WHY WOULD YOU USE THIS FEATURE:
Use the Date Management tool to easily adjust all content and tool dates in your course. This is useful when reusing content from a previous semester (course copy or import) or when rescheduling course assessments due to cancellations. You can choose to adjust dates automatically or individually from one convenient location. Course dates can be adjust in three ways: (1) by course start date, (2) by number of days, (3) or individually by listing all dates for review. The date manager allows instructors to easily change availability and due dates from one location. Always review course dates before a class begins.

HOW TO MANAGE DATES BY COURSE START DATE:
1. Use this option when adjusting for new terms.
2. Access your course within Blackboard.
3. From the Control Panel, select Course Tools and then click Date Management.

(Note: If Date Management is not listed, you may need to make the tool available. Select Customizations from the Control Panel, and then click Tool Availability. Check Date Management from the list and click Submit to save the change)
4. Check **Use Course Start Date** and then enter the original course start date followed by the new start date.

5. Select **Start**.
6. An in progress and then completion notice will appear. This process can take several minutes. An email will be sent when the process is complete. When complete, click **Next**.
7. A list of all Due, Start, and End dates is provided.

![Image](http://www.utc.edu/learn/)

- Use the dropdown menus at the top to filter dates by **Item Type** (assignment, announcement, test, etc.) or **Date Type** (due dates or availability dates).
- Edit individual dates right from this screen using the pencil icon to the right of each item.
- Edit a group of dates by checking the box in front of the items and clicking **Adjust Dates** at the top or bottom of the page.

8. Changes are automatically saved.
9. You can return to this screen at any time by selecting Date Manager from Course Tools in the Control Panel.

**HOW TO MANAGE DATES BY ADJUSTING BY NUMBER OF DAYS:**
1. Use this option when you know how many days you want to adjust dates by.
2. Repeat steps 2 and 3 above.
3. Select **Adjust by Number of Days** and enter the number of days you wish to adjust the course for. Negative numbers will move the course dates back. Positive numbers will move the course forward in the calendar.
4. Repeat steps 5 through 9 above.

HOW TO MANAGE DATES BY ADJUSTING BY NUMBER OF DAYS:

1. Use this when you want to review dates before adjusting them. Select this option to display a list of all content and tools with dates in the course on the Date Management Review page. Use this option to review all of the dates and analyze them for adjustment.

2. A list of all Due, Start, and End dates is provided.

   a. Use the dropdown menus at the top to filter dates by Item Type (assignment, announcement, test, etc.) or Date Type (due dates or availability dates).
   b. Edit individual dates right from this screen using the pencil icon to the right of each item.
   c. Edit a group of dates by checking the box in front of the items and clicking Adjust Dates at the top or bottom of the page.

3. After review the dates in your course you may want to run the date manager again in order to change dates globally. To do so select Run Date Management from the top left corner.

4. See the instructions above to determine which date management function is appropriate to your situation.