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 times 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**

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

In the menu, select **Edit**.
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.
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.
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.

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.

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.