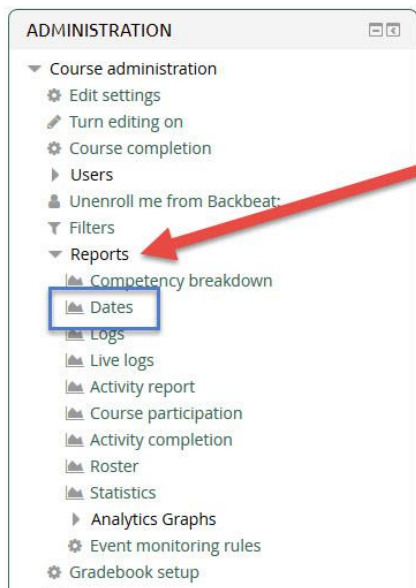


How to use Date Reports in Moodle

Changing multiple due dates can be a daunting process, but by using dates report, it can make the process much more efficient by putting all of your due dates on one page!

Accessing Date Reports

Step 1: In your course in Moodle, navigate to the administration block, and click **Reports**. This will show you the drop down menu that includes the dates report.



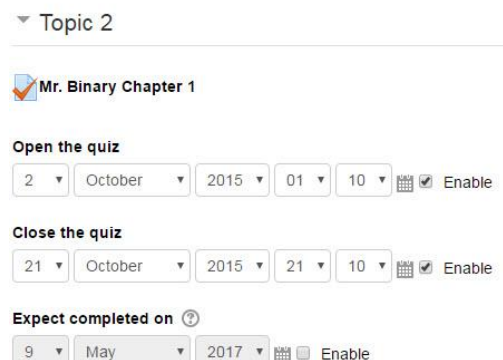
Step 2: In the drop down menu, click **Dates**.

Changing Due Dates


Step 1: Choose the type of activity you want to change the due date of from the drop down menu located under **Activity type**. This will list all activities of that type.



Step 2: Click the down arrow next to the course section you wish to change due dates in, or click **Expand all** to view all course content of that type of activity.



Step 3: Check **Enable** for each desired category (**Open the quiz, Close the quiz, or Expect completed on**) and use the drop down menus to adjust due dates.

- ▶ Course
 - ▶ General
 - ▶ Course Information and Syllabus
 - ▶
- 

Step 4: Click **Save changes**.