# Build a Brightspace Course: Add Availability & Due Dates in Content

## Quick Summary

In Brightspace, you can add start, end, and due dates to both modules and individual items within them (called "topics"). This article will explain how each of these options work and two different methods for adding date restrictions to your course content.

- [Part 1: Key Definitions](#)
- [Part 2: Using Bulk Edit to Adjust Dates](#)
- [Part 3: Adjusting Dates on Individual Modules/Topics](#)

## Video

If you prefer a video version, please select the hyperlink below. Please note, this video is from our Brightspace pilot and shows an older version of the course site layout. However, the steps for editing dates in Content are the same. For additional details and nuance, please read the article.

[Add Availability and Due Dates in Content](#)

## Part 1: Key Definitions

There are three options for adding date restrictions to your content in Brightspace:

- **Start Date:** The date/time students can access the module or topic.
- **End Date:** The date/time that students will no longer be able to access the module or topic.
- **Due Date:** Lets students know when the module/topic should be complete and adds the date to the course calendar.

### Important Note on Availability

When using start and end dates to control content availability, students will still be able to see that the module or topic exists; they will just not be able to open it. If you want to make something completely hidden from students, you will need to use the "hidden" toggle to hide it.

Additionally, making a module unavailable or hidden from students does not necessarily have the same effect on the content within the module. Students can still access quizzes, assignments, and discussions via the links in the Teal Navigation Bar. To ensure that these topics have the same availability settings as the module in which they reside, make sure to *also* set availability dates (or hide) for individual quizzes, assignments, and discussions.

### What if I don't set an end date, or the end date is after the due date?

Students will still be able to access the content (and submit work, if it is a submission-based topic like an assignment, discussion, or quiz) past the due date. When you go to grade the topic, you will see an

indication that the submission is late, and you can adjust the grade according to the late work policy in your syllabus.

## Part 2: Using Bulk Edit to Adjust Dates

If most of your course is already built, you may find it fastest to use Bulk Edit to adjust your start, end, and due dates. You can bulk edit dates for modules from the Table of Contents, or bulk edit dates for individual topics by entering the module first.

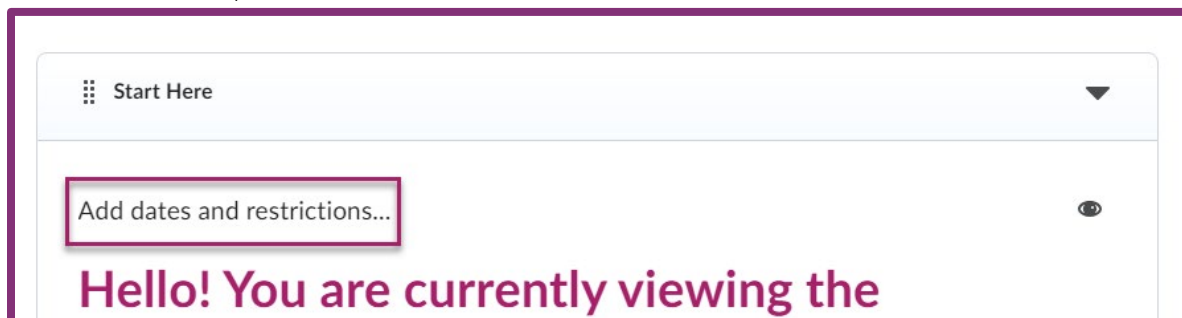### Step 1: Select "Content" on the Teal Navigation Bar.
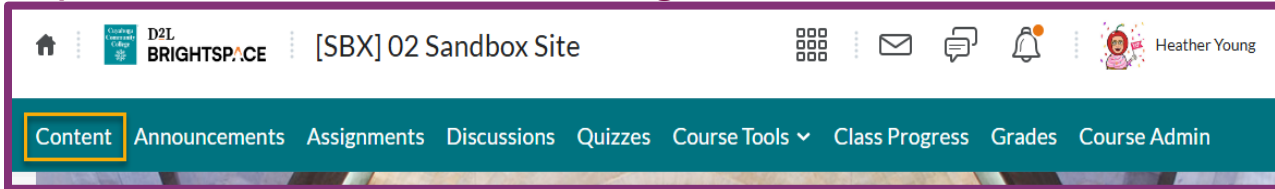


