

Updating Display and Due Dates Instructions

Purpose: **Updating Display and Due Dates** walks through the process of updating dates in items that have **Display Date** and **Due Date** settings (e.g. Folders, Assignments, Assessments, Discussions, etc.) .

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 Display and Due Dates

Needed to Complete:

To complete “Updating Display and Due Dates”, you will need to:

- Be logged into **Blackboard Learn**
- Be in the course that needs display and due dates 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 the Item (Folder, Assessment, Discussion, etc.) That Needs Display and/or Due Dates Updated

Navigate to the location in your course where the first item (Folder, Assessment, Discussion, etc.) 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.

Step 2: Access Edit Area

Accessing the **Edit** area is different for each item type. See the item type listed below for details.

- **Folders:** Click the drop-down arrow that appears to the right of the folder and click **Edit**.

Note* Folders do not have the **Due Date setting.*

- **Assignments:** Click the drop-down arrow that appears to the right of the assignment and click **Edit**.

- **Assessments:** Click the drop-down arrow that appears to the right of the assessment and click **Edit the Test Options**.

- **Blogs, Discussions, Journals:** There are two places dates appear for these items.

1. The first is the link created when the item is deployed. Click the drop-down arrow that appears to the right of the item within the folder and click **Edit**.

Note* Links to deployed items do not have the **Due Date setting.*

2. The second is the item itself located within the course tool. Click the **Course Tools** option located on the left-hand navigation menu under the **Control Panel** section and click the appropriate course tool link (**Blogs, Discussion Board, or Journals**). Click the drop-down arrow that appears to the right of the item name under the first column and click **Edit**.

Note* To access the **Discussion Board forum list after clicking the course tool link in the **Control Panel**, click the **Course ID (CRN.YearSemester)** link under the first column.*

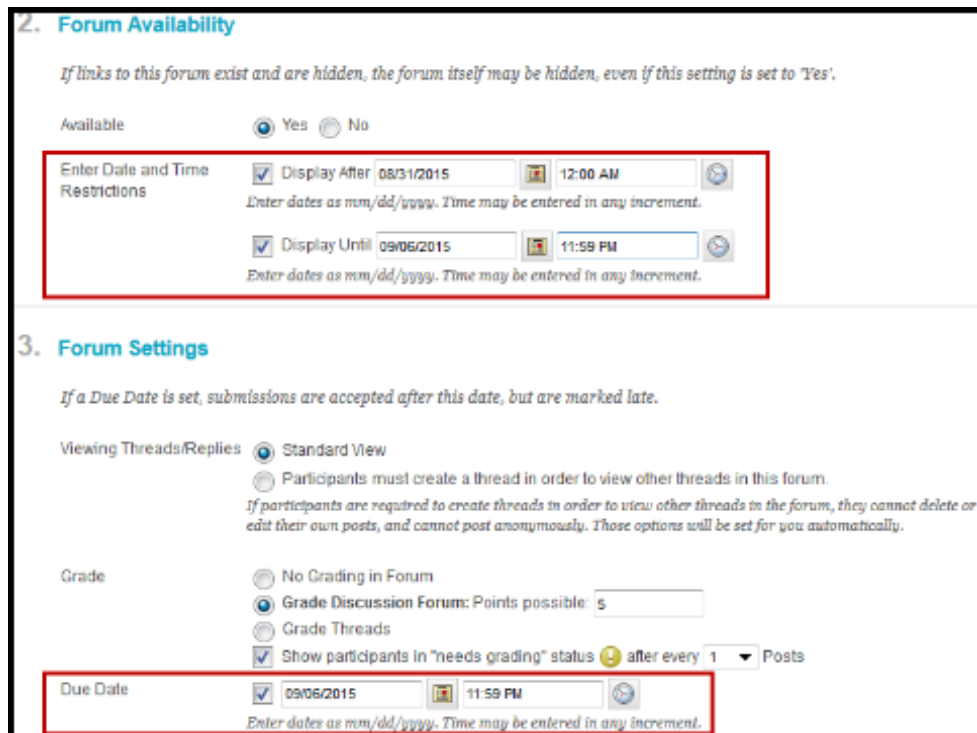
Note* If setting **Display Dates in both places, the dates should be the same.*

Step 3: Update Display and/or Due Dates

Adjust or enter **Display After**, **Display Until**, and/or **Due Dates** to correspond with the updated date(s) according to your **Syllabus/Course Schedule**.

Note* **Display After refers to the date and time when the item will become available to students. **Display Until** refers to the date and time when the item will become unavailable to students. **Due Date** refers to the date displayed to students in the **My Grades** area. In the case of Assignments and Assessments, this is also the date and time after which a student's submission will be marked as **Late**.*

The location of "Enter Date and Time Restrictions" and "Due Date" will vary from item to item. (Image: Discussion Board tool)



2. Forum Availability

If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to 'Yes'.

Available Yes No

Enter 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 09/06/2015 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade No Grading in Forum
 Grade Discussion Forum: Points possible: 5
 Grade Threads

Show participants in "needs grading" status after every 1 Posts

Due Date 09/06/2015 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Step 4: Submit Changes

Under the **Submit** section at the bottom of the edit area, click the **Submit** button.



Submit

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

Submit

Step 5: Repeat Steps 1 - 4 For All Items With Display and/or Due Dates

Repeat **Steps 1 - 5** for all folders, items (e.g. Assignments, Assessments, etc.) within each folder, and items in Course Tools (e.g. Discussions) that have **Display** and/or **Due Dates** need updating.

