

# PREPARE A BLACKBOARD COURSE FOR CANVAS CONVERSION

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**Prior to Starting:** Instructors may want to export a copy of the course and save it to keep a clean copy of the original. Instructors may want to request an empty course shell in Blackboard to work in.

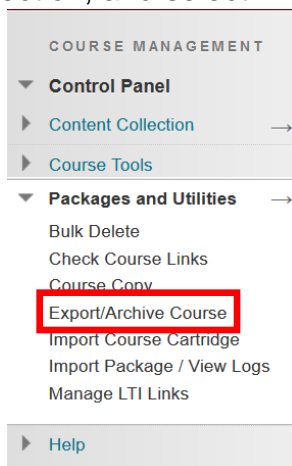
## Checklist to Prepare a Blackboard Course for Canvas Conversion

Use the following check list to assist in preparing a Blackboard course for Canvas conversion. Click the links on the check list for step-by-step instructions on how to complete that task.

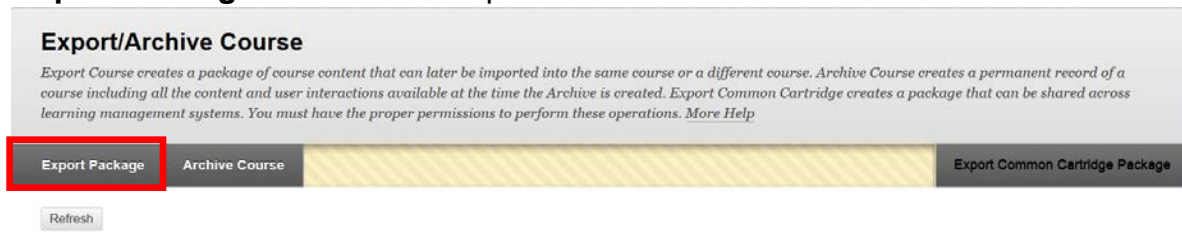
|  |  |
|--|--|
|  | <a href="#">Export the Blackboard Course</a>   |
|  | <a href="#">Import the Blackboard Course</a> into a fresh Blackboard course shell  |
|  | <a href="#">Course Navigation Menu</a> – Delete any old, unused, outdated, or unnecessary course links   |
|  | <a href="#">Course Content</a> – Delete any old, unused, outdated, or unnecessary content, assignments, assessments, links, documents, etc.  |
|  | <a href="#">Gradebook</a> – (a) Delete any unused grade columns (NOTE: Be sure to unhide all columns before starting), and (b) Organize the Gradebook columns by due date (as that is how Canvas' gradebook is configured) |
|  | <a href="#">Create a "Modules" content area</a> and course navigation link on the Course Menu  |
|  | <a href="#">Learning Modules</a> - in the "Modules" content area, create Learning Modules (organize by Week, Unit, or Chapter)   |
|  | <a href="#">Move the course content</a> from the content area or folders into the Learning Modules   |
|  | <a href="#">Update the display dates and due dates</a> for all course content  |
|  | <a href="#">Delete any (original) empty content area links</a> from the Course Menu  |
|  | <a href="#">Export the "clean" course</a> from Blackboard for import into Canvas   |

## Export the Blackboard Course

To export a course in Blackboard, enter the course. Under the Course Management Menu, click **Packages and Utilities** to expand the section, and select **Export/Archive Course** from the menu.



Click the **Export Package** button on the top tool bar.



