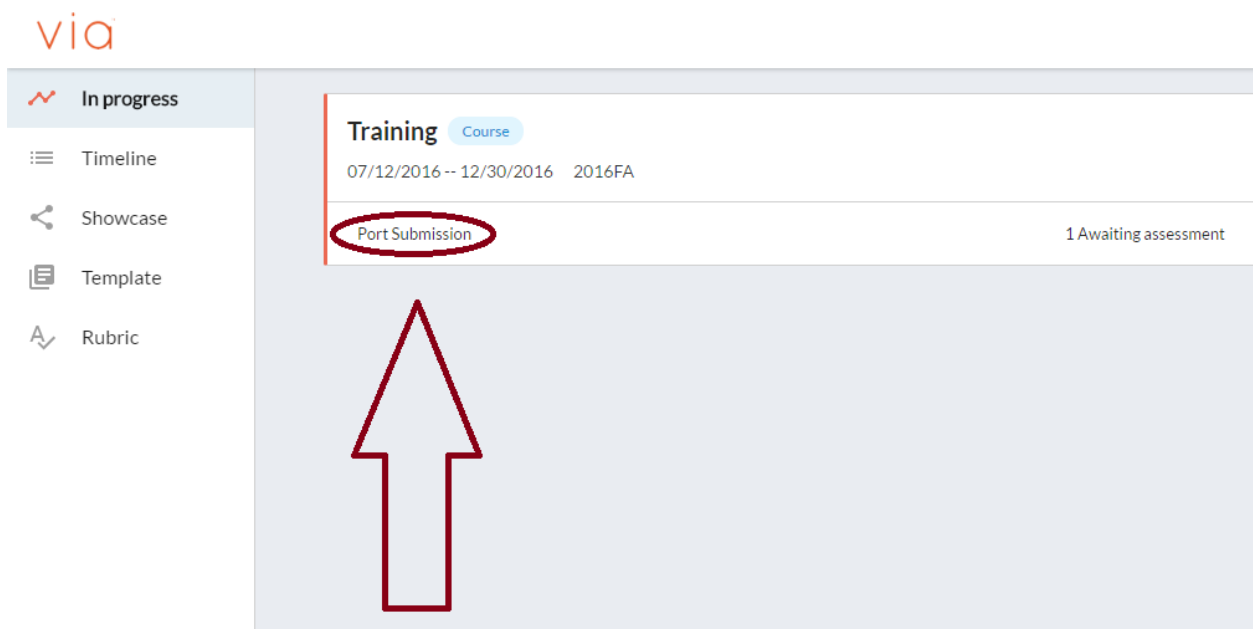




## Editing a Published Activity Template

Sometimes an instructor may need to edit text or add to the template of an activity/assignment that has already been published.

The first step is logging into Via at <http://www.vialivetext.com>. You will then be taken to the Via Dashboard with “In Progress” already selected.



Select the assignment you wish to edit, and a collapsible panel will open from the right, displaying the names of the class/group members.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation options: Activity, Members, Group information, and Grade book. The main content area displays a 'Port Submission' activity. A red arrow points to the three vertical dots in the top right corner of the activity panel, which has opened a dropdown menu with the following options: Force submit, Delegate, Edit, and Rollback. Below the menu is a progress bar showing 1 out of 1 submissions. At the bottom right of the interface is a red circular button with a white plus sign.

Student Name	Awaiting submission	Awaiting assessment	Done	
Name	Not modified			
Name 2		Submitted at: 09/27/2016 9:56 AM		

Select three vertical dots on the top-right of the panel, and you should be given the options “Force Submit”, “Delegate”, “Edit”, and “Rollback”.

Select “Edit”.

The screenshot shows a pop-up dialog titled "Edit activity". The text inside the dialog reads: "Do you want to edit this activity? Submitters may lose their content after you remove some components." At the bottom right of the dialog are two buttons: "CANCEL" and "EDIT".

A pop-up will open that will ask you if you want to edit the template, even though students may have already started working on the activity. **Do not remove submission areas on template or students may lose work.** If you’re adding new areas to the template, students won’t lose the work they’ve placed in text or attachment areas.

Select “EDIT”

Select "Save" at the top-right of your screen after you've made your additions to the template, and the students will now be able to see the changes that you've made.

