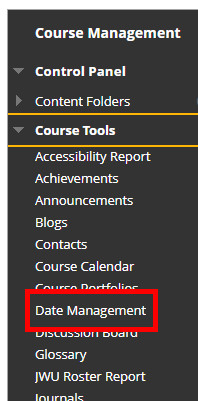


DATE MANAGEMENT IN ULEARN

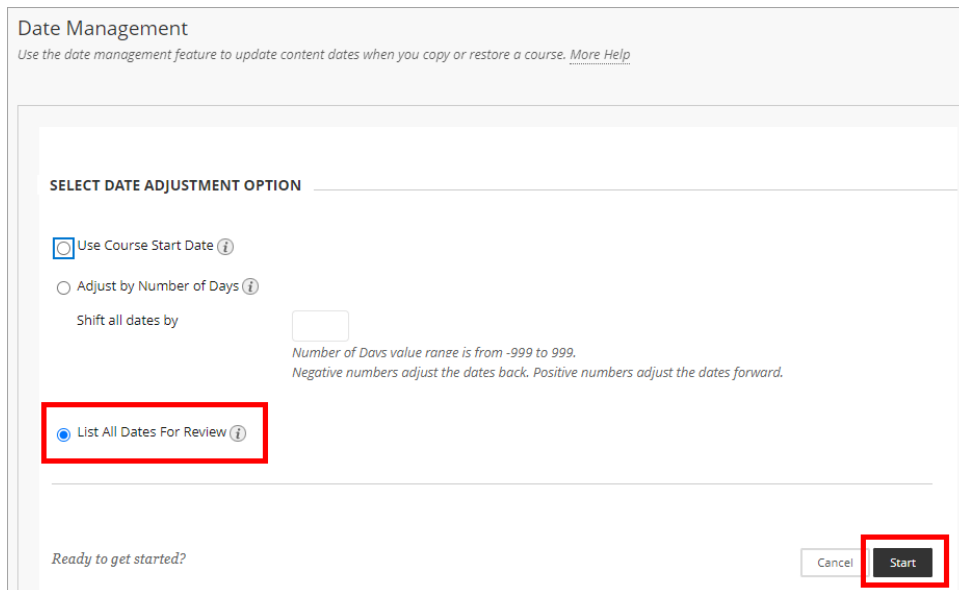
The following user guide will demonstrate how to display due dates and availability dates attached to assignments, Turnitin assignments, announcements and other content with date-specific settings. The date management tool allows you to edit all due dates and availability dates in your ulearn course. Please note, if an assignment does not have a due date associated with it, the Date Management tool will not display the assignment.

Instructions

1. In the Course Tools section of your ulearn course, click **Date Management**.



2. On the Date Management screen, select the option **List All Dates for Review**. Click **Start**. The other options are not recommended due to university holidays and breaks during the semester.

A screenshot of the 'Date Management' interface. The title is 'Date Management' with a subtitle: 'Use the date management feature to update content dates when you copy or restore a course. [More Help](#)'. Below this is a section titled 'SELECT DATE ADJUSTMENT OPTION' with three radio button options: 'Use Course Start Date', 'Adjust by Number of Days' (with a text input field and a note: 'Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.'), and 'List All Dates For Review'. The 'List All Dates For Review' option is selected and highlighted with a red box. At the bottom right, there are 'Cancel' and 'Start' buttons, with the 'Start' button also highlighted with a red box.

DATE MANAGEMENT IN ULEARN

3. The Date Management review will begin.
 - a. If you need to, you can navigate away from the page. ulearn will send you an email when the process is complete. Navigate back to Date Management to continue.
 - b. Click the **Next** button to continue.

Date Management Progress

Date Management process status for course name: NEW_FACULTY_ONBOARDING_MASTER_2023

100% ✓

Date Management process completed successfully. 0.9 seconds

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.

Next

4. Review the due date column for all assignments. If an assignment does not have a due date assigned to it, the assignment will not be included in the date management 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 our 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 August 25, 2023 11:40 AM) Refresh

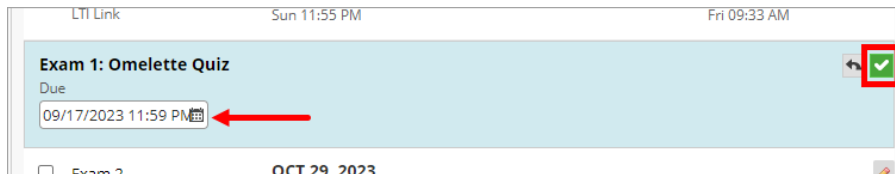
Item Types: Select Options Date Types: All

Adjust Dates

NAME	DUE	AVAILABILITY		ADAPTIVE RELEASE	
		STARTS	ENDS	STARTS	ENDS
<input type="checkbox"/> Assignment 2 LTI Link	OCT 15, 2023 Sun 11:55 PM			AUG 25, 2023 Fri 09:33 AM	
<input type="checkbox"/> Exam 1: Omelette Quiz Test	SEP 25, 2022 Sun 11:59 PM				
<input type="checkbox"/> Exam 2 Test	OCT 29, 2023 Sun 11:59 PM				
<input type="checkbox"/> Instructor Welcome Announcement: Creating a Positive Presence in Your ulearn Course Announcements		APR 29, 2021 Thu 09:00 AM		MAY 1, 2023 Mon 11:59 PM	
<input type="checkbox"/> The Importance of Weekly Announcements Announcements		AUG 1, 2022 Mon 09:18 PM		MAY 1, 2023 Mon 11:59 PM	
<input type="checkbox"/> Week 1 Assignment : Kaltura Upload - Omelette Fun Assignment	SEP 23, 2023 Sat 11:59 PM				
<input type="checkbox"/> Week 2 Discussion Questions Discussion Board	SEP 10, 2023 Sun 11:59 PM				

DATE MANAGEMENT IN ULEARN

5. Click the **edit pencil icon** next to an assignment to edit the date. Type in a new date or use the calendar icon to set a new date. Click the **green checkmark icon** to save the new date.



6. Repeat process for other items to update due dates and availability dates for the new semester.
7. To run a new **Date Management Review**, click on the **Run Date Management Again**.

