

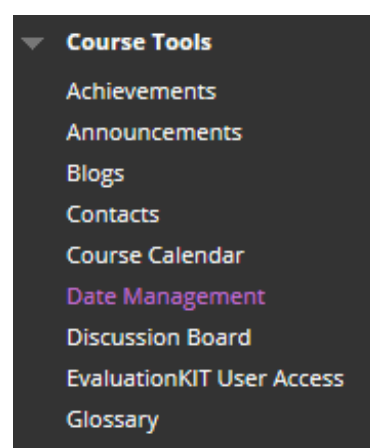
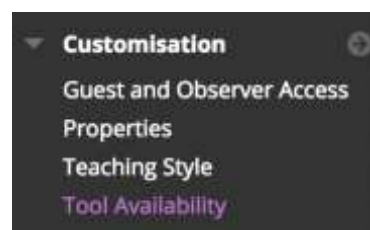
Blackboard Date Management Tool

Summary:

Blackboard has released a new Date Management tool, available in the new upgrade (July 2018). This can be used to update dates relating to content when courses are copied, restored or rolled over. Date types include due dates, availability, and adaptive release dates. The tool is available in all courses and organisations, but needs to be switched on in each course by any course instructor or eLearning support.

To switch Date Management on:

1. Enter your Blackboard Course
2. In the lower left hand "Course Management" menu, click "Customisation"
3. Choose "Tool Availability"
4. Check the "Available" box next to "Date Management"
5. Click "Submit".



You will now find "Date Management" as an option under "Course Tools".

Once this tool is activated in a course, it will remain active in the current course and future course copies, but will not be active in past versions of that course.

The Date Management System

The Basics

On the Date Management page, you can choose to adjust dates automatically or individually.

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

NB this is not applicable to organisations, as these do not have a start date. It is also not useful if items or tests fall outside a regular schedule.

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

Use course start date

Use this option when you want to adjust dates for a whole semester, e.g. rescheduling assignments from weeks 2, 4 and 6 to weeks 3, 5, and 7. It is less useful for courses that have been rolled over as the course start date will update to the new course start date as part of the course activation process.

The Current Start Date displays the date that the course is currently set to start (e.g. for the year 2017/18, it would normally display 11/09/17). Change the new start date to reflect when this new course is going to start

(e.g. for the year 2018/19, this would normally be 10/09/18). All dates in the course adjust by the number of days each date occurs after the start date.

Date Management

SELECT DATE ADJUSTMENT OPTION

☒ Course Start Date ⓘ

Course Start Date 11/09/17

New 10/09/18

☐ Adjust by Number of Days ⓘ

☐ List All Dates For Review ⓘ

Start

Example:

The original course starts 10 September 2018 with an assignment due on 27 September. All teaching has been put back a week, so all assignments are now due a week later. If you adjust the new start date to 17 September 2018, the assignment is now due 4 October, one week later.

Adjust by number of days

Use this option when you know by exactly how many days you want to adjust dates. Base it on the dates that are currently set for each item in the course, not today's date. Negative numbers move the dates back. Positive numbers move the dates forward. Again, this is less useful for courses that are rolled forward but could be used for current courses in the event of shifting teaching a week forward or backward.

Example:

On 10 September, you adjust dates by 30 days. The assignment that was due on 1st October is now due on 31st October.

