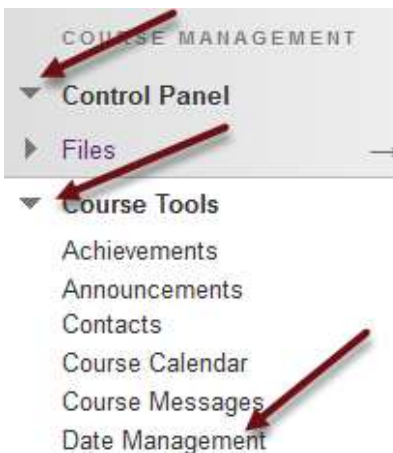


Update Dates Using Date Management Tool

This Date Management Tool will only allow you to edit Dates, so you will not be able to add or delete files or dates.

If the template dates are not updated when copied into your course template, you can do the following:

1. Locate the Course that is having template date issue.
2. Click on **Control Panel** arrow, click on **Course Tools**, and click on **Date Management**.



3. If you do not see **SELECT DATE ADJUSTMENT OPTION**, click on **Run Date Management Again**.



4. In the **Date Management** options, select **List All Dates For Review**, and click **Start**.

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ
Current Start Date
New

Adjust by Number of Days ⓘ

List All Dates For Review ⓘ

Ready to get started?



Update Dates Using Date Management Tool

- Once the **Date Management Progress** process is **100% completed**, click **Next** Button.

The screenshot shows the 'Date Management Progress' section. At the top, the text 'Date Management Progress' is followed by a red arrow pointing to the right. Below this, the status is shown as 'Date Management process status for course name: CIE Practice Template'. A green progress bar is filled to 100%, with a green checkmark to its right. Below the bar, it says 'Date Management process completed successfully. 5.643 seconds'. At the bottom right, there is a 'Next' button with a red arrow pointing to it.

Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.

- You should receive an e-mail from cie@wallace.edu stating that the **Date Management Process completed successfully**.
- Once the **Date Management Review** option appears, the following options are available to you:
 - You can scroll through the files to find the file that you want to edit.
 - To define your search for specific items, click the down arrow for **Item Types**
 - To define your search for a specific date, click **Date Type**.

The screenshot shows the 'Date Management Review' interface. On the left, there is a list of 'Item Types' with a '1 Selected' indicator at the top. The list includes: Announcements (11), Assignment (2), Content Folder (3), Discussion Board (3), Item (1), Learning Module (1), and Test (4). The 'Test (4)' item is selected. On the right, there is a 'Date Types' dropdown menu with 'All' selected. The dropdown list shows: All, Due Dates (3), Availability Dates (4), and Adaptive Release Dates (1). Red arrows point to the dropdown arrows for both 'Item Types' and 'Date Types'. A red arrow also points to the 'Test (4)' item in the list.



Update Dates Using Date Management Tool

8. Click on the **Pencil** button to **Edit Dates**.

Displaying 1 to 4 of 4 items

Adjust Dates

NAME	DUE	AVAILABILITY		ADAPTIVE RELEASE	
		STARTS	ENDS	STARTS	ENDS
<input type="checkbox"/> Mouse- Requires Respondus LockDown Browser Test	22 AUG 2013 Thu 11:00 PM	7 AUG 2013 Wed 08:30 AM	22 AUG 2013 Thu 11:00 PM		
<input type="checkbox"/> Quiz1 Test	31 DEC 2014 Wed 11:59 PM	27 NOV 2013 Wed 08:10 AM	31 DEC 2014 Wed 10:33 AM		

Adjust Dates

9. After you edit the dates, click the **green check** to confirm the changes or the **undo** arrow to cancel changes. Continue the process till you have made all the changes needed.

Adjust Dates

NAME	DUE	AVAILABILITY		ADAPTIVE RELEASE	
		STARTS	ENDS	STARTS	ENDS
<input type="checkbox"/> Mouse- Requires Respondus LockDown Browser Test	22 AUG 2013 Thu 11:00 PM	7 AUG 2013 Wed 08:30 AM	22 AUG 2013 Thu 11:00 PM		
Quiz1	Due	Availability Starts	Availability Ends		
	12/31/2014 11:59 PM	11/27/2013 08:10 AM	12/31/2014 10:33 AM		

Adjust Dates

Displaying 1 to 4 of 4 items Show All Edit Paging...

10. Click **Run Date Management Again** to automatically adjust dates, click **Refresh** button to review the changes made, or **Home Page** to **Exit** the Date Manager Review.

Date Management Review

This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.

Run Date Management Again

(Valid as of February 17, 2015 11:33 AM)

Refresh

