

Manage Dates

The Manage Dates tool enables you to view a list of objects in your course and edit their date availability values. Use the filter options to narrow down your list of items by tool, date range, duration, and schedule display settings.

Accessing Manage Dates

1. Enter a course and in the red navigation bar click on the Edit Course link.
2. From the Tools section, click on the Manage Dates link. The Manage Dates pane appears.

Filter Options

The Manage Dates tool displays all the course objects from Content, Discussions, Dropbox, Grades, and Quizzes area. Faculty can filter the results to change specific dates within each tool.

Basic Filter Options

Use these options to look through objects for a specific tool.

1. In the Filter Options section, for Tools, select Specific Tools radio button.
2. Deselect any undesired tools by clicking on the checkmark that appears before it.

Filter Options

Tools: All
 Specific Tools

Content Discussions Dropbox Grades Quizzes

3. Click on the Apply Filter button to apply the settings.

Advanced Filter Options

Use these options if you know the name, start date, or end date of the object you want to view or edit.

1. Find the specific objects or items that require a date change.
 - a. In the *Filter Options* section, click on the Show Advanced Filter Options button.
 - b. Select the option(s) you want to use.
 - c. Click on the Apply Filter button. The page refreshes and only items from the selected tool(s) and/or advanced filter options appear.
 - d. Edit the Availability Dates, as desired.

<input type="checkbox"/>	Tool	Type	Name	Start Date	End Date	Days	Schedule	Visibility
<input type="checkbox"/>	Content	Module	Introductory Student Assignments	4/28/2011 10:42 AM	5/5/2011 10:42 AM	7	<input type="checkbox"/>	Limited
<input type="checkbox"/>	Content	Module	Welcome	4/21/2011 10:41 AM	4/28/2011 10:41 AM	7	<input type="checkbox"/>	Limited

2. Change the availability dates of items.
 - a. Select the desired object(s) by clicking on the checkbox beside each entry.
 - b. Click on the Edit Dates button. The *Edit Selected Dates* dialog box appears.
 - c. In the Dates dropdown box click on the checkbox next to the Start and/or End Dates. Select to either Set or Remove Start or End dates for each option.
 - d. If desired, click on the checkbox next to Schedule to Add or Remove the item from the schedule.

Offset Availability Dates

If an object already has a start or end date, you can shift those dates by however many days you choose using the *Offset Dates* dialog box. To set a later date, type a positive number (e.g., 7); to set an earlier date, type a negative number (e.g., -7).

1. Select the desired object(s) by clicking on the checkbox beside the item.
2. Click on the Offset Dates button.

Bulk Offset

Offset:

Days:

Enter the number of days to offset the Start and/or End dates.

Note: This image has been modified so that the choices in each dropdown are visible.

3. In the Offset dropdown box, choose to change both the start and end date or each one separately.
4. In the Days dropdown, choose to move the dates Forward, Backward or faculty can choose to let the system calculate the number of days by choosing Calculate based on two dates.
5. Enter the number of days in the textbox to move the dates Forward or Backward.
6. If the option Calculated based on two dates was chosen, enter the appropriate dates and click on the Calculate button. The system will calculate the number of days and place it in the Calculate textbox.
7. When you have made any desired changes, click on the Save button.