

How do I use the Bulk Edit feature in courses?

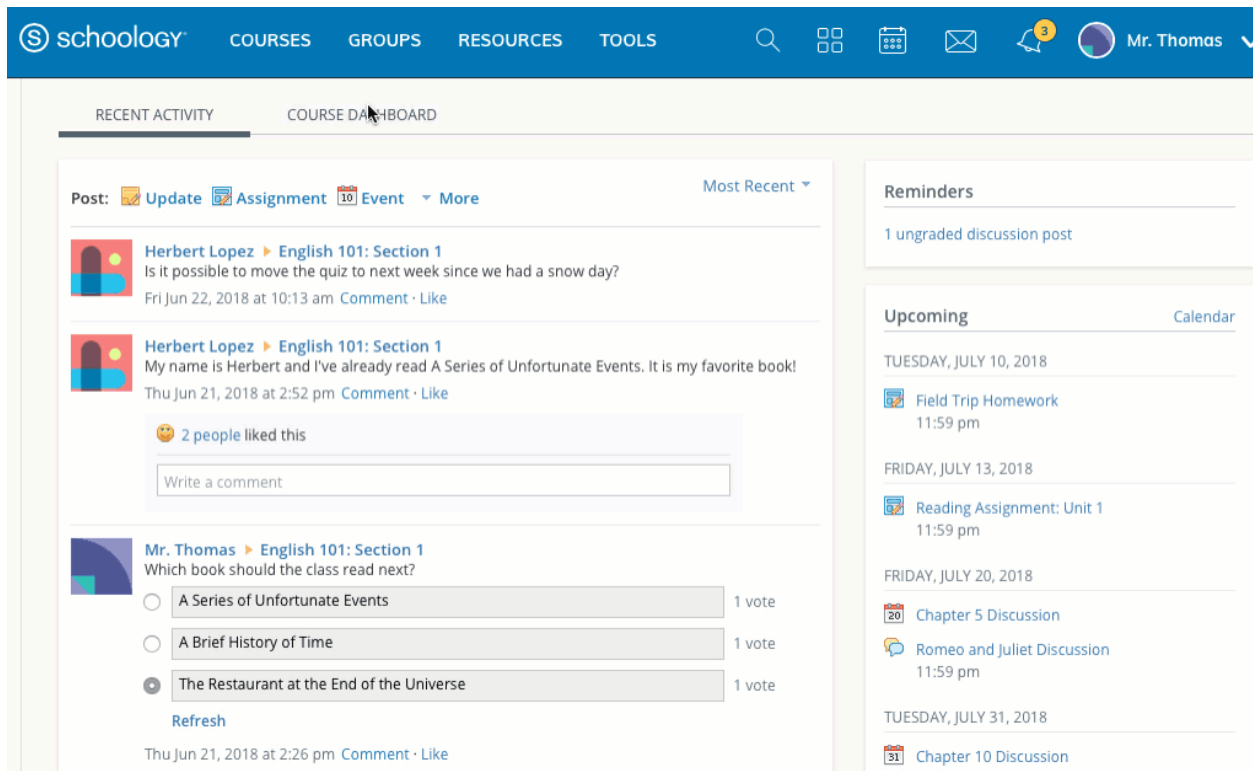
Where is the Bulk Edit feature?

The Bulk Edit feature is located in the Gradebook and Materials Index. This feature allows you to adjust settings associated with graded assignments, tests/quizzes, and discussions from a single page.

There must be at least one graded item in the course to use Bulk Edit.

To access Bulk Edit from the Gradebook:

1. Click **Courses** in the header.
2. Select the desired course and review the Gradebook.
3. Click the three vertical dots icon.
4. Select **Bulk Edit** from the drop-down menu.



The screenshot shows the Schoology interface. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, TOOLS. On the right of the bar are icons for search, a grid, a calendar, an envelope, a notification bell with a '3' badge, and a user profile for Mr. Thomas. Below the navigation bar, the page is divided into two tabs: 'RECENT ACTIVITY' (selected) and 'COURSE DASHBOARD'. The main content area shows a list of posts. The first post is by Herbert Lopez in 'English 101: Section 1', asking if a quiz can be moved. The second post is also by Herbert Lopez, mentioning a book. Below this is a poll by Mr. Thomas asking 'Which book should the class read next?' with three options: 'A Series of Unfortunate Events' (1 vote), 'A Brief History of Time' (1 vote), and 'The Restaurant at the End of the Universe' (1 vote). On the right side, there are two sidebars: 'Reminders' showing '1 ungraded discussion post' and 'Upcoming' showing a calendar of events from Tuesday, July 10, 2018, to Thursday, July 31, 2018.

