

Edit Dates Using Manage Dates

Last Modified on 04/15/2026 6:40 pm CDT

The **Manage Dates** tool can be used to edit dates for all of the following:

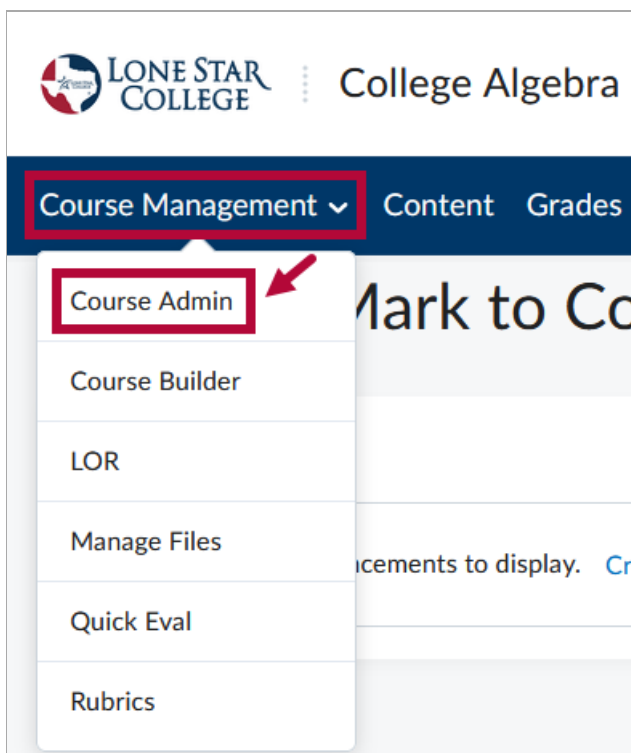
- Announcements
- Assignments
- Calendar
- Checklist
- Content
- Discussions
- Grades
- Quizzes
- Survey
- Intelligent Agents

NOTE: Intelligent agents that have a one-time run schedule, or repeat but have neither a **Start Date** nor an **End Date**, do not appear in **Manage Dates** and must be updated in the **Intelligent Agents** tool.

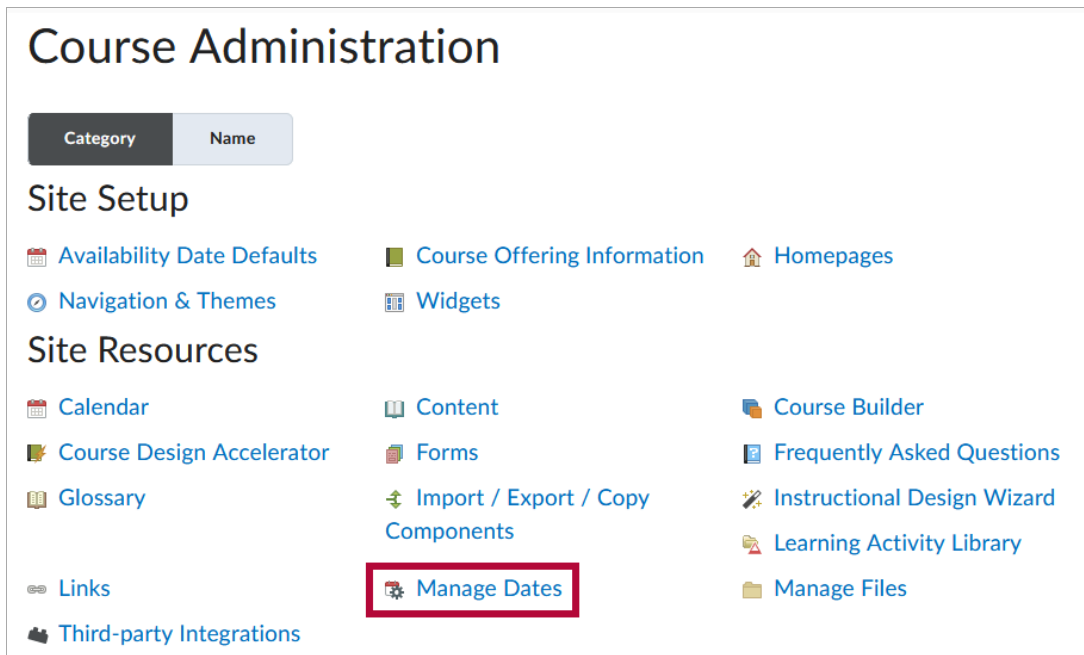
These course objects display in a grid that you can sort by any of the column headings or filter by a specific tool or by more advanced criteria. This enables you to update multiple availability dates based on specific criteria. (If you filter your course objects, any bulk changes you make apply only to the filtered results.)

