



How to use the Calendar

You can use the course calendar to provide students with dates for course-related events. Course calendar events appear to all members of the course. Access the Course Calendar from Course Tools (Control Panel) or by going to the Global Navigation area of your course (click your username or avatar at the top right of your screen once logged in to Blackboard). Common entries include:

- Course items and assessments with due dates
- Instructor office hours
- Meetings
- Guest speakers

The calendar displays a consolidated view of all your institution, course, organization, and personal calendar events. You can view events by day, week, or month. You can also view and organize upcoming and past events into categories.

Course calendar events (with the exception of *personal* events) appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Course items with due dates automatically appear in the course calendar. Only instructors may create course calendar events viewable to students.

The new Calendar

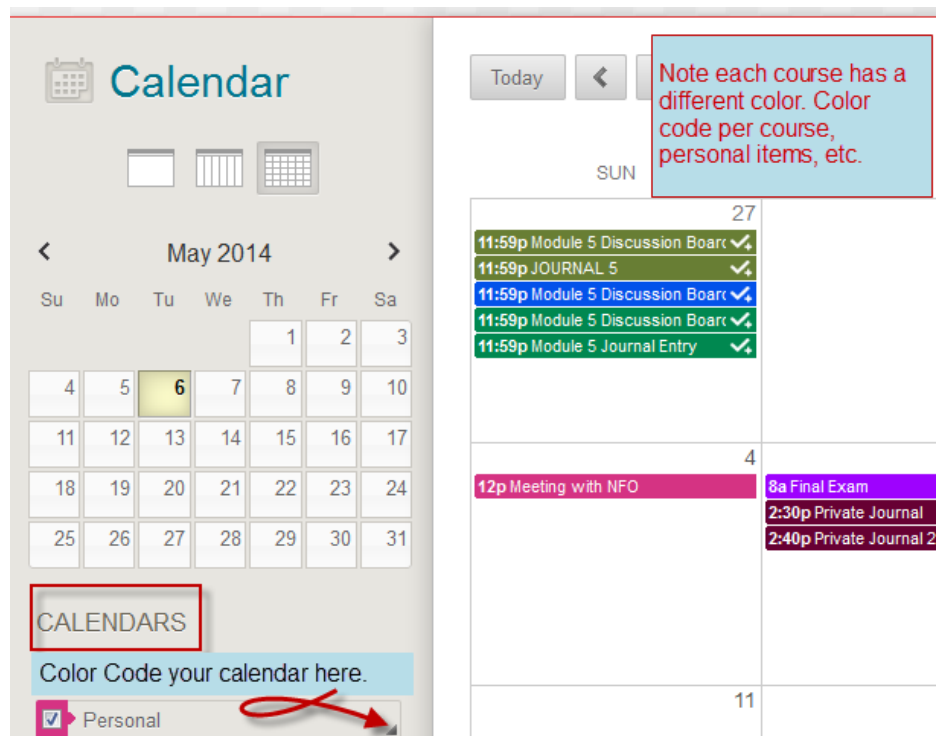
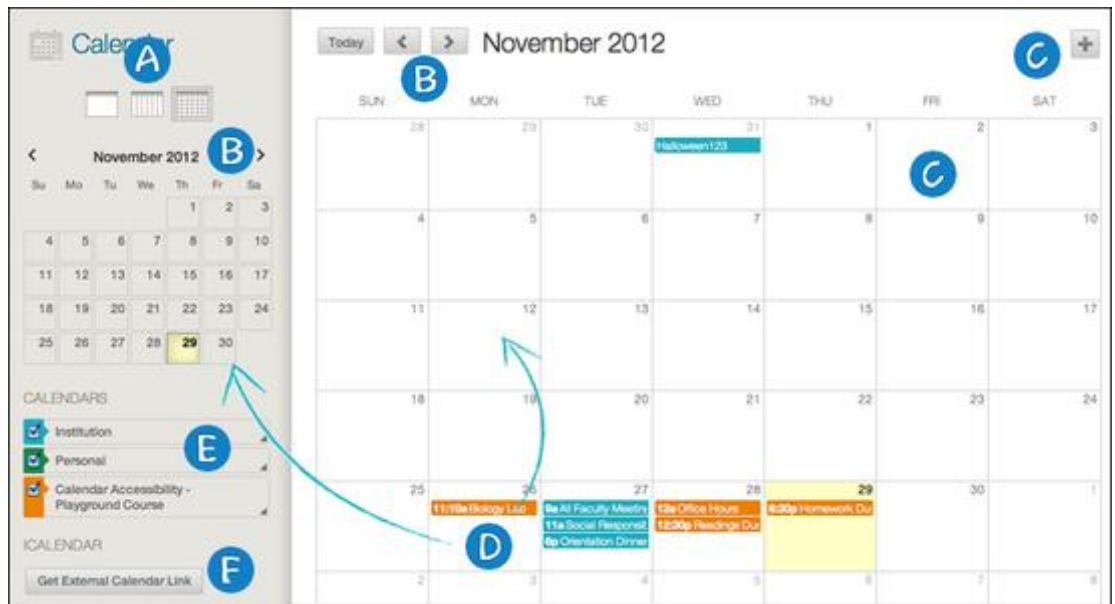
	SUN 10/7	MON 10/8	TUE 10/9	WED 10/10	THU 10/11	FRI 10/12	SAT 10/13
All Day		Lab Due Tod			Topic Due to	Weekend Fun!	
10am		10:00 - 11:2 Biology Cla		10:00 - 11:2 Biology Cla	10:00 - 12:0 Study Gro		
11am			11:00 - Meet				
12pm						12:00 - 12:3 Trip to the t	
1pm			1:00 - 2:25 CAF class		1:00 - 2:25 CAF Class		
2pm							
3pm		2:30 - 4:05 American F		2:30 - 4:05 American F			
4pm							

