Manage Dates and Calendar Reminders

Using dates in your courses helps students to remember to meet your deadlines. When you add due dates in Brightspace on assignments, quizzes and discussions, your calendar automatically adds these dates, and then sends reminder notifications two days before the due date. You and your students must select this option in Notifications, just under your profile photo.

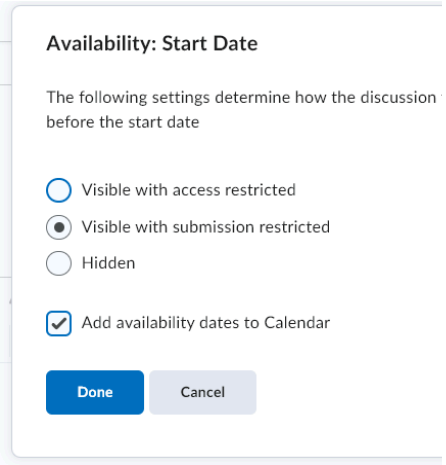
Another way to think of using dates in the calendar is communication with our students. When we communicate with dates, we help them to manage their time and prepare for your classes.

There are different ways to add and change dates in Brightspace. Here are the fastest ways for each activity:

Nomenclature and Options
Update all Dates After Copying to a New Term
Add or Change Quiz Dates
Add or Change Assignment Dates
Add or Change Discussion Dates
Calendar
Sync your Brightspace and Google Calendars
Don't Add Dates to Modules or Grade Items

Nomenclature and Options

- Due date = the date you want to see an activity done
- Start date = the date students should or can start the activity
- End date = the date students can no longer edit/access the activity
- When you add a Start Date, you'll get a pop-up (see below). The 2nd option, **Visible with submission restricted**, is the only recommended option. This is often the date their first post is due. Make sure you also select **Add availability dates to Calendar**
- An End date can be added the same way.
- *If a student has an accommodation or an extenuating circumstance, you need to edit the end date.*
- WARNING: Your Account Settings (click on your Avatar) will overwrite any settings to the left. If you change your Account Setting first, then use Bulk Offset Dates, the setting for all discussions with Start and End Dates will change to match your Account Setting

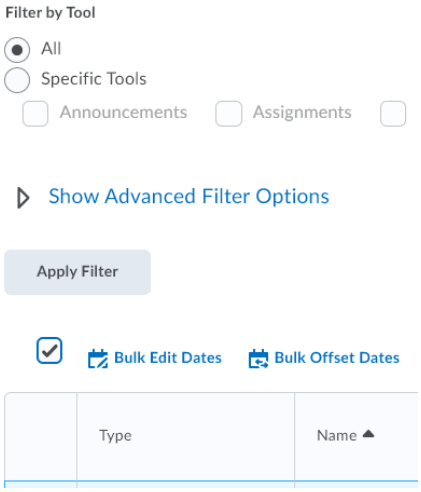


You can add and edit dates on the Activities page, in Manage Grades, or in the content area. BUT, dates will only appear in the content area IF they were added prior. To see them in the content area, click **Bulk Edit.**

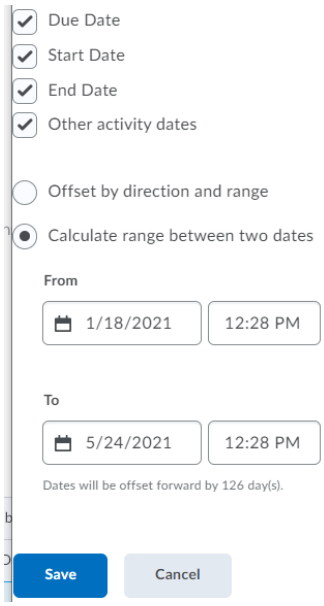
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Update all Dates After Copying to a New Term

This function updates all dates in the course to match the dates you provide.



