

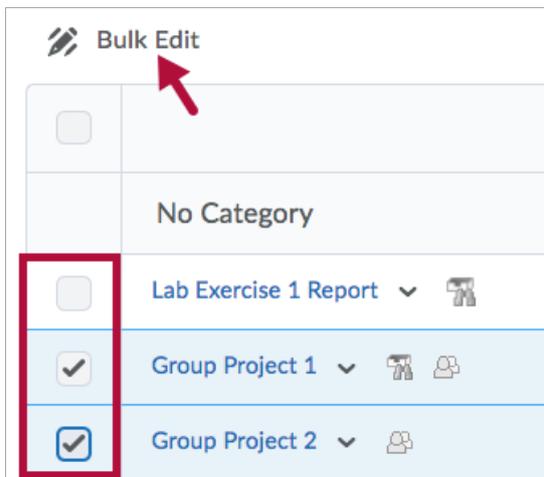
Edit Multiple Assignments Using Bulk Edit

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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, then click **[Save]**.

The screenshot shows the 'Edit Multiple Folders' form. It has a table with two rows. The first row is for 'Group Project 1' and the second row is for 'Group Project 2'. Both rows have a 'No Category' dropdown. The 'Availability' column has two sections: 'Has Start Date' and 'Has End Date'. The 'Has Start Date' section has a date field '2/22/2018', a time field '4:30 PM', and a 'Now' button. The 'Has End Date' section has a date field '6/1/2018', a time field '4:30 PM', and a 'Now' button. The 'Due Date' column has a 'Has Due Date' section with a date field '2/22/2018', a time field '4:30 PM', and a 'Now' button. A red arrow points to the 'Save' button at the bottom left.

Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).