## **Purpose**:

The default timezone setting in Schoology is America/New York (GMT-4). To change the timezone to your time, please follow the directions below. The location is not as important as making sure you see the correct time listed. All assignments, due dates, events, posts, and any other time related information will be displayed according to your timezone.

**Note:** Changing timezones in account settings does not allow you to time travel to the past or future for a due date. The time set by the teacher is translated to your timezone.

## **Steps for Setting the Timezone:**

- 1. Click the downward facing triangle next to your username.
- 2. Click Settings.
- 3. Click on the timezone selector.
- 4. Choose your timezone (pay attention to the actual time displayed).
- 5. Click Save Changes.



| Account Settings      | Notifications Recycle Bin  |                 |
|-----------------------|--|-----------------|
| Account Info          |  |                 |
| First Name:           | Peter  |                 |
| Preferred First Name: |  |                 |
| Middle Name:          |  |                 |
| Last Name:            | Parker   |                 |
| Username: **          | student4   |                 |
| Primary Email: **     |  |                 |
| Alternate Email:      | 3  |                 |
| Timezone:             | America/New_York - 11:03 am (GMT-4)                                |                 |
|                       | By clicking Save Changes, you are agreeing to our Privacy Policy a | nd Terms of Use |
|                       | Save Changes   |                 |

|                       |      | Asia/Ujung_Pandang - 11:03 pm (GMT+8)        | • |  |
|-----------------------|------|--|---|--|
| Account Settings      | Noti | Asia/Ulaanbaatar - 11:03 pm (GMT+8)          |   |  |
|                       |      | Asia/Ulan_Bator - 11:03 pm (GMT+8)           |   |  |
| Account Info          |      | Australia/Perth - 11:03 pm (GMT+8)           |   |  |
|                       |      | Australia/West - 11:03 pm (GMT+8)            |   |  |
| First Name:           |      | Australia/Eucla - 11:48 pm (GMT+8.75)        |   |  |
|                       |      | Asia/Chita - 12:03 am (GMT+9)                |   |  |
| Preferred First Name: |      | Asia/Dili - 12:03 am (GMT+9)                 |   |  |
|                       |      | Asia/Jayapura - 12:03 am (GMT+9)             |   |  |
| Middle Name:          |      | Asia/Khandyga - 12:03 am (GMT+9)             |   |  |
|                       |      | Asia/Pyongyang - 12:03 am (GMT+9)            |   |  |
| Last Name:            | 4    | Asia/Seoul - 12:03 am (GMT+9)                |   |  |
|                       |      | Asia/Tokyo - 12:03 am (GMT+9)                |   |  |
| Unama and the         |      | Asia/Yakutsk - 12:03 am (GMT+9)              |   |  |
| Username: **          |      | Pacific/Palau - 12:03 am (GMT+9)             |   |  |
| Drimon Empile **      |      | Australia/Darwin - 12:33 am (GMT+9.5)        |   |  |
| Prindry Ernan.        |      | Australia/North - 12:33 am (GMT+9.5)         |   |  |
| Alternate Email:      |      | Antarctica/DumontDUrville - 1:03 am (GMT+10) |   |  |
|                       |      | Asia/Ust-Nera - 1:03 am (GMT+10)             |   |  |
|                       |      | Asia/Vladivostok - 1:03 am (GMT+10)          | - |  |
| Timezone:             |      | America/New_York - 11:03 am (GMT-4)          | • |  |