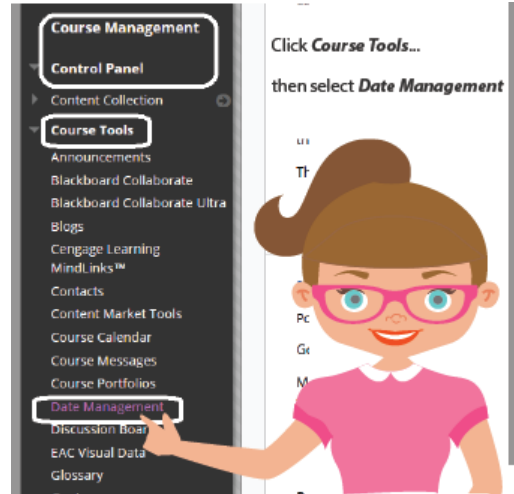# click here for more...

Blackboard's *Date Management* Tool

...presented by YOUR OC Global Team!

In your course, click **Course Tools** from the **Course Management Control Panel** area
left side of screen

...select **Date Management**

Select the option that will work best for you
I like to list my dates

Course Management
Control Panel
Content Collection
Course Tools
Announcements
Blackboard Collaborate
Blackboard Collaborate Ultra
Blogs
Cengage Learning MindLinks™
Contacts
Content Market Tools
Course Calendar
Course Messages
Course Portfolios
Date Management
Discussion Board
EAC Visual Data
Glossary

Click *Course Tools...*
then select *Date Management*

Adjust Dates | Page 1 of 2

AVAILABILITY

NAME △	DUE	STARTS	ENDS
Did you know.... Announcements		JAN 15, 2018 Mon 08:17 PM	
Earning Potential Spreadsheet Announcements		DEC 4, 2017 Mon 11:26 AM	
Explore more about computers! Assignment	JAN 22, 2018 Mon 11		
Final Project Submission -- Click here to Submit! Assignment	MAR 4 Sun 11:		
Formatting for Education and Career Discussion Board	FEB 5, 2018 Mon 11:59 PM		
Choosing A Computer Due 02/26/2018 11:59 PM			
Explore more about computers! Assignment			
Final Project Submission -- Click here to Submit! Assignment	MAR 4, 2018 Sun 11:59 PM		
Microsoft Access 2013 Tutorial Level 1 Part 01 of 12 - Database Terminology YouTube Video		APR 22, 2016 Fri 03:10 PM	

Adjust Dates | Page 1 of 2

Displaying 1 to 25 of 41 items | Show All | Edit Paging...

Click the **Pencil** icon to edit individual dates...

Change dates...

... and click the check to lock your change!

...or click *Adjust Dates* to adjust dates (select items, then count days to adjust!)

...select individual items by clicking the **pencil** icon next to each.

Then change the date as needed...

Be sure to click the green button with the check to save changes!

OR you can select multiple items, and click the **Adjust Dates** button.