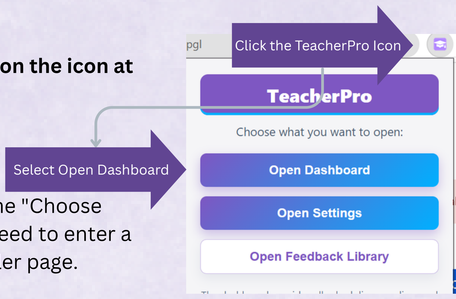
Add Lock Dates

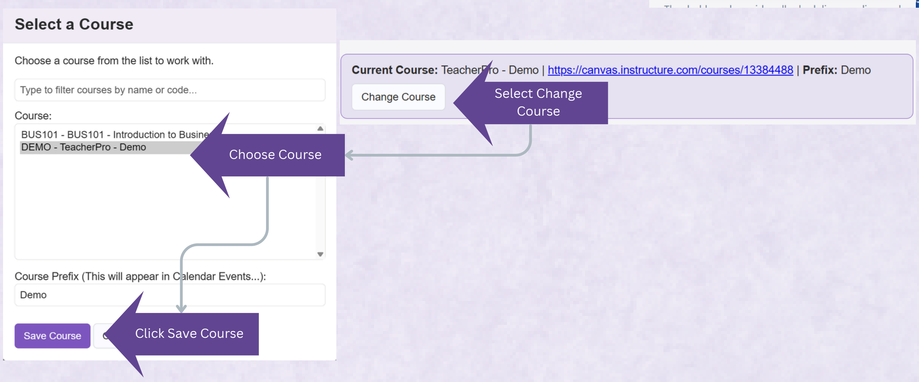
How to Use Course Scheduler

Launch the TeacherPro Dashboard by clicking on the icon at the top right, then click “Open Dashboard”.



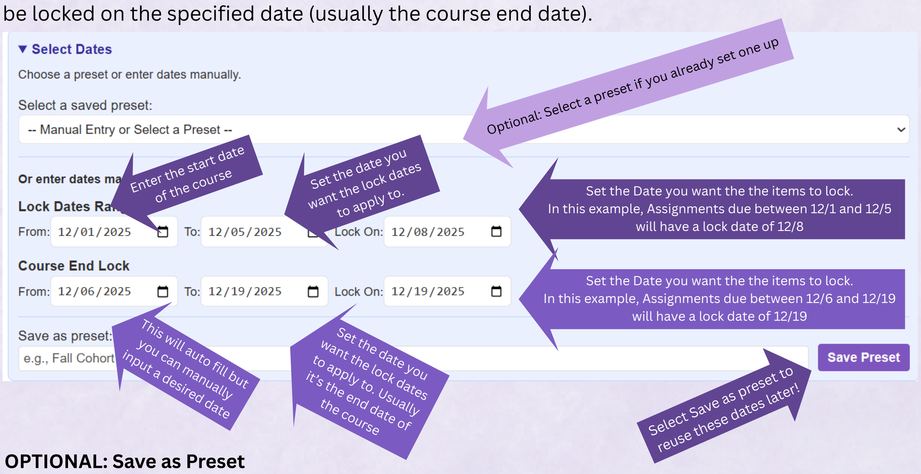
Select a Course & Enter Prefix

If you have not already, select your course in the "Choose Course" window. For Lock Dates, you do NOT need to enter a prefix as it is ONLY used on the Course Scheduler page.



Enter Dates

Select a preset, if you already have one, otherwise, enter your desired dates.
Items due between your "From" and "To" dates will have a lock date set.
Course End Lock Range: Items due between the auto-filled "From" date and your "To" date will be locked on the specified date (usually the course end date).



OPTIONAL: Save as Preset

If you want to reuse these dates, give them a name (e.g., "Fall ") and click "Save Preset". Next time, select the preset to load all dates instantly.

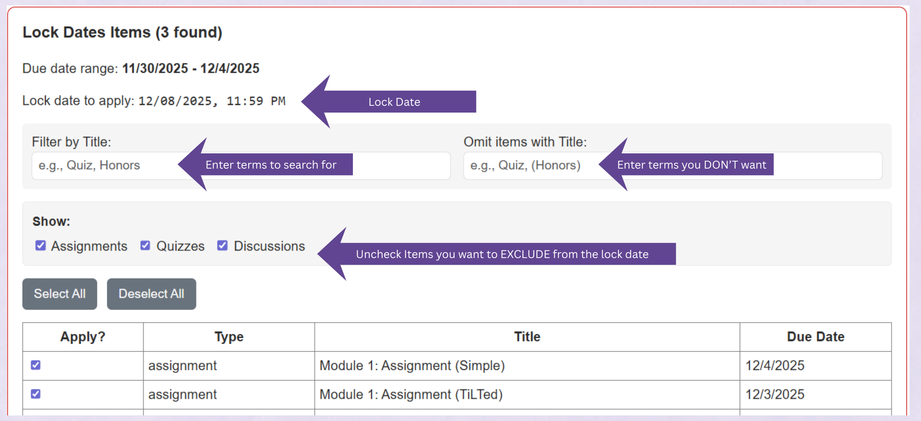
Preview

Click "Preview" to see all items matching your date ranges. This shows the items that will be locked and lets you filter before applying.



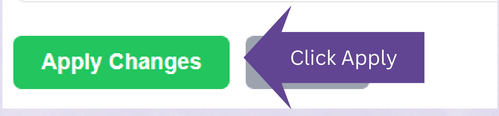
Filter & Select Items

In the preview, you can filter by title, toggle item types (Assignments, Quizzes, Discussions), and sort by clicking column headers. Check the "Apply?" checkbox for each item you want to lock. Use "Select All" or "Deselect All" for quick selection. There will be TWO sections. One for the FIRST lock date chosen, and another for the COURSE END LOCK date chosen.
The filters for each section are NOT SHARED , so if you will need to apply selections in EACH section.



Apply Changes

Click "Apply Changes" to set the lock dates in Canvas. You can always come back and adjust more items later. Don’t forget that you will need to **filter and sort BOTH sections separately** if you wanted to omit items from the lock date.



Tip: Need to add START dates too? Go to “Edit Assignment Details”!