Bulk Edit in the Assignments Tool – D2L Tutorial

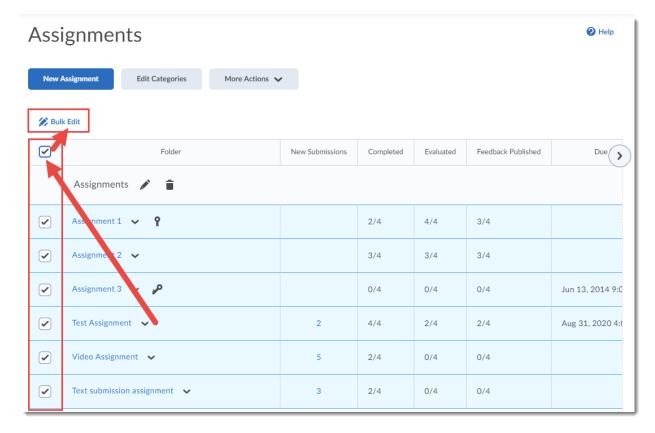
This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

Scenario

This tutorial will discuss the Bulk Edit option in the **Assignments** tool.

Preamble

- 1. Go to the **Assignments** tool in your course.
- 2. Select one or multiple (or all) Assignments, then click **Bulk Edit**.

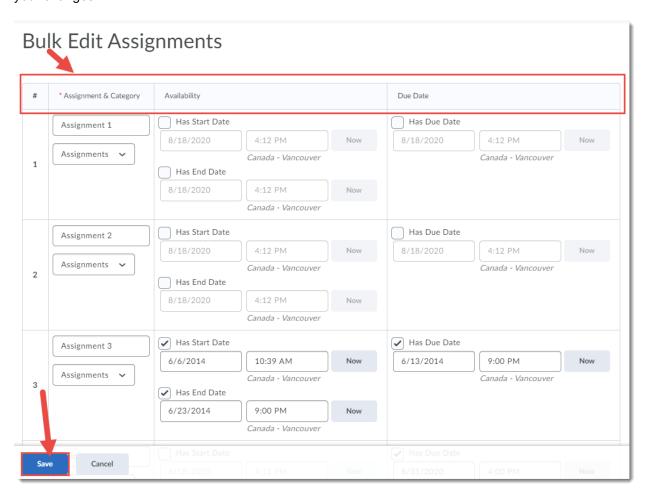




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Updated August 2020 Page 1

3. Bulk Edit allows you to make edits to multiple assignments at once. You can edit **Titles**, **Category** placement, **Start** and **End Dates**, and **Due Dates**. Click **Save** once you have made all your changes.



Things to Remember

You can also use **More Actions** to make changes to multiple folders at once (for example, Make Visible, Delete, etc.) If you want to only change one folder, use that folder's drop-down menu.

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Updated August 2020 Page 2