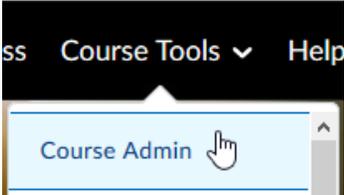
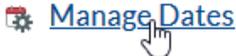
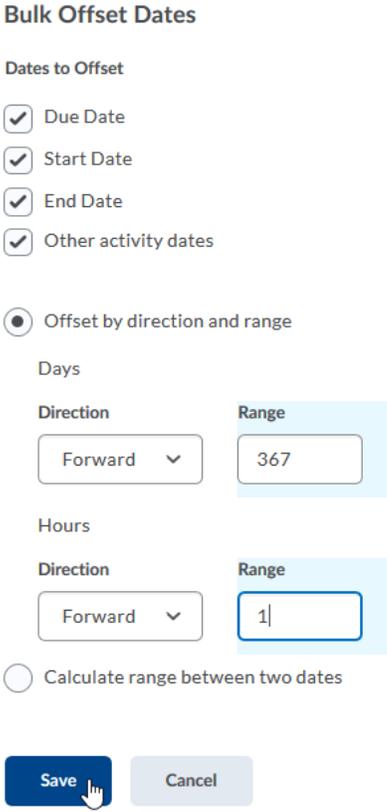


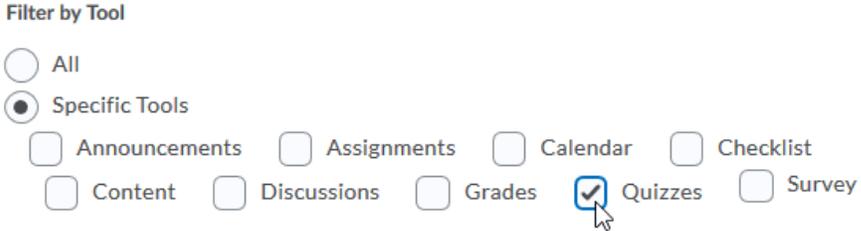
## How to use the bulk editing features in Brightspace

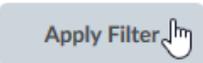
Brightspace has bulk editing features which can save many hours of work. Below you find information about where to find them and how to use them. It also gives a nice overview of all dates so you can check them in a fast way.

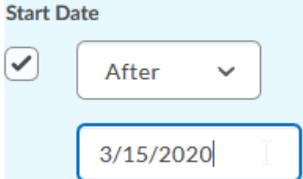
1.	Go into the course where you would like to use the bulk editing features.	
2.		Click onto "Course Tools" and then select "Course Admin"
3.		Click onto "Manage Dates"

Now, there are several possibilities how you can bulk-edit items:

4.	You <b>would like to shift all dates by a number of years/days/hours</b> . This would be a starting point to shift a course from last year to this year or from spring to fall.	
4.1		By default "All" is already selected.
4.2		Select the checkbox to select all items in the list. (Or, select manually the items you want to shift from the list below).
4.3		Click onto "Bulk Offset Dates".
4.4		Use the settings to shift by any number of days and hours.

5.	You <b>would like to shift the dates of all quizzes/assignments/etc..</b> Maybe you imported them from another course or Blackboard.	
5.1	 <p>Filter by Tool</p> <p><input type="radio"/> All</p> <p><input checked="" type="radio"/> Specific Tools</p> <p><input type="checkbox"/> Announcements <input type="checkbox"/> Assignments <input type="checkbox"/> Calendar <input type="checkbox"/> Checklist</p> <p><input type="checkbox"/> Content <input type="checkbox"/> Discussions <input type="checkbox"/> Grades <input checked="" type="checkbox"/> Quizzes <input type="checkbox"/> Survey</p>	Click onto "Specific Tools" and then select the category you would like to bulk-edit. E.g. "Quizzes".
5.2		Click "Apply Filter". Then the list below will include only quizzes. Now, follow steps 4.3 and 4.4 from above.

6.	You <b>would like to shift the dates of all exams (not a category you can select).</b> Maybe you shifted the whole course by 2h, but the evening exam dates should remain the same.	
6.1		Select "Show Advanced Filter Options". (Make sure you selected "All" as the Tool category above).
6.2		Fill "exam" into the Name "Contains" field.
6.3		Click "Apply Filter". Then the list below will include only items with "exam" in their name. Now, follow steps 4.3 and 4.4 from above.

7.	You <b>would like to shift the dates of all items after Spring Break.</b>	
7.1		Select "Advanced Filter Options".
7.2		Use the dates to filter appropriately. E.g. Start Date after the Sunday of Spring Break.
7.3		Click "Apply Filter". Then the list below will include items that start after the specified date. Now, follow steps 4.3 and 4.4 from above.

**8.** You would like to **edit specific dates**? Just click onto them:

7.1	Due Date	Availability		A menu will pop up which lets you edit the dates directly.
		Start Date	End Date	
	5/6/2020 1:00 PM ✕	5/6/2020 12:00 PM ✕	5/6/2020 1:00 PM ✕	

✕ Edit the start or end date

**Hint:** Now, be aware of the **difference between a Grade Item and a Quiz/Assignment/etc.:**

A Quiz is separate from its associated Grade Item. The Quiz contains the questions, number of attempts, when it is visible to students, when it is due etc. The Grade Item is the entry in Grades (or Grade Center how it was called in Blackboard). When a grade for a quiz is visible to students is defined in its associated Grade Item. When the quiz itself is visible to students is defined in the quiz itself.

If you want to change when students can see their grades under "Grades", then you can find all these by selecting these options (in Blackboard, you made columns visible/invisible for students, this is the equivalent in Brightspace):

Filter by Tool

All  
 Specific Tools

Announcements    Assignments    Calendar    Checklist  
 Content    Discussions    Grades    Quizzes    Survey

You will notice that their type is defined as "Grade Items":

Type

Grade  
Item

**Hint:** You see dashes but would like to set dates for items so you can change them by clicking onto them?

	Type	Name ▲	Due Date	Availability		
				Start Date	End Date	Days
<input type="checkbox"/>	Grade Item	🔑 A00 Dropbox ▼	N/A	-	-	-

Bulk Edit Dates

Just select all the items with dashes, click onto and then give them some date. Afterwards you can click onto them and give specific dates manually for all items.

**Note:** You can also bulk-edit assignments by clicking as below, but the above procedure is more general and allows for more flexibility and more complicated operations (e.g. bulk-shifting).

