

## Base Date Feature of Etudes

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The "Base Date" feature allows you to adjust *all* of the dates in your sites for next term **in ONE click!** When you get your new term sites, do the following:

1) Go to your new site >> **Site Info** >> **Import from Site.**

Now, that you have your content copied over to your next term's site, you can use the Base Date to adjust all the dates in one "update" click.

2) Click on a **NEW link "Base Date"** (to the right of "Import from Site")



You will see a pre-populated field with the "old" base date for the course and a field for you to set the "new" base date for the course.

\* Current Base Date:  

\* New Base Date:  


3) **Set the new base date** and click on **Update!**


\* Current Base Date:  

\* New Base Date:  

**That's it!**

The base date changes have been applied.

\* Current Base Date:  

\* New Base Date:  

Etudes will update all of your dates forward or back in time proportionately (a few months, weeks, or days), based on the new base date that you set. The base date feature updates open, due, accept until, make visible on date, and release dates in items that you have in: **Schedule, Announcements, Modules, Assignments, Tests and Surveys, and Discussions.**

## IMPORTANT NOTES ON FEATURE

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- a) It is important to **run the 'base date' feature immediately after 'import from site'** (before adding items with dates for the next term).
- b) The base date feature is a powerful feature, but it is NOT a 'magic' button. It will not made decisions on your due dates for holidays, spring breaks, etc. They vary across institutions, based on contractual agreements, and calendars. **So, you will need to review your dates and make some adjustments for holidays and the like.**
- c) The base date does not change "Last Modified" dates. We respect the integrity of the dates that help you identify when you last made changes.
- d) Please note that as the Announcements functionality that supports release dates was deployed part-way through the Fall term, many of your announcements will NOT have release dates, so when you first run base date, your announcements will not participate in this function. However, once you have posted announcements for a full term, you will benefit from the Base Date feature in Announcements, as well.
- e) In the future, two more items will participate in the base date feature: 1) Publish / unpublish a site on a specific date (X-mas present), and 2) Release "Review" on a specific date under the settings of assessments. We totally forgot about this date!

## EXAMPLES AND EXPLANATION OF TERMS

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### Old Base Date: What is it?

The 'old' base date in a course site is the earliest date found in your site. Etudes searches through all your open, due, accept until, make visible on, and release dates, and finds the current 'base date'. It is an item in your site with the earliest date.

For example, if your fall 2010 term started on August 30, 2010, and the earliest item that you opened or posted for students was a syllabus quiz on August 30, then, your base date will be 08/30/2010. However, if you chose to open your course early and you had opened a "Class Introductions" forum on 08/25, then your base date will be 08/25/2010.

### New Base Date: What is it?

Your job is to look at your calendar and find the new base date -- the equivalent date for the next term. To continue with the previous example, if your old base date was 08/30/10, the new base date will be 02/07/11. Note the year! Don't make the mistake I made in a demo and set it to 02/07/10. Even if you make this mistake, run base date again by a year. It is just one click. Base Date is a forgiving feature.