

# Edit Dates Using Manage Dates

Last Modified on 06/17/2026 9:55 am 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

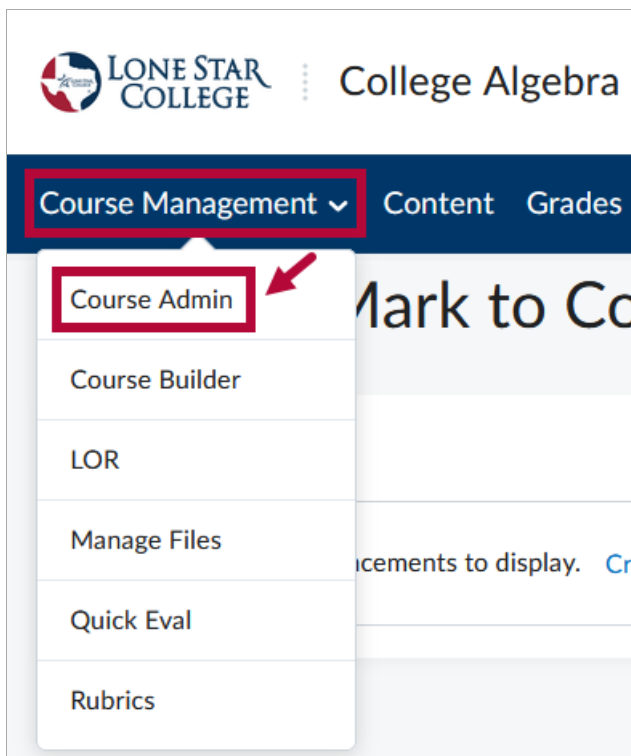
**NOTE:** Intelligent agents that have a one-time run schedule, or repeat but have neither a **Start Date** nor an **End Date**, do not appear in **Manage Dates** and must be updated in the **Intelligent Agents** tool.

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.)

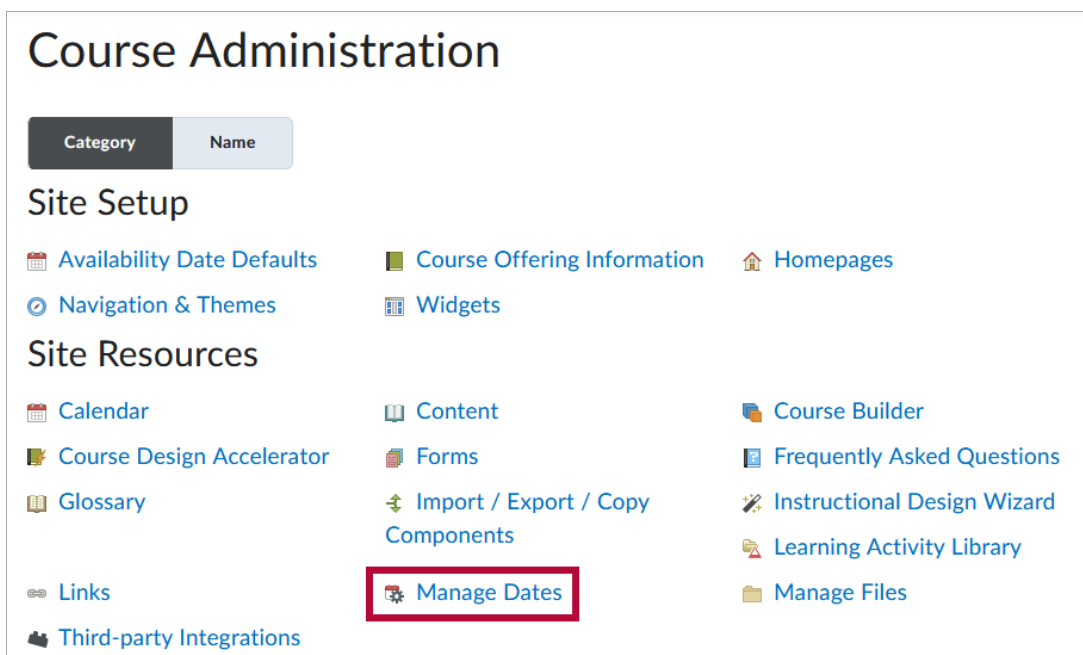
[Video Demo](#)

## 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**.

**Manage Dates**

Course Duration  
 Course Start: - Course End: -

Filter by Tool

All  
 Specific Tools

Announcements  Assignments  Calendar  Checklist  Content  Discussions  Grades  Intelligent Agent  Quizzes  Survey

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.

Filter by Tool

All  
 Specific Tools

Announcements  Assignments  Calendar  Checklist  Content  Discussions  Grades  Intelligent Agent  Quizzes  Survey

[▶ Show Advanced Filter Options](#)

Apply Filter

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 | ▼   |
| <input type="checkbox"/> | Content Module | Week 3 | <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p><b>Edit Dates</b></p> <p>Offset Dates</p> </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** [X]

Due Date

Has Due Date

7/6/2020 1:00 PM Now  
*United States - Chicago*

Availability

Has Start Date

9/16/2019 8:00 AM Now  
*United States - Chicago*

Has End Date

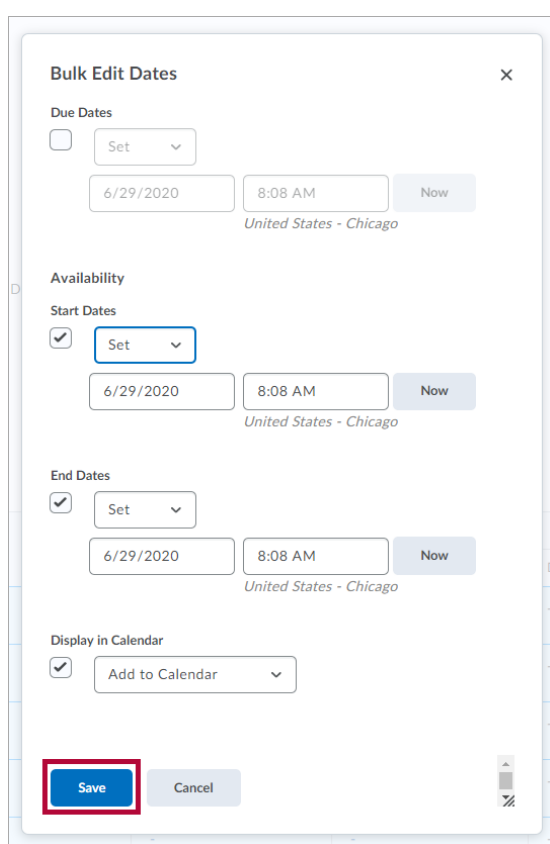
7/6/2020 1:00 PM Now  
*United States - Chicago*

**Save** Cancel

**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 ▼      |

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



The dialog box titled "Bulk Edit Dates" contains the following sections:

- Due Dates:** A checkbox (unchecked) and a "Set" dropdown menu. Below are input fields for "6/29/2020", "8:08 AM", and a "Now" button. The location is "United States - Chicago".
- Availability:** A section header.
- Start Dates:** A checkbox (checked) and a "Set" dropdown menu. Below are input fields for "6/29/2020", "8:08 AM", and a "Now" button. The location is "United States - Chicago".
- End Dates:** A checkbox (checked) and a "Set" dropdown menu. Below are input fields for "6/29/2020", "8:08 AM", and a "Now" button. The location is "United States - Chicago".
- Display in Calendar:** A checkbox (checked) and a dropdown menu set to "Add to Calendar".
- Buttons:** A "Save" button (highlighted with a red box) and a "Cancel" button.

- 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>).