Editing Dates in Manage Dates

1. In the D2L course, click **[Course Management]** in the **Navbar**, then choose **[Course Admin]**.

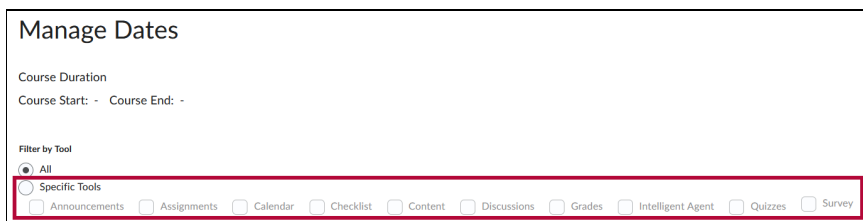


2. Click **[Manage Dates]**.

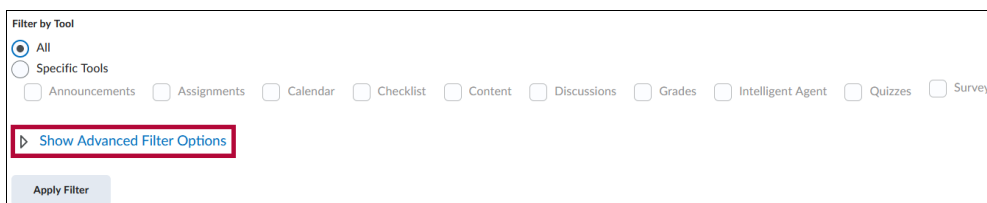


3. The default selection is **[All]**, but you may click the **[Specific Tools]** radio button to narrow your results based on tool.

NOTE: The course **Start Date** and **End Date** appear at the top under **Course Duration**.



4. You may also click the **[Show Advanced Filter Options]** link to further narrow your results based on an object's name, dates, duration, or Calendar status.



5. Edit dates for the objects you wish to change:

Option 1 (to edit a single item at a time)

<input type="checkbox"/>	Content Module	Week 2	<div style="border: 1px solid blue; padding: 2px; display: inline-block;"> ▼ </div>
<input type="checkbox"/>	Content Module	Week 3	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Edit Dates</div> <div style="padding: 2px; display: inline-block;">Offset Dates</div> </div>

- In the context menu of the object you want to change, click **[Edit Dates]**.
- Set or clear the **Start Date**, **End Date**, and/or **Due Date** (if available).
- Click **[Save]**.

Edit Dates - Week 2 ×

Due Date

Has Due Date

United States - Chicago

Availability

Has Start Date

United States - Chicago

Has End Date

United States - Chicago

Option 2 (To edit more than one item at a time)

	Type ▲	Name
<input checked="" type="checkbox"/>	Assignment	Lab Exercise Report ▼
<input checked="" type="checkbox"/>	Assignment	Lecture Notes ▼
<input checked="" type="checkbox"/>	Assignment	Research Paper ▼

Bulk Edit Dates
 Bulk Offset Dates

- Select one or more **[✓]** next to the object(s) you want to edit.
- Click **[Bulk Edit Dates]** from the top of the grid.

Bulk Edit Dates [X]

Due Dates
 Set [v]
 6/29/2020 8:08 AM Now
 United States - Chicago

Availability
 Set [v]
 6/29/2020 8:08 AM Now
 United States - Chicago

End Dates
 Set [v]
 6/29/2020 8:08 AM Now
 United States - Chicago

Display in Calendar
 Add to Calendar [v]

Save Cancel

- Set or clear the **Start Date**, **End Date**, and/or **Due Date** (if available).
- Choose whether to add the object(s) to the **Calendar** tool.
- Click **[Save]**.

See also [Offsetting Course Dates using the Manage Dates Tool](https://vtac.lonestar.edu/help/offset-course-dates)
<https://vtac.lonestar.edu/help/offset-course-dates>.