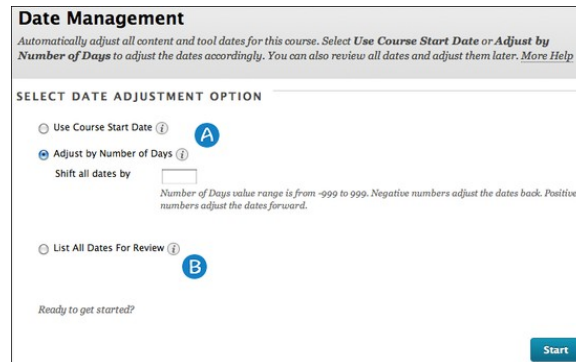


## DATE MANAGEMENT

Use the date management tool to easily adjust all content and tool dates in your course. Accessed on the **Control Panel** in the **Course Tools** section, you can choose to adjust dates automatically or individually from one convenient location.

The first step of date management is to decide if you want the system to automatically adjust the previous or current course item dates to new dates.



The screenshot shows the 'Date Management' interface. At the top, it says 'Date Management' and provides instructions: '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'. Below this is a section titled 'SELECT DATE ADJUSTMENT OPTION' with three radio button options: 'Use Course Start Date' (marked with a blue circle 'A'), 'Adjust by Number of Days' (selected, marked with a blue circle 'A'), and 'List All Dates For Review' (marked with a blue circle 'B'). The 'Adjust by Number of Days' option has a text input field labeled 'Shift all dates by' and a note: 'Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.' At the bottom, there is a 'Start' button and the text 'Ready to get started?'.

- A. Select **Use Course Start Date** or **Adjust by Number of Days** to adjust the date accordingly.
- B. You can also review all dates and adjust them later on the **Date Management Review** page.

### USE COURSE START DATE

Use this option when adjusting for new terms.

Adjust dates according to the course start date. The **Current Start Date** displays the date that the course is currently set to start. Change the new start date to reflect when this new course is going to start. All dates in the course adjust by the number of days each date occurs after the start date.

**Example:** The original course started September 1 with an assignment due September 26—twenty-five days after the start date. If you adjust the new start date to January 12, the assignment is now due February 6—twenty-five days after the new start date.

See video at: <http://www.screencast.com/t/4dVlksrJLWd>

### ADJUST BY NUMBER OF DAYS

Use this option when you know exactly how many days you want to adjust dates by.

Type the number of days you want to adjust all dates in the course by. This is based on the dates that are currently set for each item in the course, not today's date.

**Example:** On June 1, you adjust dates by 30 days. The assignment that was set to be due September 1 is now due October 1.

**Note:** Negative numbers move the dates back. Positive numbers move the dates forward.

See video at: <http://www.screencast.com/t/luxHz79eP>

## LIST ALL DATES FOR REVIEW

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.

See video at: <http://www.screencast.com/t/ieCOodWiNUmd>

## DATE MANAGEMENT REVIEW PAGE

This page displays all content and tools with dates set in the course. Review all dates and adjust accordingly.

NAME	DUE	AVAILABILITY		ADAPTIVE RELEASE	
		STARTS	ENDS	STARTS	ENDS
<input type="checkbox"/> A1 Announcements		1 MAR 2013 Fri 11:59 PM	15 MAR 2013 Fri 11:59 PM		
<input type="checkbox"/> Amazing Amazon SlideShare Presentation		1 APR 2013 Mon 11:59 PM	30 APR 2013 Tue 11:59 PM		
<input type="checkbox"/> BB content scorm Content Package (SCORM)	17 APR 2013 Wed 11:59 PM	1 APR 2013 Mon 09:30 AM	24 APR 2013 Wed 09:31 AM		
<input type="checkbox"/> BB Syllabus Syllabus		1 APR 2013 Mon 11:59 PM	15 MAY 2013 Wed 11:59 PM	2 APR 2013 Tue 11:59 PM	16 MAY 2013 Thu 11:59 PM

- A. Return to the first page and choose to adjust dates automatically. The first page also shows an inline receipt indicating when date management was last run.
- B. Refresh the current page to account for any changes that were made to the course since date management was last run.
- C. Filter your review by item type, such as assignment or test.
- D. Filter your review by date type, such as due date.
- E. Select one, multiple, or all items in the list to batch adjust dates. Adjusting dates allows users to indicate by how many days the selected item dates should be moved by. A negative number moves the dates back.
- F. Click to sort the list by item name.
- G. Review and adjust the due date for item. Click to sort the list by due date.

- H. Review when items are made available. Click to sort the list by item availability start and end dates.
- I. Review the adaptive release dates for items. Click to sort the list by adaptive release start and end dates.
- J. Navigate between pages. By default, the page shows 25 items.
- K. Click the date or edit icon to edit any of the dates for an item.

## ITEMS SUPPORTED BY DATE MANAGEMENT

All items with dates are supported by date management, including:

- Content, such as items, files, and audio.
- Assessments, such as tests, surveys, and assignments.
- Tools, such as discussions, blogs, journals, and announcements.
- Manual grade columns.
- Course and organization tasks.

**Note:** The task due dates are moved during the bulk move process, and they do appear in the review and edit dates screen. Date management does NOT support editing of due dates for tasks from the review and edit dates screen.

## PUBLISHER CONTENT

Publisher content is shown on the Date Management Review page. You cannot adjust the dates of publisher content with date management.