



Technical College System of Georgia

Blackboard: Calendar and Date Management Tools

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Calendar

- The course calendar can be used to provide students with dates for course-related events.
 - Upcoming Tests, Due Dates for Assignments, or Special Lectures/Presentations.
- Course items with due dates appear automatically in the course calendar.
- Non-graded items with due dates don't appear in the calendar automatically. You'll have to add these directly to the course calendar for students see them.
- Only instructors can create course calendar events.

Date Management


- You can use the date management feature to update content dates when you copy from a previous term.
 - Due Dates, Availability, and Adaptive Release Dates related to the course content.


Date Management Reminders

- The Date Manager does not include items that do not have dates already applied.
- Do not enter dates in item titles or descriptions. Always use the date picker.
- When building Master courses, always enter dates so that once you get them into the CRN course, you can run the date manager to adjust the dates instead of having to enter dates manually.

Date Management Tool - Adjustment Options


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 

Date Management Review

Date Management Review

Run Date Management Again

Refresh

Item Types: ⓘ

Date Types: ⓘ

Displaying 1 to 9 of 9 items

Adjust Dates

AVAILABILITY

ADAPTIVE RELEASE

<input type="checkbox"/>	NAME ▲	DUE	STARTS	ENDS	STARTS	ENDS	
<input type="checkbox"/>	SafeAssign Assignment	<u>APR 10, 2020</u> Fri 11:59 PM	<u>APR 5, 2020</u> Sun 12:00 AM	<u>APR 11, 2020</u> Sat 11:59 PM			
<input type="checkbox"/>	Scuba Diving Essay Assignment	<u>APR 17, 2020</u> Fri 11:59 PM					
<input type="checkbox"/>	Scuba Diving Essay-SafeAssign Assignment	<u>APR 5, 2020</u> Sun 11:59 PM	<u>MAR 29, 2020</u> Sun 12:00 AM	<u>APR 6, 2020</u> Mon 12:00 AM			
<input type="checkbox"/>	Study Guide Item				<u>JUL 27, 2020</u> Mon 12:00 AM	<u>JUL 31, 2020</u> Fri 11:59 PM	

Minimum Settings to Make the Date Manager Efficient - *Announcements*

- Duration > Date Restricted
- Select Date Restrictions > Display After > Enter Date and Time

Minimum Settings to Make the Date Manager Efficient – *Content Areas*

- Folders & Learning Modules (Learning Unit, Module, Lesson)
 - Select Date Restrictions > Display After > Enter Date and Time.
 - If the folder should close, set the Display Until Date and Time.
- Content Items (Test, Assignment, Page, Item, etc.)
 - *Non-Graded Objects*: No dates are needed for objects that are just informational. Folder dates will handle access to the object.
 - *Graded Objects*: Due Date > Enter Due Date and Time
 - Select Date Restrictions > Display After > Enter Date and Time that matches the parent folder.
 - Repeat Due Date and Display After settings for every graded object in the folder.

Minimum Settings to Make the Date Manager Efficient – *Discussion Boards*

- Discussion forums should be dated at the Board level
- If links are used, dates can be added at this level but it's not necessary if dates are set at the Board level.

Discussion Board Example (1)

Discussion Board Forum:

Discussion Board

Create Forum Search ↑↓

→ Delete


<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants
<input type="checkbox"/> Scuba Diving Reflection ⌵ <i>Forum is not available. Available after: Tuesday, April 28, 2020 12:00:00 AM EDT.</i>	After reading the assigned text, discuss your thoughts on scuba diving.	8	4	1	4
<input type="checkbox"/> Scuba Diving Gear ⌵	Provide a description of the different types of scuba gear that you've used before and how effective it was.	3	3	0	2

Discussion Board Example (2)

Discussion Link:


Discussions ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ ↑↓

 **Scuba Diving Reflection** ▾

Provide a two paragraph reflection of you experiences with scuba diving. Reply to at least two other students mentioning something that was included in their post.

[Graded Forum]

 **Scuba Diving Gear** ▾

Describe the type of scuba gear that you've used and how effective it was.

[Graded Threads]

Content and Tools not Supported by the Date Manager

- Publisher Content dates
- Blackboard Collaborate sessions start and end dates