How to Change Course Dates in Blackboard

This guide will demonstrate how to change the course start and end date. Instructors may need to keep Blackboard courses from previous semesters open longer than the original term. For instance, if one of your students needs to take an amnesty exam and needs access to the course content, you can extend your course date.

Blackboard allows both instructors and course TA(s) change course dates.

**Note:** Please do not try to change the dates of courses in the current term. These courses are already available during the term.

1. To modify course dates, log into your Blackboard course. You will see a message telling you that your course has been unavailable to your students since a given date.

2. Go to the Control Panel. Click on Customization and select Properties.
3. You will see a screen labeled Properties. To change the course duration, scroll down to the section labeled *Set Course Duration*.

**Start Date:** To specify the start date for the course, check the box next to Start Date and use the date picker (calendar icon) to select the start date.

**End Date:** To specify the end date, check the box next to End Date and use the date picker (calendar icon) to select the end date for the course.

When finished, click **Submit** at the bottom of the page to save changes.

4. You will see a notification message telling you that properties have been updated, and you will no longer see the “Course has been unavailable to your students” message.