

Blackboard: Date Management Tool

Use the date management tool to easily adjust all content and tool dates in your course. You can choose to adjust dates automatically or individually from one convenient location.

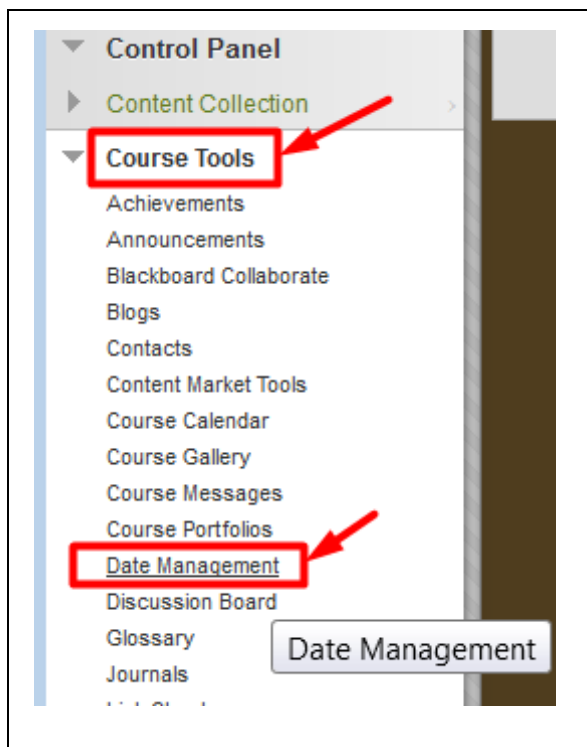
All items with dates are supported in Date Management. This includes:

- Content (items, files, audio, etc.)
- Assessments (tests, surveys, assignments, etc.)
- Tools (discussions, blogs, journals, announcements, etc.)
- Manual grade columns
- Course and Organization tasks

The task due dates are moved during the bulk move process, and they do appear in the Review and Edit Dates Screen. Date Management does NOT support editing of due dates for tasks from review and edit dates screen.

Publisher Content:

Publisher content is shown on the Date Management Review page. You cannot adjust the dates of publisher content from Date Management.



1] Use Course Start Date

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ

Current Start Date

New

Adjust by Number of Days ⓘ

List All Dates For Review ⓘ

Use this option when adjusting for new terms.

Adjust dates according to the course start date. The Current Start Date displays the date that the course is currently set to start. Change the New start date to reflect when this new course is going to start. All dates in the course adjust by the number of days each date occurs after the start date.

The original course started September 1 and there was an assignment due September 26, twenty-five days after the start date. If you adjust the new start date to January 12, the assignment is now due February 6, twenty-five days after the new start date.

2] Adjust by Number of Days

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ

Adjust by Number of Days ⓘ

Shift all dates by

Number of 1

List All Dates For Review ⓘ

Use this option when you know exactly how many days you want to adjust dates by.

Type the number of days you want to adjust all dates in the course by. This is based on the dates that are currently set for each item in the course, not today's date.

On June 1 you adjust dates by 30 days. The assignment that was set to be due September 1 is now due October 1.

Negative numbers move the dates back. Positive numbers move the dates forward.

3] List All Dates For Review

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date (i)

Adjust by Number of Days (i)
Shift all dates by
Number of

List All Dates For Review (i)

Use this when you want to review dates before adjusting them.

Select this option to display a list of all content and tools with dates in the course on the Date Management Review page. Use this option to review all of the dates and analyze them for adjustment.