

Desire2Learn Quickguide: Manage Dates

Overview

The Manage Dates tool allows you to view all start and end dates for your course in one location. You can edit start and end dates individually or change several or all of them at once when you teach the course in a new quarter. Note that the Manage Dates tool can be used to reset start and end dates only; due dates must be changed through the Calendar tool.

The Manage Dates tool allows you to change dates for Content, News Items, Discussions, Dropbox folders, and Quizzes. For other tools, you will need to adjust dates manually within the tool itself. Note that the Manage Dates tool will only adjust availability restrictions and start and end dates for the Desire2Learn system. It will not affect dates you have typed into assignment descriptions, content topics, or discussion-board prompts.

How to Access

Click **Edit Course** on your course navigation bar, and then click **Manage Dates** under the “Site Resources” heading (Figure 1).

In This Guide

- Changing Start and End Dates within a Course
- Editing Start and End Dates for a Single Item
- Editing Dates for Multiple Items

For more information on Desire2Learn, go to <http://teachingcommons.depaul.edu/technology/D2L/index.html>.

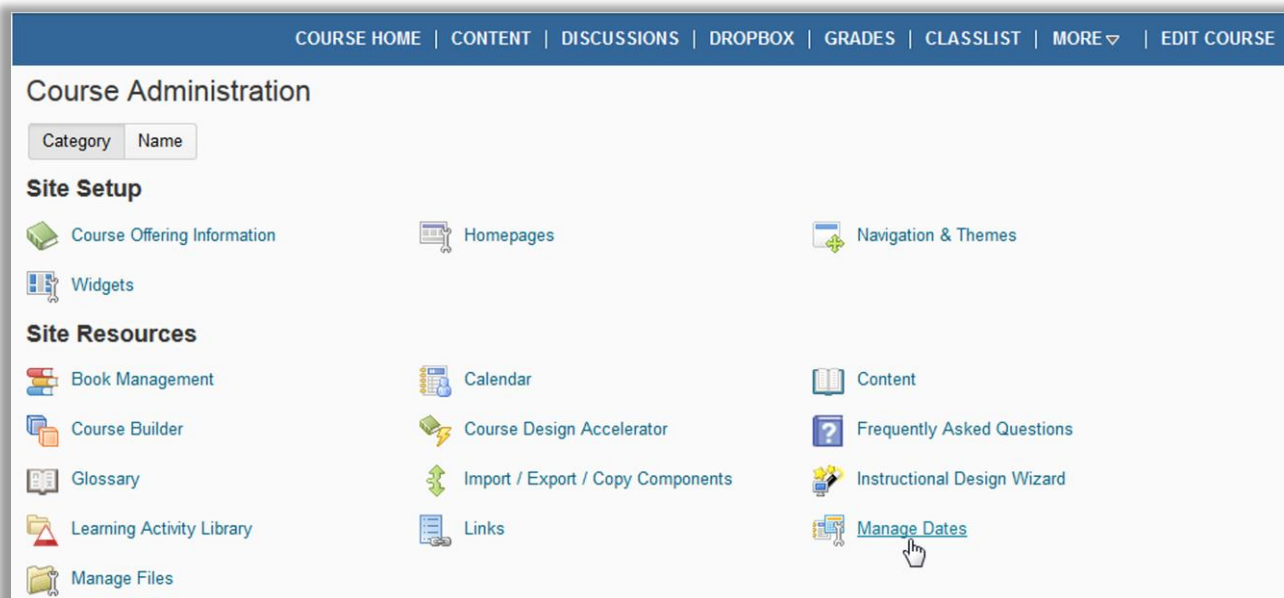


Figure 1



Changing Start and End Dates within a Course

When your course is being offered in a new quarter, you can change all start and end dates for your course materials at once to align them to the schedule for the new quarter. See the [Course Copy Quickguide](#) for information on importing course materials from a previous course offering to a new quarter.

Note: You can change start and end dates, but not due dates. In addition, you can only change start and end dates for Content, News, Discussions, Dropbox, and Quizzes through Manage Dates. For other tools, you will need to change dates within the tool itself.

1. Click **Edit Course** on the course navigation bar, then click **Manage Dates** (Figure 1). A table that lists all of the items in your course will be displayed.
2. Select the checkbox at the top-left corner of the table to select all items in the table (Figure 2).
3. Click **Offset Dates** at the top of the table. The “Offset Dates” window will open.
4. In the “Days” drop-down menu, select **Calculated based on two dates** (Figure 3). Boxes for inputting start and end dates will be displayed.
5. Enter the start date of the course the last time you taught it in the “From” field.
6. Enter the start date for the new offering of the course in the “To” field.
7. Click **Calculate**. The number of days between these dates will be displayed. This is the number of days that start and end dates will be pushed forward.
8. Click **Save**.

Note: Items that previously had no start and end dates set will not be affected by this process, even if they are selected.

Editing Start and End Dates for a Single Item

1. Click **Edit Course** on the course navigation bar, then click **Manage Dates** (Figure 1). A table that lists all of the items in your course will be displayed.
2. Move your mouse over the name of an item. A drop-down arrow will appear to the right of the item’s name.
3. Click the drop-down arrow, then select **Edit Dates** (Figure 4). The “Edit Availability” window will open.
4. Enter new start and end dates.