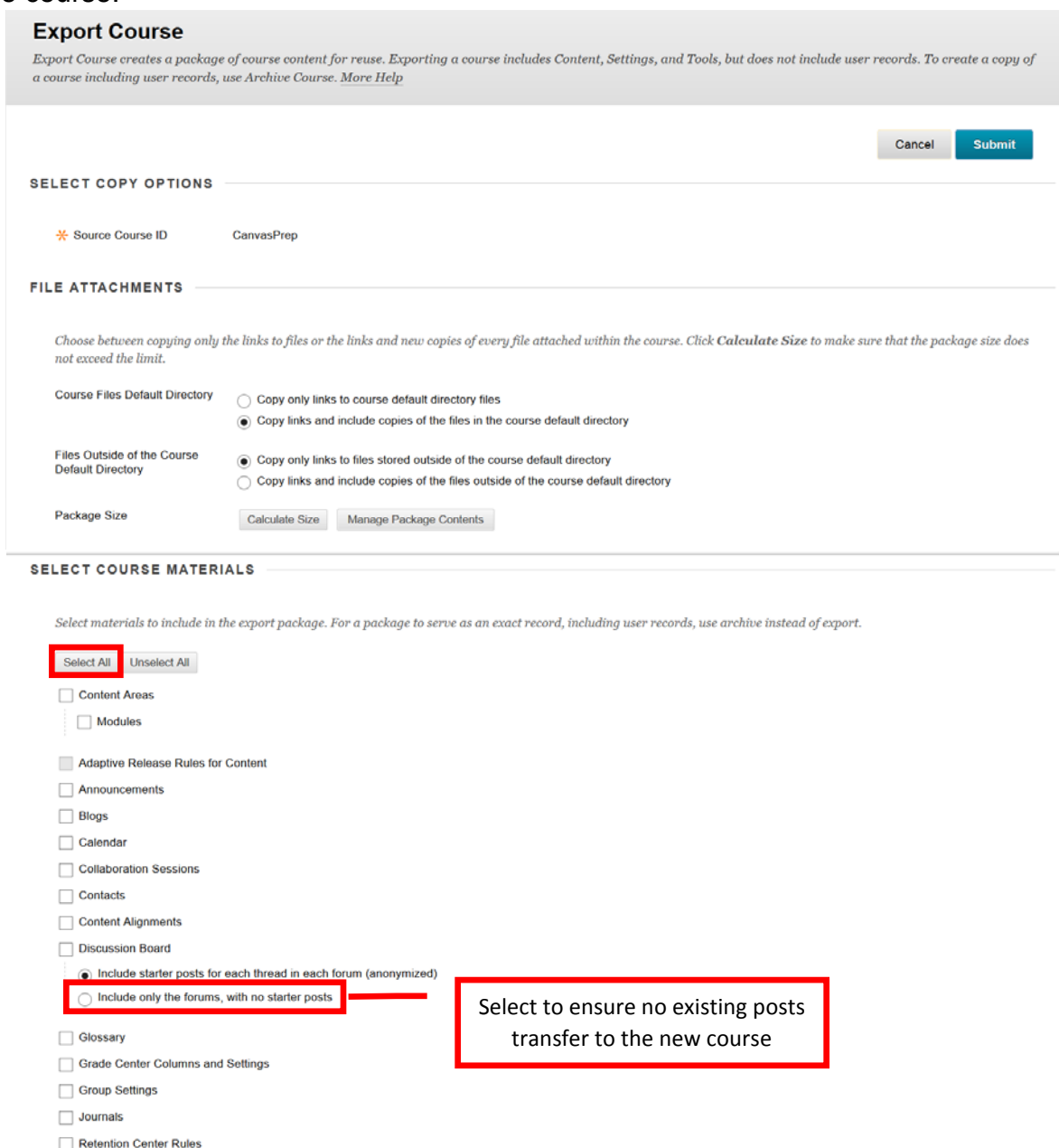
**Export/Archive Course**

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

**Export Package** Archive Course Export Common Cartridge Package

Refresh

Complete the Export Course page. Under **Select Course Materials**, click the **Select All** button. Under **Discussion Board**, select **Include only the forums, with no start posts**. If this option is not selected, any student / faculty posts in the course will be transferred to the new course shell as anonymous posts. Click the **Submit** button, located at both the top and bottom right of the page, to export the course.



**Export Course**

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

Cancel Submit

**SELECT COPY OPTIONS**

✱ Source Course ID CanvasPrep

**FILE ATTACHMENTS**

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory ☐ Copy only links to course default directory files  
☒ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory ☒ Copy only links to files stored outside of the course default directory  
☐ Copy links and include copies of the files outside of the course default directory

Package Size

**SELECT COURSE MATERIALS**

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

**Select All** Unselect All

☐ Content Areas  
☐ Modules

☐ Adaptive Release Rules for Content

☐ Announcements

☐ Blogs

☐ Calendar

☐ Collaboration Sessions

☐ Contacts

☐ Content Alignments

☐ Discussion Board  
☒ Include starter posts for each thread in each forum (anonymized)  
☐ Include only the forums, with no starter posts

☐ Glossary

☐ Grade Center Columns and Settings

☐ Group Settings

☐ Journals

☐ Retention Center Rules

Select to ensure no existing posts transfer to the new course

☐ Rubrics  
☐ Settings  
☐ Availability  
☐ Banner Image  
☐ Course Guest Access  
☐ Course Observer Access  
☐ Language Pack  
☐ Navigation Settings  
☐ Tasks  
☐ Tests, Surveys, and Pools  
☐ Wikis

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

Cancel
Submit

After a few minutes, click the **Refresh** button at the top of the page. The export file should appear on the page. Hover over the file, and click the down arrow to the right. Select **Open** from the menu. **Save** the file where it can be easily accessed. **Important – Do Not Open the Export File.** If opened, the export file will be corrupted and will not work.

### Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package
Archive Course
Export Common Cartridge Package

Refresh

**IMPORTANT: DO NOT OPEN THE EXPORT FILE – ONLY SAVE IT**

| File Name                                | Date Created    |
|--|-----------------|
| ExportFile_CanvasPrep_20161208094651.zip | 12/8/16 9:47 AM |

Open
View Basic Log
View Detailed Log
Delete

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

## Import the Blackboard Course

Import the course into a fresh course shell in Blackboard. From the Course Management Menu, click **Packages and Utilities** to expand the section. Select **Import Package / View Logs** from the menu.

COURSE MANAGEMENT

Control Panel
Content Collection
Course Tools
Packages and Utilities
Bulk Delete
Check Course Links
Course Copy
Export/Archive Course
Import Course Cartridge
Import Package / View Logs
Manage LTI Links

Help

Click the **Import Package** button on the top tool bar.



