



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.

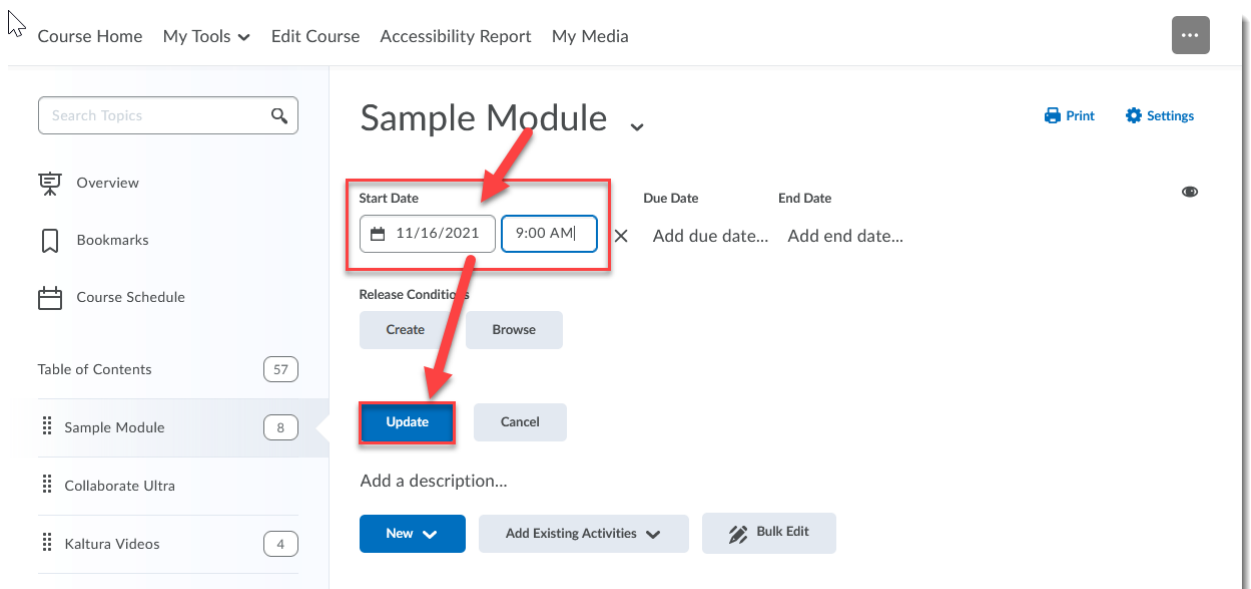
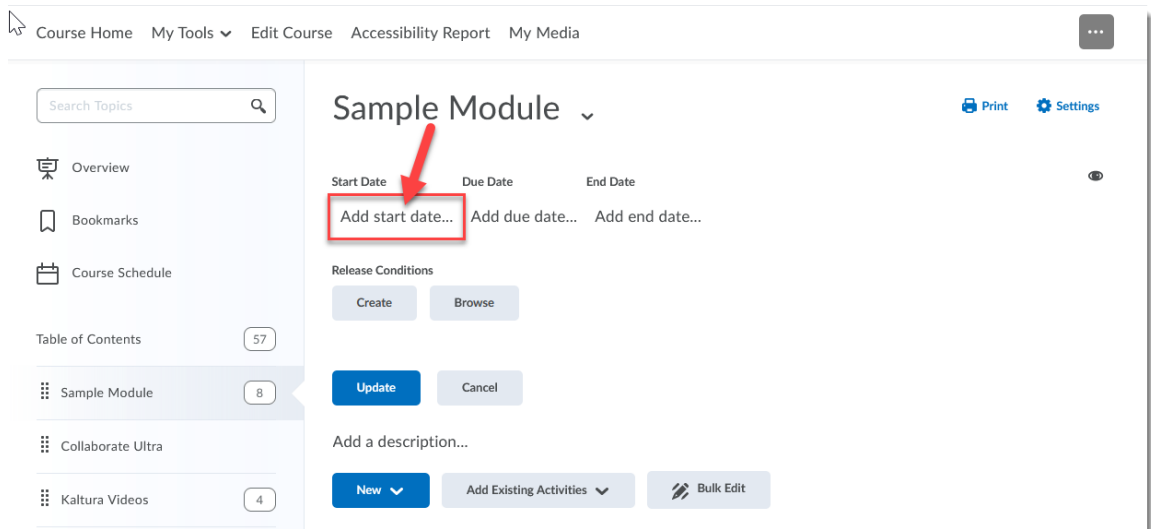
Steps