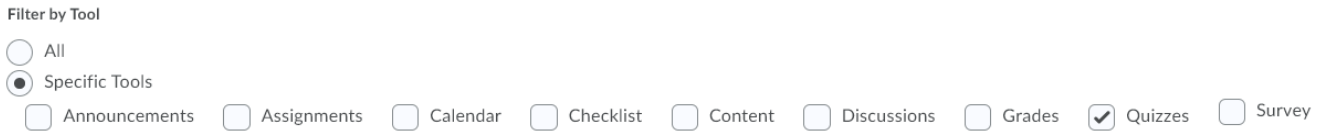
1. Go to Course Admin > Manage Dates > Bulk Offset
2. Under Filter by Tool, select **All**
3. Click the checkbox above the table to select all items
4. Click **Bulk Offset Date**s. A window pops up that allows you to Offset dates by a number of days OR to Calculate range between dates.
5. Click **Calculate range between dates**
6. In the **From** box, enter the date associated with the first Monday in the old/current course. Skip the time.
7. In the **To** box, enter the date associated with the first Monday of the new term. Skip the time.
8. Click **Save**.



Add or Change Quiz Dates

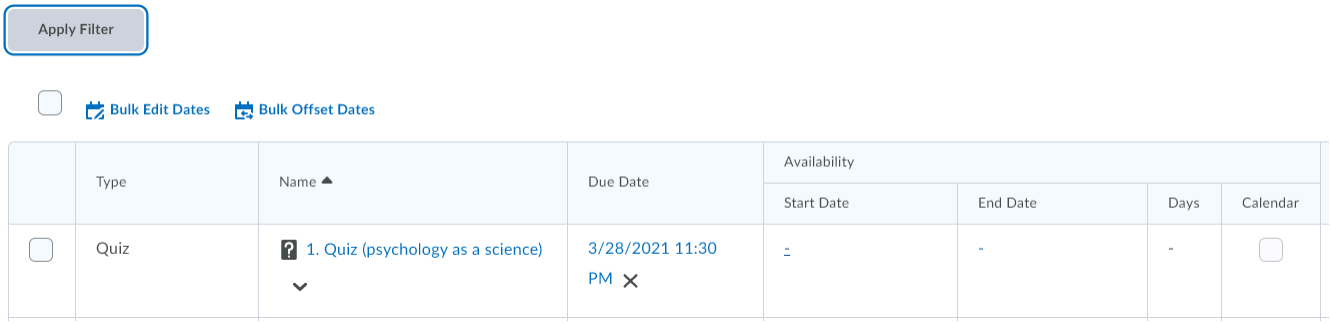
Use the Filter by Tool in Manage Dates to change only Quiz dates. This works for Assignments and Discussions.

1. Go to Course Admin > Manage Dates > filter to see quizzes only



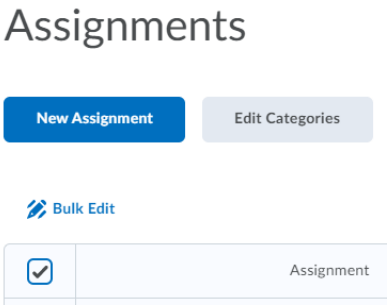
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2. Click Apply Filter

