



Manage Dates in Brightspace

- In order to provide content in a timely fashion, all content, quizzes and course activities can be date restricted. It is our recommendation that the entire course not be open all at once. This is extremely overwhelming for students. You can Manage Dates simply through the tool with the same name.

In Brightspace by D2L

- To begin click on **Edit Course**.
- Under **Site Resources** select **Manage Dates**.
- Under **Tools**, you have the option to work with **All** or choose **Specific Tools** to work with.
 - It helps if you have your course calendar completed and accessible at this point.
- You may choose items in the table that will have similar dates by using the check box to select them.
- Click on **Edit Dates** at the top of the table.
- You can then set the start and end dates on the next screen, and click **Save**.

The screenshot shows the 'Filter Options' section with 'Tools' set to 'All'. Below it is a 'Show Advanced Filter Options' link and an 'Apply Filter' button. The main table lists items with columns for Tool, Type, Name, Start Date, End Date, Days, Calendar, and Visibility. Red X marks are present in the Start and End Date columns for several items.

Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input type="checkbox"/>	Dropbox	Journal #17	2/15/2016 12:00 AM X	2/22/2016 11:30 PM X	8	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Quizzes	Advisor Appointment Scheduled	2/15/2016 12:00 AM X	2/22/2016 11:30 PM X	8	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Advisor Appt set	2/15/2016 12:00 AM X	2/22/2016 11:30 PM X	8	<input type="checkbox"/>	Limited
<input type="checkbox"/>	Dropbox	Advisor Meeting	2/15/2016 12:00 AM X	2/22/2016 11:30 PM X	8	<input checked="" type="checkbox"/>	Limited

If you just wish to remove a date restriction, there is a red X in the cell. Click on the red X and it will remove the date restriction from that item.

Adding it the Calendar

From this screen you have the option to add your items to the Calendar. Simply the check the box next to the item in the Calendar Column. It will save automatically. Or on the Bulk Edit screen, you also have the option to Add to Calendar.

When you are finished

Be sure to click the Blue **Done** Button when you are finished.

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