

# About Manage Dates

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The Manage Dates tool enables instructors to view, edit and offset the date availability and set the Calendar status of all Content topics and modules; Discussion topics and forums; Dropbox folders; Grades categories and items; News items; and quizzes in a course from one central location.

These course objects display in a grid that instructors can sort by any of the column headings. Instructors can also filter the grid by specific tools and use advanced filter options to work with smaller sets of objects. If desired, filter course objects; any bulk changes made apply only to the filtered results. This enables instructors to update multiple availability dates based on specific criteria.

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

**Filter Options**

**Tools**

All

Specific Tools

Content  Discussions  Dropbox  Grades  News  Quizzes

[Hide Advanced Filter Options](#)

**Name**

Contains

**Start Date**

Between

and

Canada - Toronto Canada - Toronto

**End Date**

Between

and

Canada - Toronto Canada - Toronto

**Duration**

**Calendar Status**

Displayed in Calendar

## Access Manage Dates

1. Click the **Edit Course** link on the course navigation bar, and then click **Manage Dates**.

## Advanced filter options

1. Basic filter options in Manage Dates enable you to narrow your results based on tool. Advanced filter options enable you to further narrow your results by a course object's name, dates, duration, and calendar status. Click Show Advanced Filter Options to access these additional filter options.

Filter option	Additional instructions
<b>Name</b>	Enter a keyword and use the drop-down list to specify how the system should compare your keyword with existing object names in your course.
<b>Start Date</b>	Choose "blank" from the drop-down list to return course objects that do not have a start date.
<b>End Date</b>	Choose "blank" from the drop-down list to return course objects that do not have an end date.
<b>Duration</b>	Use the drop-down list to specify how the system should compare the number you enter with existing durations within your course.  Choose "blank" from the drop-down list to return course objects that do not have a specific amount of days they are available to users. Objects with unspecified durations include those containing only a start date or only an end date.
<b>Calendar Status</b>	Use the drop-down to specify whether filter results return objects that are displayed in the calendar or not displayed in the calendar.

## Editing Dates

Instructors can edit dates for individual course objects or multiple objects. While editing dates, instructors can also display course object availability in the Calendar tool. If desired, filter course objects. Any bulk changes made apply only to those filtered results. This enables instructors to update multiple objects based on specific criteria.

## Edit an Item's Dates

1. Open the context menu beside the name of the item you wish to edit and click on the **Edit Dates** button.
2. Set or remove the start date and end date.
3. Choose whether the object displays in the Calendar tool.
4. Click on the **Save** button.

## Bulk Edit Dates

1. Select the check boxes beside the desired objects and click on the **Edit Dates** button from the top of the grid.  Edit Dates
2. Set or remove the start dates and end dates.
3. Choose whether to add the objects to the Calendar tool.
4. Click on the **Save** button.

## Remove Dates

1. Click the Remove (i.e. red "X") icon beside an object's start date or end date.

Start Date	End Date
4/30/2014 9:49 AM 	5/7/2014 9:49 AM 

## Offsetting Dates

Manage Dates enables instructors to move start dates and end dates forward or backward by a specified number of days. Instructors can use this to move course content forward to a new term.

## Offset Dates

1. Open the context menu for the object and click **Offset Dates** or select the check boxes beside the desired objects and click **Offset Dates** from the top of the grid.  Offset Dates
2. Specify which dates to offset in the **Offset** drop-down list.
3. Use the **Days** drop-down list to specify whether to offset the dates forward or backward and enter the number of days in the textbox to offset those dates by. Or choose Calculated based on two dates to quickly generate the number of days between two

relative dates. Tip: To help ensure the dates chosen do not land on weekends or holidays, enter the current date associated with your course object as your From date and click on the Select Date icon to select the desired To date.

4. Click on the **Save** button.