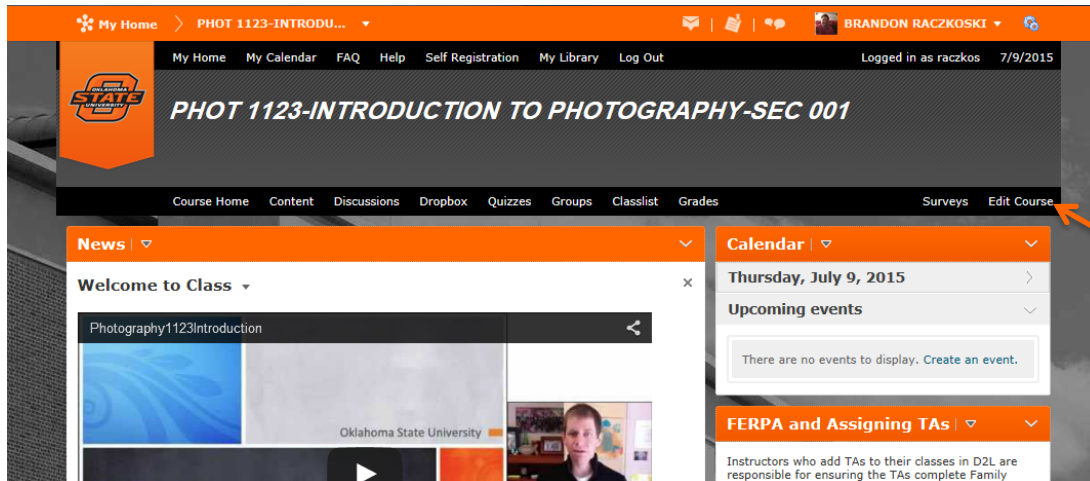




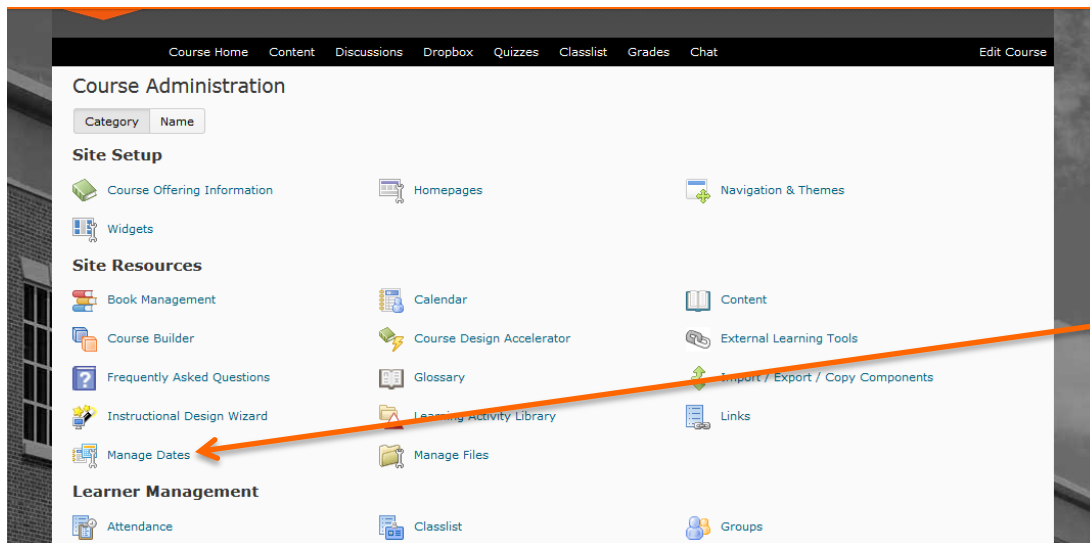
Managing Dates in D2L (Part 2)

1. In D2L, select the course you intend to edit.
2. Select **Edit Course** on the Navigation bar.



Select
Edit
Course

3. Within Course Administration, select **Manage Dates**.



Select
Manage Dates



4. Select **All**. Recommendation: 1) Transfer all content 2) Update all dates.

Filter Options

Tools
 All
 Specific Tools
 Content Discussions Dropbox Grades News Quizzes

Show Advanced Filter Options

Apply Filter

<input checked="" type="checkbox"/>	Edit Dates	Offset Dates	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input checked="" type="checkbox"/>			Content	Module	Aperture	-	-	-	<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>			Dropbox	Dropbox	Aperture Assignment	-	-	-	<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>			Content	Topic	ApertureAssignment	-	-	-	<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>			Content	Topic	AperturePowerPoint	-	-	-	<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>			Discussions	Discussion Topic	Assignment 1: Depth of Field	-	-	-	<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>			Discussions	Discussion Topic	Assignment 2: Rule of Thirds	-	-	-	<input type="checkbox"/>	Visible

