Managing Dates in D2L (Part 2)

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 All. Recommendation: 1) Transfer all content 2) Update all dates.

5. Select items, then use **Edit Dates** or **Offset Dates**.
6. Choose offset options and how many days to move forward or backward. This will advance all of your dates by 50 days.

7. Another option is to calculate how many days to offset based on dates you select.
8. Click Save.

9. All dates are now updated to reflect your edits. **Note:** Remember to take into account Spring Break, Fall Break, etc.

10. Finally, use **Edit Dates** to set one specific start/end date for all selected items. Select all items, and then click Edit Dates. **We recommend that you do not use this option!**
11. Set a start date, then set an end date, and add them to the calendar or not.  

Recommendation: Use Offset Dates, not Edit Dates!

You should now be able to specify start/end dates, how to calculate new dates based on specific days (i.e. the start of the semester), how to do a bulk edit of all start/end dates so all dates are the same.

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