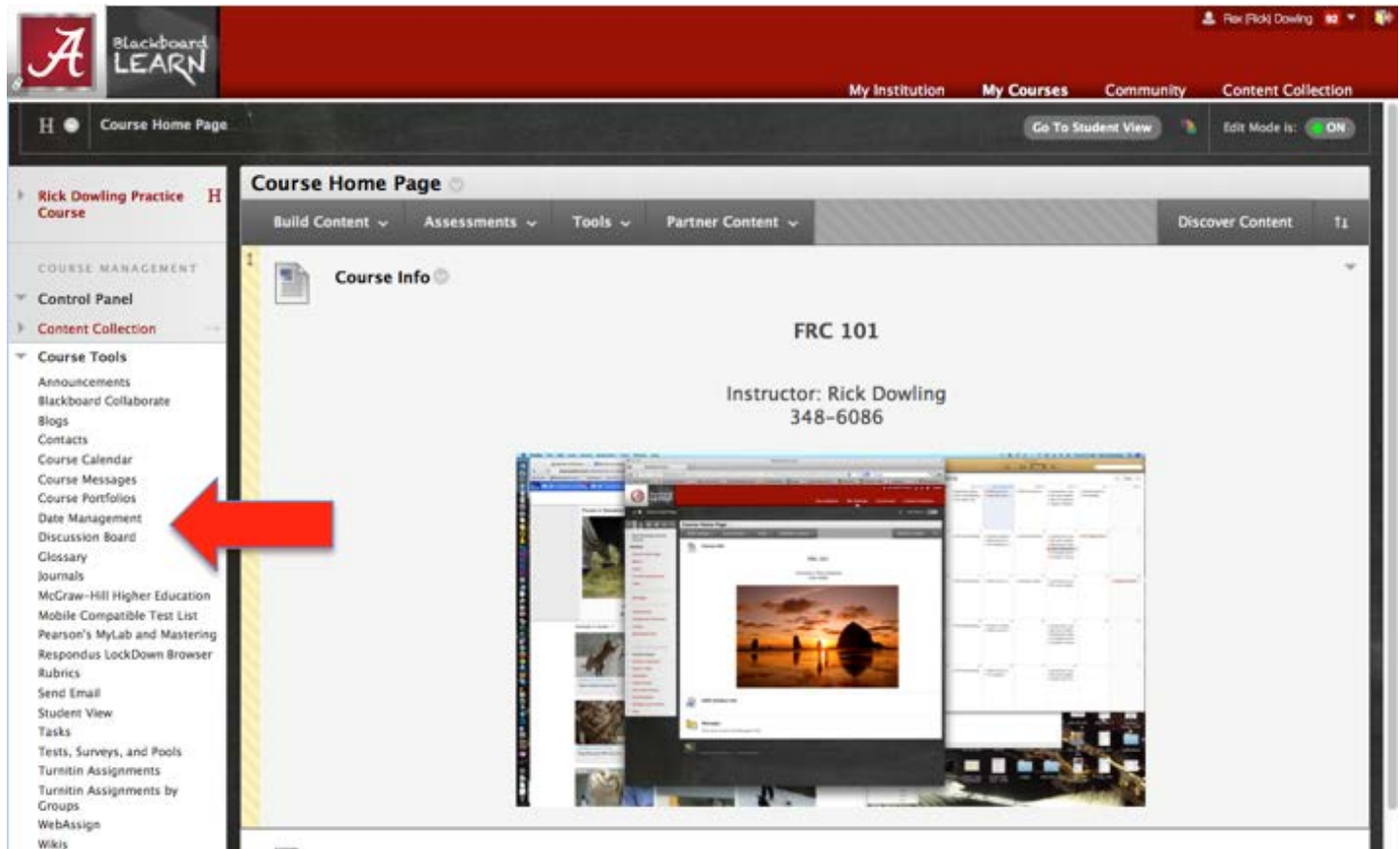


## Date Management in Blackboard

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.



The screenshot displays the Blackboard interface for a course titled "Rick Dowling Practice Course". The top navigation bar includes "My Institution", "My Courses", "Community", and "Content Collection". The main content area shows "Course Info" for "FRC 101" with the instructor "Rick Dowling 348-6086". A red arrow points to the "Date Management" option in the "Course Tools" menu on the left sidebar. The main content area also features a preview of a course page with a sunset image and a calendar.

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](#)

### 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 [?](#)

### Start

*Ready to get started?*

Cancel

Start

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.

### Select Date Adjustment Option

Use Course Start Date [?](#)

Current Start Date

New


Adjust by Number of Days [?](#)


List All Dates For Review [?](#)

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.

