Updating Dates in Folder Description Text

Instructions

**Purpose:** Updating Dates in Folder Description Text walks through the process of updating dates that may appear in the description text of items such as Folders.

*Note* These instructions reference the Kent State Online Template. If you are not using this template for your course and would like more information, please review the Getting Started section on The Framework Build page of the Online Teaching website (http://www.kent.edu/onlineteaching/build).

Updating Dates in Description Text

**Needed to Complete:**

To complete “Updating Dates in Folder Description Text”, you will need to:

- Be logged into Blackboard Learn
- Be in the course that needs the description text updated
- Be enrolled as an Instructor, Teaching Assistant, or Course Builder in the course
- Have an updated Syllabus or Course Schedule document available for reference
Step 1: Navigate to Learning Materials Content Area

Navigate to the location in your course where the first folder with dates that need to be updated is located. In the Kent State Online Template, weekly or module folders are located in the Learning Materials content area. On the left-hand navigation menu click the Learning Materials link or click on the Learning Materials folder on the Home page.
Step 2: Access Edit Content Folder

Click the drop-down arrow that appears to the right of the folder with a date in the text description that needs updated and click **Edit**.

![Learning Materials](image)

Step 3: Update Text Date

Under 1. **Content Folder Information**, replace the text date located in the **Text** box with the updated date.

*Note* This date should reflect the period of time students are expected to interact with content contained in the folder.

![Content Folder Information](image)
Step 4: Skip Section 2

Leave the default settings as is under 2. Default Content View.

Step 5: Select Date and Time Restrictions

Under 3. Standard Options, if Display After and/or Display Until are set, adjust these to correspond with the updated date in the folder description text.

*Note* Display After refers to the date and time when the folder will become available to students. Display Until refers to the date and time when the folder will become unavailable to students. Both settings are optional.

Step 6: Submit Changes

Under 4. Submit, click the Submit button.
Step 7: Repeat Steps 1 - 5 For All Folders With Dates in the Description Text

Repeat **Steps 1 - 5** for all **Folders** with dates in the description text.

*NNote* It is strongly recommended that dates appear in text form only on week/module folders. When referencing due dates in the description text of other items contained within the week/module folders (e.g. Overview, Assignments, Assessments), it is recommended that dates are listed generically by day, week, and time or by referring students to the **Course Schedule**.