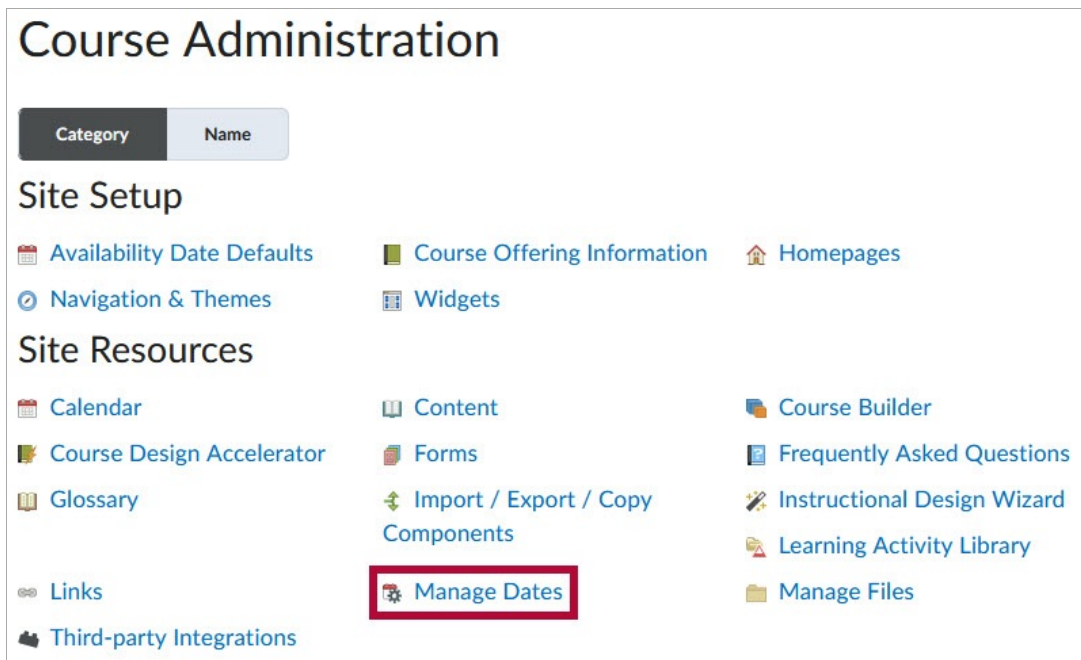


Offset Course Dates using the Manage Dates Tool

Last Modified on 06/11/2026 3:57 pm CDT

The **Manage Dates** tool allows you to do the following all from one central location:

- View, edit, and offset start and end dates
- Set the Calendar status
- Open course objects in a new window



Moving start dates and end dates forward or backward by a specified number of days is especially useful when preparing a previous course's contents for a new semester.

Use the Manage Dates tool for:

- Content topics and modules
- Discussion topics and forums
- Assignment folders
- Grades categories and items
- News items
- Quizzes
- 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. You can also filter the grid by a specific tool and use advanced filter options to work with smaller sets of objects.

If you filter your course objects, any bulk changes you make apply only to the filtered results. This enables you to update multiple availability dates based on specific criteria.

NOTE: The course **Start** and **End** dates appear at the top of the **Manage Dates** page and act as a reference when operating on the dates of the various activities.

Manage Dates

Course Duration

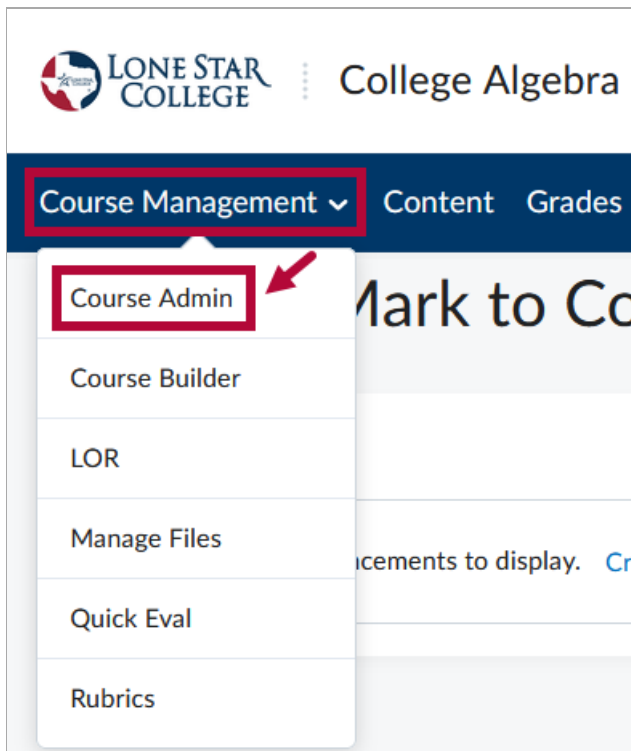
Course Start: Jan 14, 2019 12:00 AM Course End: Mar 19, 2019 12:59 AM 

