Faculty Tutorial: Create and Edit Due Dates

Purpose: To show instructors how to add and edit due dates that display on the course Calendar.

In the Blackboard template used for courses offered through Drake Online and Continuing Education, the Calendar displays due dates for items that have a due date entered in the item’s Due Date field.

When you teach a returning course, verify the updated due dates in your course to ensure the Calendar matches your updated Schedule.

**IMPORTANT NOTE**

- At the end of this document, the Date Management tool is used as a shortcut to change a due date in the Due Date field.
- If you typed exact due dates (e.g., 07/04/2020) in the course, you are responsible for updating those dates whenever a course is reoffered. This includes item headers, item descriptions, announcements, etc.

This tutorial shows where you add and edit due dates for assignments, tests, and discussion forums.
Assignments

1. Locate the assignment in the module.
2. Click the chevron to the right of the assignment’s header and click **Edit**.

   ![M2.1 Assignment](image)

   **M2.1 Assignment**

   - Enabled: Review, Statistics Tracking
   - Attached Files: 02_M2_Assignment.docx (29.973 KB)

3. Review the assignment’s Due Date. This particular assignment will display on the Calendar on 07/01/2020.
Tests

1. Locate the test in the module.
2. Click the chevron to the right of the test’s header.

3. Click Edit the Test Options.

4. Review the test’s Due Date. This particular assignment will display on the Calendar on 06/01/2020.
Discussions
For each discussion forum, check both editable pages.

Discussion Page from Course Tools (1 of 2)

1. Click Discussion Board from Course Tools.

2. Click the Discussion Board link for your course.
3. Locate the discussion forum. Click the chevron for the discussion forum.

Think about your current role or a role you would like to have. In your post, address the following questions:

- What are some aspects and responsibilities of your role that are regulated by a federal agency?
  - If not applicable to your current role, review OSHA's website to frame your response.
- Do you think it's important to have administrative agencies conducting quasi-executive, quasi-legislative, and quasi-judicial activity? Why or why not?

You must make your initial post to the discussion forum before you can read the posts of others. Discussion posts cannot be edited or deleted so please review your post carefully before submitting it.

Post your initial response by Friday of Week 1. Respond to at least one classmate by Sunday of Week 1.

4. Click Edit.

5. Check for dates in the discussion text box. The dates in the Description are not tied to the Calendar.
7. Locate the Due Date section.
   a. Review the Due Date and make updates if needed. This Due Date displays on the Calendar.
      i. For the Due Date, most instructors use the date when all responses are due.
   b. Review the “needs grading” status setting.
      i. If you want the discussion to display in the Needs Grading section of the Grade Center, define when you want it to display (i.e., after how many posts).
      ii. Most instructors take the number of **required response posts** (e.g., 2) **and add 1** for the student’s initial post. In this example, the alert would be set to “3” posts.
      iii. **Important:** Students see the Needs Grading alert in My Grades.
Discussion Page from Within the Module (2 of 2)

1. Locate the discussion within the course module.
2. Click the chevron to the right of the discussion’s header.
3. Click Edit.

4. There are two types of dates you can update from this page:
   a. Due date references in the body of the discussion text.
b. If using Date Restrictions, you can verify and change the dates here.

Shortcut: Date Management Course Tool
If you only need to change the due date for a graded item—that is, you do not need to change any instructions—another option is the Date Management Course Tool.

1. From within your Blackboard course, click “Course Tools,” which is located in the “Course Management” portion of the course menu.
2. Select “Date Management.”

3. On the “Date Management Review” page, click the pencil icon next to the item you want to edit.
4. Change the date and/or time in the “Due” edit box.

5. Click the green checkmark to save your changes.
6. An “Updated” message will appear once your edits have been saved.

For other Due Dates that need to be updated, repeat the process.