

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

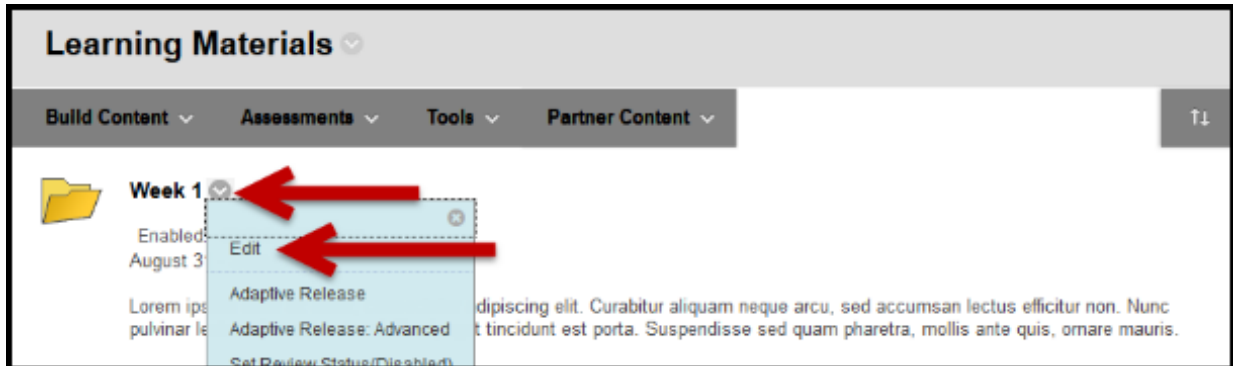
Step 1: Navigate to Learning Materials Content Area

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.

The screenshot displays the 'Home' page of a course. On the left is a navigation menu with categories: 'Getting Started', 'My Course', and 'Technical Support'. A red arrow points to 'Learning Materials' in the 'My Course' section. The main content area has a header with 'Home' and navigation tabs: 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below the header are three content sections: 'Instructor Information' (with a placeholder for a photo/video), 'Start Here' (a welcome message), and 'Learning Materials' (with a red arrow pointing to the title). A 'Please Note' section is at the bottom of the 'Learning Materials' area.

Step 2: Access Edit Content Folder

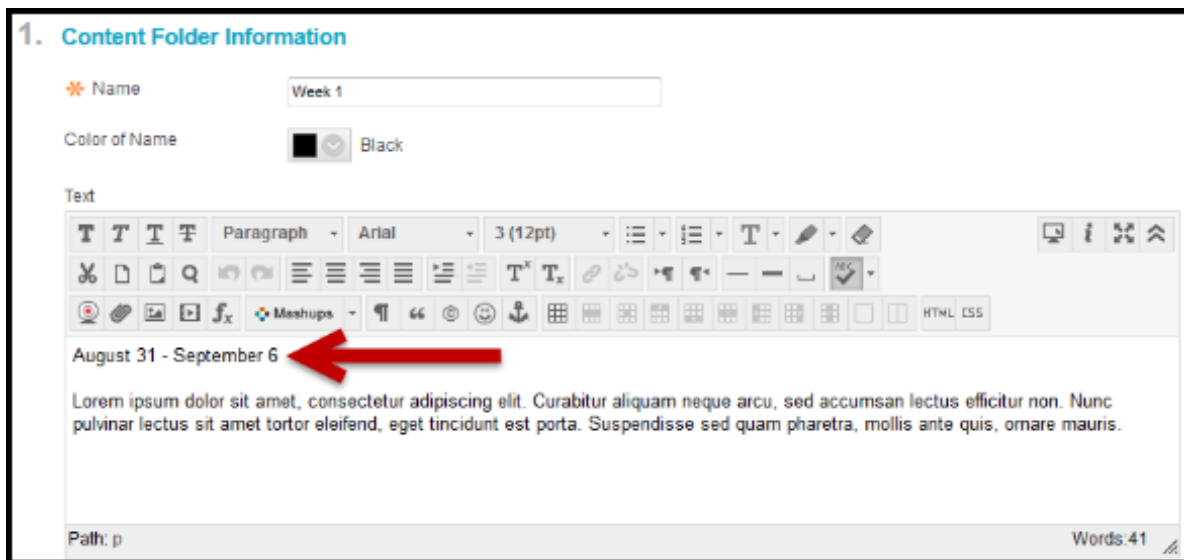
Click the drop-down arrow that appears to the right of the folder with a date in the text description that needs updated and click **Edit**.



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.*



Step 4: Skip Section 2

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

2. Default Content View

Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas, select the check box.

Content View Icon Only Text Only Icon and Text

Change Default Content View for All New and Existing Sub-folders and Items

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.*

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After 08/31/2015 12:00 AM
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.

Step 6: Submit Changes

Under **4. Submit**, click the **Submit** button.

