Faculty: Bulk Update Due Dates

Hart Wilson - 2023-12-22 - Comments (0) - Faculty

If you import content from a prior term into a new course shell, you know how much work can be involved in editing all of the assignments, forums, and quizzes to reflect the new term's due dates. We now have a special "report" that allows us to update all of the due dates in a course in one pass!

First, open the **Reports** menu at the top of the main course page and select **Dates**.



You can choose to update all of the course activity types in one pass or update one type of activity at a time, depending on how many activities are in your course. From the **Activity type** pull-down menu, leave the option set for ***All activities*** or select a single activity type and click on **Expand all** to open all of the course sections.



After selecting ***Assignments***, for example, all of your course assignments will be listed down the page. Update the **due dates** as needed, then click on **Save changes** at the bottom or top of the page.



Note: Keep in mind that you don't have to have a date set to begin allowing submissions—as long as the assignment is visible to students, they can submit their work. Similarly, you don't need to indicate a cutoff date or an expected completion date for any assignment.