5. Select items, then use **Edit Dates** or **Offset Dates**.

Show Advanced Filter Options

Apply Filter

Edit Dates Offset Dates

<input checked="" type="checkbox"/>	Tool	Type	Offset the availability dates for all selected items	Start Date
<input checked="" type="checkbox"/>	Content	Module	Aperture	-
<input checked="" type="checkbox"/>	Dropbox	Dropbox	Aperture Assignment	-
<input checked="" type="checkbox"/>	Content	Topic	ApertureAssignment	-
<input checked="" type="checkbox"/>	Content	Topic	AperturePowerPoint	-
<input checked="" type="checkbox"/>	Discussions	Discussion Topic	Assignment 1: Depth of Field	-
<input checked="" type="checkbox"/>	Discussions	Discussion Topic	Assignment 2: Rule of Thirds	-
<input checked="" type="checkbox"/>	Discussions	Discussion Topic	Assignment 3: Fill Flash	-
<input checked="" type="checkbox"/>	Quizzes	Quiz	Chapter 1 Quiz	-



6. Choose offset options and how many days to move forward or backward. This will advance all of your dates by 50 days.

Offset Dates

Bulk Offset

Offset
Both start date and end date

Days
Forward

50
Enter the number of days to offset the start and/or end dates.

Save Cancel

7. Another option is to calculate how many days to offset based on dates you select.

Offset Dates

Bulk Offset

Offset
Both start date and end date

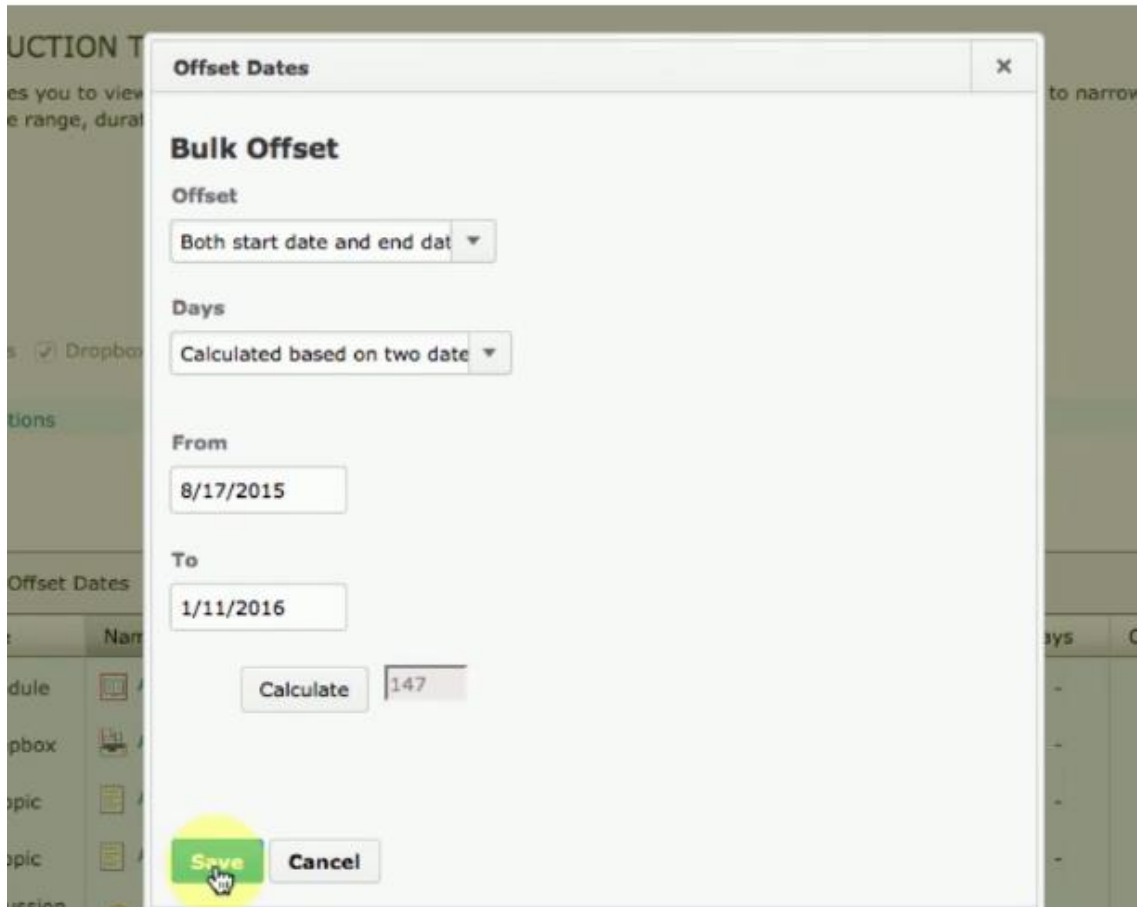
Days
Calculated based on two date

From
8/17/2015

To
12/21/2015

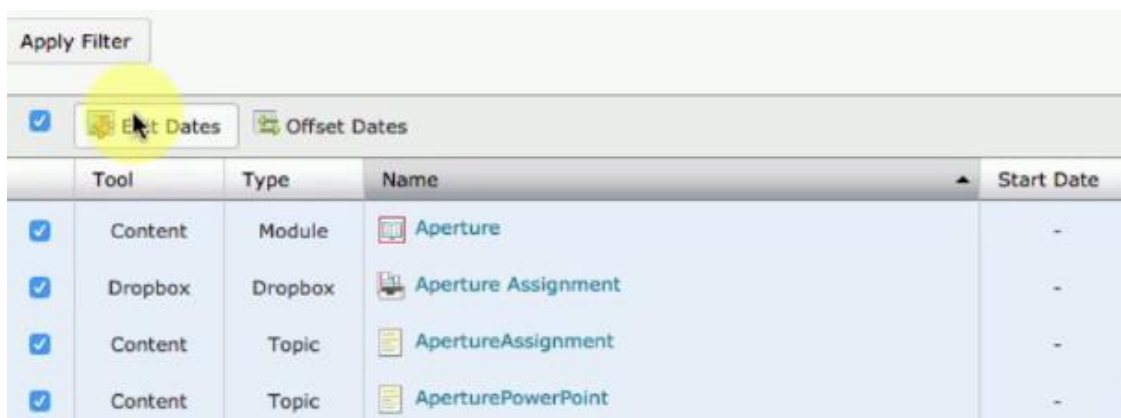


8. Click **Save**.



9. All dates are now updated to reflect your edits. Note: Remember to take into account Spring Break, Fall Break, etc.

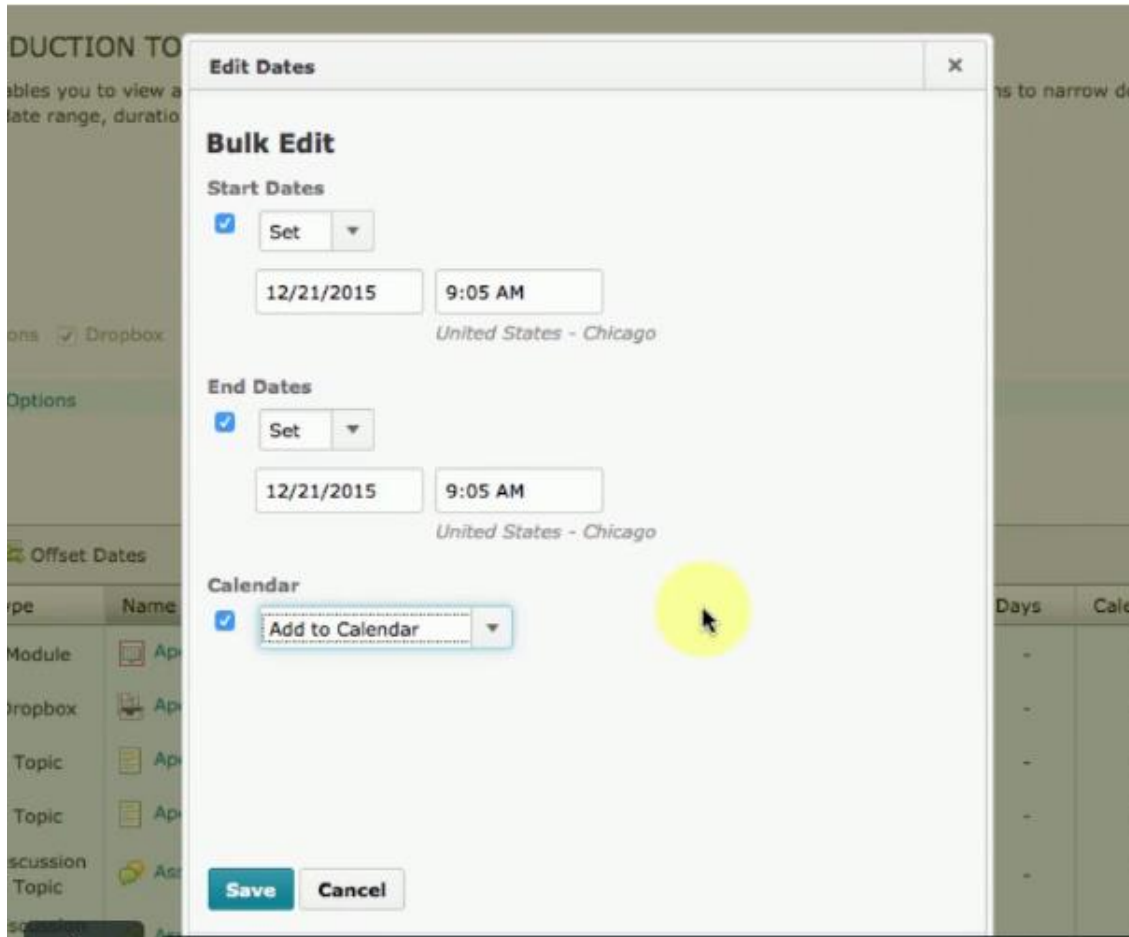
10. Finally, use **Edit Dates** to set one specific start/end date for all selected items. Select all items, and then click Edit Dates. **We recommend that you do not use this option!**





11. Set a start date, then set an end date, and add them to the calendar or not.

Recommendation: Use Offset Dates, not Edit Dates!



You should now be able to specify start/end dates, how to calculate new dates based on specific days (i.e. the start of the semester), how to do a bulk edit of all start/end dates so all dates are the same.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.