4. Submit

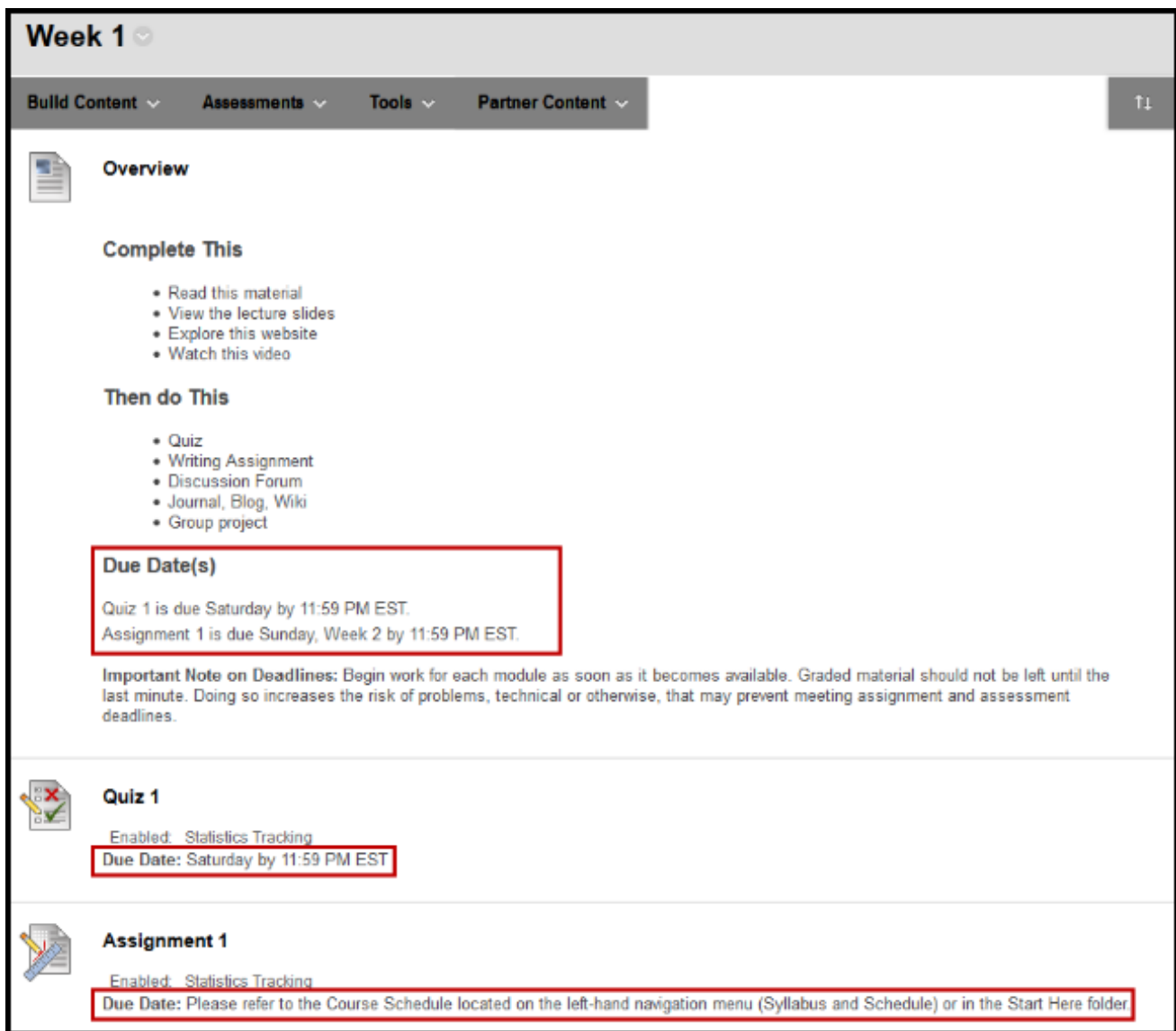
Click **Submit** to proceed. Click **Cancel** to go back.

Submit

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.

Note* 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.*



Week 1

Buld Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Overview

Complete This

- Read this material
- View the lecture slides
- Explore this website
- Watch this video

Then do This

- Quiz
- Writing Assignment
- Discussion Forum
- Journal, Blog, Wiki
- Group project

Due Date(s)

Quiz 1 is due Saturday by 11:59 PM EST.
Assignment 1 is due Sunday, Week 2 by 11:59 PM EST.

Important Note on Deadlines: Begin work for each module as soon as it becomes available. Graded material should not be left until the last minute. Doing so increases the risk of problems, technical or otherwise, that may prevent meeting assignment and assessment deadlines.

Quiz 1

Enabled: Statistics Tracking
Due Date: Saturday by 11:59 PM EST

Assignment 1

Enabled: Statistics Tracking
Due Date: Please refer to the Course Schedule located on the left-hand navigation menu (Syllabus and Schedule) or in the Start Here folder