Date Management

Use the “Date Management” tool to easily adjust all content and tool dates in your course. Accessed on the Control Panel > Course Tools > Date Management you can choose to adjust dates automatically or individually from one convenient location.

If you’re not seeing “Date Management” listed in this area, you will need to turn it on in Tool Availability:

1. Go to Control Panel > Customization > Tool Availability.
2. Check the radio button in the “Available” column for “Date Management.”
3. Click Submit at the top or bottom of the page.

We don’t currently use the automated “Course Term” and “Course Start” dates so details on those options will be omitted in this guide. We recommend using the “List All Dates For Review” option.

List All Dates for Review

Use this when you want to review dates before adjusting them.

Select this option to display a list of all content and tools with dates in the course on the “Date Management Review” page. Use this option to review all of the dates and analyze them for adjustment.
Date Management Review Page

This page displays all content and tools with dates set in the course. Review all dates and adjust accordingly.

A. Return to the first page and choose to adjust dates automatically. The first page also shows an inline receipt indicating when “Date Management” was last run.
B. Refresh the current page to account for any changes that have been made to the course since “Date Management” was last run.
C. Filter your review by item type (e.g. Assignment, Test, etc.).
D. Filter your review by date type (e.g. Due Dates).
E. Select one, multiple, or all items in the list to batch adjust dates. Adjust dates allows users to indicate by how many days the selected item dates should be moved by. A negative number would move the dates back.
F. Click to sort the list by item name.
G. Review and adjust the due date for item. Click to sort the list by due date.
H. Review when items are made available. Click to sort the list by item availability start and end dates.

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I. Review the adaptive release dates for items. Click to sort the list by adaptive release start and end dates.
J. Navigate between pages. By default, the page shows 25 items.
K. Click the date or edit icon to edit any of the dates for an item.

Items Supported by Date Management

All items with dates are supported in “Date Management.” This includes:

- Content (items, files, audio, etc.)
- Assessments (tests, surveys, assignments, etc.)
- Tools (discussions, blogs, journals, announcements, etc.)
- Manual grade columns
- Course and Organization tasks

The task due dates are moved during the bulk move process, and they do appear in the “Review” and “Edit Dates” Screen. “Date Management” does NOT support editing of due dates for tasks from review and edit dates screen.

Publisher Content

Publisher content is shown on the “Date Management Review” page. You cannot adjust the dates of publisher content from “Date Management.”

Blackboard Collaborate Sessions

“Blackboard Collaborate” sessions start and end dates are not supported by “Date Management.”