

Manage Dates

Use the **Manage Dates** tool to view, bulk edit, and bulk offset the date availability and set the calendar status of course objects from one central location. These objects include:

- Content topics and modules
- Discussion topics and forums
- Assignment submission folders
- Grade categories and items
- Announcement items
- Quizzes
- Checklists
- Surveys
- Intelligent Agents

These course objects display in a grid that you can sort by any of the column headings. You can also use the **Type** column to sort the Manage Dates page based on the tool-specific order and use advanced filter options to work with smaller sets of objects. If you filter your course objects, any bulk changes you make apply only to the filtered results. This enables you to update multiple availability dates based on specific criteria.

In addition to managing dates, you can open each course object in a new window by clicking on its name. This launches the object's edit page where you can edit additional properties for that object without leaving the Manage Dates tool.

Visual tour of the Manage Dates tool

Manage Dates

Course Duration
Course Start: - Course End: -

Filter by Tool **1**

All
 Specific Tools

Announcements Assignments Calendar Checklist Content Discussions Grades Quizzes Survey

▸ Show Advanced Filter Options

Apply Filter

Bulk Edit Dates **2** Bulk Offset Dates

	Type	Name ^	Due Date	Start Date	End Date	Days Available	Start/End Dates in Calendar	Other Dates	Visibility Status
<input type="checkbox"/>	Grade Item	Ancient Astronomer Research Assignment ▾	N/A	-	-	-	<input type="checkbox"/>		<input checked="" type="checkbox"/> Visible

Figure: The Manage Dates tool enables you to filter, bulk edit, or bulk offset selections of learning objects in your course.

1. Filter the list by tool or course object.
2. Select specific tools or learning objects and select **Bulk Edit Dates** or **Bulk Offset Dates**.
3. Review a list of course objects. Select to open and edit individual course object dates.

Bulk edit dates in Manage Dates

The Manage Dates tool enables you to bulk edit due dates and availability dates of your course content and intelligent agents.

To bulk edit dates

1. On the navbar, click **Course Admin**.
2. Click **Manage Dates**.
3. Select the check box of the items for which you want to bulk edit dates.
4. Click **Bulk Edit Dates**.

<input type="checkbox"/>	Type	Name ▲
<input checked="" type="checkbox"/>	Grade Item	 Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Assignment	 Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Quiz	 Ancient Astronomers ▼

Figure: Select the items to edit and click **Bulk Edit Dates**.

5. In the **Bulk Edit Dates** dialog box, update the due dates and availability dates.
6. Click **Save**.

Bulk Edit Dates [X]

Due Dates

[Set] [v]

[2023-04-11] [00:01]

Availability

Start Dates

[Set] [v]

[2023-04-03] [00:01]

Visible with access restricted before start

Visible with submission restricted before start

Hidden before start

End Dates

[Set] [v]

[2023-04-11] [14:37]

Visible with access restricted after end

Visible with submission restricted after end

Hidden after end

Display in Calendar

[Add to Calendar] [v]

[Save] [Cancel]

Figure: Update the due dates and availability dates in the **Bulk Edit Dates** dialog.

