

Edit Dates Using Manage Dates

Last Modified on 06/29/2020 8:19 am CDT

The Manage Dates tool can be used to edit dates for all of the following:

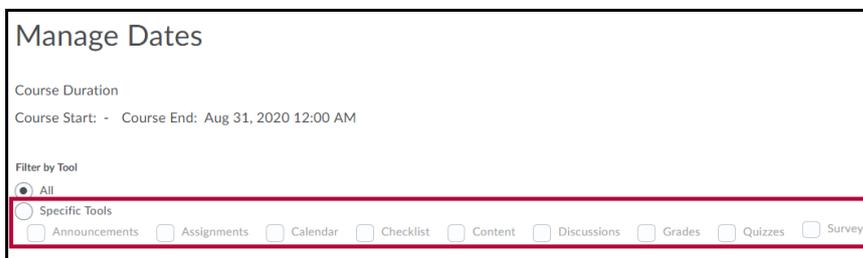
- Announcements
- Assignments
- Calendar
- Checklist
- Content
- Discussions
- Grades
- Quizzes
- Survey

These course objects display in a grid that you can sort by any of the column headings or filter by a specific tool or by more advanced criteria. This enables you to update multiple availability dates based on specific criteria. (If you filter your course objects, any bulk changes you make apply only to the filtered results.)

Editing dates in Manage Dates

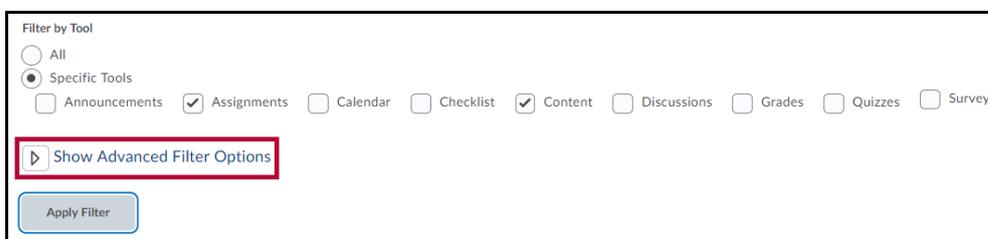
1. In the D2L course, click **Course Management** in the navbar, then choose **Course Admin**.
2. Click **Manage Dates**.
3. The default selection is All, but you may click the **Specific Tools** radio button to narrow your results based on tool.

NOTE: The course **Start Date** and **End Date** appear at the top under **Manage Dates**.



The screenshot shows the 'Manage Dates' interface. At the top, it displays 'Course Duration' and 'Course Start: - Course End: Aug 31, 2020 12:00 AM'. Below this is the 'Filter by Tool' section, which has a red box around it. It contains a radio button for 'All' (which is selected) and a radio button for 'Specific Tools'. Under 'Specific Tools', there are checkboxes for 'Announcements', 'Assignments', 'Calendar', 'Checklist', 'Content', 'Discussions', 'Grades', 'Quizzes', and 'Survey', all of which are currently unchecked.

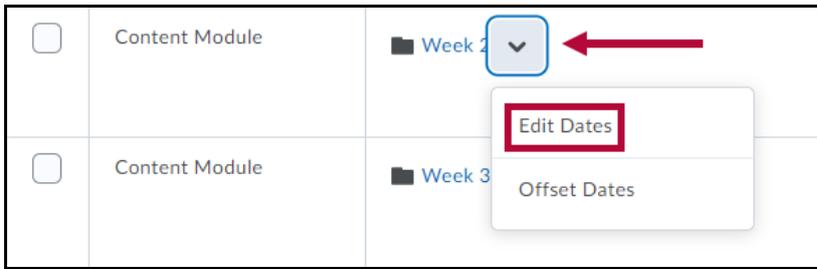
4. You may also click the **Show Advanced Filter Options** link to further narrow your results based on an object's name, dates, duration, or Calendar status.



This screenshot shows the 'Filter by Tool' section with 'Specific Tools' selected. The checkboxes for 'Assignments' and 'Content' are now checked. A red box highlights the 'Show Advanced Filter Options' link, which has a right-pointing arrow icon. Below the filter options is an 'Apply Filter' button.

5. Edit dates for the objects you wish to change:

Option 1 (to edit a single item at a time)



- In the context menu of the object you want to change, click **Edit Dates**.
- Set or clear the **Start Date**, **End Date**, and/or **Due Date** (if available).
- Click **Save**.

Edit Dates - Week 2 ×

Due Date

Has Due Date

7/6/2020 1:00 PM Now
United States - Chicago

Availability

Has Start Date

9/16/2019 8:00 AM Now
United States - Chicago

Has End Date

7/6/2020 1:00 PM Now
United States - Chicago

Option 2 (To edit more than one item at a time)

<input checked="" type="checkbox"/> Bulk Edit Dates <input type="checkbox"/> Bulk Offset Dates		
	Type ▲	Name
<input checked="" type="checkbox"/>	Assignment	Lab Exercise Report ▼
<input checked="" type="checkbox"/>	Assignment	Lecture Notes ▼
<input checked="" type="checkbox"/>	Assignment	Research Paper ▼

- Select one or more checkboxes next to the object(s) you want to edit.
- Click **Bulk Edit Dates** from the top of the grid.

Bulk Edit Dates [X]

Due Dates
 Set [v]
6/29/2020 8:08 AM Now
United States - Chicago

Availability

Start Dates
 Set [v]
6/29/2020 8:08 AM Now
United States - Chicago

End Dates
 Set [v]
6/29/2020 8:08 AM Now
United States - Chicago

Display in Calendar
 Add to Calendar [v]

Save Cancel

- Set or clear the **Start Date**, **End Date**, and/or **Due Date** (if available).
- Choose whether to add the object(s) to the Calendar tool.
- Click **Save**.

See also [Offsetting Course Dates using the Manage Dates Tool](https://vtac.lonestar.edu/help/a148) (<https://vtac.lonestar.edu/help/a148>).