

This information is for course unit leaders and administrators.

When a Blackboard course is activated, the end date options are selected from a drop down menu. They **cannot** be altered by academic staff when activating the course. In a limited number of cases, there is a need for Blackboard course end dates to be set to a date beyond the normal academic semester dates, e.g. ending beyond the summer re-sit period for dissertation submission extensions.

Requirements

- Access to Campus Solutions with permission to change course unit end dates (typically the School-based Campus Solutions administrator)
- Access to the Blackboard control interface (members of the eLearning teams)

The steps below must be completed in this order.

1. The end date for the course unit must be manually changed in Campus Solutions to the desired new end date.
2. In the Blackboard control interface, search for the Blackboard course space ID and edit the End Date field to be 'Course end date as recorded in Campus Solutions'.

The updated end date will take effect typically within a few hours rather than immediately, as updates are pushed through from the control interface.

More information about eLearning - Contact us:

For further information and advice about eLearning, please visit the [Support Portal](#).