Using the Date Management Tool

Once you have copied all of your content from the old course to your new course, it will be time to go through and edit all the dates for the announcements, assignments, assessments, and such. The Date Management Tool helps with this process.

1. From the left-hand side Navigation Menu under Course Management, expand the Control Panel, then expand Course Tools, and click on Date Management.

2. Under SELECT DATE ADJUSTMENT OPTION, select the last option, List All Dates for Review, and click Start. Beware using the automatic date adjustment. It will adjust all dates by number of days without any regard for day of the week.
3. Depending on the number of dates in your course, processing may take a few minutes. You can wait on the page, or wait for an email notification.

4. When the process completes, click **Next**.

5. For each listed item, the pencil icon ✍️ appears at the end of the line. Click the pencil icon or directly on the hyperlinked dates to edit. Three types of dates are listed: **Due**, **Starts**, and **Ends**. **Starts** and **Ends** refers to the dates that an item is available for students to view.