**Topic: Manage Dates**

The Manage Dates tool allows you to look at all objects in your D2L Brightspace course that can have a start and/or end date. You can change these start/end dates one at a time, or select multiple items at once.

You may also add these dates to the course calendar as well. To access Manage Dates, click **EDIT COURSE** and you’ll find **Manage Dates** in the left column.

*Note:* In order to add items to the course calendar, you need to have a start or end date.
Adding/Editing Dates

To edit dates of items, select the check box near the item you wish to edit, and click **Edit Dates**.

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Offsetting Dates

Offsetting dates allows you to move start and end dates forward or backward by a certain amount of days. You can use this feature to move course content forward to a new item.

To offset dates of items, select the check box near the item you wish to edit, and click Offset Dates.

You can offset dates by start and end date or just the start or end date. You can also choose to move a date forward or backward, or calculate based on two item dates.

After you’ve selected the offset, and how to move it, select the number of days to offset.
### Offset Dates

**Bulk Offset**

**Offset**
- Both start date and end date

**Days**
- Forward

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*Enter the number of days to offset the start and/or end dates.*

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**For More Information**

Please contact Instructional Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.