

Master Template: Edit all Assignment Dates

Administrators can now “edit all assignment dates” for assignments in a Master Template. This feature allows administrators to make changes efficiently to assignments at the Master Template level without having to edit each individual assignment.

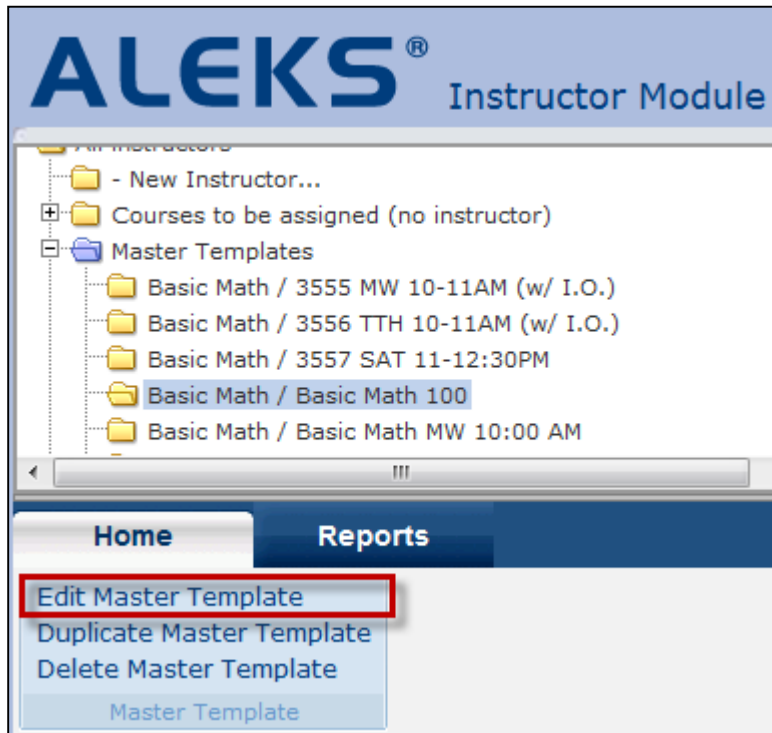
Updates to assignments in the Master Template are automatically shared with all linked courses. For example, a change to the end date in “Homework # 1” in the Master Template will also update Homework # 1 in the linked courses.

NOTE: A change to an assignment in the Master Template will not affect any **new** assignments that an instructor creates in his/her linked courses. A new assignment created in an instructor’s linked course does not have a link to the Master Template.

This feature is available for all Higher Ed courses in the Advanced Instructor Module.

Advanced Instructor Module

To access the feature, administrators first select the name of the Master Template they want to edit. Next, they will click on the “Edit Master Template” link under the Home tab.



Administrators will arrive at the Master Template summary page. The “Edit all assignment dates” feature can be accessed through the “[view/edit]” link in “Part 2. Assignments,” or through the “Expand / Collapse” link.

Master Template Summary

You have completed the Master Template.

✔ **Part 1. Template Basics** [Expand / Collapse](#)
 You have completed Part 1: "Define Template Basics". [[view/edit](#)]

✔ **Part 2. Assignments** [Expand / Collapse](#)
 You have completed Part 2: "Create Assignments". [[view/edit](#)] [[create assignments](#)]

✔ **Part 3. Linked Courses** [Expand / Collapse](#)
 You have completed Part 3: "Create Linked Courses". [[view/edit](#)] [[create linked courses](#)]

The “Edit all assignment dates” link will appear when assignments have been created in the course.

Assignment list

The assignments listed below were created within this Master Template and have been copied to all linked courses.

Currently displaying: All assignment categories [Create another Assignment](#)

[edit all assignment dates](#)

Assignment	Start Date	Due Date	Action
Quiz 1 edit quiz	Feb 27, 2012 7:48PM	Feb 28, 2012 11:59PM	Select Action... ▾
Test 1 edit test	Feb 23, 2012 7:50PM	Feb 23, 2012 11:59PM	Select Action... ▾
Homework 2 edit homework	Feb 23, 2012 7:43PM	Feb 26, 2012 11:59PM	Select Action... ▾
Homework 1 edit homework	Feb 23, 2012 5:07PM	Feb 23, 2012 11:59PM	Select Action... ▾

[Part 3: Create Linked Courses](#) Or [View Master Template Summary](#)

Administrators have two ways to edit all assignment dates:

- **Quick Shift** – A quick and easy way for Administrators to shift the start and end dates forward or backward on all assignments or a group of assignments.
- **Edit Individual Assignment Dates** – Administrators can edit the start and end dates for one or more assignments using the drop-down menus.

Example 1: How to use Quick Shift to edit assignments in the Master Template

Let's say an Administrator created all assignments in the Master Template. The Administrator finds out that linked courses begin a week later and wants to shift all assignment dates 7 days forward without having to individually edit the start and end date of each assignment in all courses linked to the Master Template.

