

Manage Dates: Bulk Editing Dates in D2L

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Course Administration

Category Name

Site Setup

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Widgets

Site Resources

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Manage Dates | Manage Files

1. Choose “Edit Course” on the course navbar. Choose “Manage Dates”.

2. To edit the due dates for specific tools, choose “Specific Tools,” check the name of the tool and “apply filter”

Manage Dates
Investigating Issues in Educ Section C Fall 2015 CO
The Manage Dates tool enables you to view a list of objects in your course and edit their date availability

Filter Options

Tools
 All
 Specific Tools
 Content Discussions Dropbox Grades News Quizzes

Hide Advanced Filter Options

Name
 Contains [text box]

Start Date
 Between [date] and [date]
11/2/2015 and 11/2/2015

End Date
 Between [date] and [date]
11/2/2015 and 11/2/2015

Duration
 >= [text box]

Calendar Status
 Displayed in Calendar

Apply Filter

| | Tool | Type | Name |
|--------------------------|---------|------|---------------------------|
| <input type="checkbox"/> | Quizzes | Quiz | Ch 1 Quiz |
| <input type="checkbox"/> | Quizzes | Quiz | Ch 1 Quiz |
| <input type="checkbox"/> | Quizzes | Quiz | Ch 3 Quiz |

3. Choose the name of the item (ie: Quiz 1) and choose “edit dates”. A popup will appear allowing for the editing of the start/end date. (Note: The dates will be copied over from the previous course. Make sure the dates you are providing align with the correct semester).

Manage Dates

Investigating Issues in Educ Section C Fall 2015 CO

The Manage Dates tool enables you to view a list of objects in your course and edit their date availability values. Use the filter options to narrow down your list of items by tool, date range, duration, and

11/2/2015 11/2/2015

Duration >=

Calendar Status Displayed in Calendar

Apply Filter

| | Tool | Type | Name |
|--------------------------|---------|------|----------------------------|
| <input type="checkbox"/> | Quizzes | Quiz | Ch 1 Quiz |
| <input type="checkbox"/> | Quizzes | Quiz | Ch 11 Quiz |

Edit Availability - Mozilla Firefox

https://gordonstate.view.usg.edu/d2l/common/dialogs/nonMod

Ch 1 Quiz

Dates

Has Start Date
 11/2/2015 9:37 AM
 United States - New York

Has End Date
 8/21/2015 6:00 AM
 United States - New York

Display in Calendar

Manage Dates

Investigating Issues in Educ Section C Fall 2015 CO

The Manage Dates tool enables you to view a list of objects in your course and edit their date availability values. Use the filter options to narrow down your list of

11/2/2015 11/2/2015

Duration
 >=

Calendar Status
 Displayed in Calendar

Apply Filter

Edit Dates Offset Dates

| | Tool | Type | Name |
|-------------------------------------|---------|------|--|
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Ch 1 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Ch 11 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Ch 3 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Ch 4 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 10 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 2 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 5 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 6 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 7 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 8 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Chapter 9 Quiz |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Code of Ethics Quiz (Ch 2) |
| <input checked="" type="checkbox"/> | Quizzes | Quiz | Introduction Quiz |

Edit Dates - Mozilla Firefox

https://gordonstate.view.usg.edu/d2l/common/dialogs/nonMod

Bulk Edit

Start Dates
 Set
11/2/2015 9:42 AM
United States - New York

End Dates
 Set
11/2/2015 9:42 AM
United States - New York

Calendar
 Add to Calendar

Save Cancel

4. If you want to edit an entire list of activities (ie: all quizzes start/end on the same date), you can choose the select all feature and choose “edit dates” on the toolbar. This will allow you to edit the dates for all of the selected items at one time (making them all due on the same date).