

KODIAK QUICK GUIDE – Manage Dates

Overview

The Manage Dates tool allows you to view all start and end dates for your course in one location. You can edit start and end dates individually or change several or all of them at once when you teach the course in a new quarter. Note that the Manage Dates tool can be used to reset start and end dates only; due dates must be changed through the Calendar tool.

The Manage Dates tool allows you to change dates for Content, Announcements, Discussions, Assignment Submission folders, and Quizzes. For other tools, you will need to adjust dates manually within the tool itself. Note that the Manage Dates tool will only adjust availability restrictions and start and end dates for the Kodiak system. It will not affect dates you have typed into assignment descriptions, content topics, or discussion-board prompts.

How to Access

Click **Course Admin** on your course navigation bar, and then click **Manage Dates**. (Figure 1).

In This Guide

- Changing Start and End Dates within a Course
- Editing Start and End Dates for a Single Item
- Editing Dates for Multiple Items

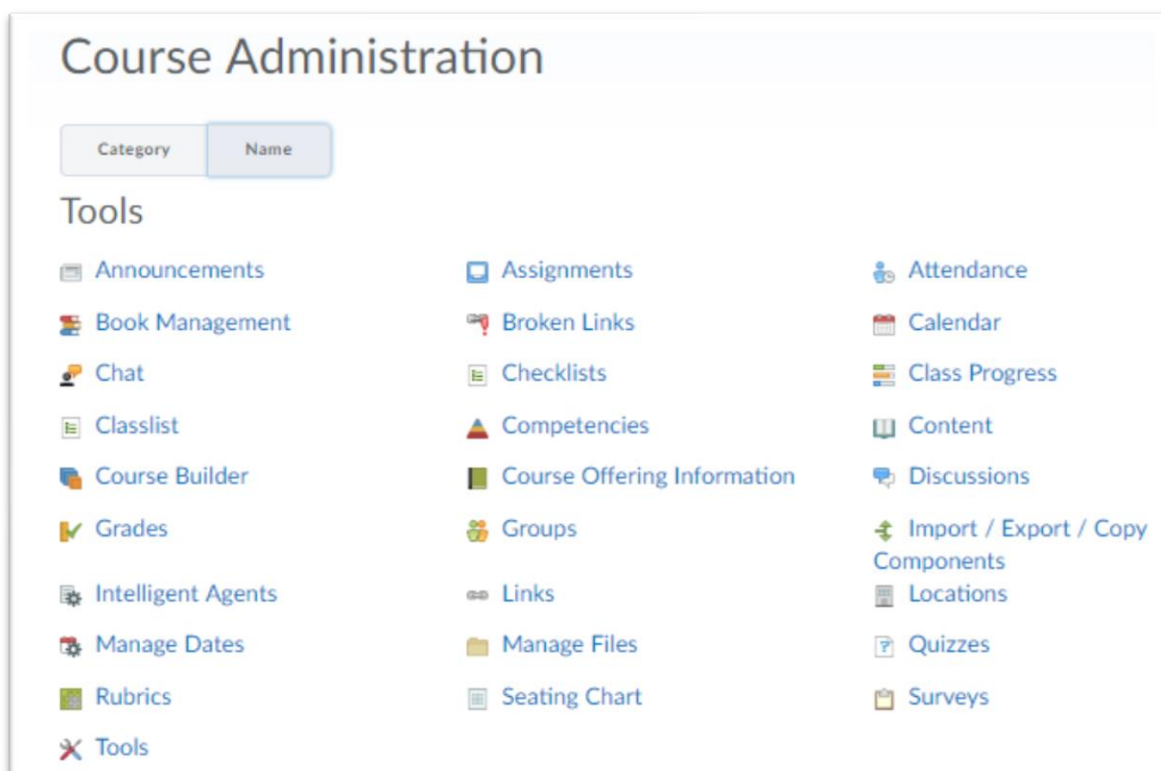


Figure 1

Changing Start and End Dates within a Course

Note: When your course is being offered in a new term, you can change all start and end dates for your course materials at once to align them to the schedule for the new term. See the Course Copy documentation for information on importing course materials from a previous course offering to a new quarter.

