

Canvas: Assignment Manual Date Changes

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**[www.StatLit.org/pdf/
2025-Canvas-Date-Changes-slides.pdf](http://www.StatLit.org/pdf/2025-Canvas-Date-Changes-slides.pdf)**

Changing Dates Manually: Overview

Assign and Due dates often get handled incorrectly in exporting/importing or copying between courses.

Opening each assignment, manually fixing the date and then saving the result is very time consuming.

Using this 'batch' option saves time. It allows one to see all assignments in a list which minimizes errors. The most common mistake: failing to Save after updating.

There are two modes: individual (1) and batch (2).

1A: Within a Course, Open the Assignment tab

The screenshot displays the Canvas LMS interface for a course. At the top, there is a search bar with the placeholder text "Search...". To the right of the search bar are two buttons: "+ Group" and "+ Assignment", followed by a vertical ellipsis menu icon. Below the search bar, the main content area is titled "Ch 1" with a dropdown arrow and a "4% of Total" progress indicator. A list of assignments is shown, each with a rocket icon, a title, a description, a due date, a point value, and a status indicator (a green checkmark in a circle). The assignments are:

- X0-SYL**: Welcome to Math1300 Module | Due Aug 21 at 11:59pm | 10 pts
- X1-A2**: Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 6 pts
- X1-A1**: Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 4 pts
- X1-AW**: Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 10 pts
- X0-W0-Reply**: Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 10 pts

1B: Select 3 buttons beside “Assignment”

This provides the drop-down menu.

Search...

+ Group + Assignment

▼ Ch 1

X0-SYL
Welcome to Math1300 Module | Due Aug 21 at 11:59pm | 10 pts

X1-A2
Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 6 pts

X1-A1
Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 4 pts

X1-AW
Chapter 1: Understanding Statistics Module | Due Aug 26 at 11:59pm | 10 pts

Edit Assignment Dates
Assignment Groups Weight
Commons Favorites

1C: Select “Edit Assignment Dates”

The screenshot displays the Canvas LMS interface. At the top, there is a search bar labeled 'Search...' and buttons for '+ Group', '+ Assignment', and a three-dot menu. Below the search bar, a section titled 'Ch 1' is visible. A list of assignments is shown, including 'X0-SYL' (Welcome to Math1300 Module) and 'X1-A2', 'X1-A1', 'X1-AW' (Chapter 1: Understanding Statistics Module). The 'X1-A2', 'X1-A1', and 'X1-AW' assignments are marked with green checkmarks. A dropdown menu is open from the '+ Assignment' button, showing options: 'Edit Assignment Dates' (highlighted), 'Assignment Groups Weight', and 'Commons Favorites'.

Assignment	Due Date	Points	Status
X0-SYL Welcome to Math1300 Module	Due Aug 21 at 11:59pm	10 pts	
X1-A2 Chapter 1: Understanding Statistics Module	Due Aug 26 at 11:59pm	6 pts	✓
X1-A1 Chapter 1: Understanding Statistics Module	Due Aug 26 at 11:59pm	4 pts	✓
X1-AW Chapter 1: Understanding Statistics Module	Due Aug 26 at 11:59pm	10 pts	✓

1D: Edit Dates and Times as Needed

Dates can be edited using the calendar.
Times must be edited manually.

☐ Title	Due At	Available From	Available Until
☐ X0-SYL	Thu, Aug 21, 2025, 11: 	Mon, Aug 18, 2025, 8:(	
☐ X1-A1	Tue, Aug 26, 2025, 11:: 	Fri, Aug 22, 2025, 4:00 	
☐ X1-A2	Tue, Aug 26, 2025, 11:: 	Fri, Aug 22, 2025, 4:00 	
☐ X1-AW	Tue, Aug 26, 2025, 11:: 	Fri, Aug 22, 2025, 4:00 	
☐ X0-TX...	Tue, Aug 26, 2025, 11:: 	Fri, Aug 22, 2025, 4:00 	

1E. Save final results

Edit Assignment Dates

0 assignments selected

Batch Edit Cancel **Save**

Select by date range



to



Apply

☐ Title	Due At	Available From	Available Until
☐ X0-SYL	Thu, Aug 21, 2025, 11: 	Mon, Aug 18, 2025, 8:(	
☐ X1-A1	Tue, Aug 26, 2025, 11::(	Fri, Aug 22, 2025, 4:00 	