### Step 2: Edit Module Dates.

- Select Table of Contents and then Bulk Edit.
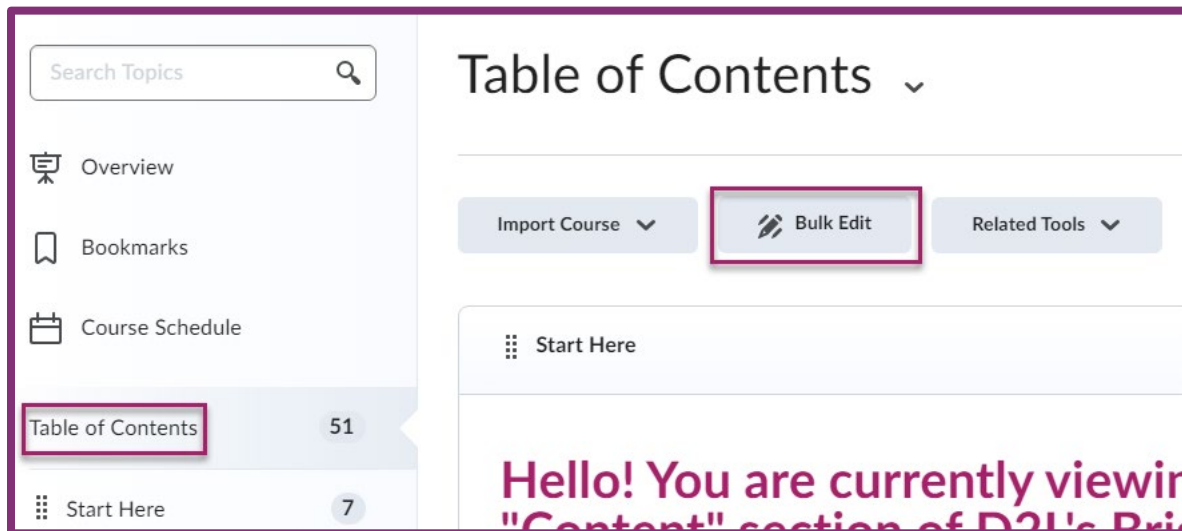


- For each module, select "Add dates and restrictions."

- Select "Add start date" (or "Add due date"/" Add end date") to set a restriction.



- Select the date field and then select a date from the calendar; select the time field and then select a time (or type a specific time in the entry box).
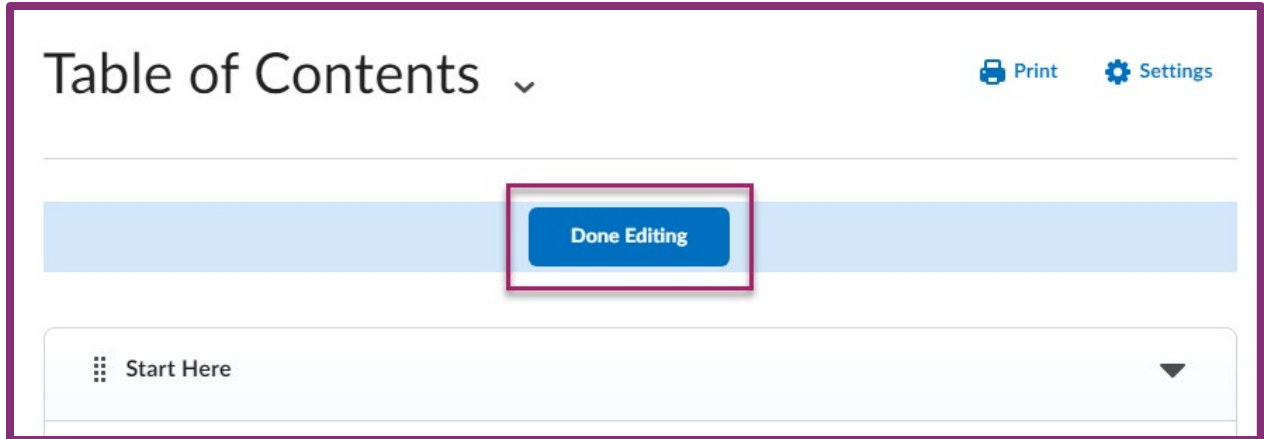*Date field:*



*Time field:*



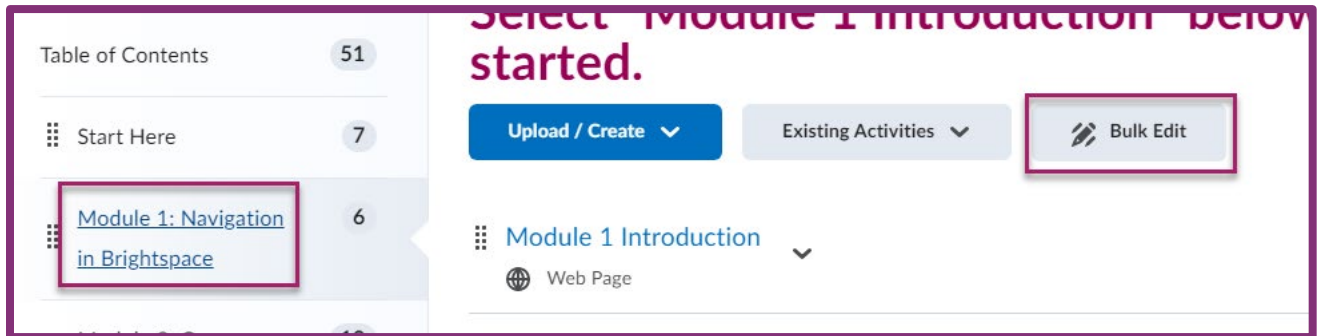  ○ *Repeat these steps for the due/end date as needed.*

- Repeat these steps for each module that needs date restrictions.

