Adding Start, End, and Due Dates to Content – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content tool in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to add **Start**, **End**, or **Due** dates (date restrictions) to Modules or Topics in the **Content** tool. **Start** dates reveal the content automatically, **End** dates hide the content automatically, and **Due** dates let students know when they need to have completed reviewing content by – Due dates also populate the **Calendar** tool automatically.
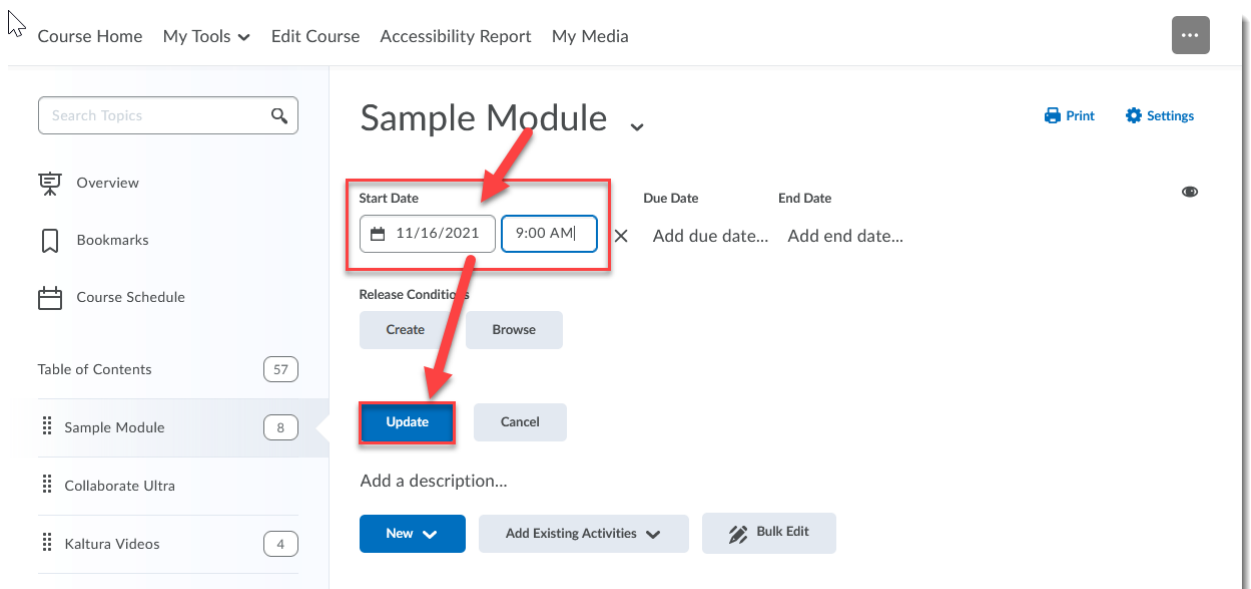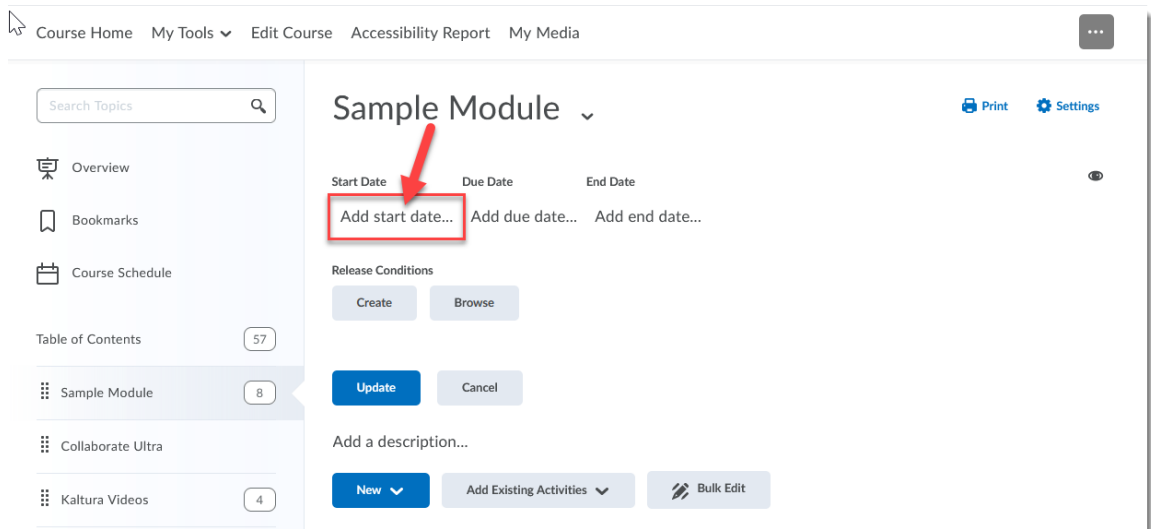
Steps

