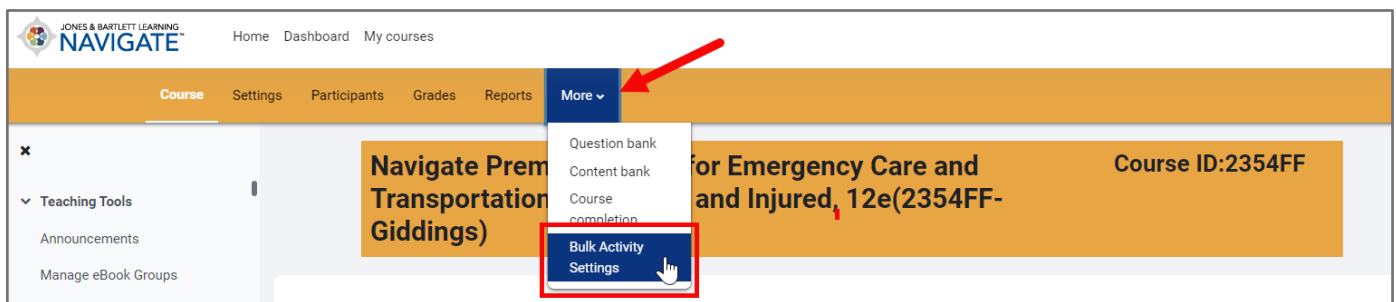


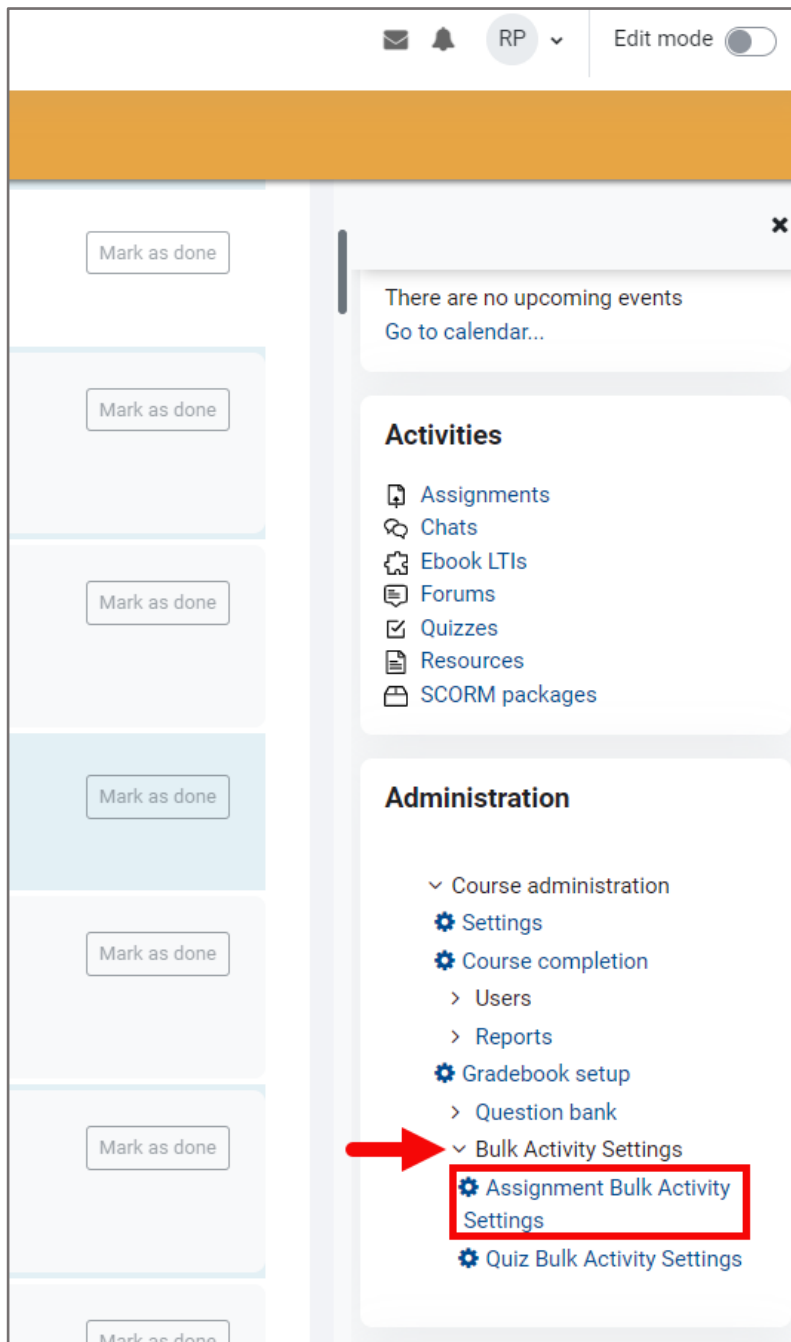
How to Bulk Edit Assignment Activity Settings

This document provides directions on how to make bulk edits to key assignment settings in your course. It is recommended that you create all assignments before applying the settings below in bulk, as all settings options will apply regardless of whether they have been enabled.

1. In the course settings menu at the top of your Navigate course page, click the **More** dropdown, then click on **Bulk Activity Settings**.



2. You can also access the settings through the **Administration block** on the lower right side of your Navigate course page. Click the **Bulk Activity Settings** dropdown in the block, then click **Assignment Bulk Activity Settings**.



3. On the **Assignment Bulk Activity Settings** page, you have several options for settings which you can use to bulk edit only up to 5 assignments at a time. Please read through the settings carefully and take note of the tips below.
- Important - NOTE:** All settings below, whether enabled or not, will apply to your selected Assignments. For example, if you previously applied a due date to an Assignment and are now applying a cut-off date in bulk, the due date along with any other non-enabled settings, will overwrite dates you originally set for the Assignment.
 - To apply a setting, check the **Enable** tick box to the right and select the desired date and time.

Assignment Bulk Activity Settings

▼ **Availability**

Allow submissions from		28 ▾	June ▾	2023 ▾	13 ▾	22 ▾		<input type="checkbox"/> Enable
Due date		1 ▾	August ▾	2023 ▾	00 ▾	00 ▾		<input checked="" type="checkbox"/> Enable
Cut-off date		28 ▾	June ▾	2023 ▾	13 ▾	22 ▾		<input type="checkbox"/> Enable
Remind me to grade by		28 ▾	June ▾	2023 ▾	13 ▾	22 ▾		<input type="checkbox"/> Enable


- Allow submissions from:** If enabled, students will not be able to submit before the date/time. If disabled, students will be able to begin submissions immediately.
- Due date:** This is when the assignment is due. Submissions are still allowed after this date/time, but any submissions after this date are flagged as late.
- Cut-off date:** If set, the assignment does not accept submissions after this date/time without an extension.
- Remind me to grade by:** The expected date that marking of the submissions should be completed by. This date is used to prioritize dashboard notifications for instructors.

4. Once you have all desired settings set, select the assignments you wish to apply your settings to in the list below, then click **Save Changes**. Note, you may only apply these bulk changes in up to 5 Assignments at a time.

▼ **Assignments**

You can select 5 assignments at a time.
You have selected 2 assignments.

Assignment List	<input type="checkbox"/> Advanced Grading of Assignment
	<input checked="" type="checkbox"/> Chapter 1 Assignment
	<input checked="" type="checkbox"/> Chapter 2 Assignment

 **Save changes**

5. After clicking **Save Changes**, the page refreshes. You continue to apply settings in bulk to other assignments if necessary, and/or review individual assignments to verify the newly applied settings.