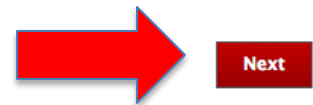
### Date Management Progress

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



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.*



## 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 June 6, 2014 2:01 PM) Refresh

Item Types: Select Options ⓘ Date Types: All ⓘ

Displaying 1 to 11 of 11 items

Adjust Dates





	NAME ▲	DUE	AVAILABILITY	ENDS	ADAPTIVE RELEASE		
			STARTS		STARTS	ENDS	
<input type="checkbox"/>	August 9 Announcement Announcements		<b>9 AUG 2013</b> Fri 08:30 AM	<b>9 AUG 2013</b> Fri 11:59 PM			
<input type="checkbox"/>	Grading Test Assignment	<b>21 MAY 2014</b> Wed 11:59 PM					
<input type="checkbox"/>	Hi there! Announcements		<b>6 JUN 2014</b> Fri 12:58 PM				
<input type="checkbox"/>	Ice Cream Party! Announcements		<b>6 JUN 2014</b> Fri 12:58 PM				
<input type="checkbox"/>	Quiz week 1 Manual Grade	<b>24 SEP 2012</b> Mon 12:00 AM					
<input type="checkbox"/>	Quiz week 1(1) Test		<b>18 SEP 2012</b> Tue 10:47 AM	<b>18 SEP 2012</b> Tue 10:48 AM	<b>18 SEP 2012</b> Tue 10:47 AM	<b>18 SEP 2012</b> Tue 10:48 AM	
<input type="checkbox"/>	Quiz week 1- Requires Respondus LockDown Browser Test		<b>16 OCT 2013</b> Wed 09:16 AM	<b>17 OCT 2013</b> Thu 09:17 AM			
<input type="checkbox"/>	Sept. 16 announcement! Announcements		<b>6 JUN 2014</b> Fri 12:58 PM				
<input type="checkbox"/>	Test Posted Announcements		<b>7 JAN 2013</b> Mon 10:28 AM				
<input type="checkbox"/>	Test Posted Announcements		<b>10 SEP 2012</b> Mon 01:47 PM				
<input type="checkbox"/>	Test Posted Announcements		<b>18 SEP 2012</b> Tue 12:00 PM	<b>24 SEP 2012</b> Mon 12:00 AM			

Adjust Dates

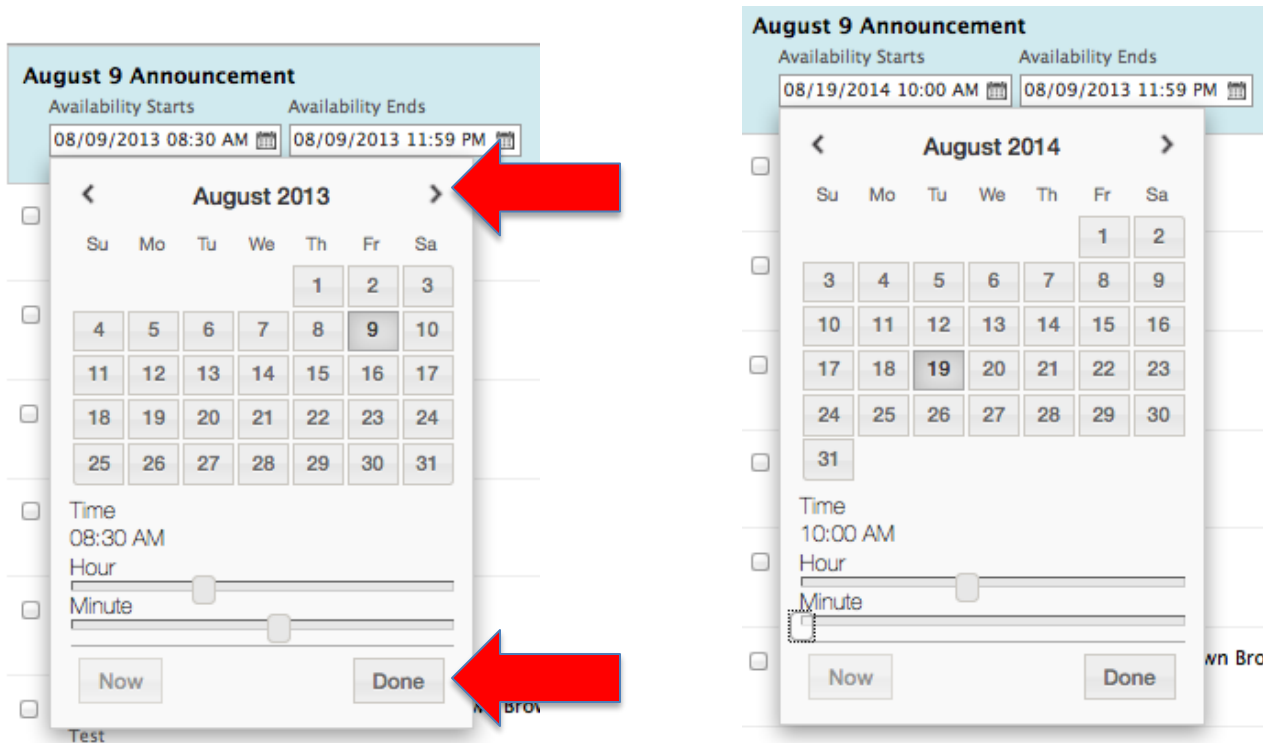
Displaying 1 to 11 of 11 items Show All Edit Paging...

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.

NAME	DUE	STARTS	ENDS	STARTS	ENDS
<b>August 9 Announcement</b>  					
Availability Starts		Availability Ends			
08/09/2013 08:30 AM 		08/09/2013 11:59 PM 			

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



The left screenshot shows the 'August 2013' calendar with a red arrow pointing to the right arrow and another red arrow pointing to the 'Done' button. The right screenshot shows the 'August 2014' calendar with a red arrow pointing to the 'Done' button.

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.

<b>August 9 Announcement</b>  					
Availability Starts		Availability Ends			
08/19/2014 10:00 AM 		08/27/2014 11:59 PM 			

The new dates will display. Click the green check to accept the changes.

August 9 Announcement  
Announcements  
Updated

**19 AUG 2014**  
Tue 10:00 AM

**27 AUG 2014**  
Wed 11:59 PM



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](mailto:frc@ua.edu)  
or visit our website at <http://frc.ua.edu>.

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