1. Go to the Content tool in your course. Then, in the **Table of Contents** box, click on the title of the Module you want to work with.

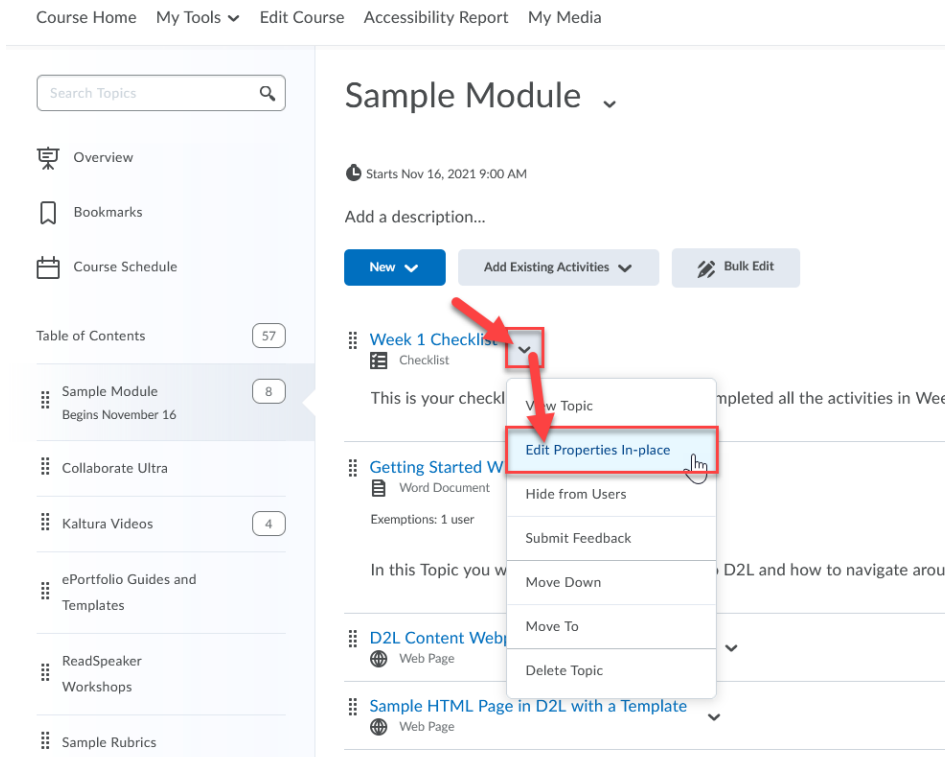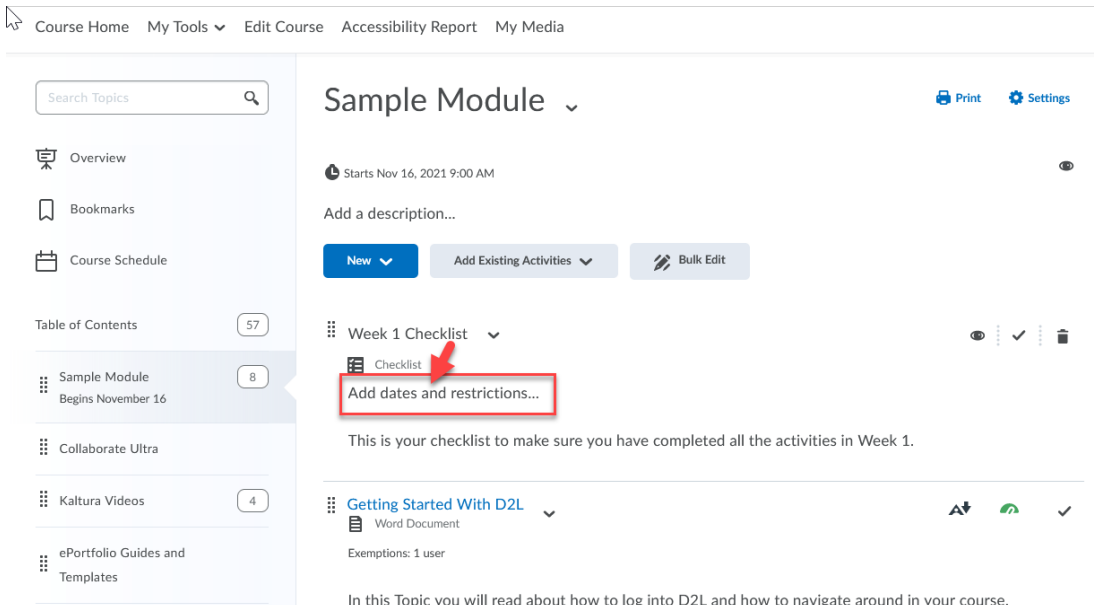2. If you want to add date restrictions to an entire Module, click **Add dates and restrictions…**

