HOW TO CHANGE THE START AND END DATES FOR A COURSE

Note:
By default, students have access to a course on Canvas on the official first day of class for each semester. The dates for each semester can be found in the course calendar. Some instructors may want to give access to their students prior to those dates. This document outlines the steps on how to change the start date and end dates for your course manually.

Center for Teaching and Learning
ctl.helpdesk@ubc.ca
Step 1: Go to your course and click on Settings

- Outcomes
- Quizzes
- Conferences
- Collaborations
- SCORM
- Chat

![Settings Button](Image)

Step 2: Click on Course Details

![Course Details Button](Image)

Step 3: Under your Term date you will find a sections that says “Starts:” and “Ends:”

![Term Details](Image)
Step 4: Set the Start date by clicking on the calendar icon

Step 5: If applicable, set the end date by clicking on the calendar icon. If you do not set an end date, the course end date will be the default end date.

Please note that after the official last day of classes students and instructors will continue to have full access to the course shell for 8 weeks. After 8 weeks from the official day of classes, students will no longer have access and instructors will have an archived copy of the course. If you would like your students to be able to participate for more than 8 weeks then change the end date of your course to a date. This date can be changed anytime while the course is active.
Step 6: Check the box that says “users can only participate in the course between these dates”

Note: Instructors can change the start and end date for their course anytime while the course is active. Once it is an archived copy you are unable to change the start and end dates for a course. To do so, you must submit a request to the CTL Helpdesk to manually change the end date of your course.

Step 7: Click on “Update Course Details”