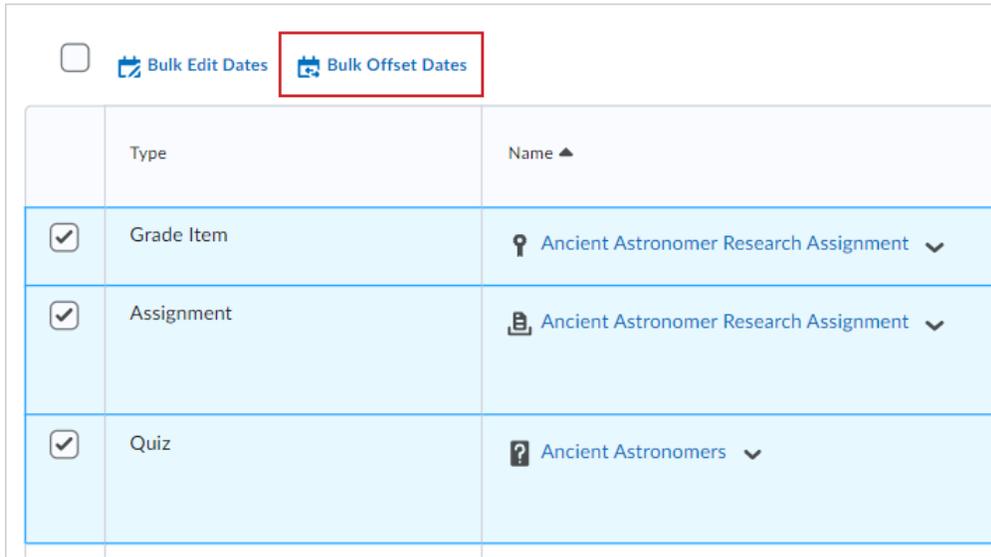
Offset dates in Manage Dates

The Manage Dates tool enables you to move start dates and end dates forward or backward by a specified number of days. You can use this to move course content and intelligent agents forward to a new term.

To offset dates in Manage Dates

1. On the navbar, click **Course Admin**.

2. Click **Manage Dates**.
3. Select the check box by any item for which you want to offset dates.
4. Click **Bulk Offset Dates**.



The screenshot shows a user interface for bulk editing. At the top left, there is a checkbox and two buttons: 'Bulk Edit Dates' and 'Bulk Offset Dates'. The 'Bulk Offset Dates' button is highlighted with a red rectangular box. Below the buttons is a table with three columns: a checkbox column, a 'Type' column, and a 'Name' column. The table contains three rows of data, each with a checked checkbox, a type, and a name with a dropdown arrow.

	Type	Name ▲
<input checked="" type="checkbox"/>	Grade Item	 Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Assignment	 Ancient Astronomer Research Assignment ▼
<input checked="" type="checkbox"/>	Quiz	 Ancient Astronomers ▼

Figure: Select the items to edit and click **Bulk Offset Dates**.

5. In the **Bulk Offset Dates** dialog box, enter your offset details.
6. Click **Save**.

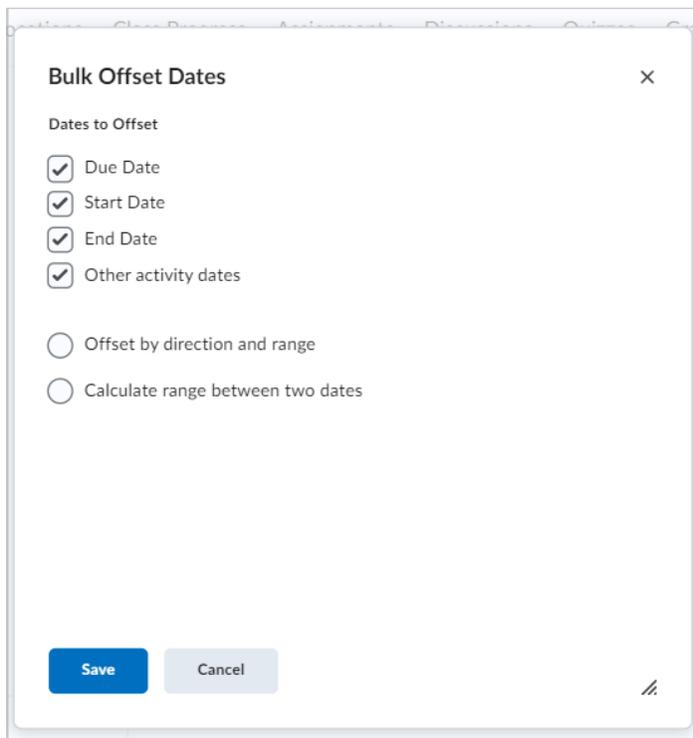


Figure: Use the **Bulk Offset Dates** dialog to bulk offset multiple **Due Dates**, **Start Dates**, **End Dates**, and **Other activity dates**.