



How to: Set Due Dates and Times (advanced functionality)...

If you want to find out how to set due dates and times the first time, please reference [this guide](#) first.

The advanced options for the Mass Change>Dates functionality include the ability to quickly duplicate start or end dates, duplicate times and to move an entire course forward in time. This final functionality is typically used when duplicating a pre-existing course to be re-used in a subsequent school term.

Duplicating Dates: Follow these instructions to apply a single date and time to multiple assessments. For example, the XYZ Homework template courses have all assessments in a single chapter set to the same dates and times.

1. First, select the assessments you wish to share the same dates and/or times by checking the box to the left of each one.

<input type="checkbox"/>	0.6 - Exponents and Order of Operations	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...
<input type="checkbox"/>	Chapter 0 Test	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input checked="" type="checkbox"/>	1.1 - Real Numbers	By Dates	04/22/2014 (Tu) at 12:01 am	04/29/2014 (Tu) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...
<input checked="" type="checkbox"/>	1.2 - Addition and Subtraction of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...
<input checked="" type="checkbox"/>	1.3 - Multiplication of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...
<input type="checkbox"/>	1.4 - Division of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...
<input type="checkbox"/>	1.5 - Properties of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...
<input type="checkbox"/>	1.6 - Simplifying Expressions	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input type="radio"/> Always	Action...

2. Set the new date and/or times that you want applied to those assessments. Note that the box next to the assessment you change the dates for *does not* need to be checked, but it does need to be *above* the assessments you have checked in the display.

- Once you've set the new dates and/or times, select the appropriate option from the "Action" drop-down menu to the right of the assessment you changed the dates for.

<input type="checkbox"/> Chapter 0 Test	By Dates	01/26/2015 (M) at 12:01 am	02/02/2015 (M) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action... Action... Send down date & time changes Copy down times only Copy down dates & times Copy down start date & time Copy down end date & time Copy down review date & time
<input checked="" type="checkbox"/> 1.1 - Real Numbers	By Dates	04/22/2014 (Tu) at 12:01 am	04/29/2014 (Tu) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	
<input checked="" type="checkbox"/> 1.2 - Addition and Subtraction of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input checked="" type="checkbox"/> 1.3 - Multiplication of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input type="checkbox"/> 1.4 - Division of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...

- Select the "Copy" option you would like. Note that you can copy down times only, all dates and times, start dates and times only, end dates and times only or review dates and times only.
- Once you've selected the option you like, the system will display the changes immediately

<input type="checkbox"/> Chapter 0 Test	By Dates	01/26/2015 (M) at 12:01 am	02/02/2015 (M) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input checked="" type="checkbox"/> 1.1 - Real Numbers	By Dates	01/26/2015 (M) at 12:01 am	02/02/2015 (M) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input checked="" type="checkbox"/> 1.2 - Addition and Subtraction of Real Numbers	By Dates	01/26/2015 (M) at 12:01 am	02/02/2015 (M) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input checked="" type="checkbox"/> 1.3 - Multiplication of Real Numbers	By Dates	01/26/2015 (M) at 12:01 am	02/02/2015 (M) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
<input type="checkbox"/> 1.4 - Division of Real Numbers	By Dates	01/22/2015 (Th) at 12:01 am	01/29/2015 (Th) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...

- You can repeat these steps as often as needed to duplicate dates and times to multiple assessments.

- Click the “Save Changes” button. There is one at the top and bottom of the assessment list.

Mass Change Dates

Order by: Filter by type:

Shift by weekdays only

Once changing dates in one row, you select *Send down date and time change* 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 copy the same time/date 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.

Name	Show	Start Date	End Date	Review Date	Send Date Chg / Copy Down List
0.1 - Factors and Simplifying Fractions	\updownarrow By Dates	09/03/2013 (Tu) at 12:01 am	09/05/2013 (Th) at 11:59 pm	<input type="radio"/> Never <input checked="" type="radio"/> Always	Action...
...	\updownarrow By Dates	01/22/2015 (Th)	01/29/2015 (Th)	<input checked="" type="radio"/> Never	Action...

Note that no changes made on this screen are saved until you hit the “Save Changes” button. If you make a mistake at any point, you can reset your work by clicking the back arrow on your browser or refreshing the screen.

Sending Down Dates: This is the method often used to reset assessment dates when copying a course from a previous term for use in a new term. This method shifts all dates forward by a set number of days.

- Decide if you want the dates on the new assessments set to be due on weekdays only. By default, the button limiting shifts to weekdays only is checked. If the shift would put a start date or end date on a Saturday or Sunday, this forces it forward to the following Monday. If you want assignments to become due or available on weekends, uncheck this box.

Mass Change Dates

Order by: Filter by type:

Shift by weekdays only

- Click the “All” link next to the word “Check” at the top of the table to select all assessments in the course. (This is optional. If you do not click this, you’ll get a pop-up later warning you that your changes will be reflected in all assessments below the one you’re changing.)
- On the first assessment in the course, set a new start date (and time) and a new end date (and time).
- Click on the “Action” drop-down to the right of the assessment you changed and select “Send Down Date & Time Changes.”

Note that this function is a difference calculator. The system calculates the number of days between the original dates and the new dates you’ve entered and adds the exact same number of days to each and every start date and time below it.

If you're moving, for example, dates from a fall term course to a spring term course, you will need to make some adjustments to account for school schedules and holidays. If in the fall term course you'd made allowances for Thanksgiving, you'll probably need to remove that and instead make a change to accommodate spring break.

5. Click the "Save Changes" button (at the top or bottom of the table) to apply the changed dates to the course.