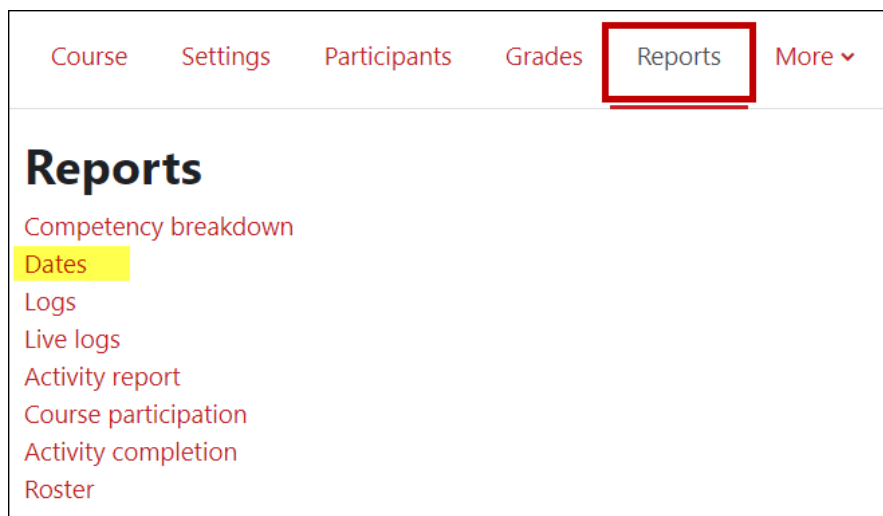


## Faculty: Bulk Update Due Dates

Hart Wilson - 2023-12-21 - [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.

## Dates

### ART 133 (6721-SP23) - Introduction to Drawing

**Activity view filter** (changing this filter will not save the remaining form data)

Activity type ⓘ

All activities ▾

All activities
Assignment
Attendance
File
Forum
URL

Expand all

Save changes

Cancel

> Courses

> General

> April 3 - April 9

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.

▼ April 3 - April 9

SKETCHBOOK :: Blind Contour

Allow submissions from

☐ Enable

29 ▾

March ▾

2023 ▾

15 ▾

18 ▾

Due date

☒ Enable

9 ▾

April ▾

2024 ▾

23 ▾

59 ▾

Cut-off date

☐ Enable

14 ▾

December ▾

2023 ▾

22 ▾

25 ▾

Remind me to grade by

☒ Enable

10 ▾

April ▾

2024 ▾

15 ▾

18 ▾

Expect completed on

☐ Enable

14 ▾

December ▾

2023 ▾

22 ▾

25 ▾

No restricted date access settings on SKETCHBOOK :: Blind Contour

Add restricted access (opens a new window)

**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.