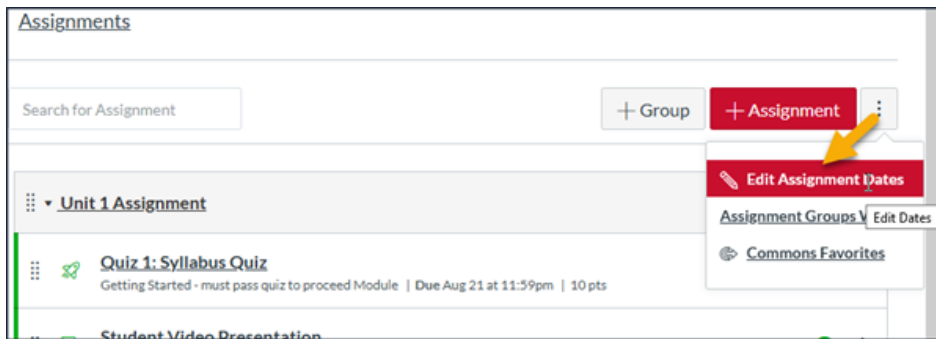


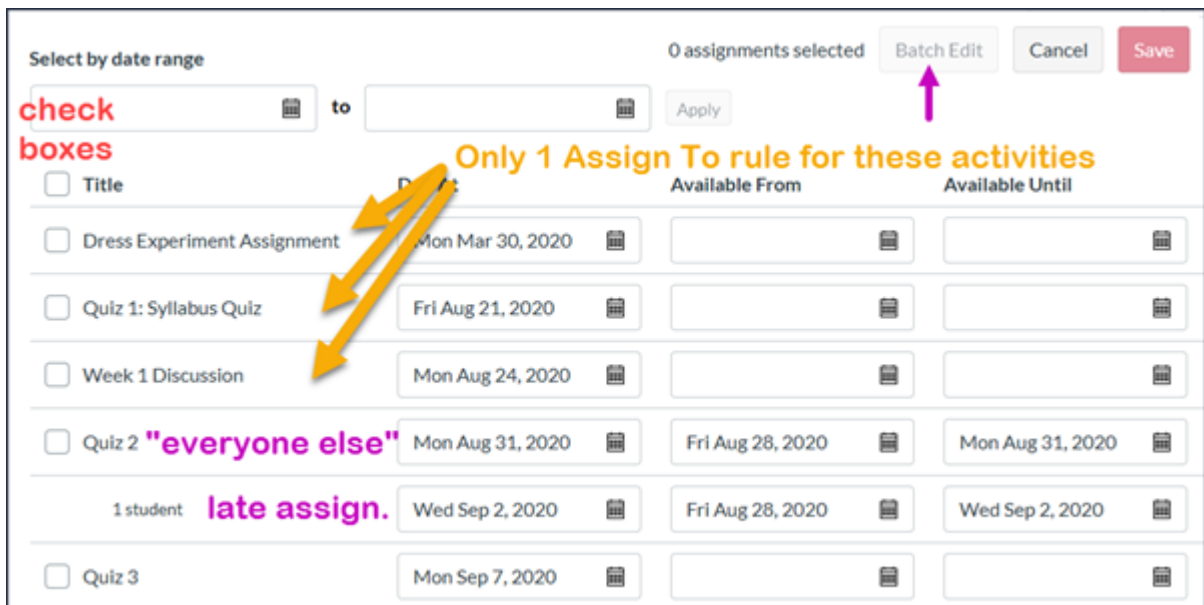
## CANVAS: Adjust Assignment Dates

Canvas now allows a course designer/instructor to view and edit all activity “Assign To” dates from a single screen. This is both an effective way to modify imported course activities as well as a great place to verify that activity dates match your planned course schedule.

1. Begin by click the **Assignment** link on the Course Menu.
2. Click the **3 vertical dots** to the right of the ‘+Assignment’ button at the top of the screen.
3. Select **Edit Assignment Dates** from the drop-down menu.



4. Adjust activity Due Dates and Availability (i.e., Start & End) dates as needed:
  - Use the **Batch Edit** button to shift selected assignments FORWARD by a specific # of days.
  - Use the **Batch Edit** button to remove all dates from selected activities.
  - Edit individual dates directly by clicking the calendar icons next to them and selecting a new date, or by overtyping the date in the text box.
  - You can add dates even if none were originally in place.



- If an assignment has more than one **Assign To** rule, all of the rule dates display. The extra rules for a specific student, section, or group are indented under the main assignment name.
- If an extra “Assign To” rule applies to 1 or more specific students, you will not see their names: you need to go to the actual assignment settings to see the names listed.
- Only Due dates and Availability dates can be edited on this page: you cannot make a new Assign To rule or change text in the assignment descriptions.
- After changing a date, an X appears to right of activity. Clicking the **X** returns the dates to their original ones (removes your last change).

A horizontal bar with a dark background. On the left, there is a white checkmark icon followed by the text 'Quiz 3'. To the right of this, there is a date input field containing 'Thu Sep 10, 2020' and a calendar icon. Further right, there are two more empty date input fields, each with a calendar icon. On the far right, there is a white 'X' icon.

5. Once all the dates area adjusted and match your course schedule, click the red **Save** button at the top of the page. **\*\* Do not leave the page until a green confirmation message appears.**

The screenshot shows a web interface for editing assignment dates. At the top, a green confirmation message box with a white checkmark icon says 'Assignment dates saved successfully.' Below this is the title 'Edit Assignment Dates'. To the right of the title, it says '0 assignments selected' and there are three buttons: 'Batch Edit' (disabled), 'Close' (disabled), and 'Save' (red). Below the title, there is a section 'Select by date range' with two date input fields and an 'Apply' button. Below this is a table with four columns: 'Title', 'Due At', 'Available From', and 'Available Until'. The table has two rows of data. The first row is for 'Dress Experiment Assi...' with a due date of 'Mon Mar 30, 2020'. The second row is for 'Group Report 1' with a due date of 'Fri Aug 7, 2020'. Each date field has a calendar icon to its right.

Title	Due At	Available From	Available Until
<input type="checkbox"/> Dress Experiment Assi...	Mon Mar 30, 2020		
<input type="checkbox"/> Group Report 1	Fri Aug 7, 2020		