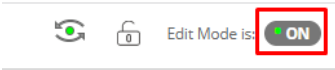


## Date Management Tool

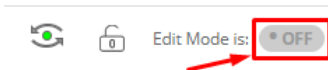
The date management tool allows you to easily adjust all content and tool dates in your course. You can choose to adjust dates automatically or individually from one convenient location.

**Make sure edit mode is on  
(Top right of screen)  
Click to toggle.**

**Edit Mode is ON**



**Edit Mode is Off**



**CLICK TO TOGGLE EDIT MODE ON.**

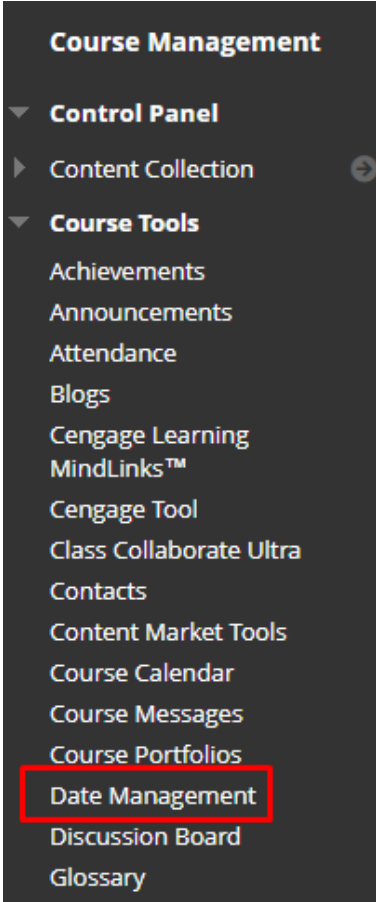
All items with dates are supported in Date Management.

Including:

- Content (items, files, audio, etc.)
- Assessments (tests, surveys, assignments, etc.)
- Tools (discussions, blogs, journals, announcements, etc.)
- Manual grade columns
- Course and Organization tasks

The task due dates are moved during the bulk move process, and they do not appear in the Review and Edit Dates screen. Date Management does NOT support editing of due dates for tasks from review and edit dates screen.

Publisher content is shown on the Date Management Review page. You cannot adjust the dates of publisher content from Date Management.




**Course Management**

- ▼ **Control Panel**
- ▶ Content Collection
- ▼ **Course Tools**
- Achievements
- Announcements
- Attendance
- Blogs
- Cengage Learning
- MindLinks™
- Cengage Tool
- Class Collaborate Ultra
- Contacts
- Content Market Tools
- Course Calendar
- Course Messages
- Course Portfolios
- Date Management**
- Discussion Board
- Glossary

## 1. Use Course Start Date

### SELECT DATE ADJUSTMENT OPTION \_\_\_\_\_


Use Course Start Date 


Current Start Date


09/06/2022

New

01/04/2023

Use Term Info 

Adjust by Number of Days 

List All Dates For Review 

Use this option when adjusting for new terms. Adjust dates according to the course start date.

In the above example the original course start date was September 6, 2022 and the new course date is January 4, 2023.

## 2. Adjust by Number of Days

### 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](#)

Use this option when you know exactly how many days you want to adjust dates by. Type the number of days you want to adjust all dates in the course by. This is based on the dates that are currently set for each item in the course, not today's date.

If on June 1 you adjust dates by 30 days, the assignment that was set for September 1 is now due October 1. Negative numbers move the dates back, positive numbers move the dates forward.

### 3. List All Dates for Review

#### 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](#)
- 

Use this when you want to review dates before adjusting them. Select this option to display a list of all content and tools with dates in the course on the Date Management Review Page. Use this option to review all of the dates and analyze them for adjustment.

- After choosing how you want to adjust the dates press submit. The Date Management list will come up and you can compare your dates to ensure they are correct.

#### 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 January 13, 2023 1:25 PM) Refresh

Item Types: Select Options
Date Types: All

Displaying 1 to 19 of 19 items

Adjust Dates

	AVAILABILITY			
NAME <span>▲</span>	DUE	STARTS	ENDS	
<input type="checkbox"/> Case Problem 1: Great Giraffe Assignment	JAN 23, 2023 Mon 11:59 PM			
<input type="checkbox"/> Case Problem 1: Great Giraffe Assignment	JAN 30, 2023 Mon 11:59 PM			
<input type="checkbox"/> Case Problem 1: Great Giraffe (continued) Assignment	FEB 6, 2023 Mon 11:59 PM			
<input type="checkbox"/> Final Exam Test	FEB 6, 2023 Mon 11:59 PM			
<input type="checkbox"/> Final Project Content Folder		JAN 23, 2023 Mon 12:00 AM		
<input type="checkbox"/> Session 1.1 Quick Check Test	JAN 23, 2023 Mon 11:59 PM			

Interested in more educational tools? Check out our How-To Guides at:  
[www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

