

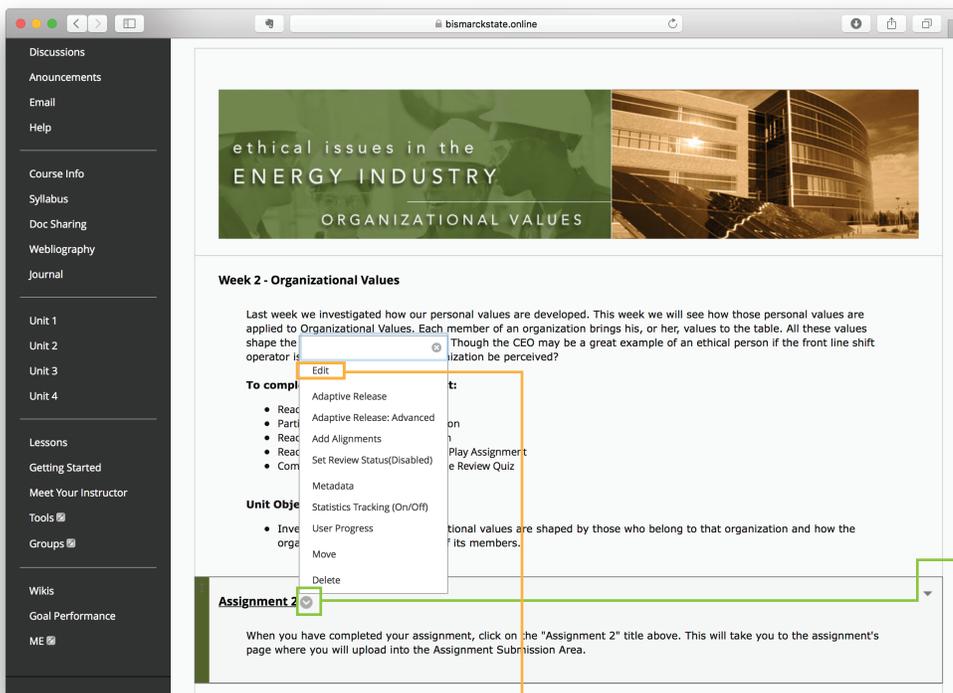
BLACKBOARD HOW TO CONFIGURE DUE DATES

CONFIGURING DUE DATES IN BLACKBOARD

Blackboard gives you the option to set due dates as well as availability dates on your content items. Please note that these are two separate settings.

ATTENTION: Keep in mind that dates and times will convert for students in other time zones. For example, if you set a due date of Sunday, at 11:59pm Central Time, it will show up as Monday, at 12:59pm Eastern Time. Please consider this when choosing due dates and times.

CONFIGURING DUE DATES ON ASSIGNMENTS



The screenshot shows a Blackboard course page for "Week 2 - Organizational Values". The page includes a header with the title "ethical issues in the ENERGY INDUSTRY ORGANIZATIONAL VALUES" and a background image of a modern building. Below the header, there is a text block for the week's content. A dropdown menu is open for "Assignment 2", showing options: "Edit", "Adaptive Release", "Adaptive Release: Advanced", "Add Alignments", "Add Assignments", "Play Assignment", "Set Review Status(Disabled)", "Review Quiz", "Metadata", "Statistics Tracking (On/Off)", "Unit Objectives", "User Progress", "Inventories", "Move", and "Delete". The "Edit" option is highlighted with an orange box. A green box highlights the dropdown arrow next to "Assignment 2".

Locate the assignment drop down menu by clicking on the arrow next to your assignment name.

In the menu, select **Edit**.

BLACKBOARD HOW TO CONFIGURE DUE DATES PAGE 2

You will reach the Edit Assignment page which will look similar to this.

Scroll down to the Due Dates section and set the assignment's due date and time.

Be sure to check the box to activate the due date and time.

Assignments with due dates automatically show in the course calendar.

Scroll further down the Edit Assignment page and look for the Availability section.

Display dates don't affect an assignment's availability, only when it appears.

Make the assignment available when you're ready for students to access it. Select the appropriate options for availability, tracking, and display dates.

Edit Assignment: Assignment 2
Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color: Black

Instructions

When you have completed your assignment, click on the "Assignment 2" title above. This will take you to the assignment's page where you will upload into the Assignment Submission Area.

Path: blockquote » p » span Words:30

ASSIGNMENT FILES

Attach Files

DUE DATES

Submissions are accepted after this date, but are marked Late.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

