

Changing Start and End Dates

This document explains how to change the start and end dates within a D2L Brightspace course site.

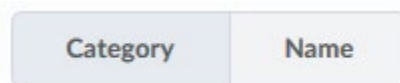
- Click on **Course Admin** on the navbar within a course site.

Course Home Materials ▾ Communication ▾ Assessments ▾ Resources ▾ **Course Admin**

- Click on the link titled **Course Offering Information**.

Course Offering Information

- The **Course Admin** page is sorted either by *Category* or by *Name*. If you sort by *Category*, the **Course Offering Information** link will be under the **Site Setup** heading at the top of the page. Sorting by *Name* will show the links alphabetically. Click the buttons at the top of the page to switch how the links are sorted.



- To edit the **Start** or **End Date**, click on the date boxes below their names and either type in a new date, or select one from the date picker that appears when you click the box.

Start Date

Course has start date

1/14/2019 | 12:00 AM

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

- You can also change the time that a course site opens/closes by clicking on the box beside the date. You can choose a time from the dropdown that appears or type a time in.

- Once you have set the Start and or End Dates, click the blue **Save** button at the bottom of the page for the change to go into effect.