3. Click **Add start date…** to open a calendar from which you can select days and times to open the Module. Click the **X** to "turn off" the Start date. The process is similar for **Add due date…** and **Add end date…** Make sure to click **Update** to save your changes.

4. If you would like to add **Start**, **End**, or **Due** dates to only one Topic, click on the down arrow next to the Topic title and select **Edit Properties In-place**.
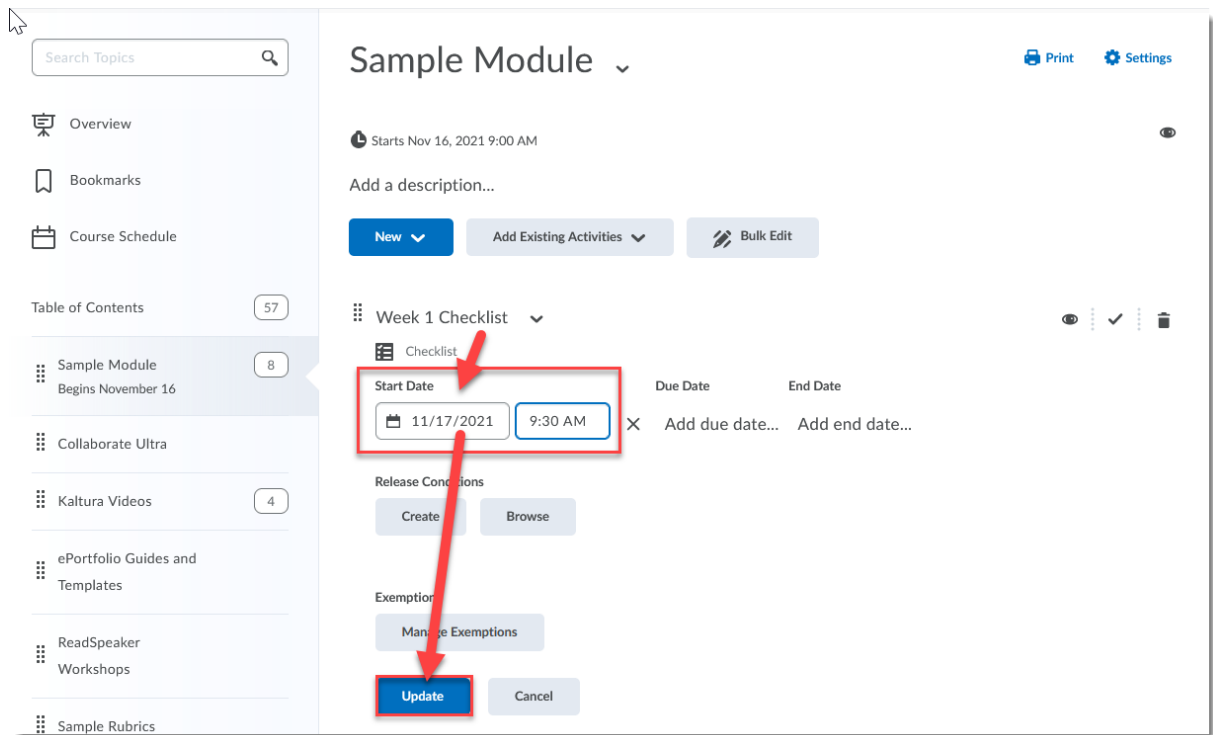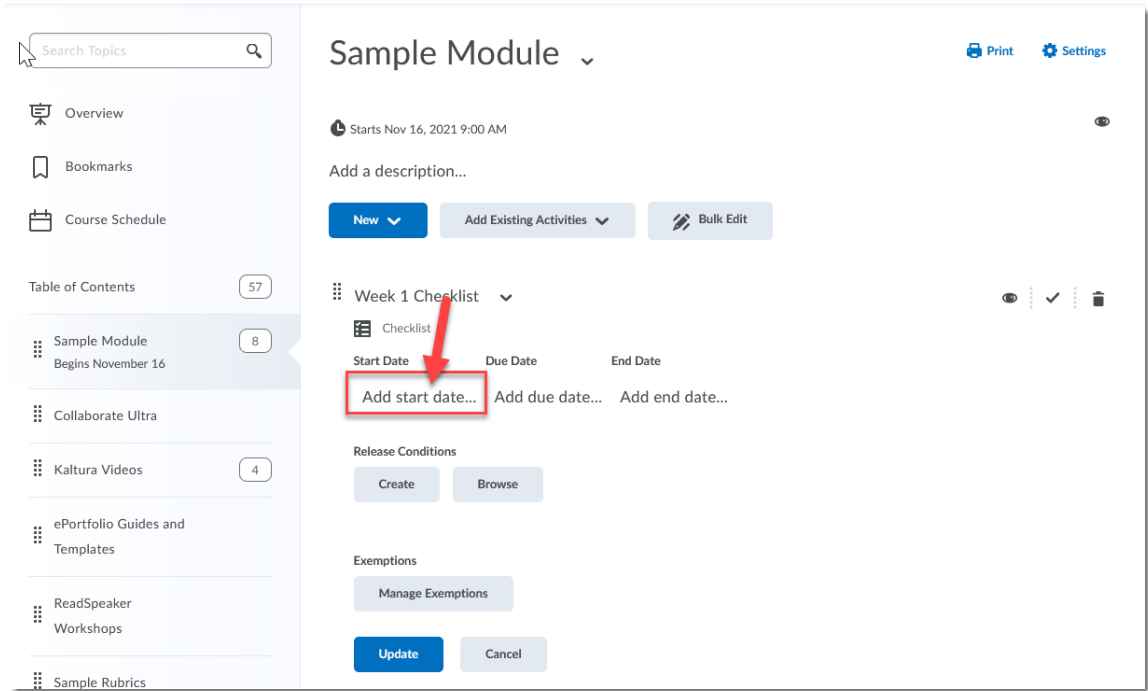

5. Click **Add dates and restrictions…**

6. Click **Add start date…** to open a calendar from which you can select days and times to open the Module. Click the **X** to "turn off" the Start date. The process is similar for **Add due date…** and **Add end date…** Make sure to click **Update** to save your changes.

7. Once you have added dates and restrictions, in order to edit those restrictions, or delete them, you will need to click on the dates you have set which appear either under the title of the Module or the title of the Topic to which you added the restrictions.

Things to Remember

You can also hide Modules and Topics using the **Hide/Visible** (closed eye/open eye icon) function. Be aware that using the **Hide** option means you need to go in and make that content visible manually.