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...**

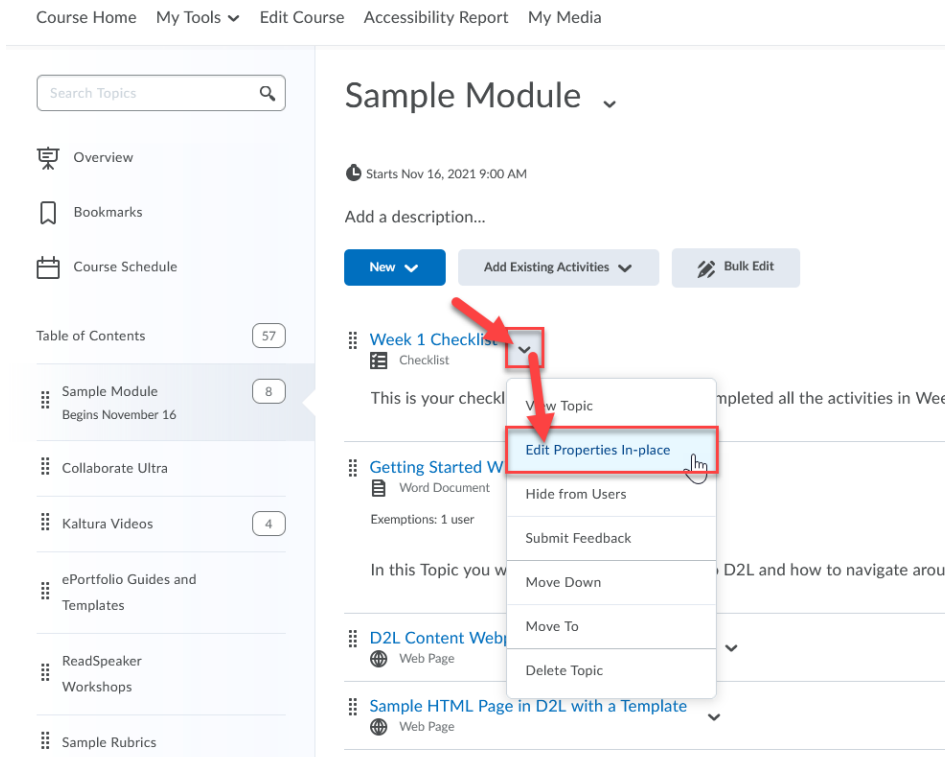
The screenshot shows the D2L Content tool interface. At the top, there are navigation links: Course Home, My Tools, Edit Course, Accessibility Report, and My Media. Below this is a search bar for topics. The main content area is titled 'Sample Module' and includes a 'Print' button and 'Settings' icon. A red box highlights the 'Add dates and restrictions...' button, with a red arrow pointing to it. Below this button are options for 'New', 'Add Existing Activities', and 'Bulk Edit'. The content area lists several items: 'Week 1 Checklist' (a checklist item with 'Add dates and restrictions...' and a description), 'Getting Started With D2L' (a word document with exemptions for 1 user and a description), and 'D2L Content Webpage with Video embedded' (a web page).



