

## eLearning



## Changing Start and End Dates

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

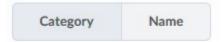
Click on Course Admin on the navbar within a course site.

Course Home Materials ➤ Communication ➤ Assessments ➤ Resources ➤ Course Admin

Click on the link titled Course Offering Information.

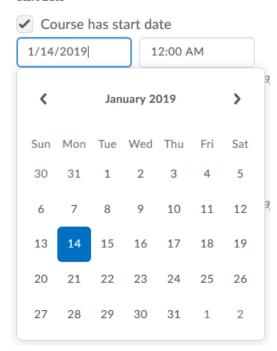
## Course Offering Information

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



- 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.



For further assistance: Create a JIRA ticket