Date Management Options

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

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.

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

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.

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 Date Management Review.

A. 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.

B. Click **Refresh** to reload the current page with any new data since the last time Date Management was run.

C. 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.
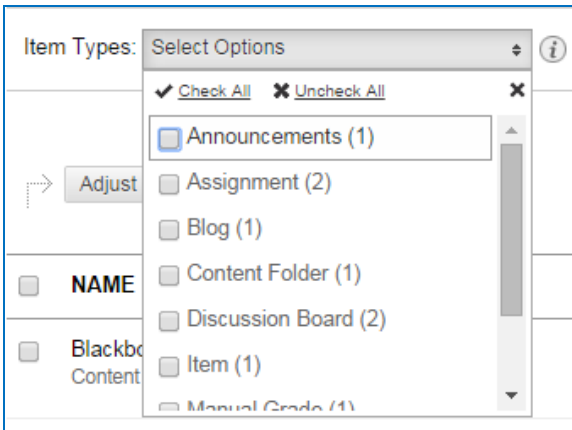
D. Use the **Date Types** dropdown to display items which have due dates only, availability dates only, or both.
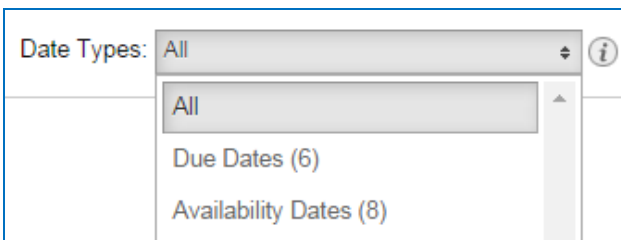
E. Click **Adjust Dates** to display a box at the bottom of the page to adjust dates for selected items by a specified number of days. Enter a number of days, and click **Go**.

F. Click the checkboxes to select items before clicking the **Adjust Dates** button.
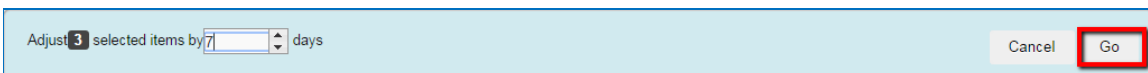
G. Click any column header to sort the list by that column in chronological order; click it again for reverse chronological order.

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.
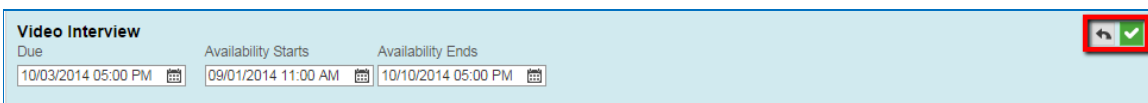
Use Course Start Date

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.

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.*

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.

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