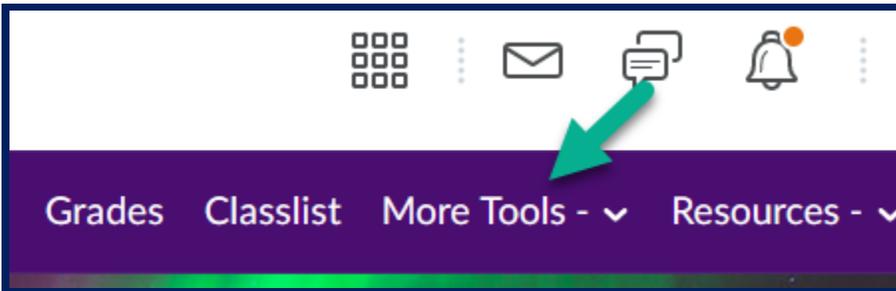




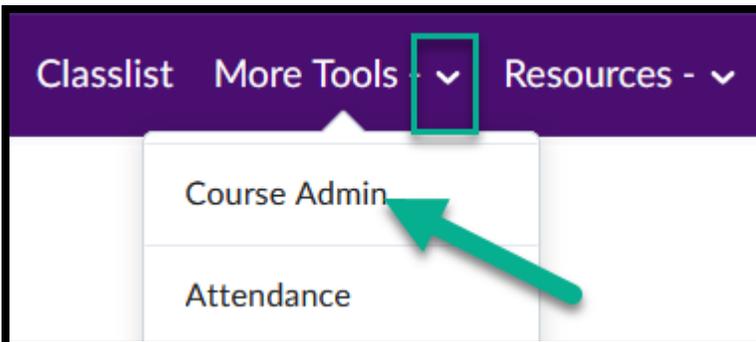
Changing Dates in D2L through Manage Dates

Manage Dates allows you to update due and end dates throughout your course with a few clicks, as opposed to changing dates for each individual assignment, discussion, or quiz.

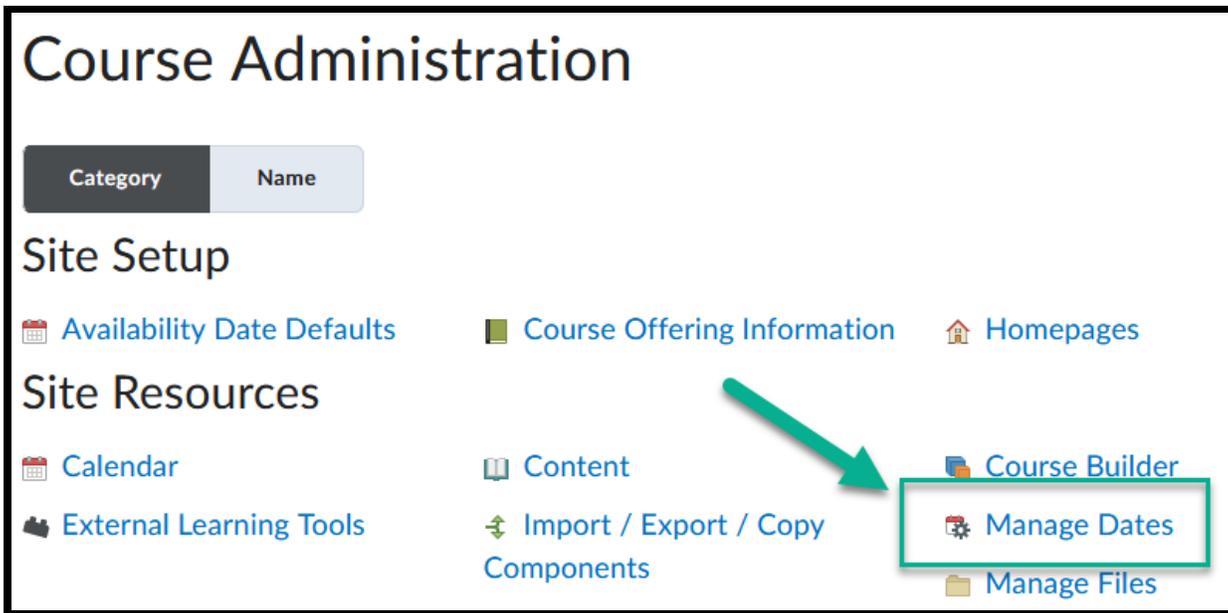
1) To get started, click on **More Tools**.



