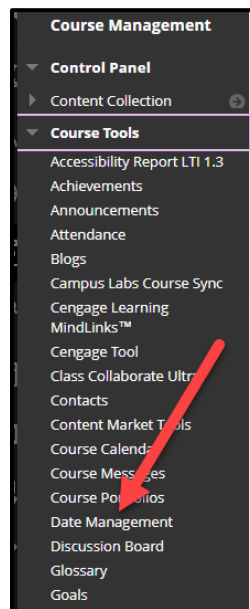




Date Management Tool

Before you begin to change any dates, just be mindful that you have three adjustment options to select from in **Date Management**.

- Use Course Start Date
- Adjust by Number of Days
- List All Dates for Review



Choose **Date Management** from the **Course Tools** option found under **Course Management**.

Date Management
Use the date management feature to update content dates when you copy or restore a course. [More Help](#)

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date (i)

Use Term Info (i)

Current Start Date: 2023 Spring (11/1/22-7/1/23)

New: 2023 Fall (7/1/23-2/29/24)

Adjust by Number of Days (i)

List All Dates For Review (i)

Ready to get started? Start



SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ

Current Start Date

New

The first option changes the course start and end dates for general date changes that span the length of the course in the term.

Date Management

Use the date management feature to update current dates, select your range or review previous dates.

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ

Current Start Date

Use Term Info ⓘ

Adjust by Number of Days ⓘ

List All Dates For Review ⓘ

Ready to get started?

When you select the current start date and new start date, a calendar will appear allowing the term date to be chosen for each input box. These should populate automatically.

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ

Use Term Info ⓘ

Current Start Date 2023 Spring (11/1/22-7/1/23)

New 2023 Fall (7/1/23-2/29/24) ▼

Adjust by Number of Days ⓘ

List All Dates For Review ⓘ

Here is an example of the term date changes.



Date Management
Use the date management feature to update content dates when you copy or restore a course. [More Help](#)

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date (i)

Use Term Info (i)

Adjust by Number of Days (i)

Shift all dates by

Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.

List All Dates For Review (i)

If you are choosing to change the days by a specific number due to assignments and testing occurring in sequence, this would be the option of choice. You would simply add the days needed to be added to each assignment in the input box provided.

Date Management
Use the date management feature to update content dates when you copy or restore a course. [More Help](#)

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date (i)

Use Term Info (i)

Adjust by Number of Days (i)

List All Dates For Review (i)

[Ready to get started?](#)

The final option allows you to edit each date for a more custom date change especially when courses are taught across multiple terms and dates are not consistent. You can also select a group of item dates by clicking the box to the left of each title. The pencil will allow you to edit each individual or group set.

Date Management Review
This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.

Run Date Management Again (Valid as of April 18, 2023 10:28 AM)

Item Types: Selected Options (i) Date Types: All (i)

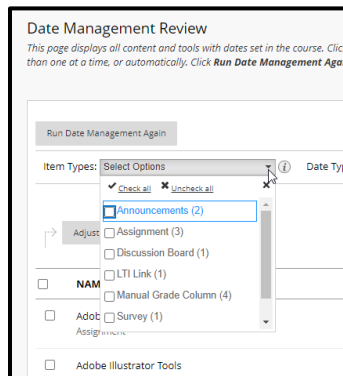
Adjust Dates

Displaying 1 to 14 of 14 items

	NAME	DUE	AVAILABILITY	ADAPTIVE RELEASE
<input type="checkbox"/>	Adobe Color Wheel Quiz Assignment	JAN 14, 2022 Fri 11:59 PM	STARTS	ENDS
<input type="checkbox"/>	Adobe Illustrator Tools Assignment	JUL 27, 2022 Wed 11:59 PM	STARTS	ENDS
<input type="checkbox"/>	Assets are Due Next Week! Announcements	JUL 26, 2022 Tue 08:29 AM	STARTS	ENDS
<input type="checkbox"/>	Course Survey Survey	JAN 31, 2023 Tue 11:48 AM	STARTS	ENDS



Once you are in edit mode, you will see the date change box appear on the left side of the light blue section now highlighted. When the date has been changed, click the checkmark in the green square on the right side to accept the changes or the left arrow to cancel the change. The section will turn a beige-yellow color when edits have been updated.



You can also filter by item type which would allow faster date changes if items fell in a particular sequence in the course.

Each of the **Date Adjustment** options will take you to the **Date Management Review** page where you can finalize your dates. Additionally, you will receive a summary email with the old and new dates to cross-check for errors.

