



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 elearning@camosun.ca 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**.

The screenshot shows the D2L Assignments tool interface. At the top, there is a header with the title "Assignments" and a "Help" link. Below the header, there are three buttons: "New Assignment", "Edit Categories", and "More Actions". A red box highlights the "Bulk Edit" button, which is located above the table of assignments. A red arrow points from the "Bulk Edit" button to the first checkbox in the table, indicating that selecting an assignment is the next step.

	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due
<input checked="" type="checkbox"/>	Assignments					
<input checked="" type="checkbox"/>	Assignment 1		2/4	4/4	3/4	
<input checked="" type="checkbox"/>	Assignment 2		3/4	3/4	3/4	
<input checked="" type="checkbox"/>	Assignment 3		0/4	0/4	0/4	Jun 13, 2014 9:00
<input checked="" type="checkbox"/>	Test Assignment	2	4/4	2/4	2/4	Aug 31, 2020 4:00
<input checked="" type="checkbox"/>	Video Assignment	5	2/4	0/4	0/4	
<input checked="" type="checkbox"/>	Text submission assignment	3	2/4	0/4	0/4	



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- 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.

Bulk Edit Assignments

#	* Assignment & Category	Availability	Due Date
1	Assignment 1 Assignments ▾	<input type="checkbox"/> Has Start Date 8/18/2020 4:12 PM Now Canada - Vancouver <input type="checkbox"/> Has End Date 8/18/2020 4:12 PM Now Canada - Vancouver	<input type="checkbox"/> Has Due Date 8/18/2020 4:12 PM Now Canada - Vancouver
2	Assignment 2 Assignments ▾	<input type="checkbox"/> Has Start Date 8/18/2020 4:12 PM Now Canada - Vancouver <input type="checkbox"/> Has End Date 8/18/2020 4:12 PM Now Canada - Vancouver	<input type="checkbox"/> Has Due Date 8/18/2020 4:12 PM Now Canada - Vancouver
3	Assignment 3 Assignments ▾	<input checked="" type="checkbox"/> Has Start Date 6/6/2014 10:39 AM Now Canada - Vancouver <input checked="" type="checkbox"/> Has End Date 6/23/2014 9:00 PM Now Canada - Vancouver	<input checked="" type="checkbox"/> Has Due Date 6/13/2014 9:00 PM Now Canada - Vancouver
	<input checked="" type="checkbox"/> Has Start Date 8/18/2020 4:12 PM Now Canada - Vancouver	<input checked="" type="checkbox"/> Has Due Date 8/31/2020 4:00 PM Now Canada - Vancouver	

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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