



Date Rollover

When a course is finished for the current term, you can prepare it for the next term by setting the dates forward for all course items.

For example, if the earliest course item starts on January 15, 2006 and you change it to September 15, 2006, this will set the dates forward for all course items by 243 days.

To adjust all dates:

1. From the Manage Course screen, click **Date Rollover**.
2. Click **Adjust All Dates**.
3. Change the start date of the earliest course item by clicking the **Date Selection** icon.

You can also enter the date in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.

4. Click **Adjust All Dates**.
5. As needed, adjust dates and times for individual course items.