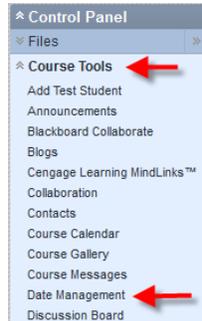


How to use the Date Management tool

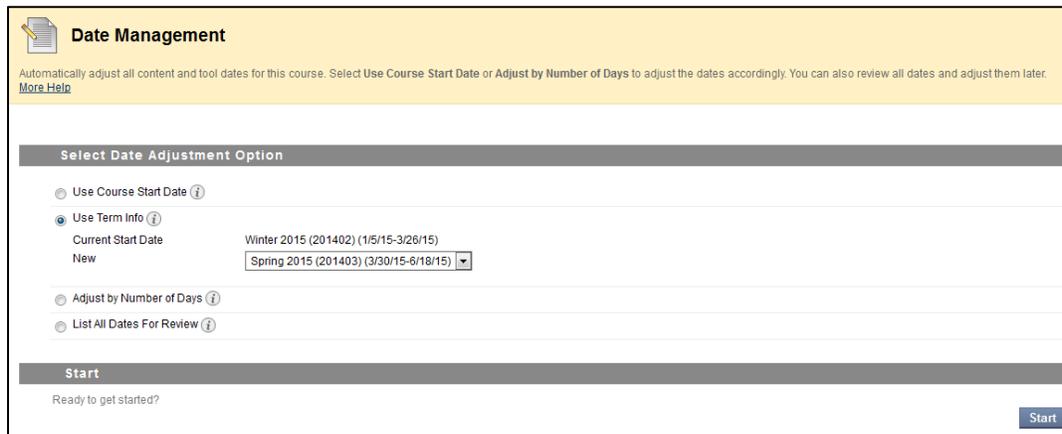
The Date Management tool lets you change all the due dates and availability dates in your class in one location. This is very helpful for new classes that were copied from a previous term when the class includes items with due dates or availability dates. You can easily update all of the dates in one location to prepare for the upcoming term.

1. In the Control Panel area in the bottom left corner of your class, click the Course Tools link.



2. Click the Date Management link.

3. If this is the first time you have clicked this link in this class, you will see a screen like this

A screenshot of the 'Date Management' tool interface. The page has a yellow header with a document icon and the title 'Date Management'. Below the header, there is a paragraph of instructions: '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.' A 'More Help' link is provided. The main content area is titled 'Select Date Adjustment Option' and contains four radio button options: 'Use Course Start Date', 'Use Term Info' (which is selected), 'Adjust by Number of Days', and 'List All Dates For Review'. Under 'Use Term Info', there are fields for 'Current Start Date' (Winter 2015 (201402) (1/5/15-3/26/15)) and 'New' (Spring 2015 (201403) (3/30/15-6/18/15)). At the bottom, there is a 'Start' button and the text 'Ready to get started?'.

There are four different ways to adjust your dates.

a. Use Course Start Date – This option lets you set the date that the course is currently set to start and enter a new start date. All dates will be adjusted by the number of days each date occurs after the start date. Assume the original start date was September 29, 2014 and there was an assignment due the first Friday, which was October 3, 2014. If you adjust the Course Start Date to be September 28, 2015, then that assignment due date would automatically change to October 2, 2015. The original item was due four days after the start date, so the new date will be set to four days after the new start date.

b. Use Term Info – This option displays the term that a class was currently assigned to and lets you select a new term to use from a drop-down box. **This is probably the best option to use if you can wait until the Thursday before the new term starts to run it. Before that Thursday, the new term code doesn't have dates assigned so this option won't work at all. You'll get an error code.**

If you do want to use this option, be sure the circle in front of this item is selected, verify the New term is correct, then click the Start button to run the process. After it finishes and shows 100% complete, click the Next button to see the results. You can then edit any dates that aren't correct.

c. Adjust by Number of Days – This option will automatically adjust dates that are currently set based on whatever number you enter. So if you enter 30 days in this box, it will add 30 days to whatever the current date is set to for each item.

d. List All Dates for Review – This option will display all items with the current dates set in the course. You can manually adjust each date accordingly. **This option can be processed at any time.** After you select to run this option, you'll see a screen showing the progress. You don't have to wait for the process to finish. You can leave the page and it will continue to run. You will get an email message when the process has finished. You can then go back into the Date Management tool to see the results.

The email message will look like the below example and includes the specific items with all due dates and available dates listed. The old dates and new dates will be the same because you didn't select an option that changes the dates automatically.

Date Management process completed successfully for course : Kaltura
 online@oit.edu
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
 Sent: Wed 4/22/2015 8:42 AM
 To: Janelle Knaggs

Date Management process completed for Course : Kaltura on April 22, 2015 8:41 AM. To view it, access your Blackboard Learn course and navigate to Date Management. Following are Date Management summary details:

Content Type	Content Name	Date Type	Old Date	New Date	Status
Manual Grade	Course Evaluation	Due Date	5/17/12	5/17/12	
Test	Using the Assessments Tool	Availability Start Date	10/12/06	10/12/06	
Assignment	Assignment 1	Due Date	6/14/13	6/14/13	

If you stay on the page, you'll see a page like the one below. Watch for the bar to show 100% done. Click the Next button and you'll see a list of the items with their due dates. You can then manually adjust the dates. See Step 4 below for how to edit dates manually.

Date Management Progress

Date Management process status for course name: Kaltura

100% ✓

Date Management process completed successfully, 24.2 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](#)

4. If you have clicked the Date Management link before in a particular class, you will see a screen like this (notice the “Run Date Management Again” button.) You will also see this page if you selected option d in step 3 above.

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 December 31, 2014 9:07 AM) [Refresh](#)

Item Types: Date Types:

Displaying 1 to 6 of 6 items

[Adjust Dates](#)

NAME	DUED	STARTS	ENDS
Announcement at 12:40 on 6/14 Announcements		14 JUN 2012 Thu 12:38 PM	
Assignment 1 Assignment Updated	16 JAN 2013 Wed 05:00 PM		
Assignment 2 Assignment	17 JAN 2013 Thu 05:00 PM		
Assignment 3 Assignment	18 JAN 2013 Fri 05:00 PM	16 JAN 2013 Wed 02:00 PM	
Item example Item		1 OCT 2013 Tue 11:59 PM	16 OCT 2013 Wed 11:59 PM
Lecture Videos Item		19 NOV 2012 Mon 08:00 AM	25 NOV 2012 Sun 08:00 PM

[Adjust Dates](#)

Displaying 1 to 6 of 6 items [Show All](#) [Edit Paging...](#)

If you want to adjust the dates, you can do so a few different ways.

a. You can click the box in front of just certain items and then click the Adjust Dates button to choose a number of days to adjust just those items. Such as if you click the box in front of Assignment 1, click the Adjust Dates button, type 2 days in the box and click the Go button. The due date would change for that item only from Jan 16, 2013 to Jan 18, 2013.

b. Or you can click the pencil icon at the end of an item. That will give you a box where you can type a date directly or click a small calendar icon to get a pop-up calendar to select a date. Be sure to click Done in the calendar pop-up and then click the green checkmark to save your changes on the item.

c. You can click the button “Run Date Management Again.” That will give you this screen which will allow you to choose how you want Blackboard to adjust your dates. This is the same screen you would have seen the first time you ran this tool in this class. See step 3 above for the explanation of what each option does.

Date Management was last run December 31, 2014 9:07 AM.

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 (i)

Use Term Info (i)

Adjust by Number of Days (i)

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 (i)

Start

Ready to get started?