

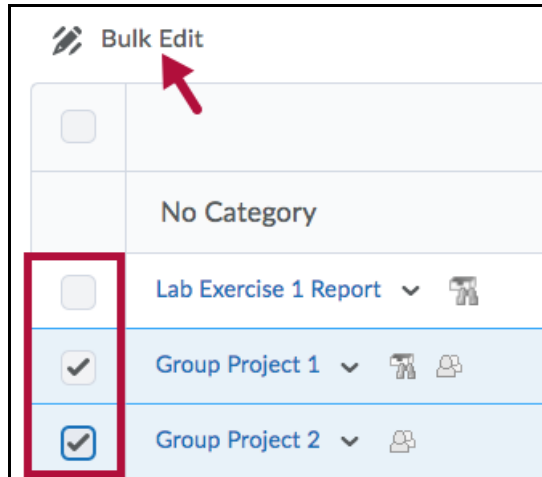
Edit Multiple Assignments Using Bulk Edit

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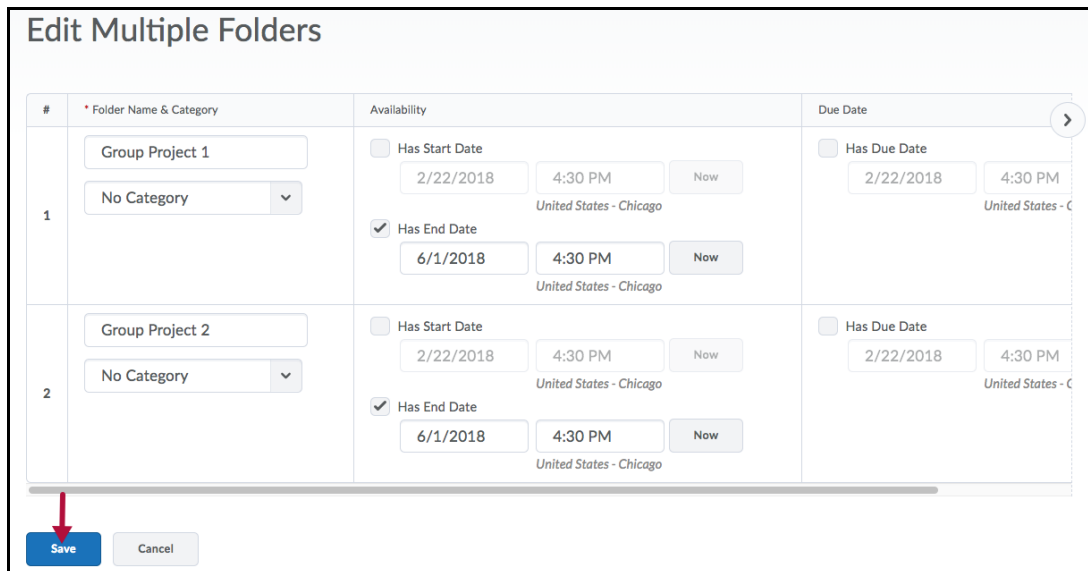
You can edit multiple assignments at once.

Edit multiple assignment folders

1. On the **Assignment Folders** page, select the checkbox beside each folder you want to edit.
2. Click the **Bulk Edit** icon.



3. Update the appropriate fields.

A screenshot of the 'Edit Multiple Folders' form. The form has a table with columns for '#', '* Folder Name & Category', 'Availability', and 'Due Date'. There are two rows for editing. Row 1: #1, Folder Name 'Group Project 1', Category 'No Category', Availability 'Has End Date' checked with date '6/1/2018' and time '4:30 PM', Due Date 'Has Due Date' unchecked with date '2/22/2018' and time '4:30 PM'. Row 2: #2, Folder Name 'Group Project 2', Category 'No Category', Availability 'Has End Date' checked with date '6/1/2018' and time '4:30 PM', Due Date 'Has Due Date' unchecked with date '2/22/2018' and time '4:30 PM'. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

- o Folder Name
- o Category
- o Start Date
- o End Date
- o Due Date

4. Click **Save**.