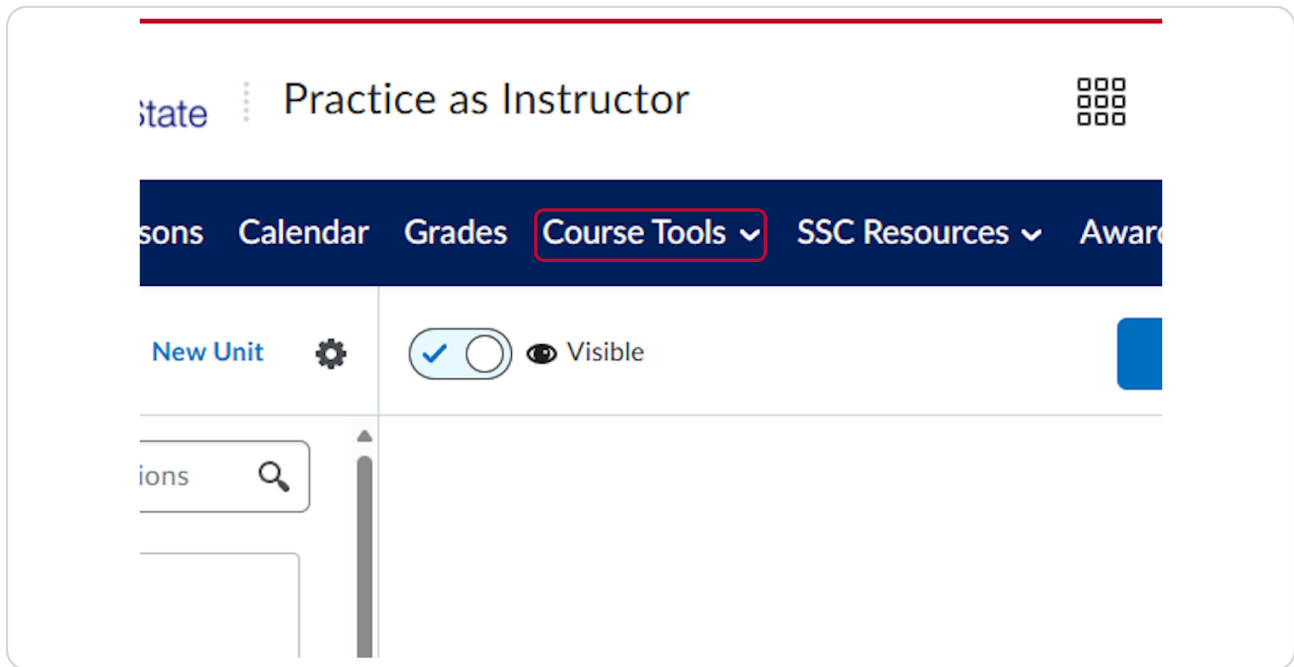


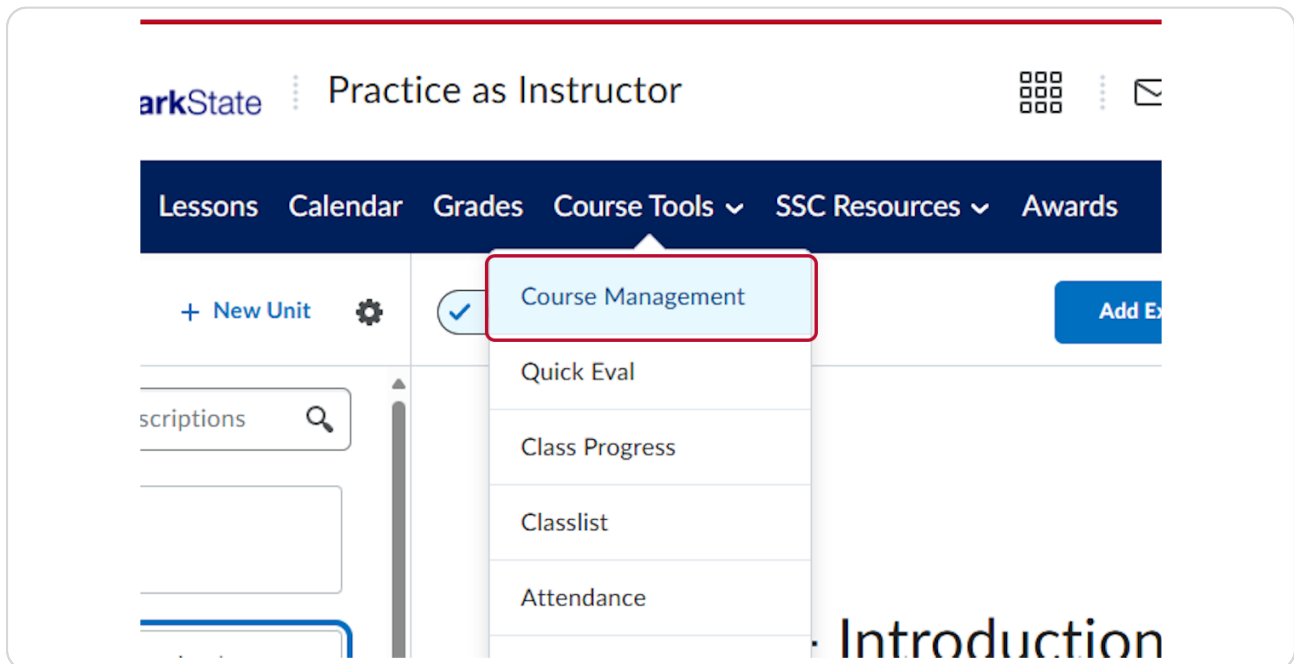
## STEP 1

### Click on Course Tools



## STEP 2

### Click on Course Management



### STEP 3

#### Click on Manage Dates

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Assessments


 Course Builder


 Discussions


 Glossary

 Import / Export / Copy

Components

 **Manage Dates**

 Quizzes

 Surveys


### STEP 4


#### Check on the top box to select all assignments


▷ Show Advanced Filter Options

Apply Filter

☒

 Bulk Edit Dates

 Bulk Offset Dates

	Type	Name ▲	Due
<input checked="" type="checkbox"/>	Discussion Topic	 Group Discussion ▼	N/A

## STEP 5

### Click on Bulk Offset Dates

▶ [Show Advanced Filter Options](#)

[Apply Filter](#)

☒ [Bulk Edit Dates](#) **[Bulk Offset Dates](#)**

	Type	Name ▲	Due Date	Star
<input checked="" type="checkbox"/>	Discussion Topic	<a href="#">Group Discussion</a> ▼	N/A	-
<input checked="" type="checkbox"/>	Grade Item	<a href="#">Group</a>	N/A	-

## STEP 6

### Select Calculate range between two dates

☒ Other activity dates

☐ Offset by direction and range

**☒ Calculate range between two dates**

From

9/24/2025 7:30 AM

To

## STEP 7

### Select the dates for the range

lendar

☐ Offset by direction and range

☒ Calculate range between two dates

From

9/24/2025

7:30 AM

To

9/24/2025

7:30 AM

Save

Cancel

## STEP 8

### Click on Save

To

9/24/2026

7:30 AM

Save

Cancel