

Date Management Tool

What does it do?

This tool allows tutors to view in one screen when items are available and change dates attached to more than one content item within a module at the same time. For example, change:

- adaptive release dates on content, lesson plans, folders, files, web links, tasks, mash-ups and the due date of assessments
- dates when discussion boards are visible
- Announcement start and close dates

The tool also provides an overview of date criteria set against all items within your module.

When do I use it?

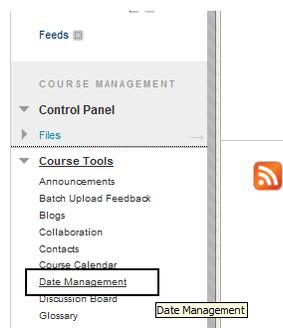
The date management tool will be most useful at the start of the academic year when the module areas have just been copied across from the previous year. If you have any assignment dropboxes with incorrect dates, you should contact the school office to update them.

Points of note

At all times, the *make content available* toggle within a content item settings will override date criteria i.e. an item will only be visible if within the dates set **and** the item availability is set to *yes*.

Using the date management tool does not impact on the availability of the module. It **only changes when the module content is available**.

How do I use it?

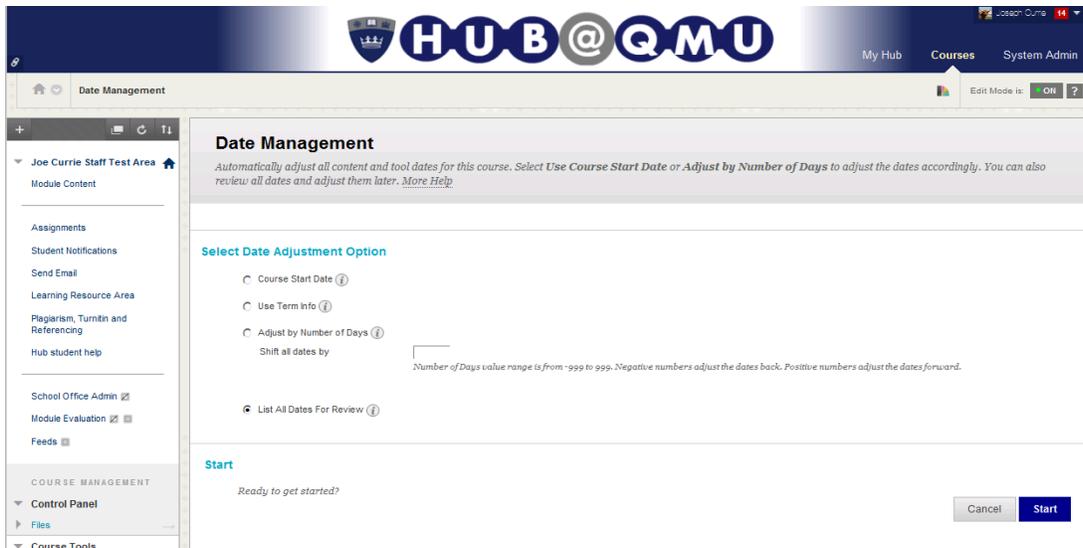


Open the date management tool

The date management tool can be found in the *Course Tools* menu in the course management control panel as shown to the left.

To open the date management tool click on *Course tools > date management*

This will take you to the next screen where you can choose how you want to change the dates in your module.



1. Select Date Adjustment Option

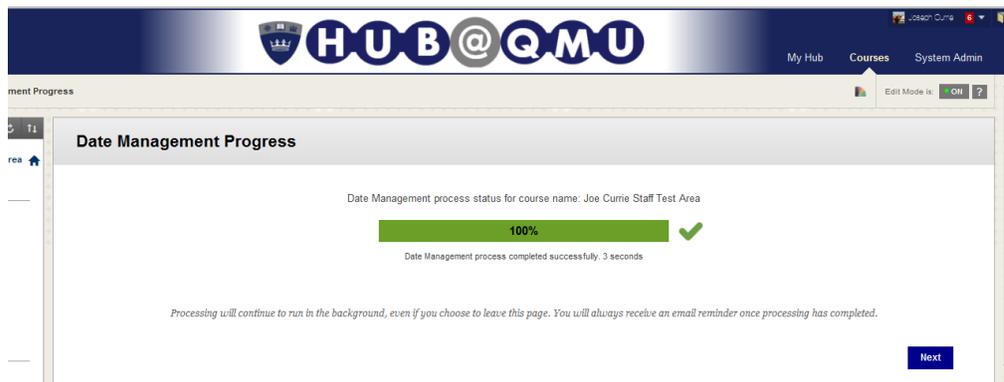
On the screen which appears (see above), there are four options:

- List all dates for review – This will produce a report where you can see all items and the dates associated with each item. **This is the recommended option to use.**
- Adjust by number of days – This will move **all dates** by the number of days specified
- Use term info
- Course start date – Do not use this as we do not use the course start date option

Select the appropriate option, and then click on *Start*.