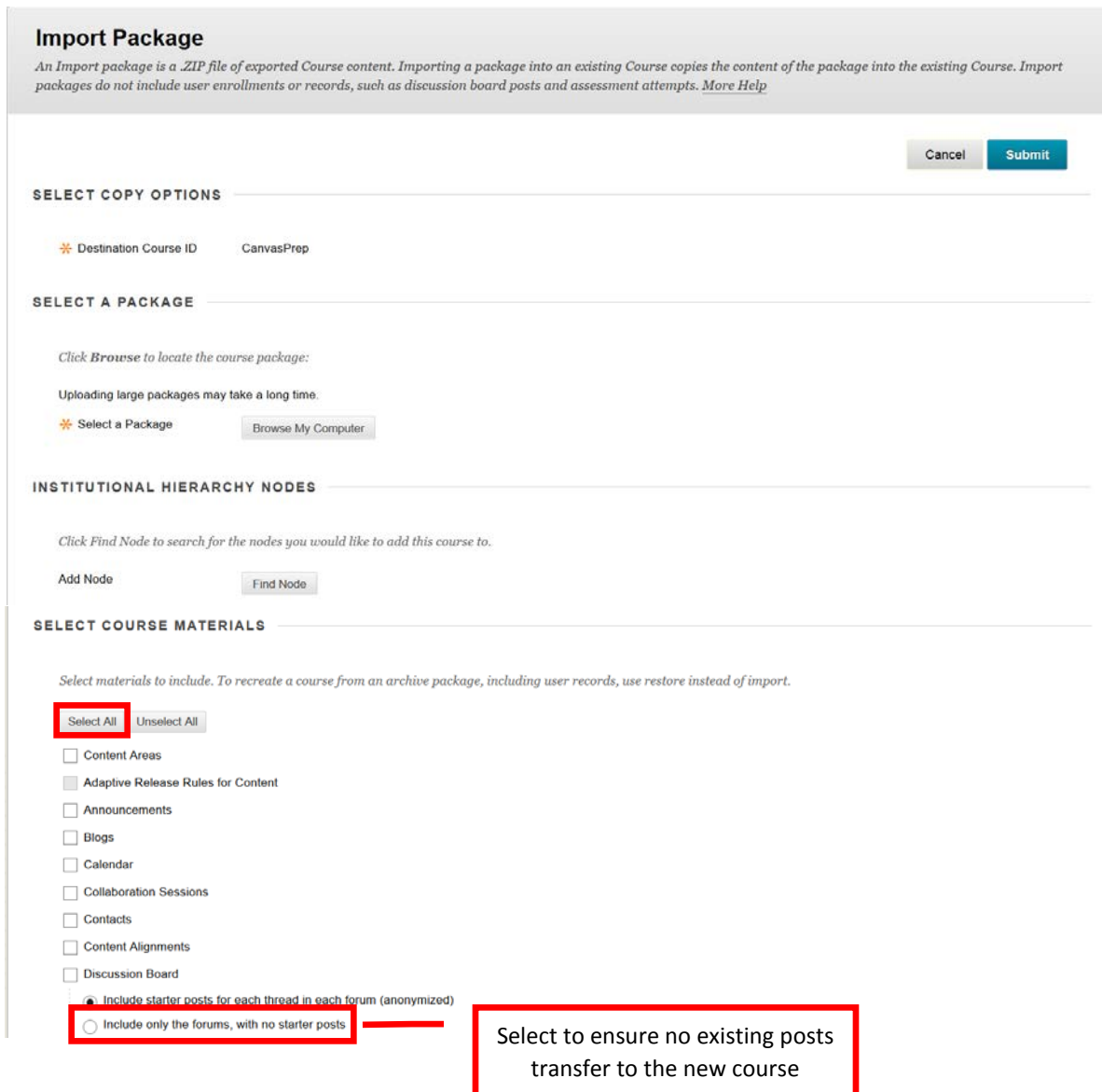
**Import Package / View Logs**

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

**Import Package**

Import/Copy Log Name Import/Copy DateTime

Complete the Import Package page. Under **Select Course Materials**, click the **Select All** button. Under **Discussion Board**, select **Include only the forums, with no start posts**. If this option is not selected, any student / faculty posts in the course will be transferred to the new course shell as anonymous posts. Click the **Submit** button, located at both the top and bottom right of the page, to export the course.



**Import Package**

An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)

Cancel Submit

**SELECT COPY OPTIONS**

✦ Destination Course ID CanvasPrep

**SELECT A PACKAGE**

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

✦ Select a Package Browse My Computer

**INSTITUTIONAL HIERARCHY NODES**

Click **Find Node** to search for the nodes you would like to add this course to.

Add Node Find Node

**SELECT COURSE MATERIALS**

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All Unselect All

- ☐ Content Areas
- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Contacts
- ☐ Content Alignments
- ☐ Discussion Board
- ☒ Include starter posts for each thread in each forum (anonymized)
- ☐ Include only the forums, with no starter posts

Select to ensure no existing posts transfer to the new course

☐ Glossary
 ☐ Grade Center Columns and Settings
 ☐ Group Settings
 ☐ Journals
 ☐ Retention Center Rules
 ☐ Rubrics
 ☐ Settings
 

☐ Availability
 ☐ Banner Image
 ☐ Course Guest Access
 ☐ Course Observer Access
 ☐ Language Pack
 ☐ Navigation Settings

☐ Tasks
 ☐ Tests, Surveys, and Pools
 ☐ Wikis

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

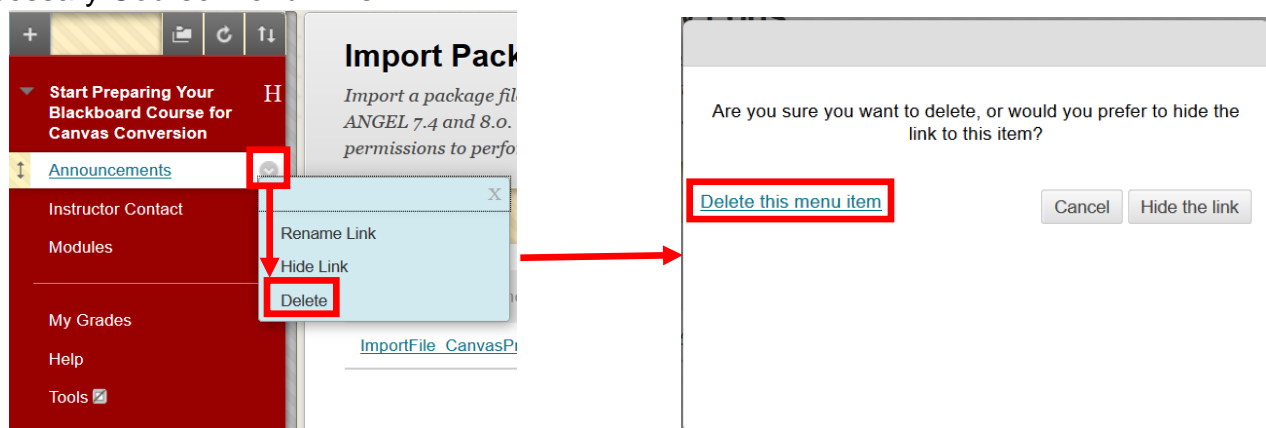
Cancel
 

Submit

When the import has completed, an Import File Log will appear on the Import Package / View Logs page. This log will contain errors listings, however these should not affect the import of the material. Only a Fatal Error is problematic.