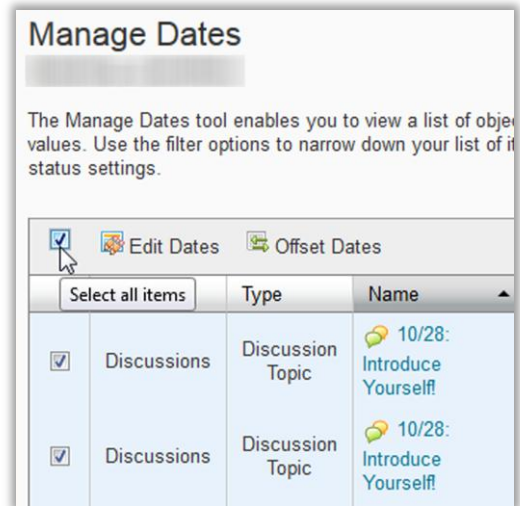


Figure 2

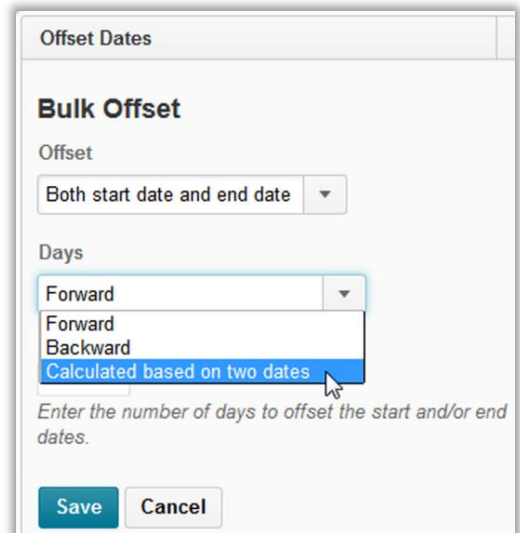


Figure 3

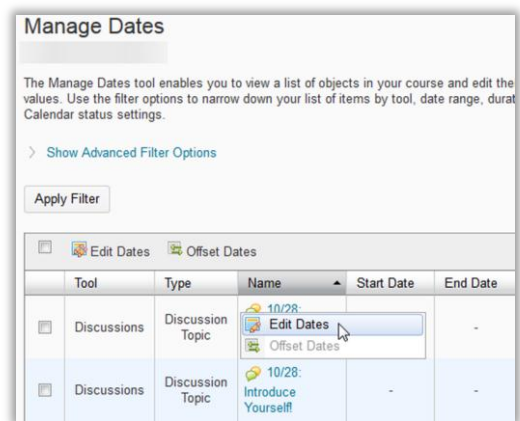


Figure 4

5. Select **Display in Calendar** to have the item's end date appear in the Calendar (Figure 5).
6. Click **Save**.

Editing Dates for Multiple Items

Use these instructions to assign the same start and/or end dates to several items at once. You can also use this process to display multiple items in the Calendar without changing any of the items' start or end dates.

1. Click **Edit Course** on the course navigation bar, then click **Manage Dates** (Figure 1). A table that lists all of the items in your course will be displayed.
2. Select the checkboxes next to all items you want to assign a date to.
3. At the top of the table, click **Edit Dates** (Figure 6). The "Bulk Edit" window will open.
4. Click the checkbox next to Start Date and/or End Date to change the items' dates. If you leave a box unselected, the date will not change for the items.
 - **To set a new date for the selected items**, leave "Set" selected in the drop-down menu, and enter a date in the field underneath (Figure 7).
 - **To remove a date restriction from the selected items**, select "Remove" from the drop-down menu.
5. Select the "Calendar" check box to have the items' start and/or end dates displayed in the Calendar.

Note: You can apply a start date without changing the end date for the selected items, even if the end dates are different, and vice versa.

6. Click **Save**.

The 'Edit Availability' window for the item '10/28: Introduce Yourself!' shows the following settings:

- Has Start Date:** Checked. Start date: 6/2/2014, Start time: 12:15 PM. Location: United States - Chicago.
- Has End Date:** Checked. End date: 6/6/2014, End time: 12:15 PM. Location: United States - Chicago.
- Display in Calendar:** Checked.

Buttons for 'Save' and 'Cancel' are at the bottom.

Figure 5

Tool	Topic	Name
<input checked="" type="checkbox"/>	Discussions	Discussion Topic 10/28: Introduce Yourself!
<input checked="" type="checkbox"/>	Discussions	Discussion Topic 10/28: Introduce Yourself!
<input checked="" type="checkbox"/>	Discussions	Discussion Topic 10/30: Creating Activities with Measurable Objectives
<input checked="" type="checkbox"/>	Discussions	Discussion Topic 10/30: Creating Activities with Measurable Objectives
<input type="checkbox"/>	Discussions	Discussion Topic 10/31: Which Tools Might You Use?
<input type="checkbox"/>	Discussions	Discussion Topic 10/31: Which Tools Might You Use?
<input type="checkbox"/>	Dropbox	Dropbox Assignment 1

Figure 6

The 'Bulk Edit' window shows the 'Start Dates' section with a checked checkbox and a dropdown menu. The dropdown menu is open, showing 'Set' (selected), 'Set', and 'Remove'. The end time is 12:26 PM and the location is United States - Chicago.

Figure 7