List all dates for review

You will be presented with a progress bar showing the progress of the report. Upon completion, the screen will appear as below. You will also be sent an email with the details within the report. Click on *Next* to proceed.



Upon completion of the date management process, you will be sent an email automatically with all the dates on your module. See Appendix I for an example

Editing content dates

By default, all items with date criteria will be visible. You can filter these using the *Item Types* and *Date Type* menus.



- Item types include, Announcements, Assignments, Tests, Content items (word/Powerpoint documents), Folders, weblinks, mash-ups Discussion board.
- Date types include Start date, End date, Due date

Adjusting dates to a specific date

This is only possible on an item by item basis. To do this, click on the pencil icon to the right of the date you wish to change.

Once you click on the pencil icon, the whole row of the table is highlighted and a date box appears. Enter the new date required then click on the green tick in the top right corner of the highlighted row to confirm the change of date.



Adjusting dates by number of days

To adjust one or more dates by a specific number of days, select each one in the table by clicking on the tickbox to the left of the item title. Once you have selected all the items you require, click on the *Adjust dates* button. These can be found at the top and bottom of the *Name* column.

A box will appear at the bottom of the page showing the number of items selected, and a box to enter the number of days you want the dates to be adjusted by. In this example I chose 5 days.

Once you have entered the relevant number of days, click on *OK*.



The items selected in the table will be updated and can be identified by the *updated* tag just below the title.

<input type="checkbox"/>	NAME	DUE
<input type="checkbox"/>	Assignment Dropbox Assignment Updated	26 DEC 2012 Wed 18:00
<input type="button" value="Adjust Dates"/>		

Use Term Info

The option to use term information to adjust dates makes use of the dates which control module availability. Using this option will adjust dates relative to the start of semester date. For example:

Semester 1 start date	Content available from		Semester 2 start date	Content available from
1 st September	5 th September		1 st January	5 th January

To change the dates based on terms, click on the *Use Term Info* radio button. The screen will then show the current semester the module is attached to in the *Course Start Date* field. Below this will be a dropdown menu showing the terms you can update to.

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

Course Start Date

Use Term Info

Course Start Date Semester 1 2013-14 (02/09/13-31/08/14)

New Semester 2 2013-14 (08/01/14-31/08/14) ▾

Adjust by Number of Days

List All Dates For Review

Start

Ready to get started?

You will only be able to see terms where the start date is in the future. For example, if your module begins in semester 1, you will see options for semester 2 and 3 only. Semester 2 modules will only see the semester 3 option.

Select the term you want to change the dates to be inline with then click on *Start*. Please note that using **this method will change all dates** applied within the module. There will be **no way to change all the dates backwards in bulk**.

Appendix I – Sample Email

Date Management process completed successfully for course: Susi Peacock test area 14 - Message (HTML)

File Message McAfee E-mail Scan

Ignore Delete Reply Reply All Forward More Meeting
 Junk Delete Reply Reply All Forward More
 Delete Respond Quick Steps
 Louisa To Manager
 Team E-mail Done
 Reply & Delete Create New
 Rules Mark Unread Find
 Move OneNote Categorize Related
 Actions Follow Up Translate Select
 Move Tags Editing Zoom

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

From: HUB Sent: Tue 15/10/2013 07:35
 To: Currie, Joe
 Cc:
 Subject: Date Management process completed successfully for course: Susi Peacock test area 14

Date Management process completed for Course: Susi Peacock test area 14 on 15 October 2013 07:35. 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	test announcements from semester 2 module	Availability Start Date	15/10/13	11/02/14	
Announcements	another test announcement for mobile second semester	Availability Start Date	15/10/13	11/02/14	
Announcements	second semester announcement not hidden test two	Availability Start Date	15/10/13	11/02/14	
Announcements	second semester not hidden with email	Availability Start Date	15/10/13	11/02/14	