To save time, the Administrator can now quickly shift the dates for all assignments by doing the following:

- First, the Administrator will check the box under "Select All." Next, the Administrator will leave "Forward" in the "Shift Start and End Dates" drop-down. This option is selected by default. Then, the Administrator will select "7" for the amount of days to move all assignments forward. The Administrator will click on the "Apply to selected" button. The new dates will appear in the boxes.

NOTE: When the date or time is changed using the drop-down menu, the original date or time will appear in blue at the bottom of the table. Administrators can change the date or time back to the original values by using the drop-downs or clicking on the revert button. The original date in blue will disappear.

- Finally, the Administrator will click on the "Save" button.

Edit All Assignment Dates

To change the start or end date on an individual assignment, use the calendar drop-down menus to enter a new date then, click on the "Save" button.

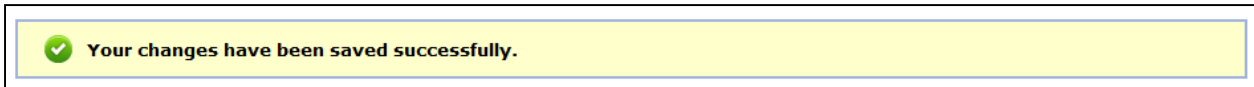
- **Quick Shift:** To shift the start and end date on a group of assignments, first select the assignments. Next, use the Quick Shift tool to specify the number of days to shift forward or back. Then, click on the "Apply to selected" button to see your changes in the table below. After you have reviewed your changes, click on the "Save" button.
- **Edit Individual Assignment Dates:** To change the start or end date on an individual assignment, use the calendar drop-down menus to enter a new date then, click on the "Save" button.

Show: All

Quick Shift	Shift Start and End Dates	Forward	by	7	Day(s)	Apply to selected
Select All	<input checked="" type="checkbox"/>					
Assignment	Start Date	End Date				
<input checked="" type="checkbox"/>	Quiz 1	Mar 5 2012 Time: 7:48 pm Original date: Feb. 27, 2012 (7:48 pm)	Mar 6 2012 Time: 11:59 pm Original date: Feb. 28, 2012 (11:59 pm)	<input type="button" value="Revert button"/>		
<input checked="" type="checkbox"/>	Homework 2	Mar 1 2012 Time: 7:43 pm Original date: Feb. 23, 2012 (7:43 pm)	Mar 4 2012 Time: 11:59 pm Original date: Feb. 26, 2012 (11:59 pm)			
<input checked="" type="checkbox"/>	Test 1	Mar 1 2012 Time: 7:50 pm Original date: Feb. 23, 2012 (7:50 pm)	Mar 1 2012 Time: 11:59 pm Original date: Feb. 23, 2012 (11:59 pm)			

or

After clicking on the “Save” button, the Administrator will receive a confirmation message.



Example 2: How to Edit Individual Assignment Dates in the Master Template

Now let’s say the Administrator wants to edit the end date for “Homework # 1” and “Homework # 2” to allow students more time to work on these two assignments. The Administrator can view more assignments by using the scroll bar if needed.

- First, the Administrator will locate “Homework # 1” and “Homework # 2.” Next, using the drop-down, the Administrator will change the assignment “End Date.” Finally, the Administrator will click on the “Save” button.

Edit All Assignment Dates

To change the start or end date on an individual assignment, use the calendar drop-down menus to enter a new date then, click on the "Save" button.


- **Quick Shift:** To shift the start and end date on a group of assignments, first select the assignments. Next, use the Quick Shift tool to specify the number of days to shift forward or back. Then, click on the "Apply to selected" button to see your changes in the table below. After you have reviewed your changes, click on the "Save" button.
- **Edit Individual Assignment Dates:** To change the start or end date on an individual assignment, use the calendar drop-down menus to enter a new date then, click on the "Save" button.

Show:

Quick Shift	Shift Start and End Dates	Forward	by	1	Day(s)	Apply to selected	
Select All	Assignment	Start Date		End Date			
<input type="checkbox"/>	Homework 2	Month Feb	Day 23	Year 2012	Month Feb	Day 27	Year 2012
<input type="checkbox"/>	Test 1	Month Feb	Day 23	Year 2012	Month Feb	Day 23	Year 2012
<input type="checkbox"/>	Homework 1	Month Feb	Day 23	Year 2012	Month Feb	Day 24	Year 2012

Save or **Cancel**

After clicking on the “Save” button, the Administrator will receive a confirmation message.

 Your changes have been saved successfully.

Filter by Assignment Type

All assignment types are shown by default. Administrators can filter their view by specific assignment type using the “Show:” drop-down.