List all dates for review

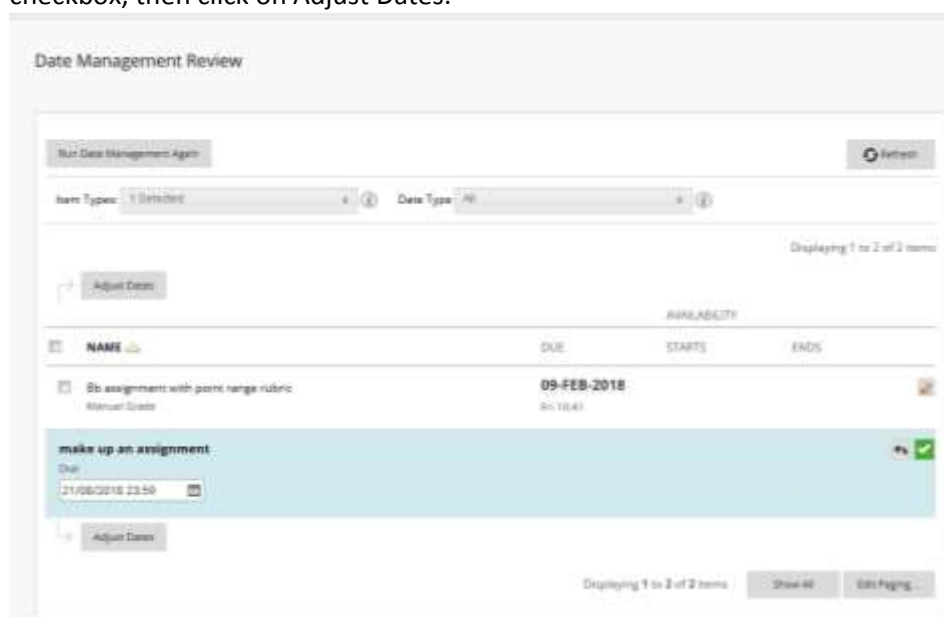
This is the preferred option. It displays a list of all content and tools with editable dates in the course. On the Date Management Review page, you can review all dates and adjust them either individually or in batches. Selecting **List all dates for review** will set off the process to list all the adjustable dates. When the progress bar reaches 100%, click on **Next** to view the list.



In an item's row, select the date or the edit icon to change the date.

Select one, multiple, or all items in the list and select Adjust Dates to batch adjust dates. In the panel that opens at the bottom of the page, you can indicate by how many days the selected items' dates should be moved. A negative number moves the dates back.

You can also select individual items on the list and adjust the date using the calendar. Select the item using the checkbox, then click on Adjust Dates.



Click on the calendar and use the arrows and sliders to select the new date and time, then click Done. Then click the green box with the checkmark to validate the new date, or click the return icon to cancel and revert to the original date.

Once the review is complete you will receive email confirmation of the changes.

Date Management process completed successfully for course: PLAYGROUND-mbxsslc2 Lynn's testbed

do-not-reply@blackboard.com

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Wed 01/08/2018 17:15

To: Lynn Culmore

Date Management process completed for Course: PLAYGROUND-mbxsslc2 Lynn's testbed on 01 August 2018 17:14. 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
Announcements	how many announcements show under course title?	Availability Start Date	28/09/17	28/09/17	
Announcements	another announcement - will it show?	Availability Start Date	28/09/17	28/09/17	
Announcements	announcement number 3	Availability Start Date	28/09/17	28/09/17	
		Availability Start	28/09/17	28/09/17	

Content and tools supported by the date management tool

These items with dates are supported:

- Content, such as items and files
- Tests, surveys, and assignments
- Discussions, blogs, journals, and announcements
- Manual grade columns
- Course and organisation tasks

Content and tools not supported by the date management tool

- Blackboard Collaborate session start and end dates are not supported by date management.
- Dates entered using the text editor in announcements, test or assignment descriptions, discussions, etc. are not updated. These must be edited manually.
- Turnitin assignment open/due/post dates. If you are rolling forward a course from one year to the next, the most appropriate method to ensure Turnitin assignment dates are correct is to delete the existing Turnitin assignment that has been rolled forward from the previous year, and create a new one with the correct dates.

Potential Issues with Date Management

Date management should be used with caution in Blackboard Organisations, particularly where students are required to complete tests (e.g. health and safety, academic malpractice, etc.). It would be more efficient to create groups of students and set up new tests for each group rather than change the date of an existing test.