



## Offsetting Dates in a D2L Course Site – D2L Tutorial

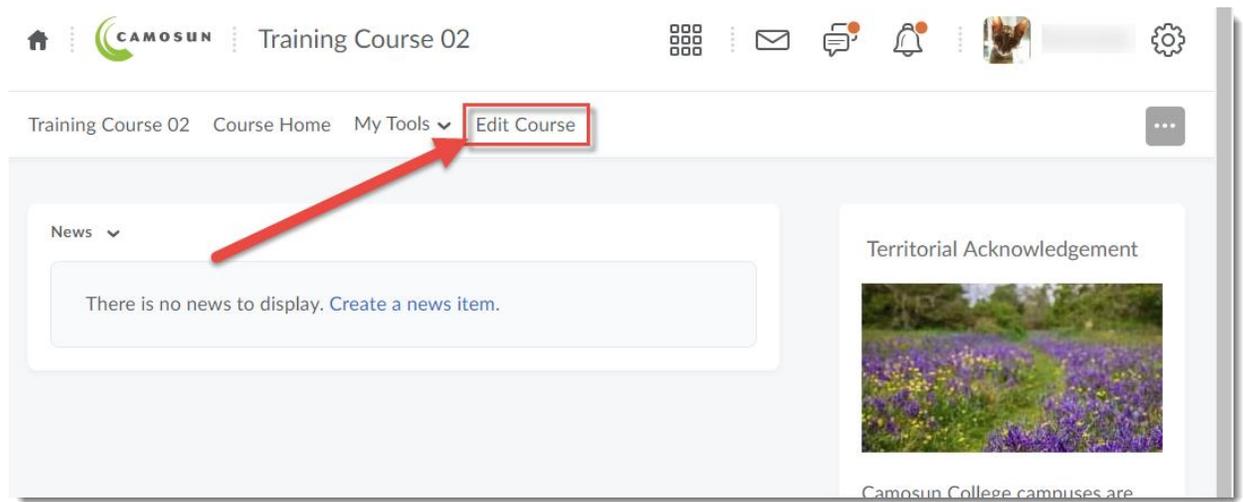
This tutorial is designed for faculty who have previous experience using the various tools in D2L. For further information, please contact [elarning@camosun.ca](mailto:elarning@camosun.ca) for assistance.

### Scenario

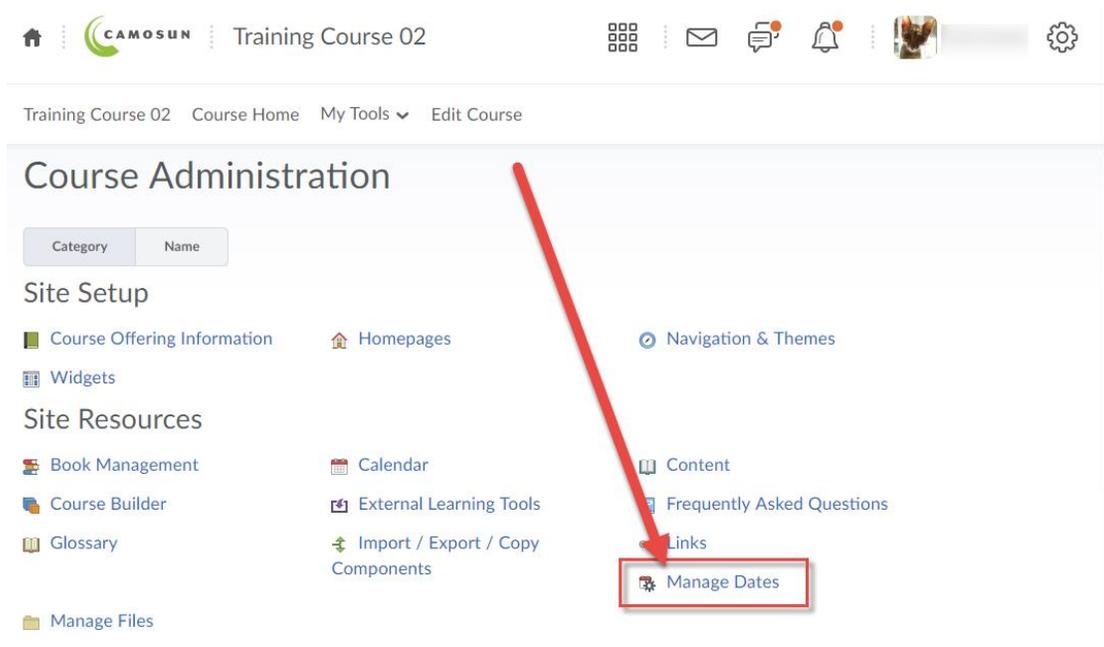
This tutorial will cover the steps involved when you have copied components from a course site from a past term, and want to bulk edit the start and end dates of activities in your current course site so you don't have to go into each activity individually to change those dates.