To access Bulk Edit from the Materials Index:

1. Click **Courses** in the top menu.
2. Select the desired course and review the Materials page.
3. Click **All Materials** to filter to a specific material type. In the screenshot below, the filter is set to Assignments.
4. Click **Options**.
5. Select **Bulk Edit** from the drop-down menu.

How do I use the Bulk Edit feature?

Name	Category	Max pts	Factor	Rubric	Due date	Period
Unit 1 Review	Homework	100	1.00	Numeric	9/21/18 03:30PM	HS 18-19 Quarter 1
Unit 1 Exam	Exam	100	1.00	Numeric	10/03/18 05:00PM	HS 18-19 Quarter 1
Q1 Assignment	Assignment	100	1.00	Numeric	10/08/18 04:00PM	HS 18-19 Quarter 1
Reading Discussion	Classwork	100	1.00	Numeric	10/11/18 11:59PM	HS 18-19 Quarter 1
HS 18-19 Quarter 2						
Name	Category	Max pts	Factor	Rubric	Due date	Period
Unit 2 Check-in	Classwork	100	1.00	Numeric	11/14/18 04:30PM	HS 18-19 Quarter 2
Q2 Assignment	Assignment	100	1.00	Numeric	11/23/18 02:00PM	HS 18-19 Quarter 2

The Bulk Edit feature displays the following information for graded items in a course:

1. The name of the item.
2. A checkbox to publish or unpublish the item.
3. The grading category with which the item is associated.
4. The Max pts value of the item.
5. The Factor of the item.
6. The grading scale or rubric with which the item is associated.
7. The due date of the item.
8. The grading period with which the item is associated.

The icon to the left of the item name will open the item in a new tab. You can click the **X** to the far right to delete an item.

You may click on any of these areas to make adjustments to the settings associated with the graded item. Once you've made your changes, click **Save Changes** on each page of this area to apply changes.

For courses with linked sections, the published section is displayed next to the due date:

HS 2018-19 Semester 2 2019-01-07 - 2019-06-07

Name	Category	Max pts	Factor	Rubric	Due date ?	Period
Unit 3 Review	Classwork	100	1.00	Numeric	4/08/19 02:30PM	HS 2018-19 Semester 2...
					4/08/19 03:30AM	
					4/08/19 04:30	3rd Period

Each course section is displayed under the Due date column. Use your cursor to hover over the book icon next to the due date to confirm the course section name. A green circle indicates the item is published in that course section. The gray circle indicates the item is unpublished in that course section.

How is the Bulk Edit area organized?

Items within Bulk Edit are sorted based on these criteria:

- All materials are grouped by grading Period.
- Within the same Period, items are ordered by Due date.
- Items with the same Period and Due date are sorted alphanumerically.

In the example below all of the items appear together since they share the same grading period. The "Pronouns" item is listed first since it has no due date. The rest of the items appear alphabetically by the due date.

English 101: Section 1

Bulk Edit

+ Add Assignment | Shift due dates

Name	Category	Max pts	Factor	Rubric	Due date ?	Period
Pronouns	Homework	100	1.00	Numeric		Semester 2
Writing Prompt: Unit 1	Homework	10	1.00	Numeric	6/08/18 10:59pm	Semester 2
Field Trip Homework	Homework	20	1.00	Numeric	6/25/18 10:59pm	Semester 2
Reading Quiz: Unit 1	Tests	20	1.00	Numeric	6/25/18 10:59pm	Semester 2
Do-It-Yourself: Study Gui	Homework	100	1.00	Numeric	6/27/18 11:59pm	Semester 2
Reading Discussion	Participation	5	1.00	Numeric	6/27/18 11:59pm	Semester 2
Reading Assignment: Uni	Homework	5	1.00	Numeric	6/28/18 10:59pm	Semester 2

Assignments, Tests/Quizzes, Assessments, and Discussions marked as Midterm/Final will appear as a link at the bottom of the Bulk Edit list. Click the title of the item to open and edit the material.