MANAGING DATES

Conveniently move content forward or backward to a different day by offsetting dates for course objects. This tutorial shows how to offset dates using Manage Dates.

Step 1.
You can edit and offset dates for various course objects within Manage Dates. Filter the course objects that display by selecting **Specific Tools** in **filter options.** In this example, we will select **Content**.

Step 2.
You can also specify **Advanced Filter Options**, such as name, due date, duration or calendar status. Click **Apply Filter.**

Step 3.
You can select specific course objects or all course objects. In this example, we will select all. Click **Bulk Offset Dates** to move the availability of course objects forward or backward by a specified number of days.

Step 4.
In the **Dates to Offset** section, select whether you want to offset the due dates, start dates or end dates for course objects.

Step 5.
Select whether you want to move the selected course objects forward, backward or calculated based on two dates. If you select **Calculated based on two dates**, you will be prompted to select a start and end date. The system will calculate the number of days between these selections and move course objects forward or backward based on this calculation.

Step 6.
From the **Days** menu, we will offset the due, start, and end dates for course objects by moving them forward 140 days. When you're ready, click **Save**. You have offset the dates for the course objects.

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