Edit Multiple Due Dates

The **Edit Dates** report lets you review and update due dates, cut-off dates, and other timed events for multiple assignments, activities, or resources all on one screen. This feature is especially helpful if you’re reusing a previous course.

Instructions

- Log into Moodle and select your course from the Dashboard.
- Click **Reports** on the top green menu.
- Click **Dates** on the resulting screen.
- Click the drop down menu by **Activity Type** to filter your view by activity.
- Click your course sections to expand the content of each section, or click **Expand All** to view everything.
- The date options for each course item will be displayed under each item. Make adjustments as needed.
- When you’re done adjusting the date, click the blue **Save changes** button.

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