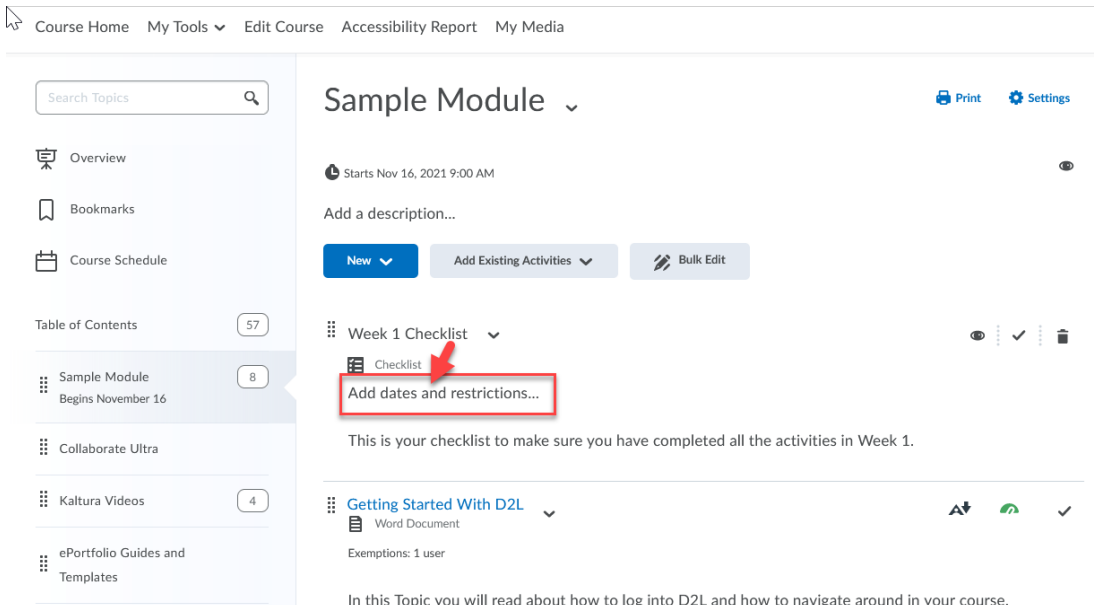
3. Click **Add start date...** to open a calendar from which you can select days and times to open the Module. Click the **X** to “turn off” the Start date. The process is similar for **Add due date...** and **Add end date...**. Make sure to click **Update** to save your changes.



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**.