2A: Batch Editing Startup

1. Select assignments to be batch edited.
2. Select “Batch Edit” command button at the top.

Edit Assignment Dates

0 assignments selected

Batch Edit

Cancel

Save

Select by date range

to

Apply

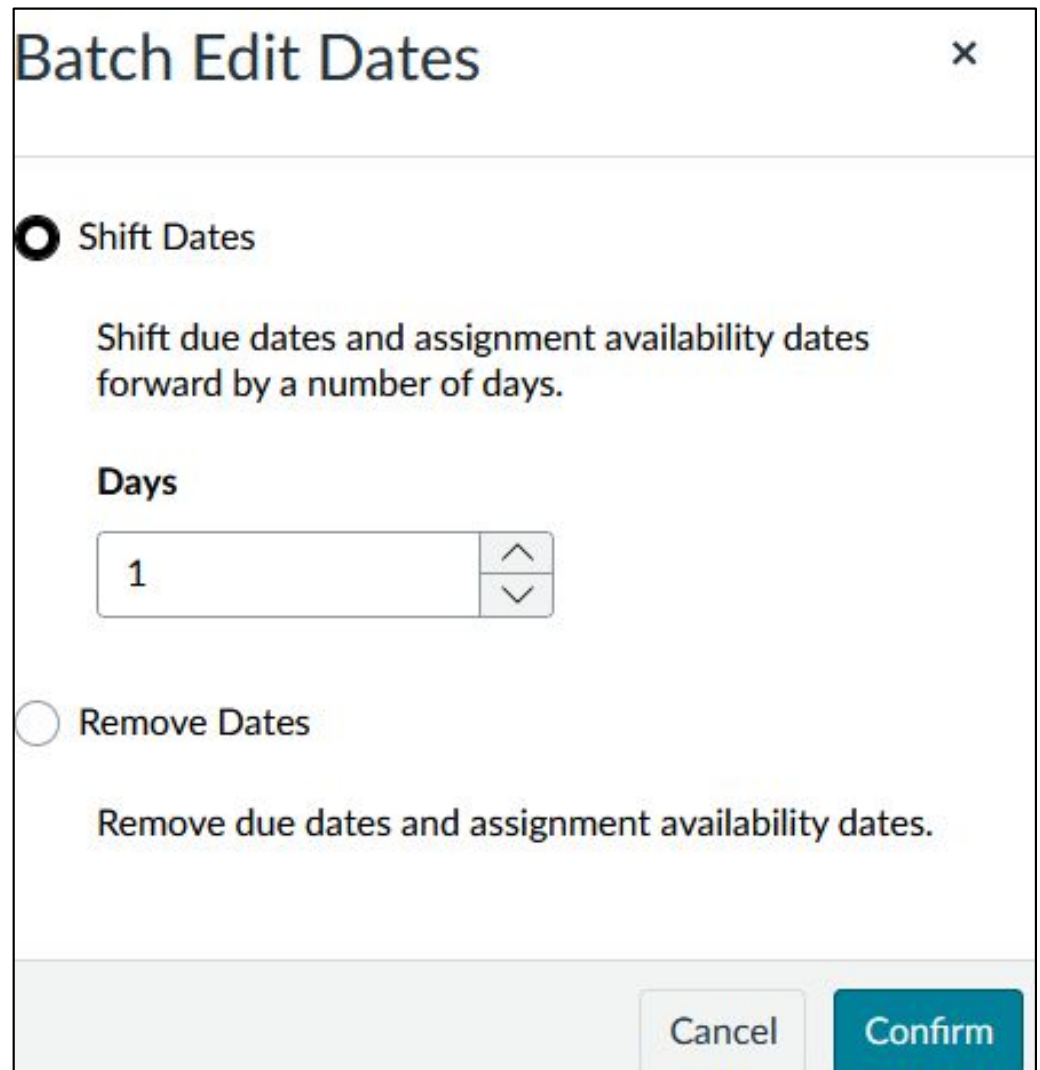
☐	Title	Due At	Available From	Available Until
☐	X0-SYL	Thu, Aug 21, 2025, 11: 	Mon, Aug 18, 2025, 8: 	
☐	X1-A1	Tue, Aug 26, 2025, 11: 	Fri, Aug 22, 2025, 4:00 	

2B: Batch Editing: Change Dates

Select days to be added or subtracted from both dates.

Cannot change times.

Note: You can also remove (clear) dates.



The image shows a 'Batch Edit Dates' dialog box with a close button (X) in the top right corner. It contains two radio button options: 'Shift Dates' (selected) and 'Remove Dates'. The 'Shift Dates' option has a description: 'Shift due dates and assignment availability dates forward by a number of days.' Below this is a 'Days' label and a numeric input field containing '1', with up and down arrow buttons on the right. The 'Remove Dates' option has a description: 'Remove due dates and assignment availability dates.' At the bottom right, there are 'Cancel' and 'Confirm' buttons.

Batch Edit Dates

☒ Shift Dates

Shift due dates and assignment availability dates forward by a number of days.

Days

1

☐ Remove Dates

Remove due dates and assignment availability dates.