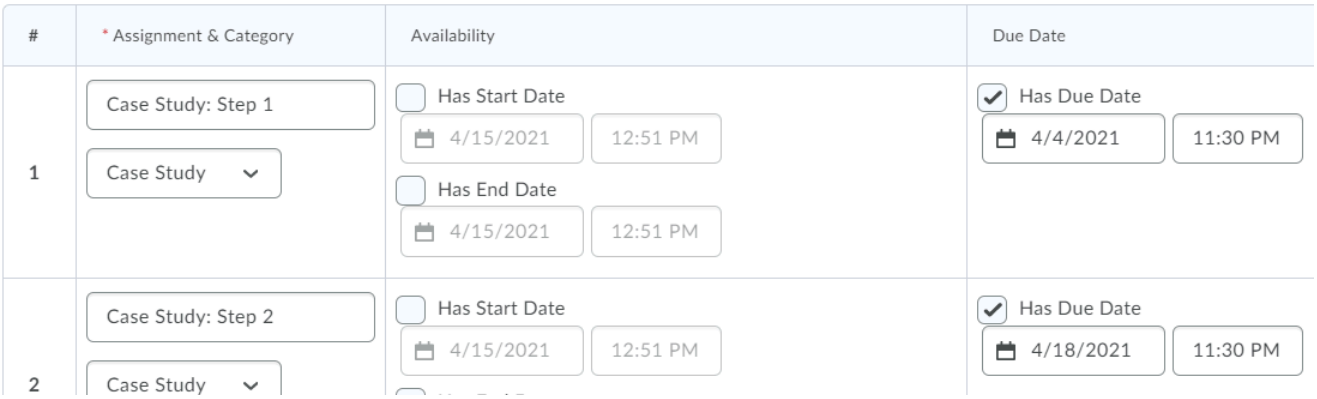


3. Click on the date and time to change it. Click the tiny blue dash (seen here under Start Date and End Date) to add a date and time.
4. Click Calendar to add it to the Calendar for students.

Add or Change Assignment Dates



1. Use the Filter by Tool in Course Admin > Manage Dates for Assignments (same as Quiz Dates) or go to Activities > Assignments
2. In Assignments, click the top check box in the table to select all rows
3. Click **Bulk Edit**. A table opens that allows you to edit assignment names, categories, availability dates, and due dates.
4. To add a missing date, click the check box (e.g., Has a Start Date)



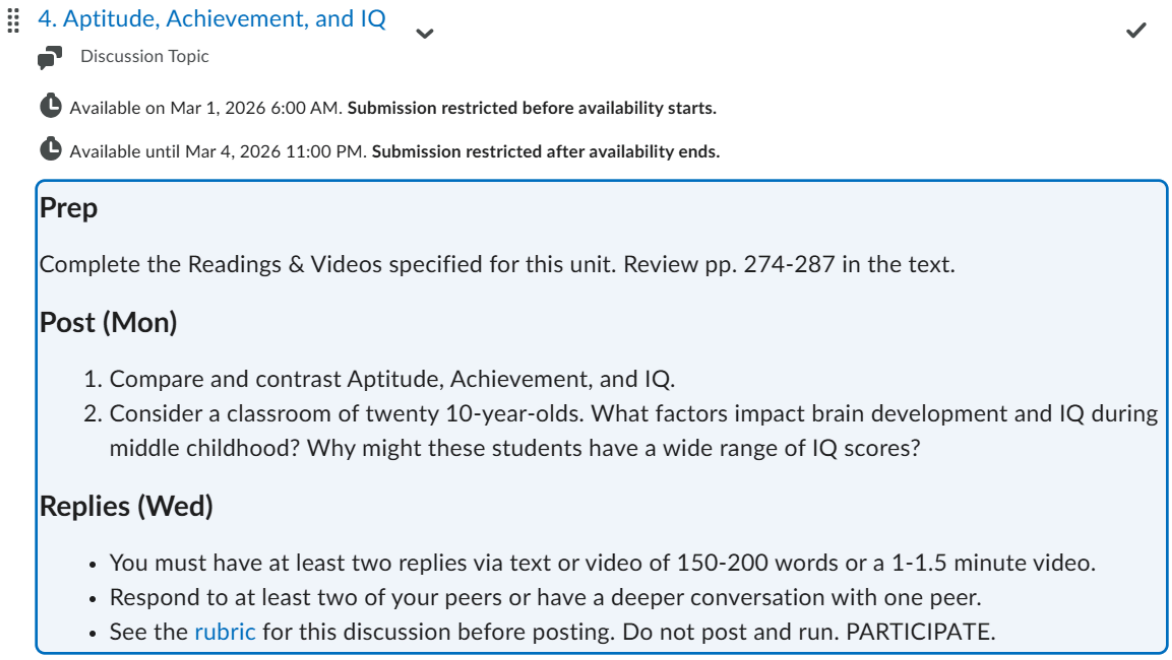
5. To change a date, click on the date.
6. To change the time, click on it. NOTE: If all times are the same, copy and paste the correct time into each box. No later than 10 pm is recommended because students and YOU need to have a good night's rest!
7. Click **Save** when done.



