## How can I reopen a Test Assignment or Regular Assignment?

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- 1. Log in to Richmond Studio.
- 2. Select the class and go to the **<Assignments>** module.
- 3. All assignments will be displayed. Identify the assignment you want to reopen.
- 4. Click the three dots at the end of the row, then select < Reopen >.
- 5. The configuration section will open, where you can modify the start time and due date, and select the students who will retake the activity.
- 6. Once you have configured the test, click < Reopen>.



**Note:** If some students already have a grade and you select them, their grades will be erased, and they will need to retake the test to receive a new score.

What can be modified depends on the type of assignment:

- Regular Assignment: Start date and due date.
- Test Assignment: Start date and time, and due date and time.