



Using the Date Management Tool

The Date Management tool easily adjusts all content and tool dates in your course. Accessed under Course Tools on the Control Panel, you can choose to adjust the dates automatically or individually from one location.

All content types with dates are supported in Date Management, including:

- Content (items, files, audio, etc.)
- Assessments (tests, surveys)
- Assignments
- Tools (discussions, blogs, journals, announcements, etc.)
- Adaptive Release
- Manual grade columns

The first step is to decide how you want the dates to be adjusted. You can choose the course's start date, the semester term dates, a specified number of dates or list them individually.

Select Date Adjustment Option

Use Course Start Date

Use Term Info

Current Start Date
New

Fall 2013 (8/28/13-12/21/13)

Spring 2014 (1/13/14-5/16/14)

Adjust by Number of Days

List All Dates For Review



After you have chosen the option that works best for you, you should see a progress page that lets you know when the dates have been updated. This may take a while, so you can leave and wait for the email notification from the system. The email shows a table of the content with the previous date and newly adjusted date listed.

Date Management process status for course name: University of North Texas System Course



Date Management process completed successfully. 8 seconds

Once the process is completed, you'll see a review page of all the content and tool items with the new availability dates as shown in the example below.

NAME	STARTS	ENDS	STARTS	ENDS
Blues Styles from Barrelhouse to Finger Pickin File	22 JUL 2013 Mon 11:59 PM			
Course Policy & Syllabus File			20 MAY 2013 Mon 11:59 PM	22 JUN 2013 Sat 11:59 PM
Paper 1 Availability Starts: 07/11/2014 11:59 PM Availability Ends: 07/14/2014 11:59 PM				
The St. Louis Blues Shouters File			19 JUL 2014 Sat 11:59 PM	
Welcome Aboard! Item	23 MAY 2013 Thu 12:00 PM			

You can run the date management tool again or edit individual items if the dates are not correct.

Tip! Publisher content is shown on the Date Management review page, but you cannot adjust the dates of the publisher's content from this tool.