[Note: Page 5 has easy instructions on how to link your Blackboard calendar items to Outlook!]

The Calendar Interface

You can access the calendar from the Global Navigation area of your course or from the Control Panel > Course Tools area of your course.

- A. View events by day, week, or month.
- B. Navigate to another month.
- C. Click the plus (+) to create a new event. You can also click a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.
 - a. Students cannot create an event on a course and institution calendar. (Instructors cannot create an event for the institution calendar unless they have administrator privileges. *Note: as of May 2014, ECU does not have an institution calendar installed.*)
- D. Click an event to manage it. You can also press and drag an event to change the date.
- E. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar easily displays which calendar the event is associated to without opening the event.



How to Create an Event

1. On the calendar, click the plus (+) to create a new event. You can also click a specific date to create an event.
2. Type the New Event Name.
3. Select a calendar to associate the event to, such as your personal calendar.

(Only instructors and administrators can add events to the course calendar.)

4. Select the Start and End times.
5. Type the Event Description. There is a 4,000 character limit for event descriptions.
6. Click Save.

Recurring Events

Optionally, you can make events repeat by selecting the Repeat check box. Additional options appear that allow you to create multiple events based on a repeating pattern.

Specifics on Repeating Events

Repeat Options

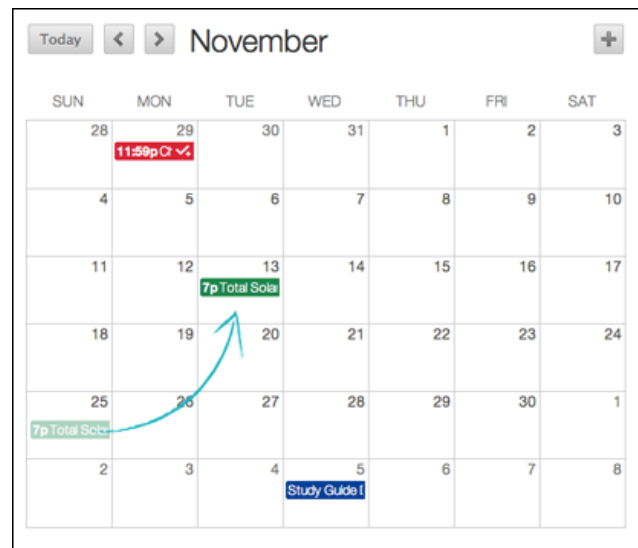
Daily, Weekly, and Monthly Supported

- | | |
|----------------|---|
| Daily | End after X number of times -OR- on a particular date. |
| Weekly Repeat | Day of the week supported. End after X number of times -OR- on a particular date. |
| Monthly Repeat | Day of the month (1-31) or day of week (first Sunday, second Monday, and so on) supported. End after X number of times -OR- on a particular date. |

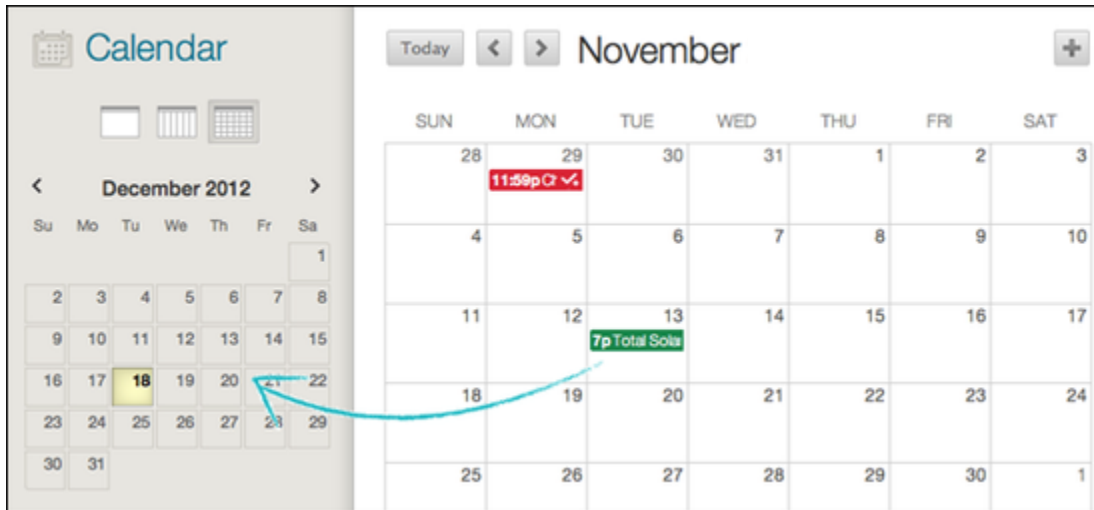
Edit or Delete an Event

On the calendar, navigate to the date of the event in the main view to perform the following tasks:

1. Click the event to edit or delete it.
2. Press and drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.



3. Press and drag an event from the main view to another date on the smaller monthly view to change the date.



Course Items with Due Dates

When you create items with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day. *If you plan to use the calendar, please get in the habit of checking the due date box when you create an assessment and adding a date.*

For calendar events associated to content items, all adaptive release and availability rules are handled, ensuring that the release of an item is in synch with the calendar.