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Add or Change Discussion Dates

Use the Filter by Tool in Course Admin > Manage Dates for Discussions (same as Assignments and Quiz dates). It is best to make the post and reply dates VERY clear to facilitate timeliness.

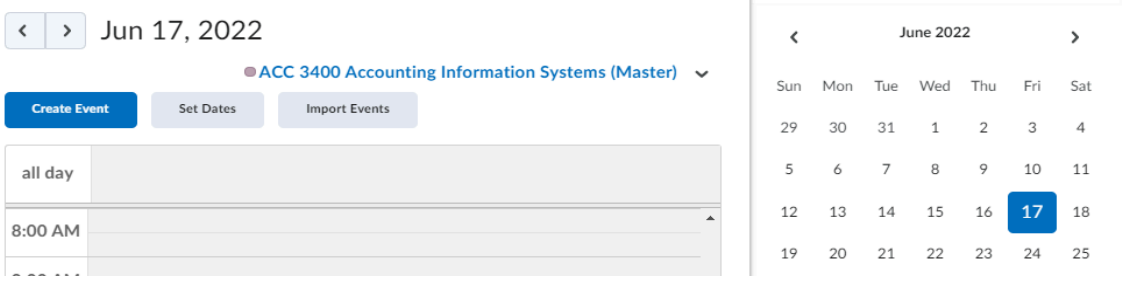


Activities > Discussions

Due Dates (available Dec 2025), Start Dates, and End Dates can be set when you create/edit a discussion. Due date = 1st post date; Start date = don't start until this date; End date = all replies due (discussion closes).

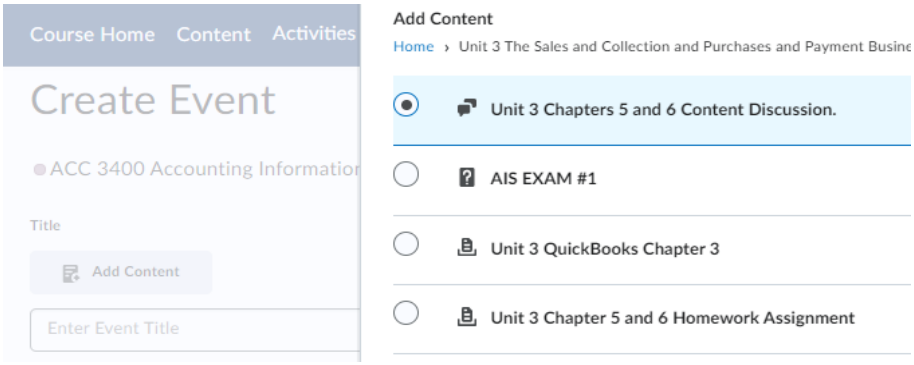
Calendar

You CAN add event dates to the course calendar, but because they are not attached to a course Activity, they are not recommended. To add one, go to Course Admin > Calendar, select the date, and click **Create Event**

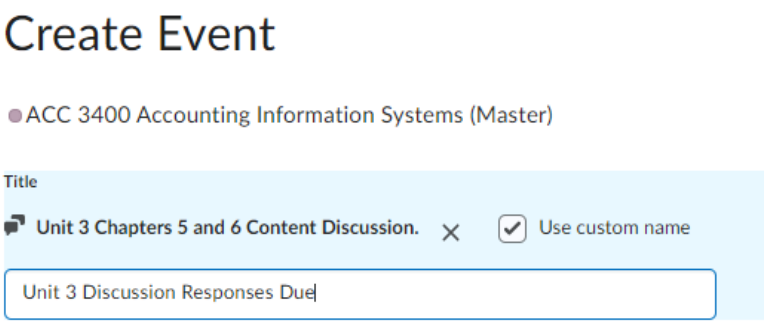


Click the Add Content button (if desired) and select the content to link this event to. Click Add. When students click on the date, they will be taken directly to this content.