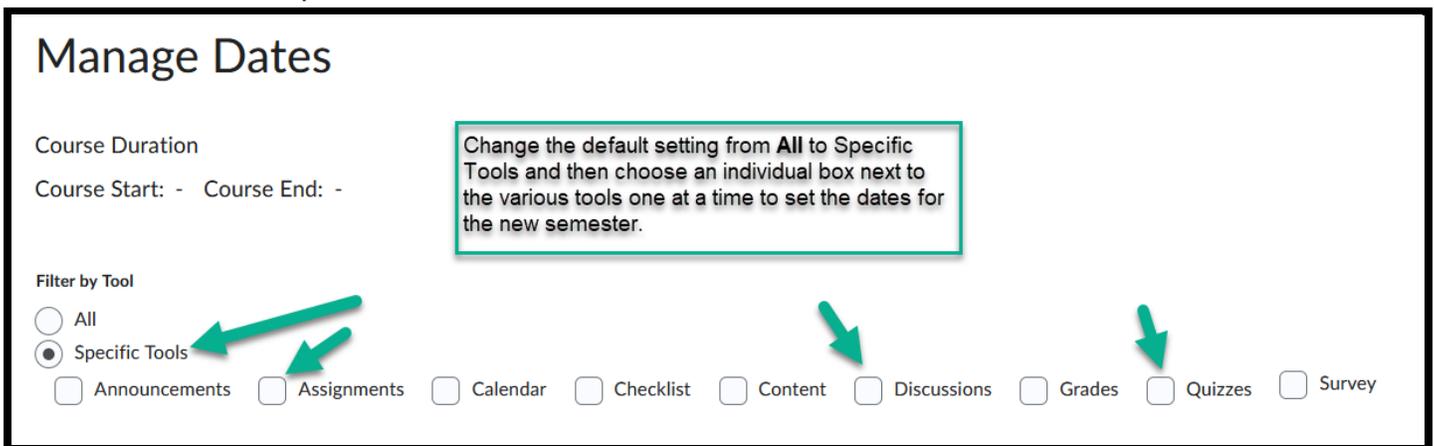
2) **Course Admin**



3) **Manage Dates** is in the third column of tools underneath Course Builder.



4) Change the default from **All** to **Specific Tools**, and then choose one tool whose dates you would like to update, one at a time.



5) Select the box to the left of the tool and then click on **Apply Filter**.

Filter by Tool

All

Specific Tools

Announcements Assignments

▶ [Show Advanced Filter Options](#)

6) Choose all of the assignments by selecting the **top box**, and then click on **Bulk Offset Dates**.

Bulk Edit Dates Bulk Offset Dates

	Type	Name ^	Due Date	Availability	
				Start Date	End Date
<input checked="" type="checkbox"/>	Assignment	attached file testing ▾	8/13/2021 11:59 PM ✕	-	1/20/2023 11:59 PM ✕
<input checked="" type="checkbox"/>	Assignment	Best practice assignment ▾	10/13/2021 11:59 PM ✕	-	10/14/2021 11:59 PM ✕

- 7) Choose the bubble to the left of **Offset by direction and range**.
- 8) **Save**.

Bulk Offset Dates

Dates to Offset

- Due Date
- Start Date
- End Date
- Offset by direction and range
- Calculate range between two dates

Save **Cancel**

- 9) Click on **Forward** or **Backward**, and then **Range**.
- 10) Look at a calendar to calculate the number of days forward from the assignment date that was copied into your shell from a previous semester.
- 11) It is common to be off by a day or two initially. Simply redo the steps and type in the necessary number of days forward.

Offset by direction and range

Days

Direction **Forward** Range

Hours

Direction **Forward** Range

Calculate range between two dates

12) **Need assistance? Contact the TLC at tlc@ccd.edu**