

Adjusting the Time Zone

1. In this tutorial we will learn about the time zone feature.



2. On my homepage click on the preferences link in the welcome box.

Preferences

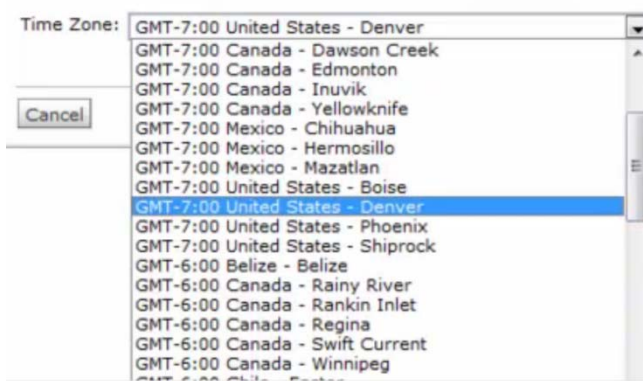


3. Then click on the language and region tab.

Time Zone



4. First you need to specify which continent you are on then the time zone lists will be generated.



5. You can then pick the time zone.

6. When you set your time zone it is set for your whole account not a specific class. Therefore please do not ask your students to set their time zones to match yours. Each of your students should set their time zone based on his/her physical location. Then the deadlines you set will automatically be adjusted to their time zone on their account. For example, if you set an assignment due by midnight mountain time, your student's screen will say that the assignment is due by 1 AM central time. This way the student is still able to meet the deadline. In this tutorial we learned about the time zone feature.