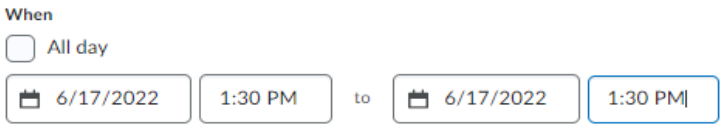
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3. Click the Use custom name button and enter your event title, such as Unit 3 Discussion Responses Due, to distinguish from the original post due date.



4. Add the due date and time, which is usually the same for both the start and end settings.



5. Click the Create button to save. You now have two dates in the calendar for the discussion post and response actions. For more information on discussion post/reply dates, see this "double dates" tip.

Change Calendar to List View

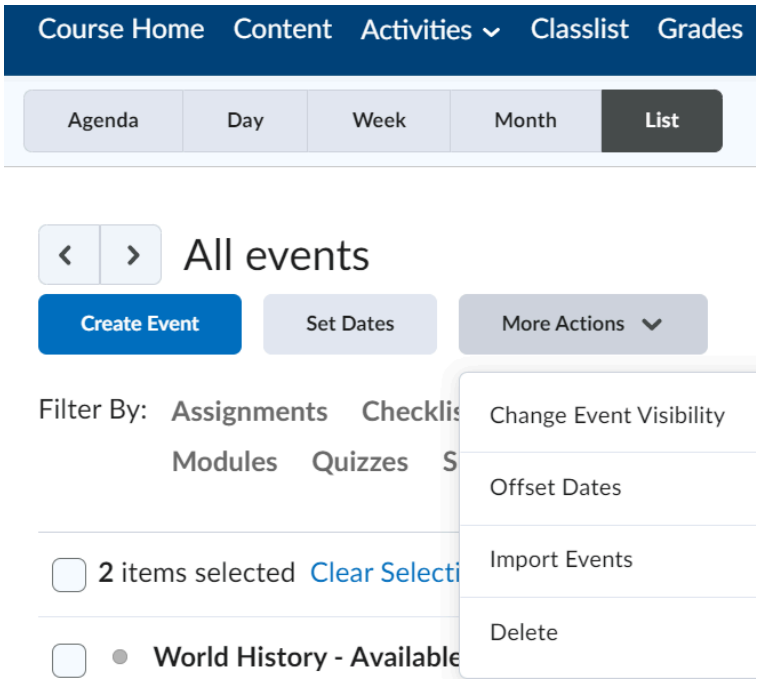
An easy way to check that dates are correctly appearing on your calendar is to change to List View. Use Course Admin > Calendar and choose the filters at the top.



Delete Dates in Bulk (in Calendar)

Use the list view of the Calendar to view all dates or filtered dates for types of assessments. Select the boxes for the dates to remove, then select More Actions > Delete.

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Sync your Brightspace and Google Calendars

Here is a video tutorial.

Don't Add Dates to Modules or Grade Items

1. **Grade Items under Manage Grades.** If you have a start and end date, the column will not appear in Grades for students.

2. **Content Modules.** If you leave individual content modules open during the duration of the course then students can look ahead to help better manage their time. If your content is not ready yet, you can simply hide that module with the eye icon. Keep in mind that you may already have this information in your syllabus. Open content modules give students flexibility to prepare to participate in your classes by reading ahead or looking at assessments that are coming up.