## Course Navigation Menu

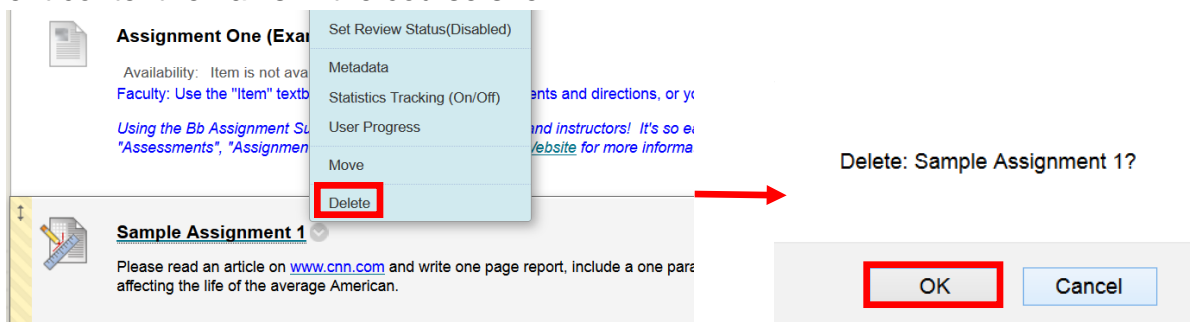
Delete any old, unused, outdated or unnecessary course menu links. To delete a course menu link, hover over the link. Click the down facing arrow to the right to access the menu, then select **Delete** from the menu. As deletions are permanent and irreversible, a dialog box confirming the deletion will appear. Click **Delete This Menu Item** to complete the process. Repeat this process for all unnecessary Course Menu links.



## Course Content

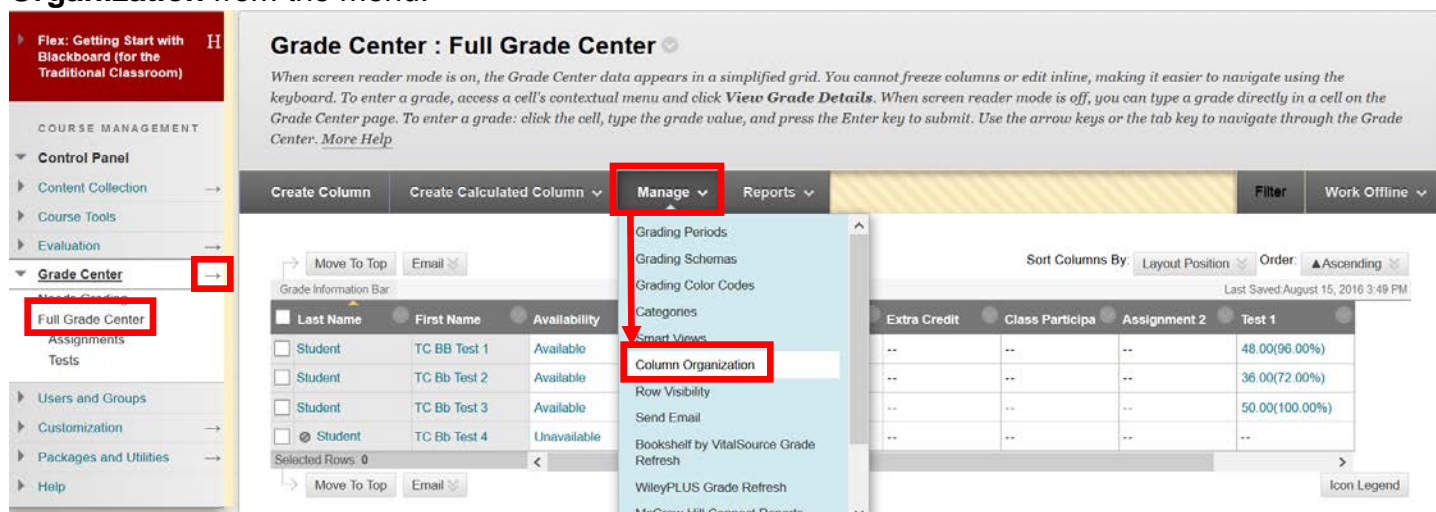
For a smoother transition to Canvas, it is imperative that any old, unused, outdated, and unnecessary course content including but not limited to assignments, assessments, tools, documents, files, images, videos, audio, Power Point presentations, and publisher material be removed from the Blackboard course shell.

To delete content, located the content and hover over it. Click the down arrow to the right to access the menu, then select **Delete** from the menu. As deletions are permanent and irreversible, a dialog box confirming the deletion will appear. Click **OK** to complete the process. If there are any associated Grade Center columns, they will also be deleted in this process. Repeat this process until only current content remains in the course shell.



## Gradebook

For a more streamline transition to Canvas, and to reduce student confusion, it is imperative that any old, unused, outdated, and unnecessary gradebook columns be deleted. Prior to starting this process, ensure that all grade columns are visible in the instructor's view. On the Course Management Menu, click on **Grade Center** to expand the section. Select **Full Grade Center** from the menu. In Grade Center, click the **Manage** button on the top tool bar, then select **Column Organization** from the menu.



On the Column Organization page, columns that are not visible in the instructor view will have "Hidden" in parenthesis to the right. Click the check box to the left of all hidden columns to select them, then click the **Show/Hide** button on the top and/or bottom tool bar. Select **Show Selected Columns** from the menu. Click the **Submit** button, located at both the top and bottom right of the page, to save the changes and return to the full grade center view. All previously hidden grade columns should be visible in the instructor's view.



## Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel Submit

→ Show/Hide ▾ Change Category to... ▾ Change Grading Period to... ▾

Shown i ▾

- Hide Selected Columns
- Show Selected Columns
- Show Selected Columns in All Grade Center Views

|   | Grading Period       | Category    | Due Date | Date Created | Points Possible |
|---|----------------------|-------------|----------|--------------|-----------------|
| <input type="checkbox"/>  |                      | Institution |          |              |                 |
| <input type="checkbox"/>  | First Name (Frozen)  | Institution |          |              |                 |
| Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. |                      |             |          |              |                 |
| <input checked="" type="checkbox"/>   | Username (Hidden)    | Institution |          |              |                 |
| <input checked="" type="checkbox"/>   | Student ID (Hidden)  | Institution |          |              |                 |
| <input checked="" type="checkbox"/>   | Last Access (Hidden) | Institution |          |              |                 |
| <input type="checkbox"/>  | Availability         | Institution |          |              |                 |

Indicates Hidden Column

To delete a grade column in Grade Center, locate the grade column. Click the down arrow to the right to access the menu. Select **Delete Column** from the menu. As deletions are permanent and irreversible, a dialog box confirming the deletion will appear. Click **OK** to confirm and delete the grade column. Repeat this process for each unnecessary grade column.

