

How to: Set availability and due dates...

There are three items having to do with dates and availability:

Start Date: The start date is the date at which assignment becomes available to students. (On our Template Courses, we reset the start dates at the beginning of each term, so the dates should be near to your syllabus.)

End Date: The “End Date” is the due date. (The end date on all of our assessments is set by default to two weeks after the start date.)

Review Date: By default, assignments in Varsity Learning are always kept open for review. This allows students the ability to go back and access past assignments, but doing so after the end date will not change their score.

1. From the Main Course Page, select the “Dates” link under “Mass Change.”

The screenshot shows the Varsity Learning interface for the course 'Prealgebra, Mr. Smith, Period 5'. The page is viewed from the instructor perspective. On the left, there is a navigation menu with sections: 'Communication' (Messages, Forums), 'Questions' (Manage, Libraries), 'Course Items' (Copy, Export, Import), and 'Mass Change' (Assessments, Forums, **Dates**, Time Shift). A red arrow points to the 'Dates' link. The main content area shows a list of items with the following details:

- Item 1: **Entering Answers Using MathQuill** (Showing Always) - A guide for students for entering answers using the MathQuill editor.
- Item 2: **ASCIIMath Reference** (Showing Always) - A guide on how to enter ASCIIMath.
- Item 3: **Topic A - Whole Numbers** (Showing Collapsed Always)
- Item 4: **Topic B - Introduction to Algebra** (Showing Collapsed Always)

- Change the "Filter by type: All" to "Assessments." (Note: Though you can set dates on most items within Varsity Learning, this functionality is used predominantly only on assessments.)

Home > Prealgebra, Mr. Smith, Period 5 > Mass Change Dates

Mass Change Dates

Order by: Course page Filter by type: All

- All
- Assessments
- Inline Text
- Linked Text
- Forums
- Wikis
- Blocks

Shift by weekdays only

Once changing dates in one row, you select *Copy down time* or *Copy down date & time* from the Action pulldown to send the date change difference to all rows below. You can select *Copy down time* or *Copy down date & time* to all rows below. If you click the checkboxes on the left, you can limit the update to those items. Click the \updownarrow icon in each cell to swap from Always/Never to Dates. Swaps to/from Always/Never and Show changes cannot be sent down the list, but you can use the checkboxes and the pulldowns to change those settings for many items at once.

- This display shows the start and end dates for each assessment in a compact, easily accessible form. Simply enter the desired start dates and end dates by entering them in the appropriate boxes. Selecting the calendar icon will pop up a helpful calendar to set your dates. You may also change the times that assignments become available and due (the time listed on this page is your local time as determined by the time zone set on your computer).


Check: All None. Change selected items End Date to Dates Go Save Changes

Name	Show	Start Date	End Date	Review Date	Send Date Chg / Copy Down List
<input checked="" type="checkbox"/> A.1	\updownarrow By Dates	01/01/2014 (W) at 1:00 am	01/08/2014 (W) at 1:00 am	Never	
<input checked="" type="checkbox"/> A.2	\updownarrow By Dates	01/01/2014 (W) at 1:01 am	01/08/2014 (W) at 1:01 am		
<input checked="" type="checkbox"/> A.3	\updownarrow By Dates	01/01/2014 (W) at 1:02 am	01/08/2014 (W) at 1:02 am		
<input checked="" type="checkbox"/> A.4	\updownarrow By Dates	01/01/2014 (W) at 1:03 am	01/08/2014 (W) at 1:03 am		
<input checked="" type="checkbox"/> A.5	\updownarrow By Dates	01/01/2014 (W) at 1:04 am	01/08/2014 (W) at 1:04 am	Always	Action...

January 2014 calendar popup showing the 8th selected.

- Once you have set all of your dates, click the "Save Changes" button. There is one located at the top and bottom of the webpage. (Note: No changes made on this screen are finalized until you click the "Save Changes" button. If you make a mistake, simply refresh your browser window and the changes will be reset.)

Check: All None. Change selected items End Date to Dates Go Save Changes



- Once you Save Changes you will be returned to the Main Course page.