

## Automatic Updating of All Dates in Blackboard Courses

One time-consuming feature of using Blackboard courses is resetting the dates, assignments, quizzes, discussion topics, etc. each term. Did you know that there is a feature in Blackboard Vista that now lets you update your whole course with two clicks? When your course is finished for the semester, you can prepare it for the next term by setting the dates forward for all course items using the Adjust All Dates function. For example, if the earliest course item starts on September 2, 2008 and you change it to January 20, 2009, this will automatically set the dates forward for all course items by 154 days. After you run the Adjust all dates function, you can further refine the dates and times for individual course items by selecting Adjust Individual Dates. This will bring up a screen with all the dates and times for individual course items, like quiz dates, that you can modify.

Note: If your date criteria were set in the Selective Release tool, these dates are not updated automatically and you must adjust them manually.

### Steps to Adjust All Dates:

1. From the Manage Course screen on the Build tab, click Date Rollover.
2. Click Adjust All Dates.
3. The earliest recorded start date from the past semester will be displayed. Change the start date of the earliest course item to the first start date of the new semester by clicking the Date Selection icon. You can also enter the date in numerals separated by forward slashes. For example: 01/20/2009.
4. Click Adjust All Dates.

### To Adjust Individual Dates

1. From the Manage Course screen on the Build tab, click Date Rollover.
2. Click Adjust Individual Dates
3. A screen will display listing all the dated course items. To adjust a date for a course item, select the date in the text box next to the item and either click the new date on the calendar supplied or type it in.

That's all there is to it!

For more help with these features, please contact one of the [TD team](#)

[return to Blackboard modules index](#)