



Bulk Offset Dates

This document illustrates how to use the Bulk Offset Dates tool to move course dates forward by a specific number of days.

This feature is beneficial to use when you have copied course materials from fall semester into a spring semester course shell. Bulk Offset Dates will push the dates forward to reflect when activities are due in the new semester.

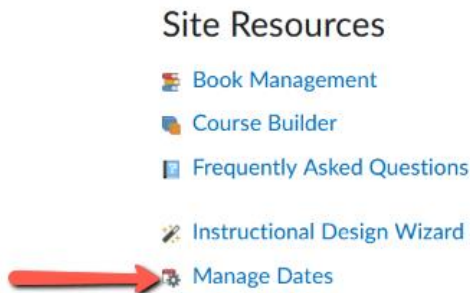
To begin:

- Take note of the fall/semester course start date you are copying from
- Copy your fall semester course into the spring course shell

1. From your spring semester course navigation bar, select **Course Admin**

Course Home Materials ▾ Communication ▾ Assessments ▾ Resources ▾ **Course Admin**

2. Under the **Site Resources** heading, select **Manage Dates**





3. Check the box beside each item type you would like to offset the date on

4. Select the **Bulk Offset Dates** button

Bulk Edit Dates
 Bulk Offset Dates
 

	Type	Name ^
<input checked="" type="checkbox"/>	Content Topic	A Brief History of Baking ▾
<input type="checkbox"/>	Content Topic	Academic Policies ▾
<input checked="" type="checkbox"/>	Content Topic	Accessibility Information ▾

5. Select the box beside the date type you would like to offset: (Due Date, Start Date, End Date, Other activity dates)

6. Select **Calculate range between two dates**

- In the **From** field: Click in the date box and enter the start date the course was copied **from**
- In the **To** field: Click in the box and enter the start date of the **present course**

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Dates to Offset

Due Date
 Start Date
 End Date
 Other activity dates

Offset by direction and range
 Calculate range between two dates

From

To

Dates will be offset forward by 147 day(s).

7. Click **Save**