

Date Management

When content for a course is recycled from a previous term, one of the resulting tasks is changing the dates relevant to various assessments and content items: in particular, the Due Date, Display After, and Display Until. Blackboard Learn's new Date Management tool allows Instructors to modify all those dates at once without inspecting and editing each individual item.

The most powerful option that Date Management provides is displaying, in a single table, the dates for all assessments and items that have one or more of the relevant dates specified. This table allows you to filter the list based on the type of item or whether due dates or display dates are specified, and to modify the dates of individual items or all items at once. However, it does not allow you to add dates not already specified; that requires editing the items themselves.

Date Management Review

*This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.*

Run Date Management Again
(Valid as of August 29, 2014 9:48 AM) Refresh

Item Types: Select Options
Date Types: All

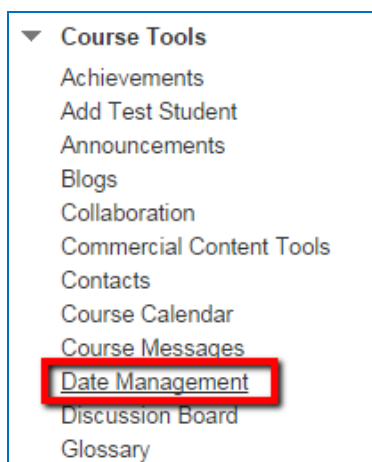
Adjust Dates
Displaying 1 to 11 of 11 items

NAME	AVAILABILITY		
	STARTS	ENDS	
<input type="checkbox"/> Discussion Question 1 Discussion Board			4
<input type="checkbox"/> Discussion Question 2 Discussion Board	8 SEP 2014 Mon 07:00 AM	14 SEP 2014 Sun 11:59 PM	✎
<input type="checkbox"/> Judicial Branch Test Test	18 SEP 2014 Thu 09:30 AM	17 SEP 2014 Wed 08:00 AM	✎

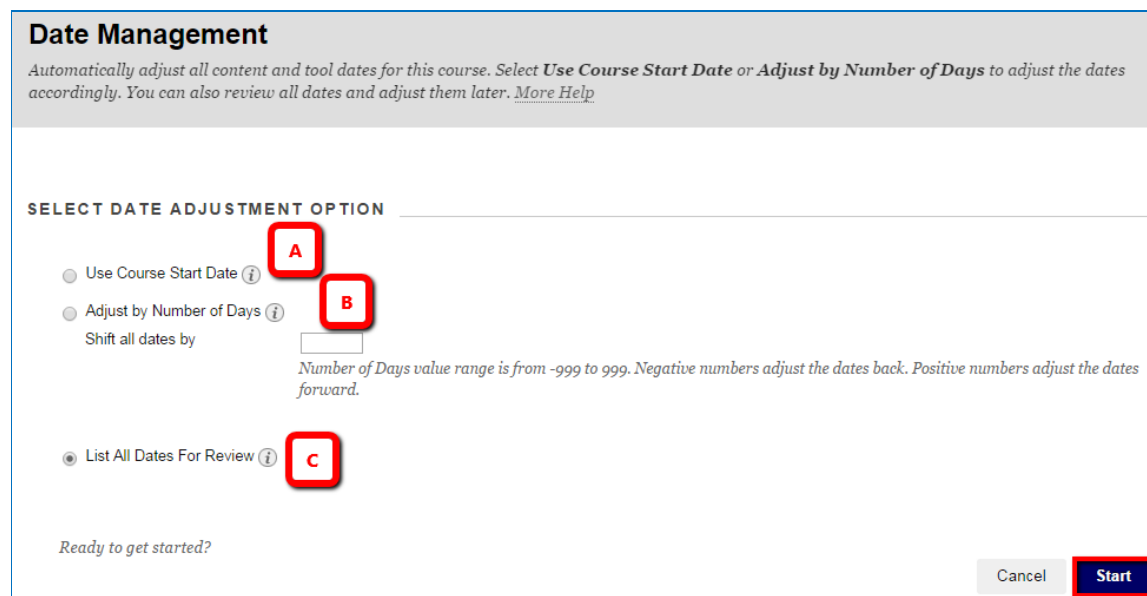
Another limitation of Date Management concerns dates within files uploaded to the course, such as a syllabus, or within instructions typed into text editors. For this reason, Instructors should never rely entirely on Date Management to modify all dates referred to in the course. Syllabi created using the Syllabus tool, however, can have all their dates changed quickly and easily.

Starting the Process

To begin using Date Management, under the Control Panel, click **Course Tools**, then **Date Management**.



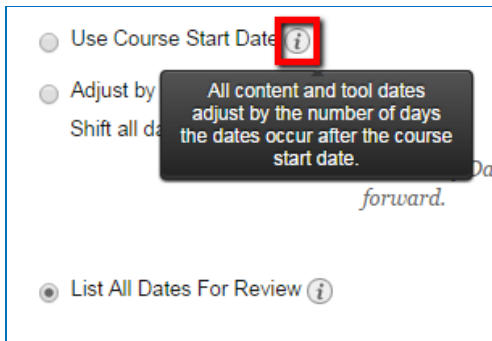
The Date Management Tools page appears with three major options, two of which require additional information.

