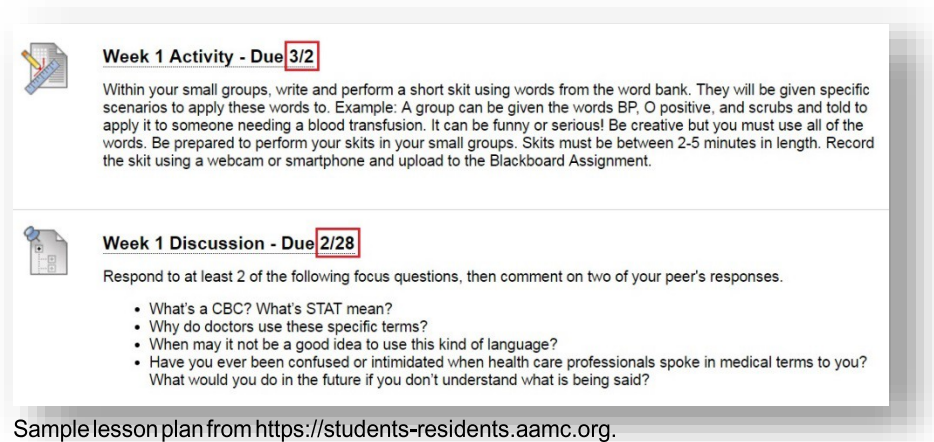# Blackboard – Date Management

Managing dates in Blackboard can be tedious. As you copy courses from one semester to the next, you may forget to change a due date or two. This is can be confusing for students and time consuming for you. In this handout, we will provide examples of date management practices, and introduce you to a tool that can help automate the process.

Do This:

This instructor wrote the due dates in the Assignment and Discussion Board titles. We recommend this model because the dates are highly visible for both you and your students. It is easier to scan through the titles and update as needed.

Sample lesson plan from https://students-residents.aamc.org.

Not This:

This instructor wrote the due dates within the Blackboard content item. Notice how the dates are not only in the headings, but also in the descriptions of the assignments. It would be easy to miss updating these.

Sample lesson plan from https://students-rreesidents.aamc.org.

Automation with Date Management:

The Blackboard Date Management tool helps you automatically update any system dates in a course. System dates are established when you create Assignments, Discussion Boards, Tests and set Adaptive Releases. It does not make changes to dates you have written in the content items or titles. You will have to update those manually.
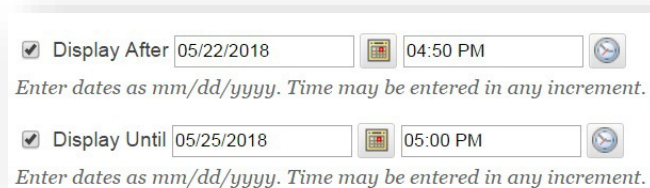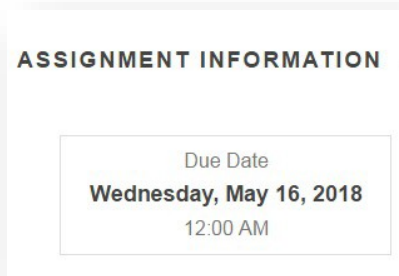
1. ## Accessing Date Management

    In the left sidebar of your Blackboard course, go to Course Tools > Date Management. You will see three options:

- **Use Course Start Date:** Adjusts dates according to the course start date. The Current Start Date displays the date that the course is currently set to start. Change the new start date to reflect when the new course is going to start. All dates in the course adjust by the number of days each date occurs after the start date.
    - Example: The original course started September 1 with an assignment due September 26—twenty-five days after the start date. If you adjust the new start date to January 12, the assignment is now due February 6—twenty-five days after the new start date

- **Adjust by Number of Days:** Type the number of days by which you want to adjust all dates in the course. 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 due September 1 is now due October 1.
- **List All Dates for Review:** Displays the existing dates and lets you change all the system dates in a course from one place.

2. Run the Date Adjustment

Select the option that best meets your needs and click "Start". In this example, I selected "Use Course Start Date" and changed the start date from 2/21 to 5/15.

SELECT DATE ADJUSTMENT OPTION

- ● Use Course Start Date ⓘ
  - Current Start Date 02/21/2017
  - New 05/15/2017
- ○ Adjust by Number of Days ⓘ
- ○ List All Dates For Review ⓘ

3. Check the Dates

After running the date adjustment, you will be asked to review the changes.
- Make sure the new dates reflect the current semester.
- Click on the pencil icon to edit individual dates.

NAME	DUE	STARTS (AVAILABILITY)	ENDS	
Final Exam *Test*	MAY 23, 2018 Wed 05:00 PM	MAY 22, 2018 Tue 04:50 PM	MAY 25, 2018 Fri 05:00 PM	✎
Week 1 Assignment *Assignment*	MAY 16, 2018 Wed 12:00 AM			✎
Week 1 Assignment - Due 2/25 ✱ *Assignment*	MAY 19, 2017 Fri 11:59 PM			✎
Week 2 Assignment *Assignment*	MAY 22, 2018 Tue 12:00 AM			✎

*Notice it did not change the date in the assignment title.

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    Remember, you will have to fix manually any dates written in content areas, such as assignment titles, course outlines, or syllabi.

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