**Grade Center : Full Grade Center** ▾

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns in screen reader mode. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can enter a grade directly into the cell. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. [More Help](#)

Create Column ▾ Create Calculated Column ▾ Manage ▾ Reports ▾

Move To ▾ Grade Information ▾

Last Name ▾ Student ▾

Delete this column and all of its associations? This action is final and cannot be undone.

OK Cancel

View and Add Alignments  
View Grade History  
Edit Column Information  
Column Statistics  
Set as External Grade  
Hide from Students (on/off)  
Sort Ascending  
Sort Descending  
Hide from Instructor View  
Delete Column

To help facilitate a smoother transition to Canvas, it is recommended that the gradebook be organized by due date. To organize Grade Center, click the **Manage** button on the top tool bar then select **Column Organization** from the menu.

Create Column ▾ Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Move To Top ▾ Email ▾

Grade Information Bar

Last Name ▾ First Name ▾ Availability ▾

☐ Student TC Bb Test 1 Available

☐ Student TC Bb Test 2 Available

☐ Student TC Bb Test 3 Available

☒ Student TC Bb Test 4 Unavailable

Selected Rows: 0

Move To Top ▾ Email ▾

Grading Periods  
Grading Schemas  
Grading Color Codes  
Categories  
Smart Views  
Column Organization  
Row Visibility  
Send Email  
Bookshelf by VitalSource Grade Refresh  
WileyPLUS Grade Refresh  
McGraw-Hill Connect Reports

Sort Columns By: Layout Position ▾ Order: ▲ Ascending ▾

Last Saved August 15, 2016 3:49 PM

Extra Credit ▾ Class Participa ▾ Assignment 2 ▾ Test 1 ▾

-- -- -- 48.00(96.00%)

-- -- -- 36.00(72.00%)

-- -- -- 50.00(100.00%)

-- -- --

Icon Legend

Grade columns can be moved and reorganized by clicking on the arrow symbol (↕) to the left of the grade column, then dragging and dropping it in the desired location. Grade columns can also be reorganized using the keyboard reorder icon (↕), located in the upper right of the page. Once the grade book is organized, click the **Submit** button located at both the top and bottom right of the page, to save the changes.

### Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

**Shown in All Grade Center Views**

| Name  | Grading Period | Category    | Due Date | Date Created | Points Possible |
|---|----------------|-------------|----------|--------------|-----------------|
| <input type="checkbox"/> Last Name (Frozen)   |                | Institution |          |              |                 |
| <input type="checkbox"/> First Name (Frozen)  |                | Institution |          |              |                 |
| Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. |                |             |          |              |                 |
| <input type="checkbox"/> Username (Hidden)  |                | Institution |          |              |                 |
| <input type="checkbox"/> Student ID (Hidden)  |                | Institution |          |              |                 |
| <input type="checkbox"/> Last Access (Hidden)   |                | Institution |          |              |                 |
| <input type="checkbox"/> Availability   |                | Institution |          |              |                 |

**Not in a Grading Period**

| Name  | Grading Period          | Category         | Due Date     | Date Created | Points Possible           |
|---|-------------------------|------------------|--------------|--------------|---------------------------|
| <input type="checkbox"/> Course Grade           | Not in a Grading Period | Calculated Grade |              | None         | 45 (may vary by student)  |
| <input type="checkbox"/> Total (External Grade) | Not in a Grading Period | Calculated Grade |              | None         | 135 (may vary by student) |
| <input type="checkbox"/> Class Participation    | Not in a Grading Period | No Category      | None         | Aug 15, 2016 | 25                        |
| <input type="checkbox"/> Assignment 2           | Not in a Grading Period | No Category      | None         | Aug 15, 2016 | 10                        |
| <input type="checkbox"/> Test 1                 | Not in a Grading Period | Test             | Aug 16, 2016 | Aug 15, 2016 | 50                        |
| <input type="checkbox"/> Test 2                 | Not in a Grading Period | Test             | None         | Aug 15, 2016 | 50                        |

Show/Hide Change Category to... Change Grading Period to...

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

## Create a Modules Content Area and Menu Link

As Canvas works best utilizing Learning Modules, for a smoother conversion create a Modules content area and course menu link. Click the plus (+) icon on the Course Menu, then select **Content Area** from the menu. Enter **Modules** in the Name field, and click the check box next to Available to Users to select it. Click the **Submit** button at the bottom right to create the content area and menu link.

Content Area

Module Page

Blank Page

Tool Link

Web Link

Course Link

Subheader

Divider

**Add Content Area**

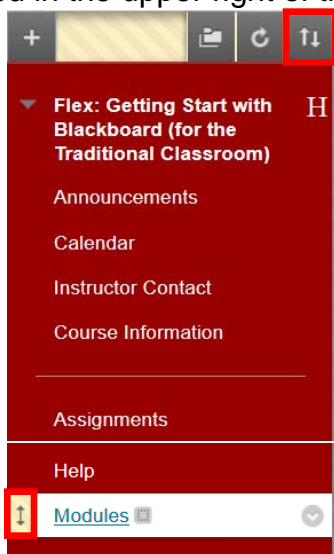
Name: Modules

☒ Available to Users

Cancel Submit



The new content area link will be added to the bottom of the Course Menu, and may need to be reordered. To reorder the Course Menu items, hover over the item to be moved and click on the arrow to the left. Drag and drop the content to the desired locate. Menu items can also be move by using the keyboard reorder icon, located in the upper right of the Course Menu.



## Learning Modules

Learning Modules are a great way to provide students with a “road map” or “check list” of what needs to be done each week in the course to be successful. Learning Modules allow instructors to better control how students proceed through content, and provides students with one location containing all the week’s coursework. They help to provide structure, and reduce student confusion and questions.