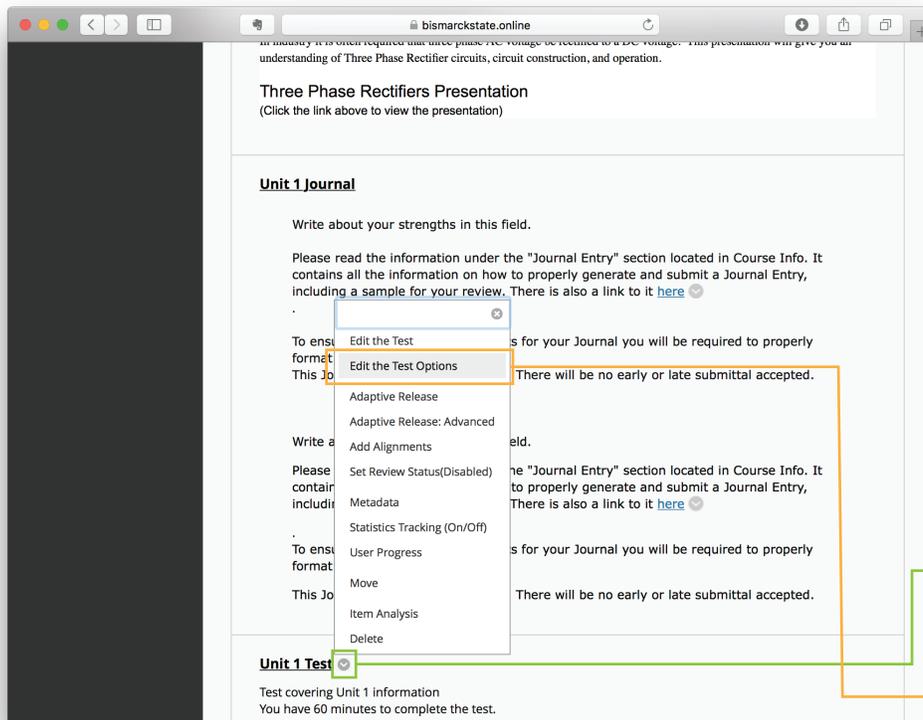
Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

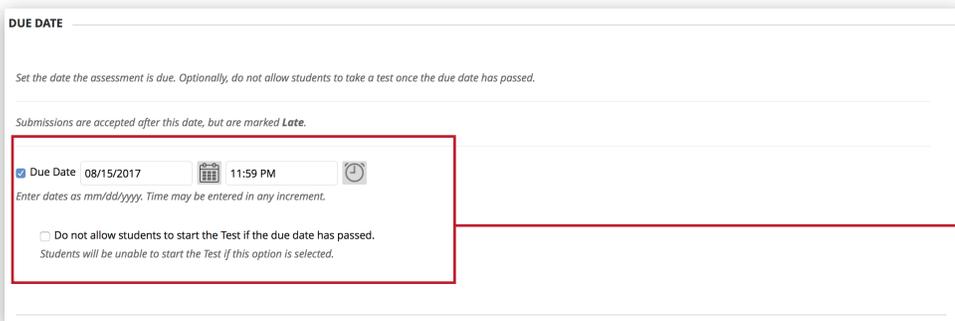
BLACKBOARD HOW TO CONFIGURE DUE DATES PAGE 3

CONFIGURING DUE DATES ON TESTS



Locate the test drop down menu by clicking on the arrow next to the test name.

In the menu, select Edit the Test Options.



You will be taken to the Test Options page.

Scroll down to the Due Dates section and set the test's due date and time. Be sure to check the box to activate the due date and time.

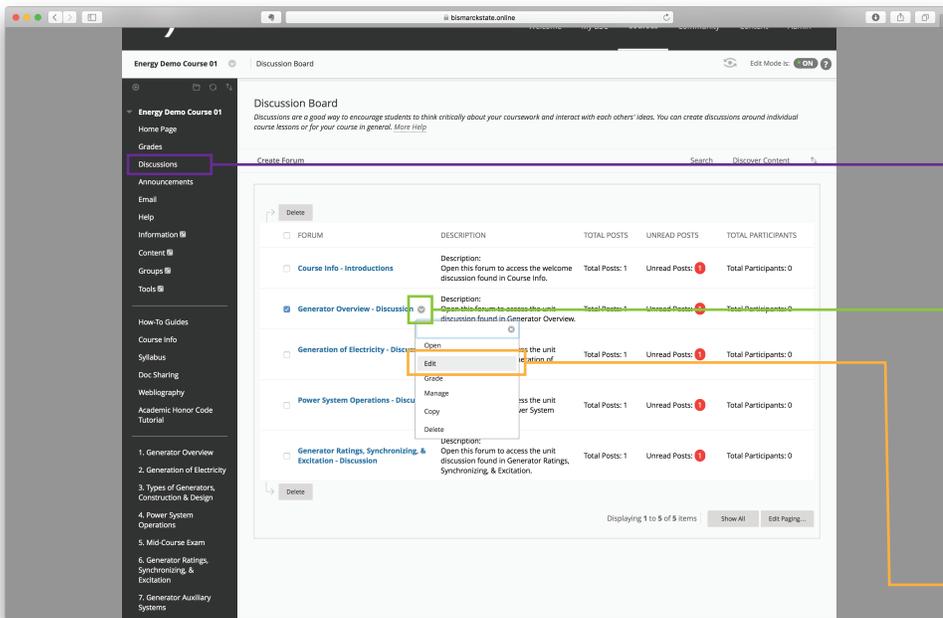
Set a due date to easily include that test or survey in a grading period and on the calendar.



Further down the Edit the Test Options page you can set the Availability section.

Unavailable tests and surveys deployed in a content area don't appear to students. **Display dates don't affect a test or survey's availability, only when it appears.**

CONFIGURING DUE DATES ON DISCUSSIONS



Go to the **Discussions**.

Locate the test drop down menu by clicking on the arrow next to the discussion name.

In the menu, select **Edit**.

You will be taken to the Discussion Edit Forum page.

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 08/16/2017 12:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 08/23/2017 12:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Scroll down to the Forum Availability section and set the discussions' availability. Be sure to check the box to activate the due date and time.

Display restrictions affect the visibility of the discussion board or forum.
Display dates don't affect a test or survey's availability, only when it appears.

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: 10

Grade Threads

Due Date

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

03/05/2017 10:57 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Further down the Edit Forum page you can set the Due Date under the Availability section.

Set a due date to easily include the discussion on the calendar.