### Steps

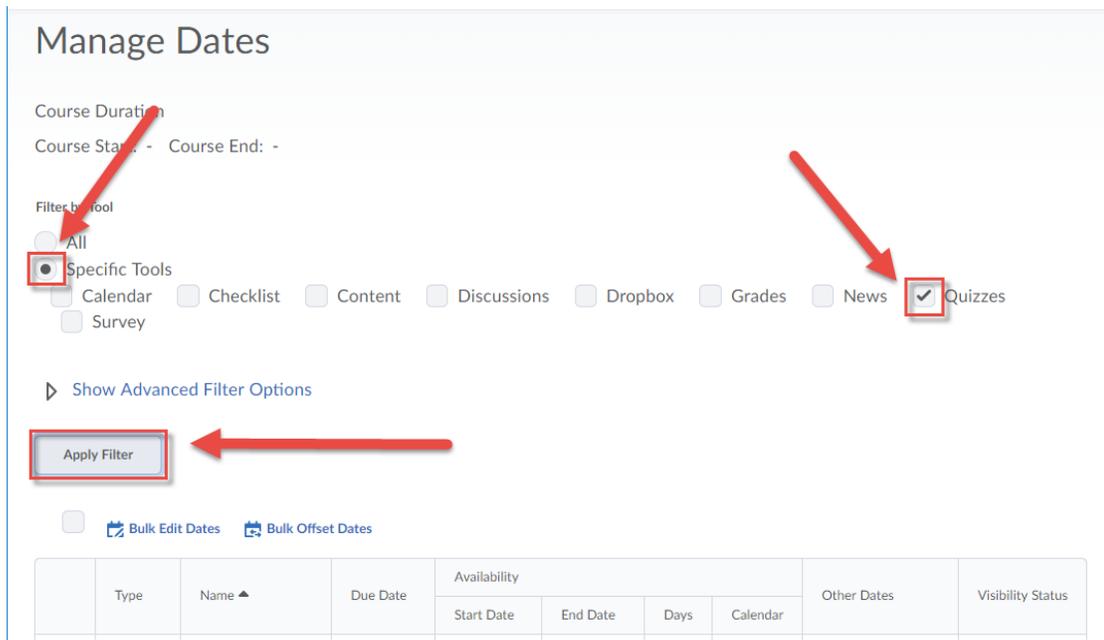
1. Login to D2L, and go into your courses.
2. Click on **Edit Course**.



3. Click on **Manage Dates**.



4. Filter the list by clicking **Specific Tools** and selecting the tool(s) you wish to offset dates for, then click **Apply Filter**. For the purposes of this tutorial we will choose **Quizzes**.



- Select the quizzes you wish to edit dates for.

Filter by Tool

All  
 Specific Tools  
 Calendar  Checklist  Content  Discussions  Dropbox  Grades  News  Quizzes  
 Survey

▶ Show Advanced Filter Options

Apply Filter

Bulk Edit Dates  Bulk Offset Dates

	Type	Name ▲	Due Date	Availability				Other Dates	Visibility Status
				Start Date	End Date	Days	Calendar		
<input checked="" type="checkbox"/>	Quiz	All About Quizzes	-	-	-	-	<input type="checkbox"/>	Submission Views Grades and Feedback are Now Available! 11-20-2011 3:24 PM	Visible
<input checked="" type="checkbox"/>	Quiz	Master Quiz	-	-	-	-	<input type="checkbox"/>		Hidden

- If you click **Bulk Edit Dates**, you can set (or remove) the due date, start date, and/or end date for all selected quizzes – note that **Bulk Edit Dates** creates ONE due, start, and end date for all selected quizzes. You can also choose whether to add the dates to or remove the dates from the Calendar. Click **Save** when finished.

