

# Flexible Learning - Blackboard

## Date Management

Use the date management tool to easily adjust all content and tool dates in your course. Accessed on the **Control Panel** in the **Course Tools** section, you can choose to adjust dates automatically or individually from one convenient location.

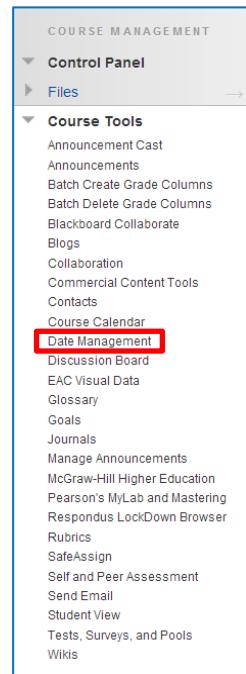
**\*\*Note: The Date Management tool only displays content items with dates that have previously been set.**

To access this useful tool, follow the directions below while in the course that needs dates adjusted:

1. Under **Control Panel > Course Tools**, click on **Date Management**.
2. On the **Date Management page** instructors can select how they would like to adjust dates.

Instructors have the following options:

- a. **Use Course Start Date** – Selecting this option requires users to enter a current and new course start date. The Date Management tool then adjusts the dates accordingly. **(Note: this option only works if dates are currently set on course content.)**
- b. **Adjust by number of days** – Selecting this option allows users to adjust dates by a desired number of days. **(Note: this option only works if dates are currently set on course content.)**
- c. **List All Dates for Review** – Selecting this option will result in a preview of all items in the course with a date. Users can then edit the dates of each item individually.



### Date Management

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](#)

#### Select Date Adjustment Option

Use Course Start Date [?](#)

Adjust by Number of Days [?](#)

Shift all dates by

Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.

List All Dates For Review [?](#)

#### Start

Ready to get started?

**Start**

3. Make the desired selection and click **Start**. A progress screen will display. When the process has completed, click **Next**.

Date Management Progress

Date Management process status for course name: Demo Course

100%

Date Management process completed successfully. 1.283 seconds

Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.

**Next**

4. Regardless of which **Date Adjustment option** is selected, the **Date Management Review** page will be displayed. From this page instructors can manually edit the dates of any dated content in the course.

Date Management Review

This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.

**Run Date Management Again** (Valid as of July 11, 2014 9:51 AM)

Item Types: **Select Options** | Date Types: **All**

Displaying 1 to 3 of 3 items

**Adjust Dates**

| NAME                                      | DUE         | STARTS       | ENDS | AVAILABILITY |
|---|-------------|--------------|------|--------------|
| Chapter 1 & Chapter 3 Section I Quiz Test | 20 JUL 2014 | Sun 01:27 PM |      |              |
| LP 1 Writing Assignment Assignment        | 11 MAY 2014 | Sun 11:59 PM |      |              |
| Welcome to Class Announcements            | 20 JUL 2014 | Sun 01:28 PM |      |              |

**Adjust Dates**

Displaying 1 to 3 of 3 items | **Show All** | **Edit Paging...**

5. To edit dates, click on the pencil icon and adjust dates.

Chapter 1 & Chapter 3 Section I Quiz

Due: 08/12/2014 11:59 PM Availability Starts: 07/23/2014 01:27 PM Availability Ends: 08/12/2014 01:28 PM

12 AUG 2014 23 JUL 2014 12 AUG 2014  
Tue 11:59 PM Wed 01:27 PM Tue 01:28 PM

6. After the dates have been adjusted, click the green checkmark . The dates of the content item are now adjusted.
7. Dates changed after the Date Management process has been run will not display until Date Management is run again or is refreshed.

Date Management Review

This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.

**Run Date Management Again** (Valid as of July 14, 2014 11:55 AM)

Item Types: **Select Options** | Date Types: **All**

Displaying 1 to 3 of 3 items

**Adjust Dates**

| NAME                                      | DUE         | STARTS       | ENDS        | AVAILABILITY |
|---|-------------|--------------|-------------|--------------|
| Chapter 1 & Chapter 3 Section I Quiz Test | 12 AUG 2014 | 23 JUL 2014  | 12 AUG 2014 |              |
| LP 1 Writing Assignment Assignment        | 11 MAY 2014 | Sun 11:59 PM |             |              |
| Welcome to Class Announcements            | 14 JUL 2014 | 28 JUL 2014  |             |              |

**Adjust Dates**

Displaying 1 to 3 of 3 items | **Show All** | **Edit Paging...**