Offsetting dates in Brightspace

One of the most time consuming tasks at the beginning of a semester is changing due dates and availability dates for your course components. The offsetting dates function allows you to change some, if not all, of these dates in your course by a specific period of time; either days, hours, or minutes. You can offset all of the dates at the same time, so they happen "x" number of units after the original dates.

For example, when changing a date in fall 2017 to fall 2018: you can offset the '5th September 2017' by 364 days, so that it occurs on the '4th September 2018' instead, and if you offset all dates by 364 days, they would be in the same order. The 2018 dates would occur 1 day earlier than the 2017 ones.

When dealing with a course that happens in both semesters, from fall 2017 to winter 2018: you could offset the '4th September 2017' by 132 days, so that the event happens on the '14th January 2018', this would mean that the same course is offered twice in one year.

To use the offset dates function:

1. Select the down arrow next to the **"My Tools"** tab at the top of the screen, and choose the **"Calendar"**.
2. Ensure that you are only editing the one course calendar and not all of your calendars by clicking on **"All Calendars (#)"** and selecting one course.
3. This function is easiest to use if the calendar is in **"List" view**, use the filters to pick specific kinds of items to display, i.e. Assignments, Grades, Quizzes etc.
4. Click on the 2 side-by-side arrows until your screen says **"All events"** at the top. This will give you the option to change all the dates in your course at once, if you wanted.


5. **Calculate the time period** you are offsetting the dates, by counting the number of days from the previous date to new desired date. Refer back to the two examples provided above, to help with this.

6. **Choose the items** with dates you want to change by clicking on the box to the left of the item, it is best to test this function on one item prior to changing the entire list to check your calculation is correct.

7. Select the **"More Actions"** tab next to the blue "Create Event" button, and click on **"Offset Dates"**.
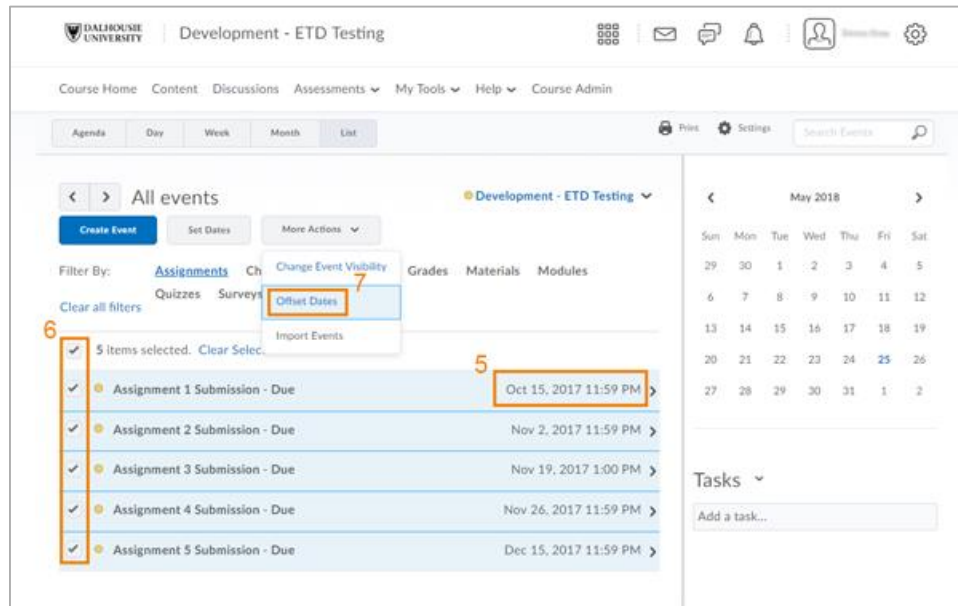
8. Choose a **direction** (forward/backward), a **unit of time** (days/hours/minutes) and a **range** (number offset dates by), if the course if being offered at exactly the same time, could simply offset the dates by 365 days, forwards, and all events would occur the same date, a year later.

9. Hit **"Save"** when finished to return to the Calendar page.
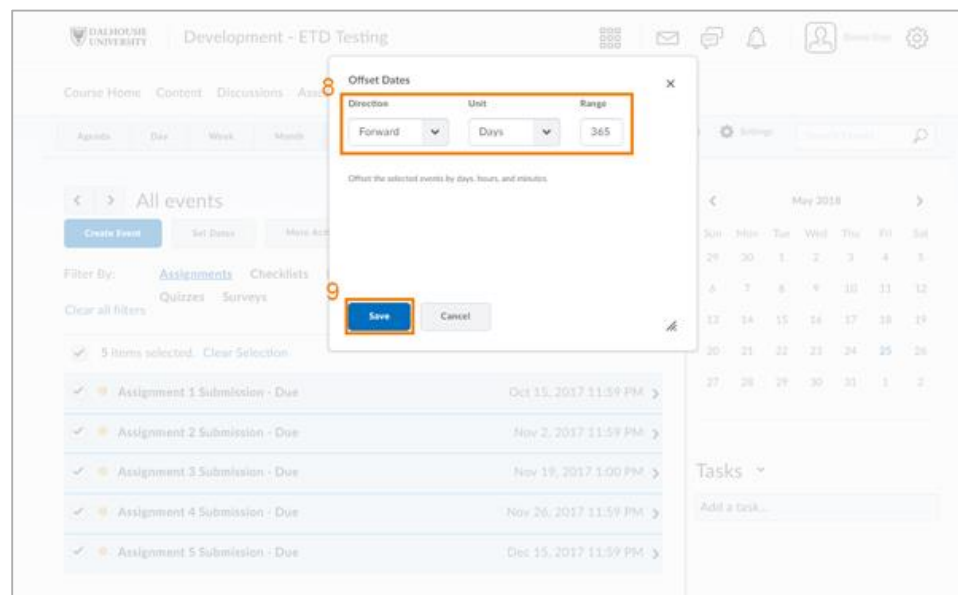
10. **Check the new dates** to ensure you used correct time period before repeating with all dates you want to change.