

Using Batch Edit to Edit Due Dates

Access Batch Edit

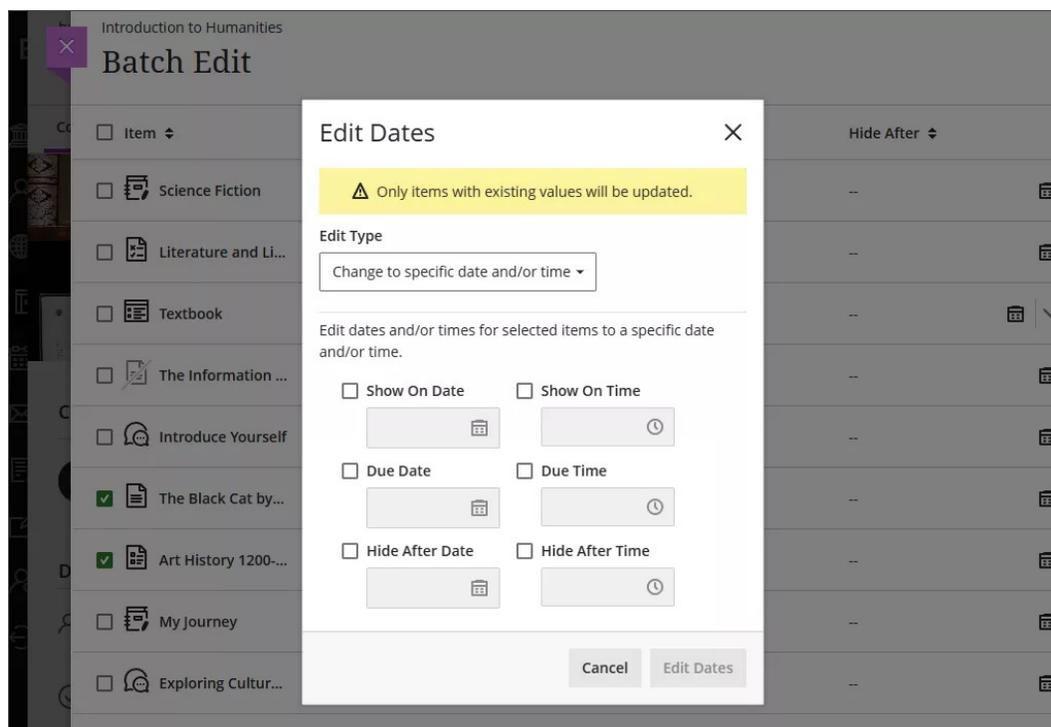
On the Course Content page, open the More Options link (three dot icon) on the right side above the content list. Select **Batch Edit**.

Edit dates

You can use Batch Edit to adjust due dates on items. Only items with dates will be adjusted. Select **Edit dates** at the bottom of the page.

You have four options for editing dates:

- Change dates by number of days
- Change dates based on course start
- Change to specific date and/or time
- Change individual item date



Select **Edit Dates** to confirm that you want to edit the dates for the items, or **Cancel** to return to the page.

Change dates by number of days

Enter a number in the **Shift dates forward** or **Shift dates backward** fields. All dates for the items selected will be adjusted forward or backward based on the field and number you choose.

For example: A snowstorm at the start of the semester pushes the academic calendar by a few days. You can use Batch Edit to add 4 days to all due dates.

Change dates based on course start

This option adjusts all the assignment dates based upon when the course started. All dates are moved forward by the number of days between the original start date and the new start date you selected. If you upload a previously created course into a new one, you can adjust all the dates in the new course to match the same cadence that the previously created course had.

For example: You reuse content from the previous semester when your course's start date was August 19, 2019. Your course's new start date is January 6, 2020. All dates for the selected items are adjusted forward 140 days.

Change to specific date and/or time

You can choose to change the specific time of day for a submission.

For example: You've set the due date time to 8:00 PM and you've decided that you want to give students more time. You can use Batch Edit to change all the due date times to 11:59 PM.

Change individual item date

If you want to change only one item's date in Batch Edit, select the calendar icon beside the item. You can now adjust the due date. You can also delete the item's due date by selecting the trash icon beside the due date.

