



## Modify Discussion Board Dates

### Introduction

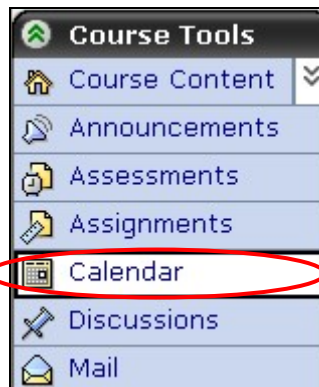
In this tutorial you will learn how to modify discussion dates by changing the date from the previous semester to the present semester.

### Modify Discussion Board Dates

**Step 1:** To begin, click on the **Build** tab after you have logged into your course.



**Step 2:** Next, click **Calendar** from the *Course Tools* menu.

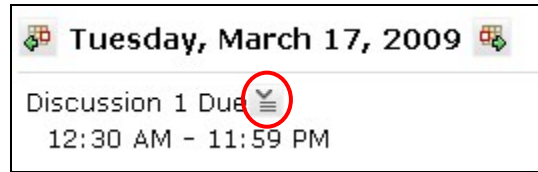


**Step 3:** Click on the **Discussion** you would like to change by clicking on the *Date*. In this tutorial we will choose March 17, 2009.

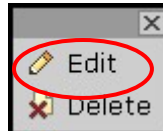
March 2009							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">View Week</a>	1	2	3	4	5 <a href="#">Assignment 1 Due</a>	6	7
<a href="#">View Week</a>	8	9	10	11	12	13	14
<a href="#">View Week</a>	15	16 Today	17 <a href="#">Discussion 1 Due</a>	18	19	20	21
<a href="#">View Week</a>	22	23	24	25	26	27	28
<a href="#">View Week</a>	29	30	31	1	2	3	4

*Entries in italic are private entries.*

**Step 4:** Click on the **Action Link** to edit the date.



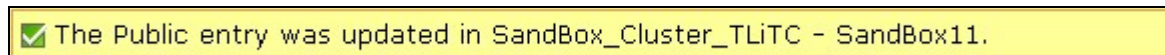
**Step 5:** Click **Edit** from the drop down menu



**Step 6: Next,** enter the desired **Date** and **Time** by either typing the information in the field or click on the calendar or clock icon to select your desired settings

Dates	
* Start Date:	<input type="text" value="09/17/2009"/>
Start Time:	<input type="text" value="12:30 AM"/>
End Date:	<input type="text" value="09/17/2009"/>
End Time:	<input type="text" value="11:59 PM"/>

**Note:** You will receive confirmation that the entry was updated.



## Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).