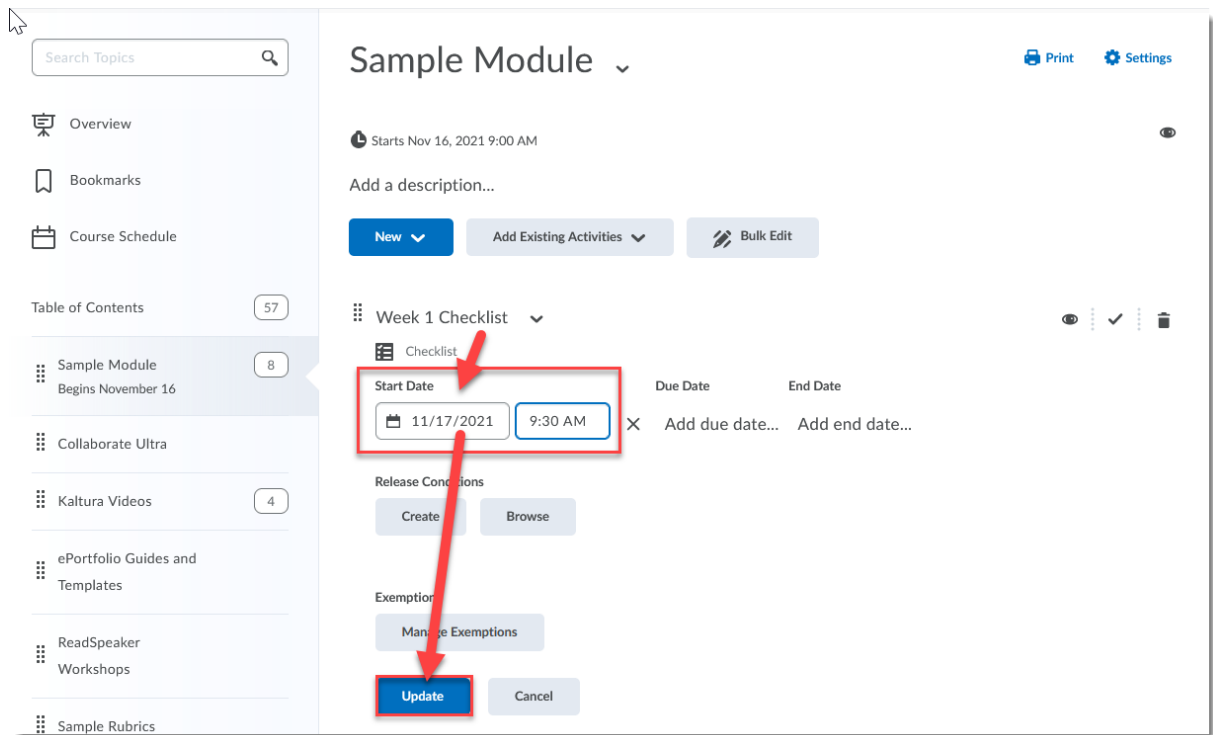
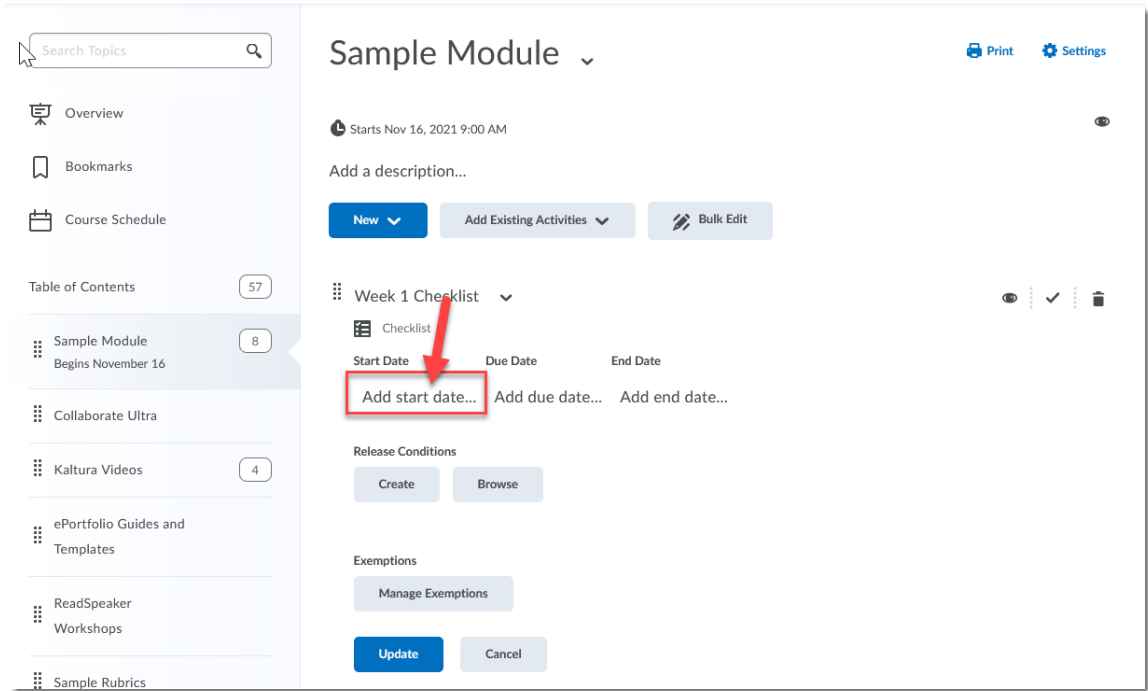


5. Click **Add dates and restrictions...**



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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.

The screenshot displays a D2L course interface for a 'Sample Module'. The top navigation bar includes 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', and 'My Media'. The sidebar on the left contains a search bar and navigation links for Overview, Bookmarks, Course Schedule, Table of Contents (57 items), Sample Module (8 items, 'Begins November 16'), Collaborate Ultra, Kaltura Videos (4 items), ePortfolio Guides and Templates, and ReadSpeaker. The main content area shows the 'Sample Module' title with 'Print' and 'Settings' options. Below the title is a date 'Starts Nov 16, 2021 9:00 AM' highlighted with a red box. An arrow points from this box to another date 'Starts Nov 17, 2021 9:30 AM' also highlighted with a red box. The interface includes an 'Add a description...' field, buttons for 'New', 'Add Existing Activities', and 'Bulk Edit', and a list of activities including 'Week 1 Checklist' and 'Getting Started With D2L'.

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.



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