Using the Date Management tool in MyAberdeen

Introduction
This tool will be very useful, after your courses have been rolled over, if you have a large number of adaptive release rules and online assignments where dates have to be adjusted.

This tool enables you to adjust content and tool dates in a course in one operation.

All Blackboard Learn items with dates are supported in Date Management. This includes:

- Content (items, files, audio or other content)
- Assessments (tests, surveys, assignments)
- Tools (discussions, blogs, journals, announcements and other tools)
- Manual grade columns
- Course and organization tasks

This tool does not manage dates in Publisher content, Turnitin assignments or Blackboard Collaborate sessions.

Using the Date Management Tool
The tool is accessed from the course Control Panel in the Course Tools section.
If you have not used the tool before, you will see the screen below.

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.

There are two ways in which the tool will adjust dates automatically.

1. **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 July 1st with an assignment due July 26—twenty-five days after the start date. If you adjust the new start date to 1st September, the assignment is now due September 26th—twenty-five days after the new start date.

2. **Adjust dates 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. An assignment that was set to be due July 26th is now due August 26th.

   **Please note:** Negative numbers move the dates back. Positive numbers move the dates forward.
How to set the dates
Please note that there is a bug in the date selection process on this screen currently (July 2015). Blackboard have been informed but we do not know when this issue will be resolved.

If you click in either date box, the date picker tool opens up to allow you to select the required date.

PLEASE DO NOT USE THIS TOOL - as it will result in the wrong dates being set.

Instead of using the date picker, please manually enter the required date in US style format (month/day/year), as shown below.

We are sorry about the slightly clumsy nature of this work-around but believe that the time you can potentially save makes it worthwhile.

If you want to adjust dates by number of days, or list all dates for review, please select the appropriate radio button on the first date management screen.
When you run an automated update, a screen will appear showing the adjusted dates. You can still amend individual dates manually at this stage by clicking on an edit icon.

Blackboard have provided a video showing this process. If you wish to view it please visit https://youtu.be/p6iEAgz0rU1

**Need Further Advice?**

Please contact the eLearning team.