Bulk Edit Dates

Due Dates

Set

8-14-2018 10:59 AM Now  
Canada - Vancouver

Availability

Start Dates

Set

8-14-2018 10:59 AM Now  
Canada - Vancouver

End Dates

Set

8-14-2018 10:59 AM Now  
Canada - Vancouver

Display in Calendar

Add to Calendar

Save Cancel



7. If you click **Bulk Offset Dates** (note that Offsetting dates means that there already have to be dates available to offset.), you can move all the dates listed for the quizzes (due dates, start dates, end dates, or other activity dates) Offset by direction and range (**Forward** or **Backward** by the number of dates you enter). Click **Save** when finished making your choices.

The screenshot shows the 'Bulk Offset Dates' dialog box. Under 'Dates to Offset', four checkboxes are checked: 'Due Date', 'Start Date', 'End Date', and 'Other activity dates'. The 'Offset by direction and range' radio button is selected. Below this, there are two sections: 'Days' and 'Hours'. Each section has a 'Direction' dropdown menu (set to 'Forward') and a 'Range' input field. A dropdown menu is open under the 'Days' 'Direction' dropdown, showing 'Forward' and 'Backward' options. At the bottom, there are 'Save' and 'Cancel' buttons. Red arrows point to the 'Dates to Offset' list, the 'Offset by direction and range' radio button, the 'Forward' dropdown menu, and the 'Save' button.

or **Calculate range between two dates**. Click **Save** when finished making your choices.

The screenshot shows the 'Bulk Offset Dates' dialog box. Under 'Dates to Offset', four checkboxes are checked: 'Due Date', 'Start Date', 'End Date', and 'Other activity dates'. The 'Calculate range between two dates' radio button is selected. Below this, there are two sections: 'From' and 'To'. Each section has a date input field (set to '8-14-2018'), a time input field (set to '11:08 AM'), and a 'Now' button. The location 'Canada - Vancouver' is displayed below each section. At the bottom, there are 'Save' and 'Cancel' buttons. Red arrows point to the 'Calculate range between two dates' radio button, the 'From' and 'To' sections, and the 'Save' button.



8. You can also **Edit** or **Offset Dates** for individual items by clicking on the down arrow next to the item's title, and selecting Edit Dates.

[Bulk Edit Dates](#) [Bulk Offset Dates](#)

	Type	Name ▲	Due Date	Availability				Other Dates	Visibility Status
				Start Date	End Date	Days	Calendar		
<input type="checkbox"/>	Quiz	All About Quizzes	-	-	-	-	<input type="checkbox"/>	Submission Views Grades and Feedback are Now Available! 11-20-2011 3:24 PM	Visible
<input type="checkbox"/>	Quiz	Master Quiz	-	-	-	-	<input type="checkbox"/>		Hidden

Here is the **Edit Dates** area for an item...

**Edit Dates - All About Quizzes** [X]

**Due Date**

Has Due Date

8-21-2018 6:11 PM Now

Canada - Vancouver

**Availability**

Has Start Date

8-14-2018 11:11 AM Now

Canada - Vancouver

Has End Date

8-21-2018 6:11 PM Now

Canada - Vancouver

Display In Calendar

**Save** Cancel



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9. And here is the **Offset Dates** area for an item.

Offset Dates - All About Quizzes

Dates to Offset

- Due Date
- Start Date
- End Date
- Other activity dates
- Offset by direction and range
- Calculate range between two dates

Days

Direction: Forward

Range: [ ]

Hours

Direction: Forward

Range: [ ]

Save Cancel

10. To delete dates, click on the **X** next to the date(s) in the table you wish to delete.

	Type	Name	Due Date	Availability				Other Dates	Visibility Status
				Start Date	End Date	Days	Calendar		
<input type="checkbox"/>	Quiz	All About Quizzes	8-21-2018 11:15 PM	8-14-2018 11:15 AM	8-21-2018 6:15 PM	7	<input type="checkbox"/>	Submission Views Grades and Feedback are Now Available! 11-20-2011 3:24 PM	Visible if conditions met

## Things to Remember

Offsetting dates does not account for holidays, or other situations which may affect the start and end dates of activities in your course. You may still need to edit individual activities in order to ensure that dates are set appropriately for the term during which your course is offered.



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