Duration: 9 week(s) and 0 day(s)

Offset Dates using the Manage Dates tool

Video Demo

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



The screenshot shows the top navigation bar of a D2L course. The Lone Star College logo and 'College Algebra' are visible. The 'Course Management' dropdown menu is open, showing options: Course Admin, Course Builder, LOR, Manage Files, Quick Eval, and Rubrics. 'Course Admin' is highlighted with a red box, and a red arrow points to it.

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

Course Administration

Category Name

Site Setup

- Availability Date Defaults
- Navigation & Themes
- Course Offering Information
- Widgets
- Homepages

Site Resources

- Calendar
- Course Design Accelerator
- Glossary
- Links
- Third-party Integrations
- Content
- Forms
- Import / Export / Copy Components
- Manage Dates**
- Course Builder
- Frequently Asked Questions
- Instructional Design Wizard
- Learning Activity Library
- Manage Files

3. Do one of the following:

- In the context menu for the object to edit, select the arrow next to the object title and select **[Offset Dates]**.

<input type="checkbox"/>	Quiz	<div style="display: flex; align-items: center;"> ? FHPO Quiz #6 ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Edit Dates </div>
<input type="checkbox"/>	Quiz	<div style="display: flex; align-items: center;"> ? FHPO Quiz #7 ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Offset Dates </div>

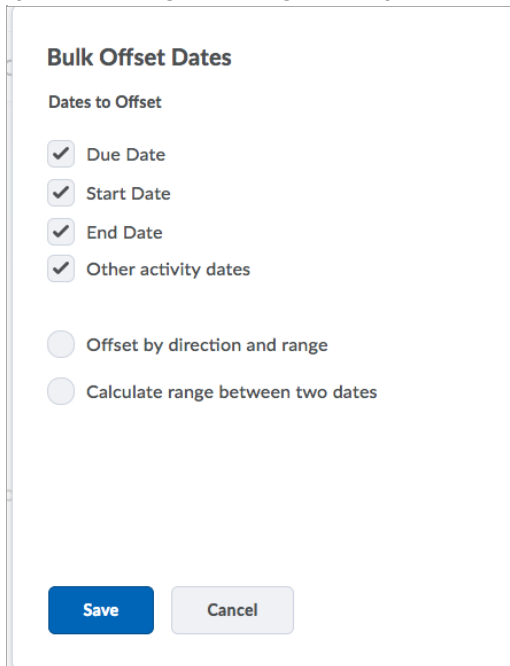
OR

- Select the checkboxes beside the objects to change and click **[Bulk Offset Dates]** from the top of the grid. Specify the dates to offset.

<input type="checkbox"/>	Bulk Edit Dates Bulk Offset Dates	
	Type	Name ▲
<input type="checkbox"/>	Grade Item	🔑 Caption Test ▼
<input checked="" type="checkbox"/>	Quiz	🔑 FHPO Quiz #10 ▼
<input checked="" type="checkbox"/>	Quiz	🔑 FHPO Quiz #6 ▼
<input checked="" type="checkbox"/>	Quiz	🔑 FHPO Quiz #7 ▼

4. You can select the dates to offset, and how to offset them:

- By a range of days in a specific direction (earlier or later).
- By calculating the range of days between two days.



Bulk Offset Dates

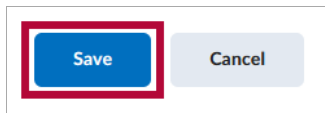
Dates to Offset

- Due Date
- Start Date
- End Date
- Other activity dates

- Offset by direction and range
- Calculate range between two dates

Save **Cancel**

5. When done, click **[Save]**.



Save **Cancel**