Bulk Assignment Date Change



Want to quickly change all your assignment due dates when copying shells or sandboxes? If so, this is the flyer for you!

There are two ways you can quickly change dates:

Steps for Process 1:

- 1. Click on the 3 dots on the Assignments page. Then click on Edit Assignment Dates.
- 2. Change the Due, Available From, and Available Until dates.
- 3. Then click Save.

NOTE: You can **not** find this feature on the individual assignment page.

	Sedit Assignment Group	nt Dates ps Weight
Due At	Available From	Available Until
Sun Jan 19, 2020	Wed Jan 1, 2020	Sat May 30, 2020
Sun Jan 26, 2020		Tue Mar 31, 2020
Sun Jan 26, 2020	8	Thu Apr 30, 2020
Sun Jan 26, 2020		Wed Jan 29, 2020
Wed May 20, 2020	Wed May 20, 2020	Wed May 20, 2020
Fri Jun 12, 2020	Mon Jun 8, 2020	Fri Jun 12, 2020
Tue Jun 30, 2020 🛛 🗎	Mon Jun 22, 2020	Tue Jun 30, 2020 📕

For this one you will <u>need to know how many days</u> you need to move (shift) the assignment forward. If you want to start from scratch you can also remove all dates here.



- 2. Click on the **Title** boxes by each assignment you want to change.
- 3. Then click on **Batch Edit**.
- 4. Once you have selected to remove or change the dates select **Ok**.

NOTE: the assignment dates will automatically change after you hit okay, they will not unselect.

Select by date range		3 as	signments select		Cancel
	to	Apply			
	Due At	Available From	Avail	able Until	
Assignment Templ					
Breakout and Test		1	Sur	Jun 7, 2020 🗎	
Breakout and Test		1	Sun	i Jun 7, 2020 📓	
Breakout and Test		1	Sur	ı Jun 7, 2020 🗰	

Batch E	dit Dat	es		×
O Shift Dat	es			
Shift du forward	e dates and a I by a number	ssignment av rof days.	ailability dates	
1		~		
O Remove	Dates			
Remove	due dates ar	nd assignment	t availability dat	tes.
			Cancel	Ok



If you need any assistance please call Distance Education

Click here for contact information