Date Management in Blackboard

Blackboard now has a mechanism that allows instructors to adjust due dates for everything in a course. This can be done globally or individually.

From within a Blackboard course, open the Course Tools menu, and select Date Management.
This will open the Date Management dialog box.

**Date Management**

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.

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**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**

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**Start**

Ready to get started?

[Start] [Cancel]

Under “Select Date Adjustment Option” If you select “Use Course Start Date,” you will be allowed to enter the new start date for the course. All content and tool dates adjust by the number of days the dates occur after the course start date.
If you select “Adjust by Number of Days,” all of the content and tool dates will be adjusted by the number of days entered.

**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

If you select “List All Dates for Review,” and press Start, Blackboard will analyze all of the course’s dates and list them for you. Once Start is pressed, you’ll get a status update. Press Next to display your course’s dates.

**Date Management Progress**

Date Management process status for course name: Rick Dowling Practice Course

100%

Date Management process completed successfully. 4 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
This display lists all the date-related content in your course, with their current dates. To modify the dates for an item, click the edit icon for the item.
For this example, let’s adjust the availability dates for the August 9 Announcement. Clicking on the Edit icon reveals new Availability options for this Announcement.

Clicking on the Calendar icon by either input window will display a larger calendar with date/time options.

Adjust the “Availability Starts” date/time by clicking the arrows at the left or right of the name of the month, and the time by dragging the appropriate sliders at the bottom of the window. Click Done when finished. Repeat this process for the “Availability Ends” date/time also.

The new dates will display. Click the green check to accept the changes.
The changes you made will be reflected in the item display. Repeat this process for any items whose dates need to be changed.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu or visit our website at http://frc.ua.edu.

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