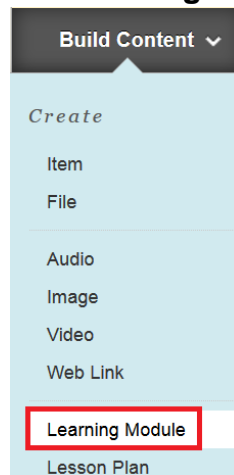
SAC Distance Education recommends that Learning Modules be structured as outlined below to provide students with an optimal online learning experience:

1. Modules should be organized by either Week, Unit, or Chapter.
2. It is recommended that instructors start each course with a Course Information/Orientation, Introduction, “Welcome” or “Start Here” module. This will introduce students to the course structure and how it will be managed, set expectations, provide course information, and if needed, provide resources and instruction for students on how to use the Learning Management System (LMS). The suggested structure for a Course Information/Orientation Learning Module is as follows:
  - a. Course Introduction
  - b. Welcome / Orientation Video
  - c. Instructor Contact (including the best / preferred method of contact)
  - d. Course Objective and Learning Outcomes (what will the students learn in the class)
  - e. Syllabus
  - f. Course Questions Discussion Board (Open Discussion Board for students to ask any general course questions)
  - g. (Optional) “Getting to Know You” Discussion Board
  - h. (Optional) Syllabus Quiz
  - i. Information or instructions on how to use the Learning Management System, including help and support resources
  - j. Additional or Supplemental Information and Resources

3. It is suggested that each Learning Module be structured as follows:
- Module Introduction
  - Instructions
  - Content (e.g. Documents, Readings, Power Point Presentations, Videos, Audio, Images, etc.)
  - Assignments (e.g. Discussion Board, Assignments)
  - Assessments (e.g. Quiz or Test)
  - Additional or Supplemental Information

## Create a Learning Module

Learning Modules can easily be created in Blackboard. From the content area, click the **Build Content** button on the top tool bar, and select **Learning Module** from the menu.



On the Create Learning Module page, complete the **Name** field. A description or information about the module can be added in the **Text** field.

**Create Learning Module**

*A Learning Module is a collection of Content Items focused on a specific subject that students can navigate at their own pace. For example, a Learning Module about the solar system can include lecture notes, links to websites with pictures of all the planets, and assignments. Instructors can create a structured path for progressing through the items. The path can be set so that students must view content sequentially, or set to permit users to view the content in any order. [More Help](#)*

\* Indicates a required field.

Cancel Submit


**LEARNING MODULE INFORMATION**

\* Name

Color of Name  Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p Words: 0

Under the **Learning Module Options**, instructors can **Enforce Sequential Viewing of the Learning Module**, meaning that students will be required to proceed through the module in order, and/or have the module open in a new browser window. The **Standard Options** include **Permit Users to View**

**this Content.** In order for students to view the module, **Yes** must be selected for this standard option. Instructors can also elect to Track the Number of Views, and/or **Set Date and Time Restrictions** for when the module will be visible and accessible to students.

**LEARNING MODULE OPTIONS**

Select **Yes** to force users to progress through the content in the order that is set by the number next to each Content Item. Users are unable to advance to a page within the Learning Module without viewing the previous page.

Enforce Sequential Viewing of the Learning Module? ☐ Yes ☒ No

Open in New Window ☐ Yes ☒ No

**STANDARD OPTIONS**

Permit Users to View this Content? ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

☐ Display Until

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

Finally, the **Table of Contents** allows instructors to select whether or not the table of contents is shown to students, and the appearance of the hierarchy display. Once the Create page is completed, click the **Submit** button at the top and bottom right of the page to create the Learning Module.

**TABLE OF CONTENTS**

Select **Yes** to show a structured view of the Learning Module. Users can choose to display the Table of Contents on the bottom or on the side of the Learning Module.

Show Table of Contents to Users ☒ Yes ☐ No

Hierarchy Display Roman Numerals

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

Cancel Submit

## Add Content to a Learning Module

Once a Learning Module has been created, content is added exactly the same as in a content area or folder. In the Learning Module, click the **Build Content**, **Assessments**, or **Tools** button on the top tool bar, then select the type of content to be added such as **Item** from the menu. Items will be added automatically to the Table of Contents in the same order that they are added to the Learning Module.

**Table of Contents**

- Introduction & Instructions
- Canvas (Student) Overview
- Best Practices for Canvas C

**Canvas & Learning Modules**

**Build Content** **Assessments** **Tools** **Partn**

**Create**

- Item
- File
- Audio
- Image
- Video

**New Page**

- Content Folder
- Module Page
- Blank Page

**Mashups**

- Flickr Photo

Click to Add Content

Complete the Create page, and click the Submit button located at both the top and bottom right of the page to add the content.

## Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

\* Indicates a required field.


Cancel Submit

### CONTENT INFORMATION

\* Name

Color of Name Black

Text



Path: p Words: 0

### ATTACHMENTS

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.



Attach File Browse My Computer Browse Course



### STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

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

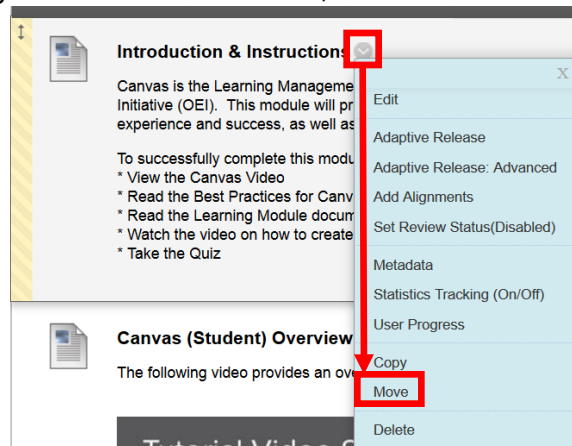
☐ Display Until     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