1. Click **Course Admin** on the course navigation bar, then click **Manage Dates** (Figure 1). A table that lists all of the items in your course will be displayed.
2. Select the checkbox at the top-left corner of the table to select all items in the table (Figure 2).
3. Click **Bulk Offset Dates** at the top of the table. The “Offset Dates” window will open.
4. Select **Calculated range between two dates** (Figure 3). Boxes for inputting start and end dates will be displayed.
5. Enter the start date of the course the last time you taught it in the “From” field.
6. Enter the start date for the new offering of the course in the “To” field.
7. Click **Calculate**. The number of days between these dates will be displayed. This is the number of days that start and end dates will be pushed forward.
8. Click **Save**.

Note: Items that previously had no start and end dates set will not be affected by this process, even if they are selected.

Editing Start and End Dates for a Single Item

1. Click **Edit Course** on the course navigation bar, then click **Manage Dates** (Figure 1). A table that lists all of the items in your course will be displayed.
2. Move your mouse over the name of an item. A drop-down arrow will appear to the right of the item’s name.
3. Click the drop-down arrow, then select **Edit Dates** (Figure 4).
4. The “Edit Availability” window will open.
4. Enter new start and end dates.

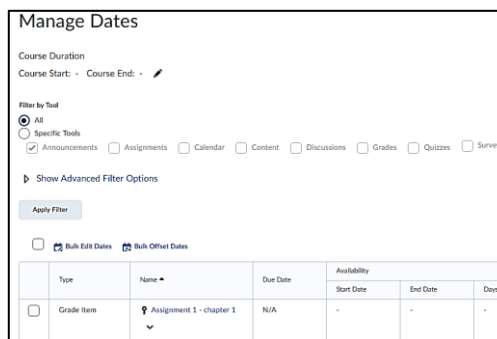


Figure 2

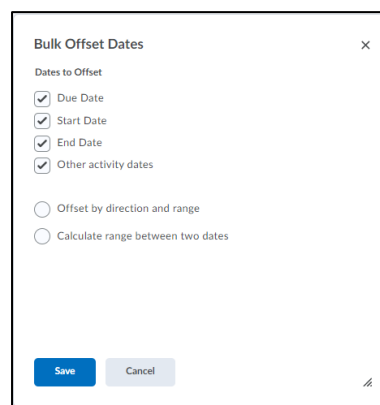


Figure 3

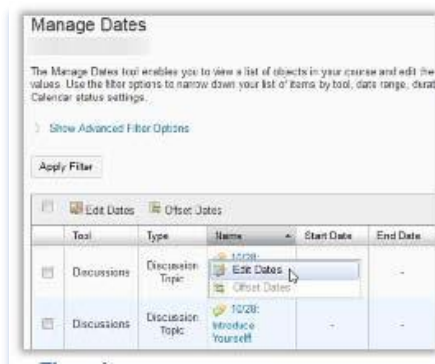


Figure 4

5. Select **Display in Calendar** to have the item's end date appear in the Calendar (Figure 5).

6. Click **Save**.

Editing Dates for Multiple Items

Use these instructions to assign the same start and/or end dates to several items at once. You can also use this process to display multiple items in the Calendar without changing any of the items' start or end dates.

1. Click **Edit Course** on the course navigation bar, then click **Manage Dates** (Figure 1). A table that lists all of the items in your course will be displayed.

2. Select the checkboxes next to all items you want to assign a date to.

3. At the top of the table, click **Bulk Edit Dates** (Figure 6). The "Bulk Edit" window will open.

4. Click the checkbox next to Start Date and/or End Date to change the items' dates. If you leave a box unselected, the date will not change for the items.

- **To set a new date for the selected items**, leave "Set" selected in the drop-down menu, and enter a date in the field underneath (Figure 7).
- **To remove a date restriction from the selected items**, select "Remove" from the drop-down menu.

5. Select the "Calendar" check box to have the items' start and/or end dates displayed in the Calendar.

Note: You can apply a start date without changing the end date for the selected items, even if the end dates are different, and vice versa.

6. Click **Save**.

Figure 5

Bulk Edit Dates
 Bulk Offset Dates

	Type	Name	Due Date
<input checked="" type="checkbox"/>	Grade Item	Assignment 1 - chapter 1	N/A
<input checked="" type="checkbox"/>	Grade Item	Assignment 2 - Chapter 1	N/A
<input checked="" type="checkbox"/>	Assignment	Chapter 1 Assignment 1	-

Figure 6

Figure 7