

Date Management

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

The first step of date management is to decide if you want the system to automatically adjust the previous or current course item dates to new dates.

The screenshot shows the 'Date Management' tool interface. At the top, it says 'Date Management' and provides 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. More Help'. Below this is a section titled 'SELECT DATE ADJUSTMENT OPTION' with three radio button options: 'Use Course Start Date' (marked with a circled 'A'), 'Adjust by Number of Days' (selected, marked with a circled 'B'), and 'List All Dates For Review' (marked with a circled 'B'). Under the 'Adjust by Number of Days' option, there is a text input field for 'Shift all dates by' and a note: 'Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.' At the bottom left, it says 'Ready to get started?' and at the bottom right, there is a blue 'Start' button.

1. Select **Use Course Start Date** or **Adjust by Number of Days** to adjust the date accordingly.

Note: If your school uses term, you can select **Use Term Info**.

2. You can also review all dates and adjust them later on the Date Management Review page.

Use Course Start Date

Use this option when adjusting for new terms.

Adjust dates according to the course start date. The current start date is shown, along with the new course start date (pre-populated if available). If content was copied from an old course shell, the system detects this and automatically populates the **Current Start Date**. The **New Start Date** expects the new course start date, and is automatically populated with the new course shell's course start date (if set). The difference between the current and new dates provides the system with the offset days. All dates on copied course content is shifted by the offset days.

Example: *If a due date was 10 days after the current start date, the offset days would move the due date to be 10 days after the "new" start date.*

Note: Start dates are set at **Course Management > Customization > Properties**.

Use Term Info

Note: If you do not see this option, your school has not turned it on.

Adjust dates according to terms. The current start is shown, along with the new start date. If content was copied from an old course shell, the system detects this and automatically populates the current start date. The New Start Date is populated based on terms defined by your school administrator. The difference between the current and new dates provides the system with the offset days. All dates on copied course content is shifted by the offset days.

Adjust by Number of Days

Use this option when you know exactly how many days you want to adjust dates by.

Type the number of days you want to adjust all dates in the course by. This is based on the dates that are currently set for each item in the course, not today's date.

Example: *On June 1 you adjust dates by 30 days. The assignment that was set to be due September 1 is now due October 1.*

Note: Negative numbers move the dates back. Positive numbers move the dates forward.

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.

The screenshot shows the 'Date Management Review' interface. At the top, there are buttons for 'Run Date Management Again' (A) and 'Refresh' (B). Below these are dropdown menus for 'Item Types' (C) and 'Date Types' (D). A 'Adjust Dates' button (E) is also visible. The main content is a table with columns for 'NAME', 'DUE', 'AVAILABILITY' (STARTS, ENDS), and 'ADAPTIVE RELEASE' (STARTS, ENDS). The table lists four items: 'A1 Announcements', 'Amazing Amazon SlideShare Presentation', 'BB content scorm Content Package (SCORM)', and 'BB Syllabus Syllabus'. Each item has checkboxes and date ranges. A 'Page 1 of 3' indicator (J) is shown at the bottom right of the table area.

NAME	DUE	AVAILABILITY	ADAPTIVE RELEASE
		STARTS ENDS	STARTS ENDS
<input type="checkbox"/> A1 Announcements		1 MAR 2013 Fri 11:59 PM	15 MAR 2013 Fri 11:59 PM
<input type="checkbox"/> Amazing Amazon SlideShare Presentation		1 APR 2013 Mon 11:59 PM	30 APR 2013 Tue 11:59 PM
<input type="checkbox"/> BB content scorm Content Package (SCORM)	17 APR 2013 Wed 11:59 PM	1 APR 2013 Mon 09:30 AM	24 APR 2013 Wed 09:31 AM
<input type="checkbox"/> BB Syllabus Syllabus		1 APR 2013 Mon 11:59 PM	15 MAY 2013 Wed 11:59 PM
		2 APR 2013 Tue 11:59 PM	16 MAY 2013 Thu 11:59 PM

1. 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.

2. Refresh the current page to account for any changes that have been made to the course since date management was last run.
3. Filter your review by item type (e.g. Assignment, Test, etc.).
4. Filter your review by date type (e.g. Due Dates).
5. 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.
6. Click to sort the list by item name.
7. Review and adjust the due date for item. Click to sort the list by due date.
8. Review when items are made available. Click to sort the list by item availability start and end dates.
9. Review the adaptive release dates for items. Click to sort the list by adaptive release start and end dates.
10. Navigate between pages. By default, the page shows 25 items.
11. 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

Note: 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.