Cancel Confirm

2C. Save final results

Edit Assignment Dates

0 assignments selected

Batch Edit Cancel **Save**

Select by date range



to



Apply

☐	Title	Due At	Available From	Available Until
☐	X0-SYL	Thu, Aug 21, 2025, 11: 	Mon, Aug 18, 2025, 8:(	
☐	X1-A1	Tue, Aug 26, 2025, 11::(	Fri, Aug 22, 2025, 4:00 	

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Changing Dates Manually: Overview

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Opening each assignment, manually fixing the date and then saving the result is very time consuming.

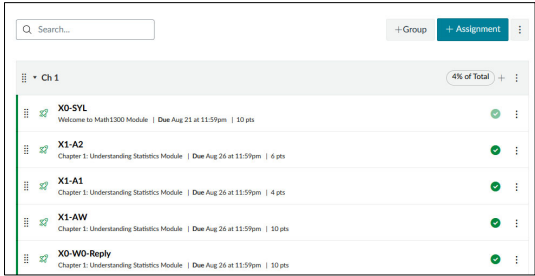
Using this 'batch' option saves time. It allows one to see all assignments in a list which minimizes errors. The most common mistake: failing to Save after updating.

There are two modes: individual (1) and batch (2).

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1A: Within a Course, Open the Assignment tab

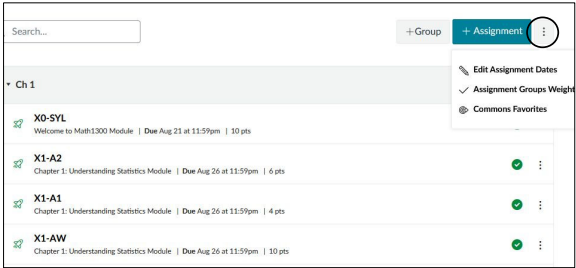


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1B: Select 3 buttons beside "Assignment"

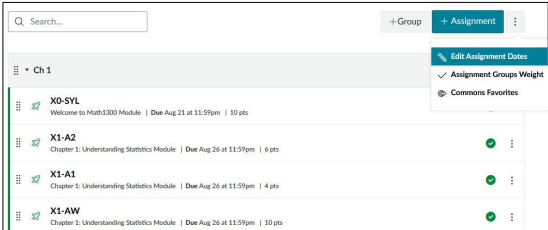
This provides the drop-down menu.



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1C: Select "Edit Assignment Dates"



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1D: Edit Dates and Times as Needed

Dates can be edited using the calendar.
Times must be edited manually.

Title	Due At	Available From	Available Until
☐ X0-SYL	Thu, Aug 21, 2025, 11:00	Mon, Aug 18, 2025, 8:00	
☐ X1-A1	Tue, Aug 26, 2025, 11:00	Fri, Aug 22, 2025, 4:00	
☐ X1-A2	Tue, Aug 26, 2025, 11:00	Fri, Aug 22, 2025, 4:00	
☐ X1-AW	Tue, Aug 26, 2025, 11:00	Fri, Aug 22, 2025, 4:00	
☐ X0-TX...	Tue, Aug 26, 2025, 11:00	Fri, Aug 22, 2025, 4:00	

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1E. Save final results

Edit Assignment Dates

0 assignments selected [Batch Edit](#) [Cancel](#) [Save](#)

Select by date range

to

[Apply](#)

☐ Title	Due At	Available From	Available Until
☐ XO-SYL	Thu, Aug 21, 2025, 11:	Mon, Aug 18, 2025, 8:	
☐ X1-A1	Tue, Aug 26, 2025, 11:	Fri, Aug 22, 2025, 4:00	

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2A: Batch Editing Startup

1. Select assignments to be batch edited.
2. Select “Batch Edit” command button at the top.

Edit Assignment Dates

0 assignments selected [Batch Edit](#) [Cancel](#) [Save](#)

Select by date range

to

[Apply](#)

☐ Title	Due At	Available From	Available Until
☐ XO-SYL	Thu, Aug 21, 2025, 11:	Mon, Aug 18, 2025, 8:	
☐ X1-A1	Tue, Aug 26, 2025, 11:	Fri, Aug 22, 2025, 4:00	

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2B: Batch Editing: Change Dates

Select days to be added or subtracted from both dates.

Cannot change times.

Note: You can also remove (clear) dates.

Batch Edit Dates

☒ Shift Dates

Shift due dates and assignment availability dates forward by a number of days.

Days

☐ Remove Dates

Remove due dates and assignment availability dates.

[Cancel](#) [Confirm](#)

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2C. Save final results

Edit Assignment Dates

0 assignments selected [Batch Edit](#) [Cancel](#) [Save](#)

Select by date range

to

[Apply](#)

☐ Title	Due At	Available From	Available Until
☐ XO-SYL	Thu, Aug 21, 2025, 11:	Mon, Aug 18, 2025, 8:	
☐ X1-A1	Tue, Aug 26, 2025, 11:	Fri, Aug 22, 2025, 4:00	

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