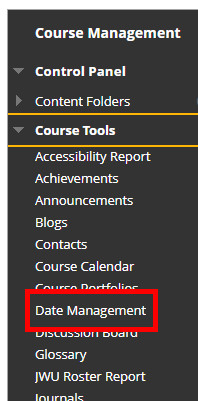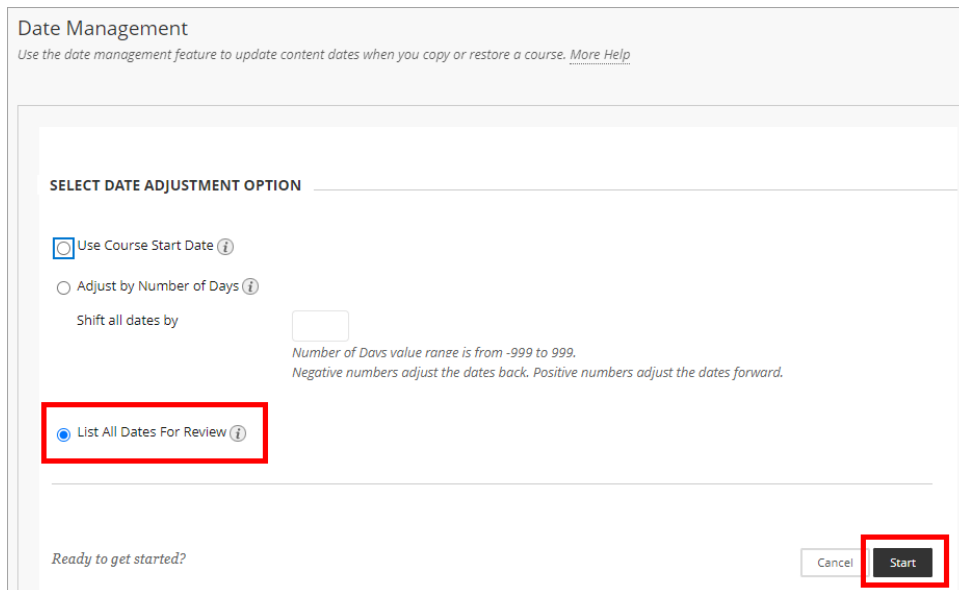# DATE MANAGEMENT IN ULEARN

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.

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.

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.

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.
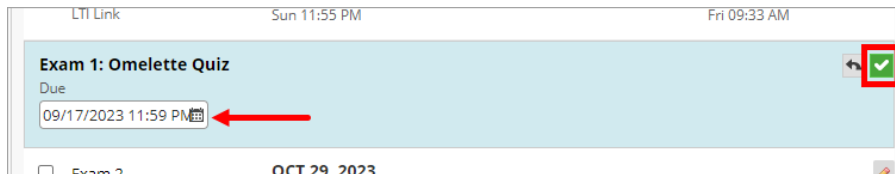
6. Repeat process for other items to update due dates and availability dates for the new semester.

7. To run a new **Date Management Review**, click on the **Run Date Management Again.**