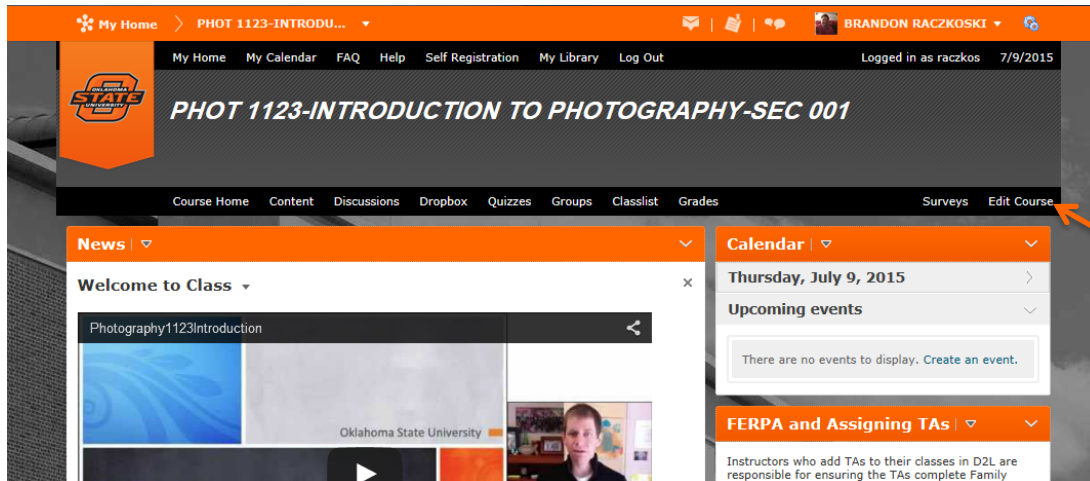




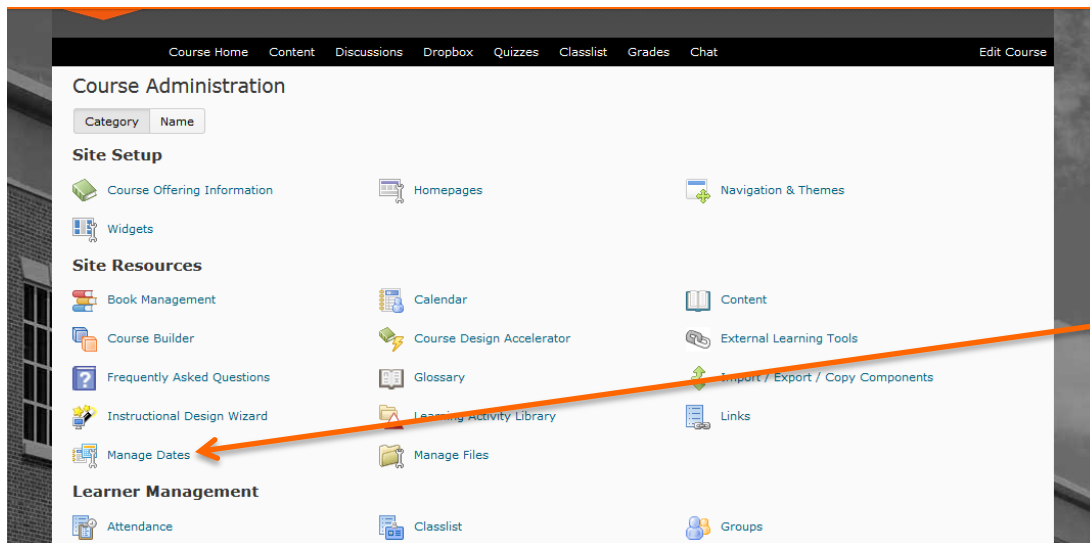
## Managing Dates in D2L (Part 1)

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 which tools you would like to update. 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

Edit Dates  Offset Dates

	Tool	Type	Name	Star
<input type="checkbox"/>	Content	Module	Aperture	
<input type="checkbox"/>	Dropbox	Dropbox	Aperture Assignment	
<input type="checkbox"/>	Content	Topic	ApertureAssignment	
<input type="checkbox"/>	Content	Topic	AperturePowerPoint	
<input type="checkbox"/>	Discussions	Discussion Topic	Assignment 1: Depth of Field	
<input type="checkbox"/>	Discussions	Discussion	Assignment 2: Rule of Thirds	

5. Use advanced filters to specify items to update.

Hide Advanced Filter Options

**Name**

Contains

**Start Date**

Between  and

12/21/2015 and 12/21/2015

**End Date**

Between  and

12/21/2015 and 12/21/2015



6. Manually select individual items to update.

**Filter Options**

Tools

All

Specific Tools

Content  Discussions  Dropbox  Grades  News  Quizzes

> Show Advanced Filter Options

Apply Filter

	Tool	Type	Name	Sta
<input 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 type="checkbox"/>	Discussions	Discussion Topic	Assignment 1: Depth of Field	

7. Select the checkbox to select all Tools. Recommendation: Update dates for everything, then edit as needed.

**Filter Options**

Tools

All

Specific Tools

Content  Discussions  Dropbox  Grades  News  Quizzes

> Show Advanced Filter Options

Apply Filter

	Tool	Type	Name	Sta
<input checked="" type="checkbox"/>	Content	Module	Aperture	



## Institute for Teaching & Learning Excellence

**Teaching and Learning Support**  
*Student Engagement Student Success*  
**(405) 744-1000**

You should now be able to use the Manage Dates tool to update start/end dates for various items in your D2L course, how to use filters to select specific items to update and how to simply do a bulk edit.

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