- When finished, select "Done Editing" at the top of the screen.



## Step 3: Edit Individual Topic Dates.

- Select a module from the Table of Contents menu and select Bulk Edit.



- For each topic that needs date restrictions, select "Add dates and restrictions."



- Follow the process outlined above to select the appropriate start/end/due dates and times.
- Make sure to select "Done Editing" at the top of the screen to save your changes.
- Repeat this process for each module.

## Visibility

- Remember, when you set availability dates, students will still be able to see that the content exists outside of the availability window you select.
- The "eyeball" icon is used to completely hide content from students.
  - It is also available via the bulk edit tool.

- If you hide content from students using the eyeball, you must *manually* choose to make it visible, *even if you have set availability dates.*
- Remember to set availability dates on (or hide) individual gradable topics (quizzes, assignments, and discussions). Even if the module in which they reside is unavailable/hidden, students can still access these topics via the links in the teal navigation bar unless you take the extra step to adjust their availability/visibility.

## Part 3: Adjusting Dates on Individual Modules/Topics

You can also adjust start/end/due dates on individual topics or modules. This is helpful if you only need to set dates on a few items, or if you need to change existing dates that you set up previously.

### To adjust the dates on individual modules:
- Select the module from the table of contents and select "Add dates and restrictions…"



- Follow the process outlined above to select dates and times using the entry fields.

### To adjust the dates on individual topics:
- Select the module in which the topic resides; then, select the dropdown arrow next to the topic and choose "Edit properties in place." Or select "Hide from users" if you need to quickly and completely hide a topic.
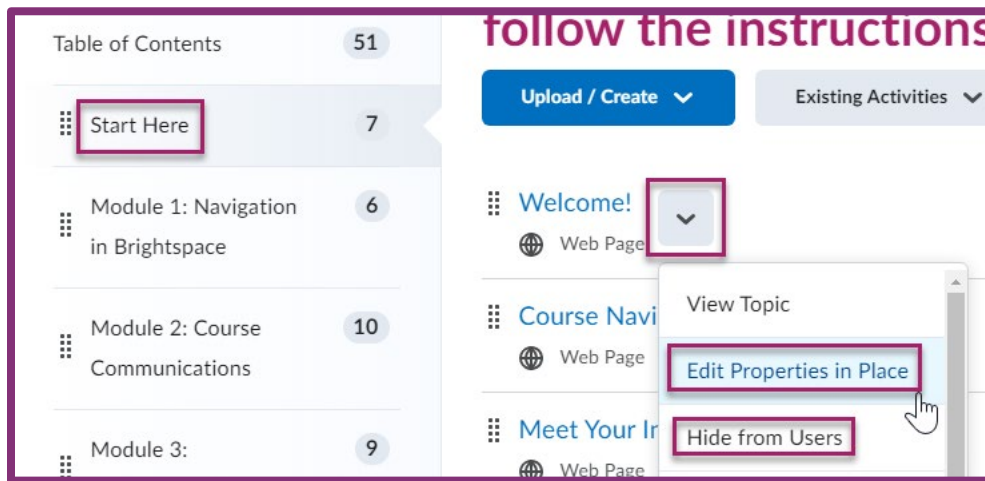
- Select "Add dates and restrictions…" and follow the process outlined above to select dates and times using the entry field (and/or use the eyeball to completely hide a topic).
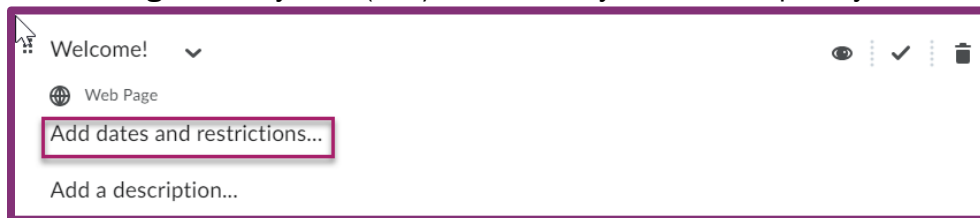


## Gradable Topics (Quizzes/Assignments/Discussion)

- Another way to adjust date restrictions and visibility on gradable topics is to go to the corresponding link in the teal navigation bar. From there, you can either adjust dates on an individual topic *or* use bulk edit only for that category of topic.

### Important Note on Discussions

- You can edit start and end dates on Discussions either from the link in the Teal Navigation Bar *or* from where the discussion resides within the module.
- **The only way to add a due date to a discussion is to find the Discussion where it resides in the module, select the dropdown arrow, and add the date under "Edit Properties in Place."**
- Learn more about discussion due dates.

# Need Help?

- Get the help you need quickly by contacting the correct person/department based on your question.
- For help completing any steps of this process, or if something is not working as expected, please contact the Help Desk.
- If you need help redesigning question types or settings that did not transfer, please make an appointment with a technologist on the Instructional Design Team
  - Book a virtual appointment

- o   Email for an [in-person appointment](#)
- For additional Brightspace questions, make sure to contact the correct person or department by reviewing the [Faculty Support Flowchart](#)