

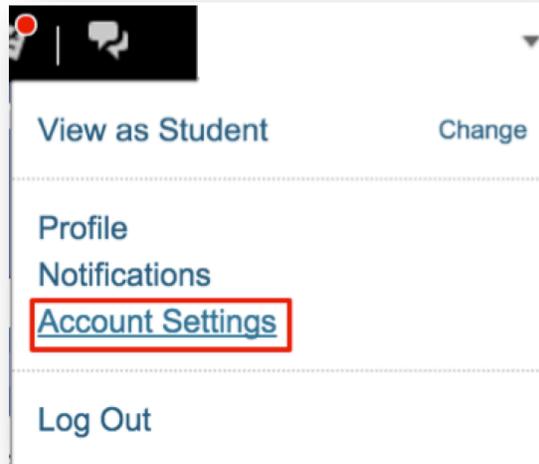
I-LEARN 3.0 Training

Setting the System Time Zone

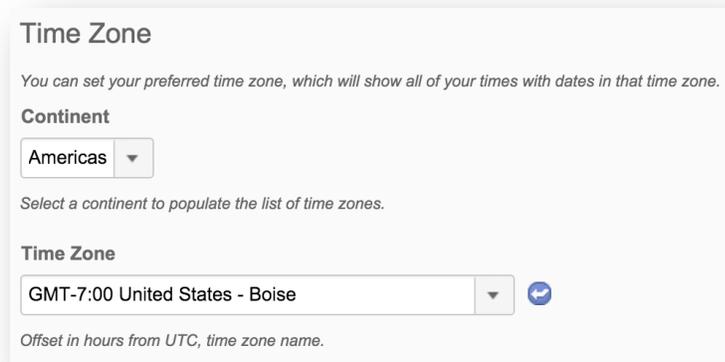
In I-Learn 2.0 all assignments were due at your local time. With the change to I-Learn 3.0 this is no longer the case. All assignments are due in Mountain Time. I-Learn 3.0 allows you to set your time zone so all the due dates in the course will automatically reflect the actual due date in your specific time zone. Follow these steps to set your time zone.

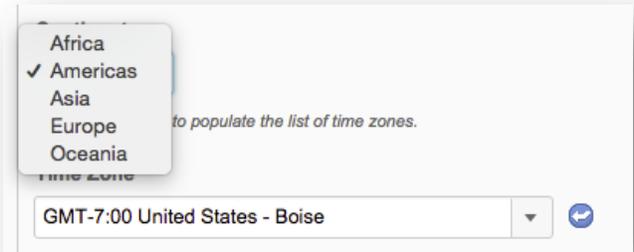
Setting the System Time Zone

1. Click **Account Settings** in the dropdown menu next to your name.



2. Scroll to the bottom of the Account Setting page to the **Time Zone** section.

A screenshot of the 'Time Zone' settings page. The title is 'Time Zone'. Below the title is a descriptive sentence: 'You can set your preferred time zone, which will show all of your times with dates in that time zone.' There are two main sections: 'Continent' with a dropdown menu currently set to 'Americas', and 'Time Zone' with a dropdown menu currently set to 'GMT-7:00 United States - Boise'. A small blue globe icon is to the right of the 'Time Zone' dropdown. At the bottom, there is a note: 'Offset in hours from UTC, time zone name.'

<p>3. Select the Continent in which you live so I-Learn can provide you a list of available time zones.</p>	 <p>A screenshot of a web interface showing a dropdown menu for selecting a continent. The options are Africa, Americas (checked), Asia, Europe, and Oceania. Below the menu is a text input field with the placeholder text "to populate the list of time zones." and a dropdown menu for time zones, currently showing "GMT-7:00 United States - Boise".</p>
<p>4. Select the Time Zone in which you live.</p>	 <p>A screenshot of a web interface showing a dropdown menu for selecting a time zone. The options are GMT-7:00 Mexico - Chihuahua, GMT-7:00 Mexico - Hermosillo, GMT-7:00 Mexico - Mazatlan, GMT-7:00 Mexico - Ojinaga, GMT-7:00 United States - Boise (checked), GMT-7:00 United States - Denver, and GMT-7:00 United States - Phoenix.</p>
<p>5. Select the Save and Close button at the bottom of the screen.</p>	 <p>A screenshot of a web interface showing three buttons: "Save and Close", "Save", and "Cancel". The "Save and Close" button is highlighted with a red border.</p>