D2L QuickGuide: Manage Dates

Overview
The Manage Dates tool allows you to view all due dates and date restrictions for your course materials in one location. You can edit date restrictions individually or change all the dates in your course at once when you teach the course in a new quarter. This tool allows you to manage dates for Content, News Items, Discussions, Dropbox folders, and Quizzes. For other tools, like Checklists, you will need to adjust dates manually within the tool itself. Note that the tool will only adjust availability restrictions and due dates for the Desire2Learn system. It will not affect dates you have typed into assignment descriptions, content topics, or discussion-board prompts. It also will not change dates set in publisher sites, such as Pearson’s MyLabs, etc.

How to Access Manage Dates
1. Click on Edit Course in the Navbar.
2. Click Manage Dates under Site Resources.

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Offset Dates
You can “offset” all dates for some or all course tools by a given number of days. When you are offering your course in a new term, you can update all dates for your course materials at once to align them to the schedule for the new term.

Note: This process only affects Content, News Items, Discussions, Dropbox folders, and Quizzes. For other tools, like Checklists, you will need to adjust dates manually within the tool itself.

1. On the Manage Dates screen, select the Tools for which you want to offset dates.
   - Select All to offset dates for all course tools.
   - If you don’t want to select all, click Specific Tools and then the checkboxes beside the specific content items for which you want to offset the dates (Figure 1). Then, click Apply Filter.
2. Select the checkbox to the left of the Edit Dates button to select all items in the table (Figure 2).
3. Click Offset Dates (Figure 3).
4. In the “Offset” drop-down menu, select which types of dates you’d like to offset: Start dates, End dates, or Both start and end dates.

5. In the “Days” drop-down menu, you have three options:
   - “Forward” allows you to set the dates ahead by the number of dates you enter.
   - “Backward” allows you to set the dates back by the number of dates you enter.
   - “Calculated based on two dates” allows you to set an old date and a new one, calculate the difference, and add that difference to all selected content dates.
     - To do this, in the “From:” field, enter the start date of the course the last time you taught it. In the “To:” field, enter the new start date.
     - Click Calculate. You will see the number of days between those dates (Figure 4). This is the number of days that date settings will be pushed forward.

6. Click Save. All selected dates in the course will be pushed changed by the number of days you indicated.

**Note:** Items that had no start and end date will not be affected by this process, even if they are selected.

**Edit Start and End Dates for a Single Item**
1. Move your mouse over the name of the item.
2. Click the down arrow that appears beside the item’s name.
3. Click Edit Dates (Figure 5).
4. If the item already had start and/or end dates, then Has Start Date and/or Has End Date will already be selected.
5. Enter the new start and end dates in the appropriate fields (Figure 6).

**Note:** Select Display in Calendar to have start and end dates appear in the Calendar on your Course Home page.

6. Click Save.
Edit Dates for Multiple Items

Use these instructions to assign the same start date, end date, and restrictions to several course objects at once. You can also select items to add and remove from the course calendar.

1. Select the checkbox next to all items for which you want to assign a date.
2. At the top of the table, click **Edit Dates** (Figure 7). A dialogue box will appear.
3. Edit the start dates, end dates, and/or schedule settings.

**Note:** You can apply a start date without changing the end date for the selected items, even if the end dates are different, and vice versa. You can also use this process to display multiple items in the calendar without changing any of the dates and selecting the Display in Calendar box.

   • Click the checkbox next to Start Date and/or End Date. (If you leave a box unselected, those dates will not change for the selected items.)
   • To set a date for the selected items, leave “Set” selected in the drop-down menus and enter a date in the field underneath (Figure 8).
   • To remove a date restriction from the selected items, select “Remove” from the drop-down menu.
   • To set all selected items to display in the course calendar, click the “Calendar” checkbox and select “Add to Calendar.”
   • To remove items from the course calendar, click the “Calendar” checkbox and select “Remove from Calendar.”
4. Click **Save**.