Managing Dates in D2L (Part 1)

1. In D2L, select the course you intend to edit.

2. Select **Edit Course** on the Navigation bar.

3. Within Course Administration, select **Manage Dates**.
4. Select which tools you would like to update. Recommendation: 1) Transfer all content 2) Update all dates.

5. Use advanced filters to specify items to update.
6. Manually select individual items to update.

7. Select the checkbox to select all Tools. Recommendation: Update dates for everything, then edit as needed.
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 or call (405) 744-1000.