How-To

Automatically adjust Content and Tool Dates in your Course

- Access the **Date Management Tool**
  - Click **Date Management** under **Course Tools** in the **Control Panel**

- Adjust based on the **Course Start Date**, by specific **Number of Days**, or **List All Dates For Review** and **Manual Editing/Adjusting**

1. **Adjusting Based on Course Start Date**
   a. First you can take a look at the existing dates
   b. Select **List All Dates For Review** then Click **Start**
   c. Note that availability and due dates will not be current
   d. Select **New Start Dates**
   e. Set **Current** and **New Dates** then Click **Start**
Automatically adjust all content and tool dates for this course. Select Use Course Start Date or Adjust by Number of Days to adjust the dates accordingly. More Help

SELECT DATE ADJUSTMENT OPTION

- Use Course Start Date
  - Current Start Date: 02/23/2014
  - New Start Date: 02/23/2015
- Adjust by Number of Days
- List All Dates For Review

Ready to get started?

f. A progress bar will display to show progress as the system updates the dates. When you see it has completes Click Next

g. Review the new dates. Note that the dates have been pushed forward 365 days

2. Adjusting Based on Number of Days
   a. Click Adjust by Number of Days
   b. Type 365
   c. Click Start

   Date Management

   Automatically adjust all content and tool dates for this course. Select Use Course Start Date or Adjust by Number of Days to adjust the dates accordingly. More Help

SELECT DATE ADJUSTMENT OPTION

- Use Course Start Date
- Adjust by Number of Days
  - Shift all dates by 365
- List All Dates For Review

Ready to get started?

d. A progress bar will display to show progress as the system updates the dates. When you see it has completes Click Next

e. Review the new dates. Note that the dates have been pushed forward 365 days

f. You can run Date Management Again or adjust dates manually/directly edit the dates on individual areas as explained under sections Adjust Dates Manually and Editing Dates below
3. **Directly Editing Dates**
   a. Select **List All Dates For Review**
   b. Click **Start**
   c. Click the **Pencil Icon**
   d. Type in the **new dates**
   e. Click the **Green Check Mark Icon**
   f. The page will reload

4. **Adjusting Dates Manually**
   a. Select **List All Dates For Review**
   b. Click **Start**
   c. Select the items you want to adjust and Click the **Adjust Date Button**
   d. A Blue Box appears at the bottom of the window Select the **number of days** to adjust by and Click **GO**
e. The page will refresh showing the new dates