

# Blackboard: Calendar and Date Management Tools

Erica Roberson, GVTC

# 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 ADJUST	MENT OPTION							
Use Course Start Date	(i)							
Adjust by Number of Days (i)								
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 Revie	ew (i)							



## **Date Management Review**

Date Management Review											
Run Date Management Again											
Iten	n Types: Select Options + i Date Types: All		\$ (i)								
	Adjust Dates				[	Displaying 1 to 9 of 9	) items				
	Aujust Dates		AVAILABILITY		ADAPTIVE RELEASE						
		DUE	STARTS	ENDS	STARTS	ENDS					
	SafeAssign Assignment Assignment	<b>APR 10, 2020</b> Fri 11:59 PM	<b>APR 5, 2020</b> Sun 12:00 AM	APR 11, 2020 Sat 11:59 PM			2				
	Scuba Diving Essay Assignment	<b>APR 17, 2020</b> Fri 11:59 PM					2				
	Scuba Diving Essay-SafeAssign Assignment	<b>APR 5, 2020</b> Sun 11:59 PM	MAR 29, 2020 Sun 12:00 AM	<b>APR 6, 2020</b> Mon 12:00 AM			2				
	Study Guide Item				JUL 27, 2020 Mon 12:00 AM	<b>JUL 31, 2020</b> Fri 11:59 PM	2				



### 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)**

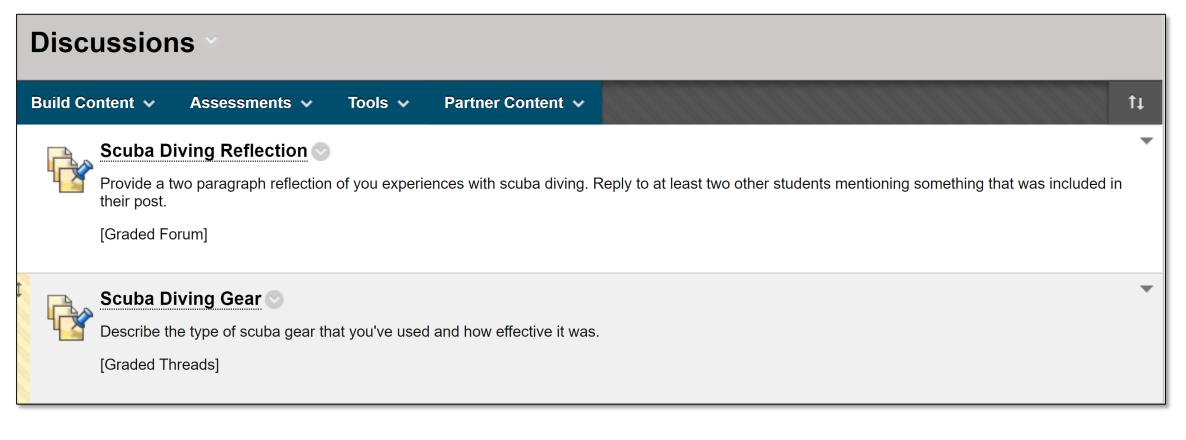
#### **Discussion Board Forum:**

Discussion Board									
Create F	orum					Search <b>1</b> ↓			
	elete								
	Forum	Description	Total Posts	Unread Posts	Unread Replies To Me	Total Participants			
	Scuba Diving Reflection Forum is not available. Available after: Tuesday, April 28, 2020 12:00:00 AM EDT.	After reading the assigned text, discuss your thoughts on scuba diving.	8	4	1	4			
	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:**





# Content and Tools not Supported by the Date Manager

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