A screenshot of the "Date Management" page. The title "Date Management" is at the top. Below it is a subtitle: "Automatically adjust all content and tool dates for this course. Select **Use Course Start Date** or **Adjust by Number of Days** to adjust the dates accordingly. You can also review all dates and adjust them later. [More Help](#)". The main section is titled "SELECT DATE ADJUSTMENT OPTION" and contains three radio button options: "Use Course Start Date" (labeled A), "Adjust by Number of Days" (labeled B), and "List All Dates For Review" (labeled C). The "Adjust by Number of Days" option includes a text input field and a note: "Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward." At the bottom, there is a "Ready to get started?" prompt and two buttons: "Cancel" and "Start" (highlighted with a red box).

- A. Select **Use Course Start Date** to specify the first meeting dates of the recycled course and the pending course. Blackboard will calculate the difference in days and adjust all dates forward by that number.
- B. Select **Adjust by Number of Days** to specify an exact number. If the previous course began exactly 52 weeks (one year) before, shift all dates by 364 days. Negative numbers are used if you have recycled course content from a future term—i.e., designed for use in the future.

C. Select **List All Dates for Review** to display the items in a table.

All three options have Information icons. Point the mouse to any of these icons to display a screen tip that defines or explains the option.



For any of the options, click **Start** to proceed to the next page. If you choose one of the first two options, the Date Management Review page opens to display the new dates, which you can then modify if any of the dates conflict with holidays or campus events. It opens for the last option, but displays dates as the items currently have them.

		AVAILABILITY		
NAME	DUE	STARTS	ENDS	
<input type="checkbox"/> Discussion Question 1 Discussion Board	12 SEP 2014 Fri 11:59 PM			
<input type="checkbox"/> Discussion Question 2 Discussion Board		15 SEP 2014 Mon 07:00 AM	21 SEP 2014 Sun 11:59 PM	
<input type="checkbox"/> Judicial Branch Test Test	25 SEP 2014 Thu 09:30 AM	24 SEP 2014 Wed 08:00 AM	25 SEP 2014 Thu 08:00 AM	

Date Management Options

Use Course Start Date

The **Use Course Start Date** option reveals two text boxes: Current Start Date and New. The Current Start Date refers to the first session or beginning of the term for the recycled course. This option allows dates for content items to be adjusted by an unlimited number of days.

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date

Current Start Date

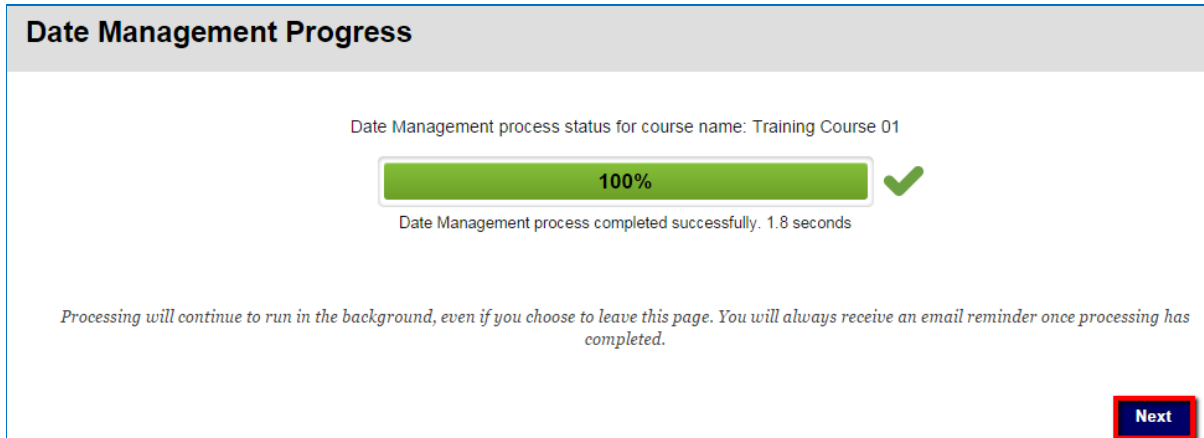
New

Adjust by Number of Days

List All Dates For Review

Clicking the **Start** button begins the process of adjusting all dates by the difference between the current and new start dates. A progress bar tracks the process. When it reaches 100% click the **Next** button to reveal the Date Management Review page displaying all the new dates.

