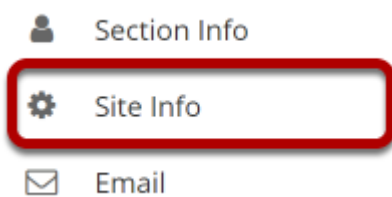


# How do I use the Date Manager to adjust dates for all items in the site?

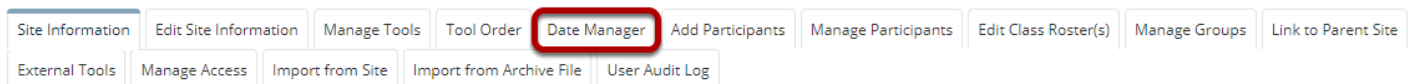
*Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.*

## Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.
















## Click on Date Manager.






# Select the desired tool/s to expand each section and view items within that tool.

## Edit dates in batch

↓ **Tests & Quizzes**

Title	Available Date	Due Date	Accept Until Date	Show Feedback On	Show Feedback Until
<a href="#">Module 01 Quiz (Draft)</a>	09/01/2020 02:55 pm  Tuesday	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<a href="#">Module 02 Quiz (Draft)</a>	10/01/2020 02:55 pm  Thursday	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<a href="#">Module 03 Quiz (Draft)</a>	11/01/2020 02:55 pm  Sunday	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 

↓ **Gradebook**

Title	Due Date
<a href="#">Item 0</a>	<input type="text"/> 
<a href="#">Item 1</a>	<input type="text"/> 
<a href="#">Item 10</a>	<input type="text"/> 

**Note:** Different tools may have different date options available depending upon the individual item settings and capabilities of the tool.

Select the calendar icon next to each date field/s you would like to modify and enter a new date.

Edit dates in batch

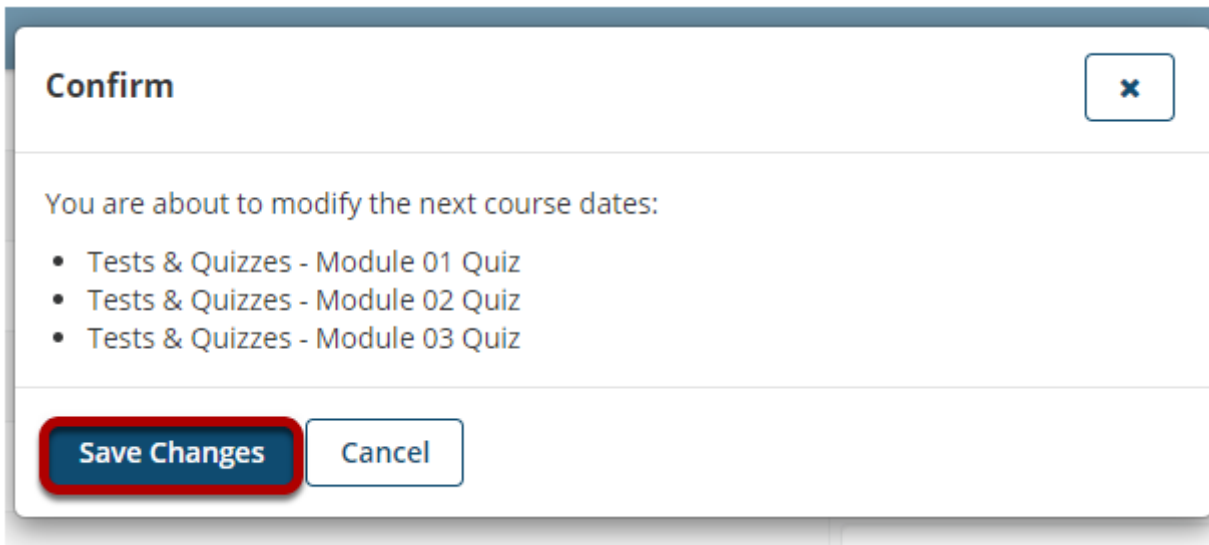
The screenshot shows the 'Tests & Quizzes' section of a system. It contains a table with columns: Title, Available Date, Due Date, Accept Until Date, Show Feedback On, and Show Feedback Until. Three items are listed: 'Module 01 Quiz (Draft)', 'Module 02 Quiz (Draft)', and 'Module 03 Quiz (Draft)'. Each date field has a calendar icon. A calendar pop-up is open over the 'Accept Until Date' field for 'Module 03 Quiz (Draft)'. The calendar shows the month of April 2021, with the date 04/02/2021 12:30 pm selected. The 'Done' button at the bottom of the calendar is highlighted with a red box and a circled '3'. A circled '1' is next to the calendar icon in the table, and a circled '2' is next to the date '2' in the calendar grid.

Scroll down and select the Save button to save all of the date changes on the page.

Save Changes

Cancel

Select the Save Changes button to confirm the changes to items listed in the confirmation dialog.



A message will display at the top of the page indicating that the dates were updated.

#### Edit dates in batch

✔ The dates were updated successfully.

#### Tests & Quizzes

Title	Available Date	Due Date	Accept Until Date	Show Feedback On	Show Feedback Until
<a href="#">Module 01 Quiz (Draft)</a>	01/11/2021 02:55 pm	01/25/2021 12:00 am	01/29/2021 12:00 am		
	Monday	Monday	Friday		
<a href="#">Module 02 Quiz (Draft)</a>	02/08/2021 02:55 pm	02/22/2021 12:30 pm	02/26/2021 12:30 pm		
	Monday	Monday	Friday		
<a href="#">Module 03 Quiz (Draft)</a>	03/08/2021 02:55 pm	03/29/2021 12:30 pm	04/02/2021 12:30 pm		
	Monday	Monday	Friday		