



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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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 'Assignments' tool interface. At the top, there are buttons for 'New Assignment', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' button, which is highlighted with a red box and a red arrow. The main area is a table with columns: Folder, New Submissions, Completed, Evaluated, Feedback Published, and Due. The table contains several rows of assignments, each with a checkbox in the first column. The assignments listed are: Assignment 1, Assignment 2, Assignment 3, Test Assignment, Video Assignment, and Text submission assignment.

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



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

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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