NOTE: *This option does not permit a Current Start Date that is later than the New date.*



Date Management Progress

Date Management process status for course name: Training Course 01

100% ✓

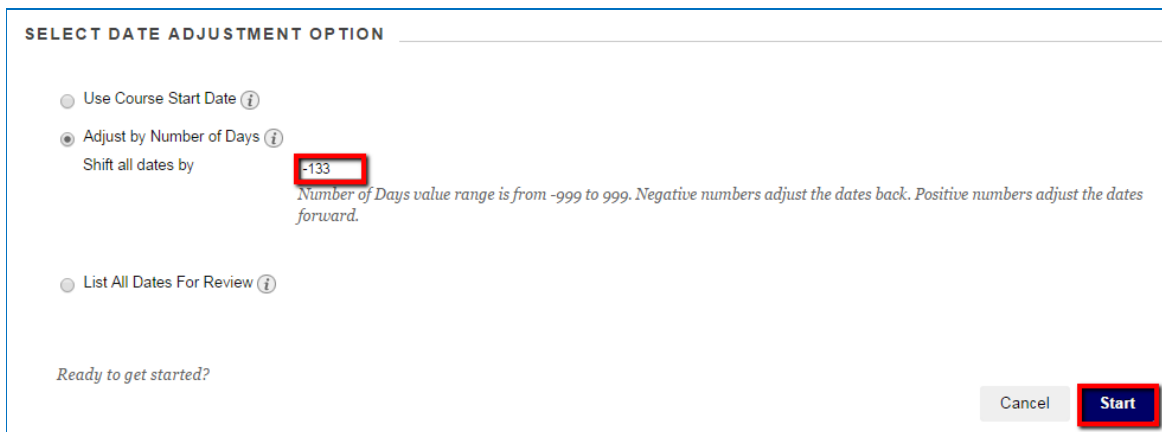
Date Management process completed successfully. 1.8 seconds

Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.

Next

Adjust by Number of Days

To adjust by a specific number of days, select **Adjust by Number of Days**. Enter a positive or negative integer in the **Shift all dates by** box. The page reminds users that negative numbers make the dates earlier than before. Click **Start** to begin the process.



SELECT DATE ADJUSTMENT OPTION

Use Course Start Date ⓘ

Adjust by Number of Days ⓘ

Shift all dates by

Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.

List All Dates For Review ⓘ

Ready to get started?

Cancel **Start**

As with the **Use Course Start Date** option, when the progress bar reaches 100%, click **Next** to reveal and modify the adjusted dates.

List All Dates For Review

This option displays the current dates on the Date Management Review page. It also provides ways to sort and filter the list, as well as to edit individual or multiple dates. With **List All Dates For Review** selected, click **Start**. Date Management retrieves the current dates from the various content items; click **Next** to proceed to the Date Management Review page.

Date Management Review

*This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.*

Run Date Management Again **A** (Valid as of August 29, 2014 10:39 AM) Refresh **B**

Item Types: Select Options **C** Date Types: All **D**

Adjust Dates **E**

F **G** **H**

	NAME	DUE	STARTS	ENDS	AVAILABILITY
<input type="checkbox"/>	Discussion Question 1 Discussion Board	12 SEP 2014 Fri 11:59 PM			
<input type="checkbox"/>	Discussion Question 2 Discussion Board		15 SEP 2014 Mon 07:00 AM	21 SEP 2014 Sun 11:59 PM	
<input type="checkbox"/>	Judicial Branch Test Test	25 SEP 2014 Thu 09:30 AM	24 SEP 2014 Wed 08:00 AM	25 SEP 2014 Thu 08:00 AM	

Displaying 1 to 11 of 11 items

- Click **Run Date Management Again** to return to the screen with the three options and adjust all dates by a number of days or from the start date.
- Click **Refresh** to reload the current page with any new data since the last time Date Management was run.
- Use the **Item Types** dropdown to filter the table for specific types, such as Test, Assignment, or Content Folder. Use the **Check All** link to restore all item types to the table; then uncheck an item type to remove it from the list.

Item Types: Select Options **C**

Check All Uncheck All **X**

Announcements (1)

Assignment (2)

Blog (1)

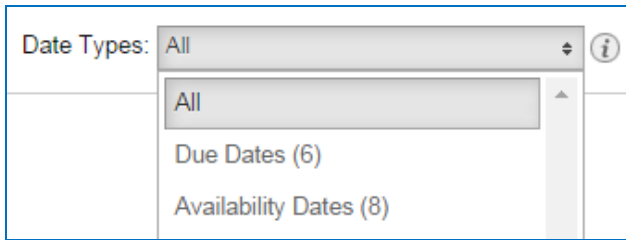
Content Folder (1)

Discussion Board (2)

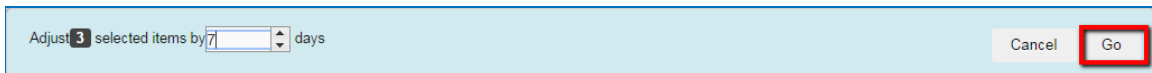
Item (1)

Manual Grade (1)

- Use the **Date Types** dropdown to display items which have due dates only, availability dates only, or both.



- E. Click **Adjust Dates** to display a box at the bottom of the page to adjust dates for selected items by a specified number of days. Enter a number of days, and click **Go**.
- F. Click the checkboxes to select items before clicking the **Adjust Dates** button.



- G. Click any column header to sort the list by that column in chronological order; click it again for reverse chronological order.
- H. Click the Edit buttons to modify dates for a specific item; click the check icon to commit the changes or the backup icon to cancel.

