

Due Dates and Dates of Availability

Unless a course is open-ended, most will have some homework deadlines. When you add content (assignments, assessments or interactive tools) to your Blackboard course you will be prompted to set these deadlines by communicating **Due Dates** or by restricting access via **Availability Dates**. While these sound similar they have different functions.

Availability Date is a date/time after which an item will become available or a date range within which it is available to students. Some things to know about availability dates:

- **What it Does:** Setting dates of availability controls when the item will be displayed
- **Student Notification:** Setting dates of availability does not inform students when the item will be available – instructors must include “expiration” or “availability dates” in the item description or elsewhere.
- **How Availability Dates Are Set:** Availability dates are applied individually to items (or to folders containing a number of items) which controls student access. Dates must be individually updated for each item they have been applied to if the course is re-used

Due Date is simply a date the instructor expects an item to be completed by. Some things to know about Due Dates:



- **What it Does:** Due dates do not restrict the availability of an item. Submissions are still accepted after the due date but are marked late
- **Student Notification:** Students are automatically notified of due dates
- **How Due Dates Are Set:** Due dates can be applied globally to all content items or by item type from one page in Blackboard



Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:



Limit Availability Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

How to Set Availability Dates

1. Availability can be set when an item is created (see instructions for individual content items – **Adding Content > Assignments, Interactive Tools, Using tests, Surveys and Pools**) or can be edited later using the edit menu for that item in the content area (Edit, Edit Test Options, Edit Properties, etc.)
2. Check the box for **Display After** and type in or select a date using the calendar. Similarly, select a Display After time. If desired, select a **Display Until** date and time.

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Today is: Monday, June 16, 2014

3. Click **Submit**.
4. Include dates of availability in item/folder description.

Example

Availability Settings

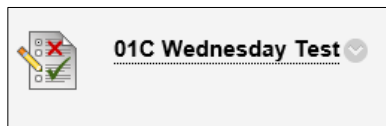
Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

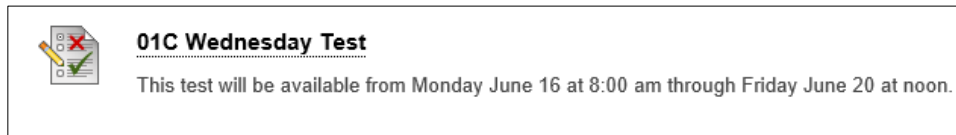
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

What the Student Sees



After Instructor Editing of the Content Link's Description



How to Set Due Dates

Due Dates can be set when an item is created (see instructions for individual content items – [Adding Content >, Assignments, Interactive Tools, Using Tests, Surveys and Pools](#)) or can be edited later using the edit menu for that item in the content area (Edit, Edit Test Options, Edit Properties, etc.)

To Set Due Dates During Item Creation:

1. Check the box in front of **Due Date**
2. Type in or select a date using the calendar.
3. Type in or select a time using the clock.

Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed. Submissions are accepted after this date, but are marked Late.

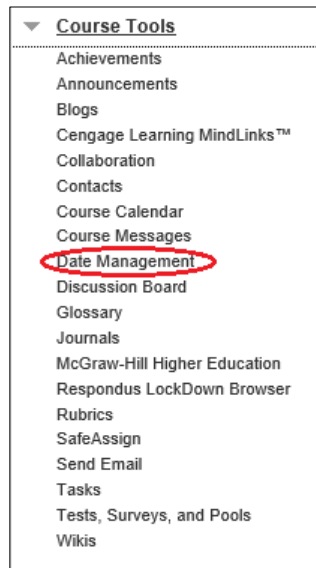
Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is checked.

To Set Due Dates for All Items Simultaneously

1. Access the **Date Management** link from the **Course Tools** menu



2. Select a date adjustment option and click **Start**.
 - a. **Use Course Start Date** – if an item has a due date of 25 days after the start of the semester in the original course, when you “Use Course Start Date” and change the start date of the course for a subsequent semester, the due date for that item will still be 25 days after the start of the semester
 - b. **Adjust by Number of Days** – use this option to move all items ahead or back by a specified number of days. If you want to ensure that due dates fall on the same day of the week as they did in the original course use this option. Type in the number of days to shift all dates by (positive to move ahead, negative to move back).
 - c. **List All Dates for Review** - Use this when you want to review dates before adjusting them.

Date Management
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](#)

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 [?](#)


Start
Ready to get started?

[Start](#)

3. Wait for the Data Management Progress status page to successfully complete. Click **Next**.

Date Management Progress

Date Management process status for course name: Blackboard Practice Class

100% 

Date Management process completed successfully. 3.24 seconds

Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.

[Next](#)

4. Click **Next** to move to Date Management Review page

Date Management Review

This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.

Run Date Management Again (Valid as of June 16, 2014 3:14 PM) Refresh

Item Types: Date Types:

Displaying 1 to 4 of 4 items

NAME <input type="checkbox"/>	DUE	AVAILABILITY		ADAPTIVE RELEASE		
		STARTS	ENDS	STARTS	ENDS	
01C Wednesday Test <input type="button" value="↶"/> <input type="button" value="✓"/>						
Due						
06/20/2014 12:00 PM <input type="button" value="📅"/>						
<input type="checkbox"/> Blackboard Assessments Content Folder		27 APR 2005				<input type="button" value="✎"/>
		Wed 08:15 AM				
<input type="checkbox"/> Demo Tests Content Folder		29 MAY 2003		29 MAY 2003		<input type="button" value="✎"/>
		Thu 06:25 PM		Thu 06:25 PM		
<input type="checkbox"/> Exam 1 is Due Announcements		13 JUN 2014				<input type="button" value="✎"/>
		Fri 07:05 PM				

4. Items can be filtered by **item type** or by **date type**

Item Types:

Check All Uncheck All

- Announcements (1)
- Content Folder (2)
- Test (1)

Date Types:

-
-
-
-

5. To edit an individual item check the box next to the item, click **Adjust Dates** button and add or subtract days

6. To edit several at once check the box in front of each item then click **Adjust Dates**

<input type="checkbox"/>	NAME	DUE	STARTS	ENDS	STARTS	ENDS
<input checked="" type="checkbox"/>	01C Wednesday Test Test Updated	20 JUN 2014 Fri 12:00 PM				
<input checked="" type="checkbox"/>	Blackboard Assessments Content Folder		27 APR 2005 Wed 08:15 AM			
<input checked="" type="checkbox"/>	Demo Tests Content Folder		29 MAY 2003 Thu 06:25 PM		29 MAY 2003 Thu 06:25 PM	
<input type="checkbox"/>	Exam 1 is Due Announcements		13 JUN 2014 Fri 07:05 PM			

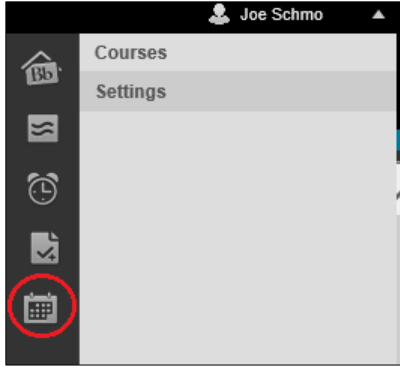
Adjust Dates

7. Click **Run Date Management Again** to return to the Select a Date Adjustment Option page

Run Date Management Again

Student View of Due Dates

Students can see Due Dates in the Calendar and in the Notifications Module (if created – See **Communication Tools > Notifications**) accessible under **Global Navigation**



Additional Resources: Blackboard Help <https://help.blackboard.com>