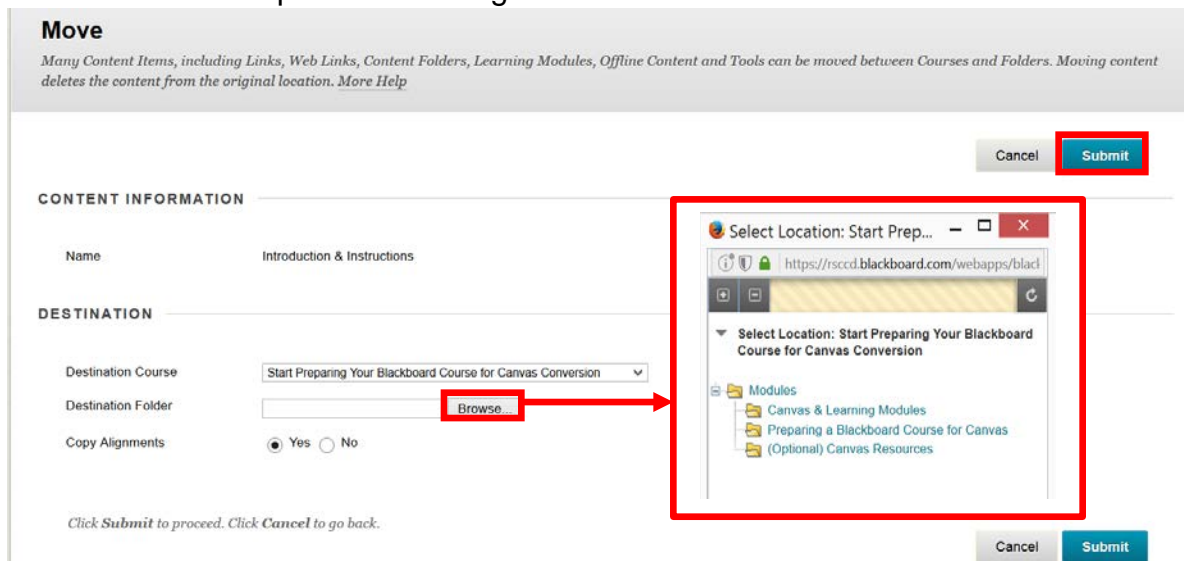
Cancel Submit

## Move Existing Course Content into Learning Modules

Existing course content can be moved from other content areas and / or folders into Learning Modules. To move existing content, go to the content area or folder and locate the desired material. Click the down arrow to the right to access the menu, then select **Move**.

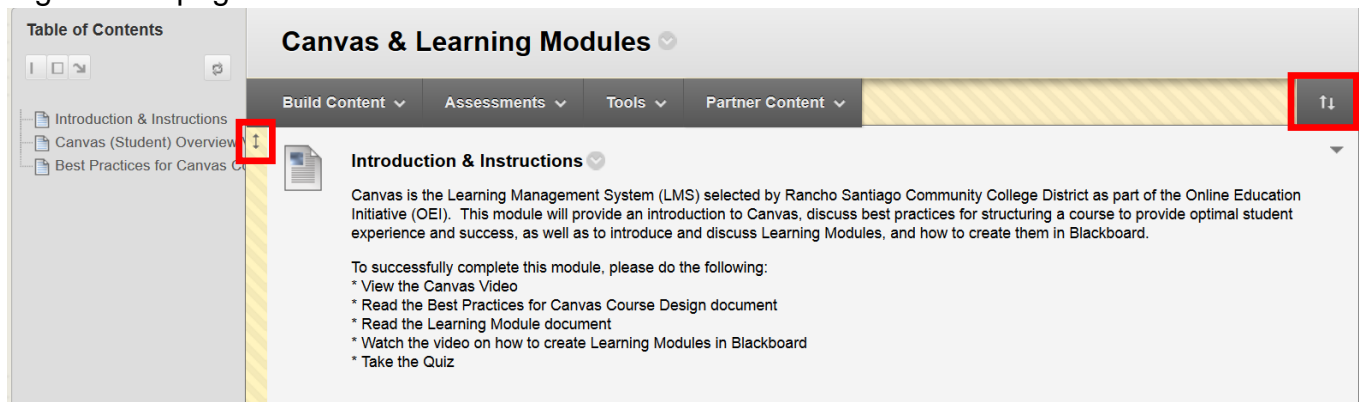


On the Move page, the Destination Course will default to the current course so no changes need to be made. Under the **Destination Folder**, click the **Browse** button. In the dialog box, click on the destination Learning Module to select it. Once the destination has been selected, click the **Submit** button located at both the top and bottom right of the screen to move the content.



## Reorder Learning Module Content

Once content has been added to a Learning Module, it can be easily reordered. To reorder content, simply hover over the item. Click on the up/down arrow (↕) to the left of the item. Drag and drop the item to the desired locate. The Table of Content will automatically be reordered when the item(s) is moved. Content can also be reordered using the Keyboard Reordering button (↕) located on the top right of the page.



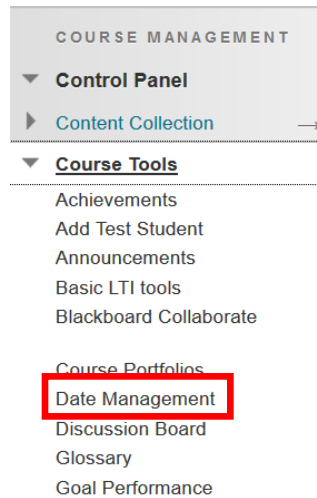
## Additional Information on Learning Modules

For additional information and instructions on Learning Modules in Blackboard:

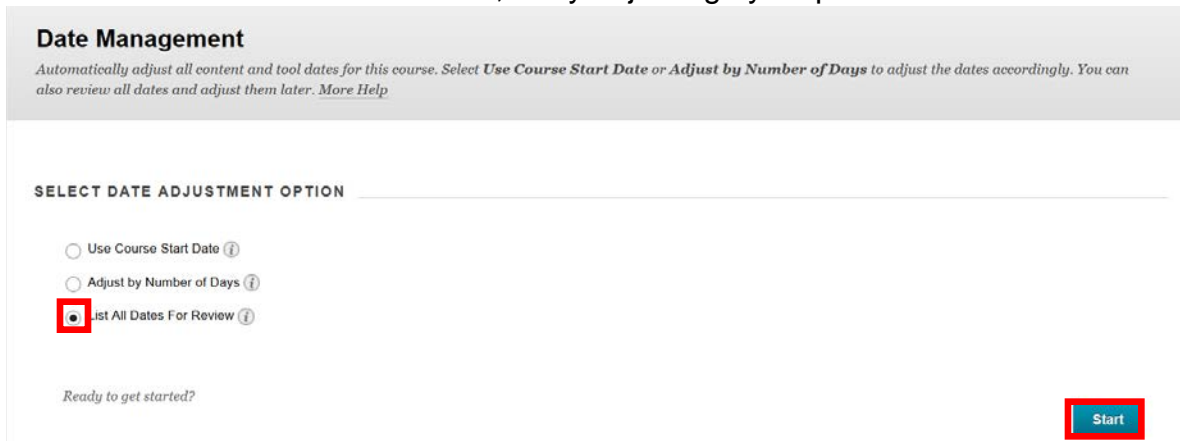
- Blackboard Help for Instructors: [https://en-us.help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/010\\_Create\\_Containers\\_for\\_Content/Create\\_Learning\\_Modules](https://en-us.help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/010_Create_Containers_for_Content/Create_Learning_Modules)
- Video on Learning Modules in Blackbaord: <https://youtu.be/TOiots6iRLc>

## Update Display & Due Dates

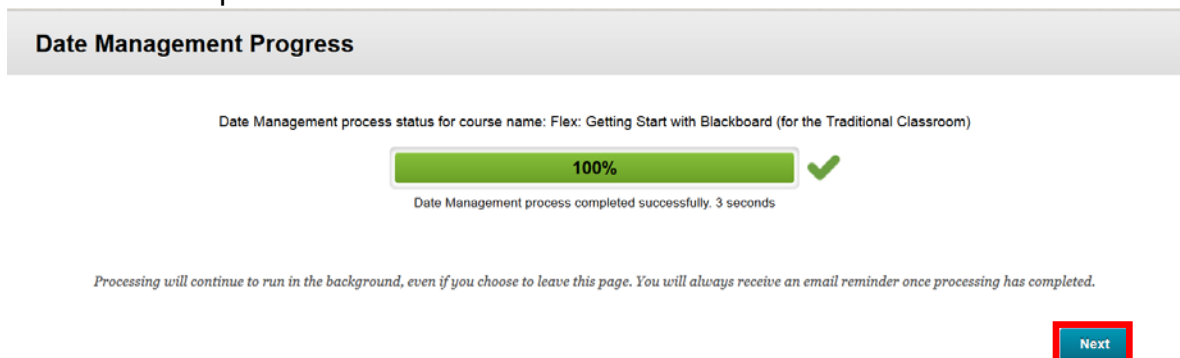
All display dates and due dates can be updated in a single screen in Blackboard. Under the Course Management Menu, click **Course Tools** to expand the section. Select **Date Management** from the menu.




On the Date Management page, click the check box next to **List All Dates for Review** to select it. Then, click the **Start** button located on the bottom right of the page. There are also options to use the Course Start Date and to Adjust by Number of Days. Blackboard, for both of these options, will attempt to adjust the display and due dates automatically based on either the old course start date and new course start dates that are entered, or by adjusting by a specified number of dates.

A screenshot of the Blackboard Date Management page. The page title is 'Date Management'. Below the title is a subtitle: 'Automatically adjust all content and tool dates for this course. Select Use Course Start Date or Adjust by Number of Days to adjust the dates accordingly. You can also review all dates and adjust them later. More Help'. Under the heading 'SELECT DATE ADJUSTMENT OPTION', there are three radio button options: 'Use Course Start Date', 'Adjust by Number of Days', and 'List All Dates For Review'. The 'List All Dates For Review' option is selected, and its radio button is highlighted with a red square. At the bottom right of the page, there is a blue 'Start' button highlighted with a red rectangular box. The text 'Ready to get started?' is visible above the button.

Click the **Next** button to proceed.

A screenshot of the Blackboard Date Management Progress page. The page title is 'Date Management Progress'. Below the title is a subtitle: 'Date Management process status for course name: Flex: Getting Start with Blackboard (for the Traditional Classroom)'. A green progress bar shows '100%' completion, with a green checkmark to its right. Below the progress bar, the text reads: 'Date Management process completed successfully. 3 seconds'. At the bottom of the page, there is a blue 'Next' button highlighted with a red rectangular box. A note at the bottom states: 'Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.'




On the Date Management Review page, all display and due dates will be listed. Click the pencil icon () to the right of the item to edit the dates.

### Date Management Review

*This page displays all content and tools with dates set in the course. Click **Refresh** to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (ie: assignments) and date types (ie: due dates). You can adjust dates individually, more than one at a time, or automatically. Click **Run Date Management Again** to automatically adjust dates.*

Run Date Management Again



(Valid as of December 8, 2016 2:21 PM) 

Item Types: Select Options

Date Types: All

Displaying 1 to 2 of 2 items

Adjust Dates

|   |  | DUE                                 | STARTS                              | ENDS  |
|---|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> <b>NAME</b>                                    |  |                                     |                                     |   |
| <input type="checkbox"/> Test 1<br>Manual Grade                         |  | <b>AUG 16, 2016</b><br>Tue 11:59 PM |                                     |                                      |
| <input type="checkbox"/> Welcome to Blackboard Basics!<br>Announcements |  |                                     | <b>SEP 25, 2015</b><br>Fri 06:37 AM | <b>SEP 25, 2015</b><br>Fri 08:20 AM  |

Adjust Dates

Either enter the new date and time, or use the calendar icon to select it. Once the changes have been made, click the green check mark to save the changes.

☐ **NAME**

DUE

STARTS

ENDS

Test 1


Due

08/16/2016 11:59 PM 

☐ Welcome to Blackboard Basics!  
Announcements

**SEP 25, 2015**  
Fri 06:37 AM

**SEP 25, 2015**  
Fri 08:20 AM 

Adjust Dates