

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.