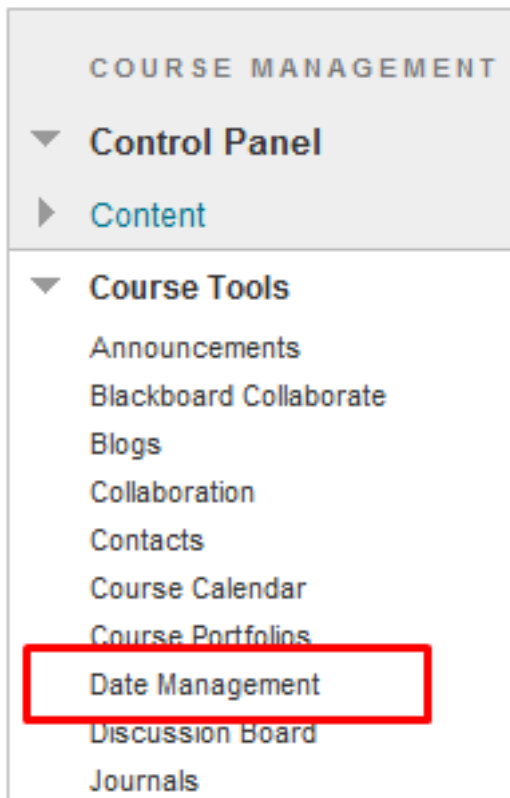


## Date Management

Once a [COURSE COPY](#) [1], [EXPORT](#) [2] or [ARCHIVE](#) [3] has been processed in the new course shell, the Learning Portal retains the old dates associated with the course content and tools. The **DATE MANAGEMENT** tool is a feature that allows instructors to have the system update content and tools dates in the course. Updates can be made automatically or individually, or all at once. Most items in Blackboard are supported by Date Management with the exception of Blackboard Collaborate sessions. For a list of the items supported by Date Management, please see below:

- Content (i.e., items)
- Assessments (i.e., tests, assignments)
- Course Tools (i.e., discussions boards, course announcements)
- Manual grade columns
- Course and organization tasks


1. On the **Control Panel**, expand the **Course Tools** section. Select **Date Management**.



2. On the **Date Management page**, choose how you want the system to adjust the dates for your course:

**Use Course Start Date:** Enter in your original course start date and the new course start date, the system will automatically adjust all dates in the course to match the new start date.

### SELECT DATE ADJUSTMENT OPTION

Use Course Start Date 

Current Start Date

New

**Adjust by Number of Days:** This option will adjust every date in the course by the number of days specified.


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:** This option will not automatically adjust any dates, instead it will list them out so that they can be manually adjusted.

### SELECT DATE ADJUSTMENT OPTION


Use Course Start Date 

Adjust by Number of Days 


List All Dates For Review 

3. Click **Start** to begin the process. A status bar will show the progress and an email will be sent to you once it has been completed.

Date Management process status for course name: BB Workshop - 12

100% 

Date Management process completed successfully. 4 seconds

4. On the **Date Management Review Page**, you will see a list of all content and tools with dates in the course. To manually modify an individual date, click on the pencil icon (  ). To edit multiple items, use the check boxes to select the desired items and press **Adjust Dates** button.



**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 May 2, 2014 12:14 PM) Refresh

Item Types: Selected Options Date Types: All

Displaying 1 to 14 of 14 items

**Adjust Dates**

NAME	DUE	STARTS	ENDS
2565 - Tools and Techniques of BPM - Mid term - S/S 2013 ONLINE Test		14 OCT 2013 Wed 12:00 PM	30 OCT 2013 Wed 11:00 PM

2565 - Tools and Techniques of BPM - Mid term - S/S 2013 ONLINE  
 Availability Starts: 10/14/2013 12:00 PM  
 Availability Ends: 10/30/2013 11:00 PM

**Source URL:** <http://www.portalinfo.utoronto.ca/content/date-management>

### Links:

- [1] <http://portalinfo.utoronto.ca/content/copy-course>
- [2] <http://portalinfo.utoronto.ca/content/export-course-material>
- [3] <http://portalinfo.utoronto.ca/content/archive-course>