

Teaching & Learning Center Cherry Creek Building – Room 224 1111 W. Colfax Ave. Denver, CO 80204 303.352.3201 | <u>tlc@ccd.edu</u>

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



Mailing Address: Campus Box 650 | P.O. Box 173363 | Denver, CO 80217

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.

Manage Dates						
Course Duration Course Start: - Course End: -	Change the default setting from All to Specific Tools and then choose an individual box next to the various tools one at a time to set the dates for the new semester.					
Filter by Tool All Specific Tools Announcements Assignments	Calendar Checklist Content Discussi	ons Grades Quizzes Survey				

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



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

	Apply	Filter				
	Bulk Edit Dates 🛱 Bulk Offset Dates					
		Туре	Name 🛎	Due Date	Availability	
		1700	Hume	Due Date	Start Date	End Date
(Assignment	▲ attached file testing ∨	8/13/2021 11:59 PM 🗙	-	1/20/2023 11:59 PM 🗙
(Assignment	▲ Best practice assignment ∨	10/13/2021 11:59 PM 🗙	-	10/14/2021 11:59 PM X

- 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	Range		
Forward 🗸	·		
Hours			
Direction	Range		
Forward ~			
Calculate range	e between two dates		

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