How to Add a Calendar Link to the Course Menu

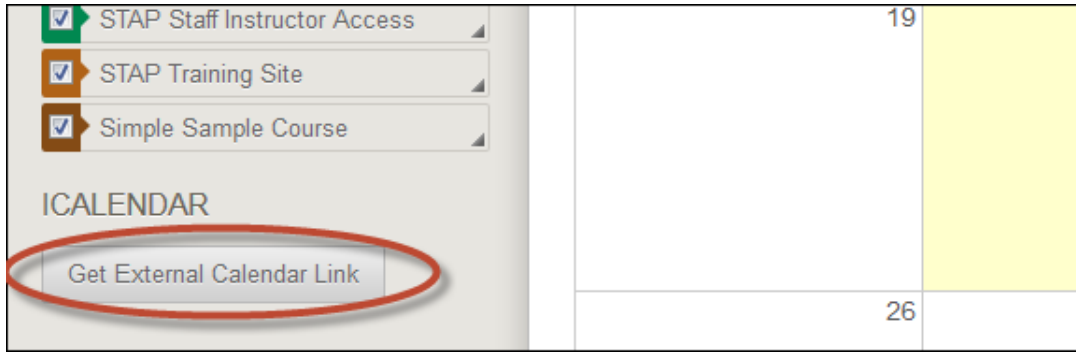
If you want students to access the course calendar from your course, you can add a link to the course menu for one-click access to the tool. You can also customize the name of the link.

1. Point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
2. Select Tool Link.
3. Type a Name for the link.
4. From the Type drop-down list, select Calendar.
5. Select the Available to Users check box.
6. Click Submit.

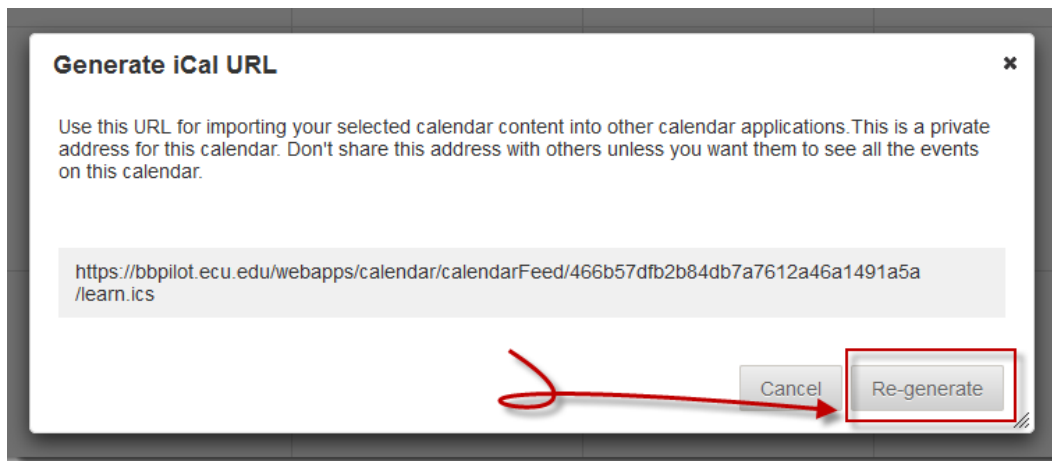
Linking to your Outlook Calendar

Note: This feature works one way, meaning that your Blackboard Calendar can be imported into another calendar, but not the other way around. *You cannot import items into the Blackboard Calendar.*

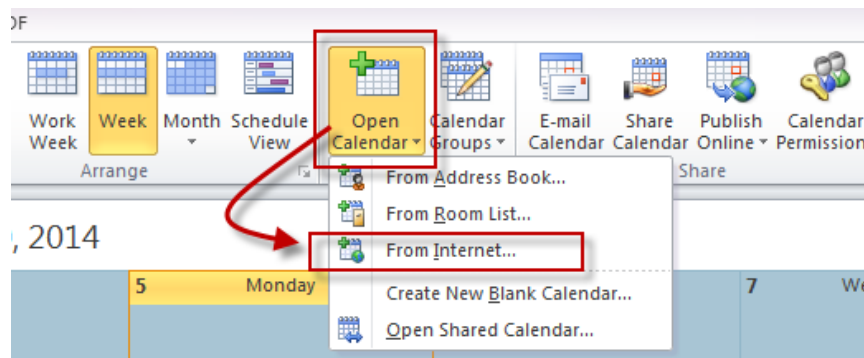
1. At the bottom left hand side of the Calendar, click **Get External Calendar Link**.



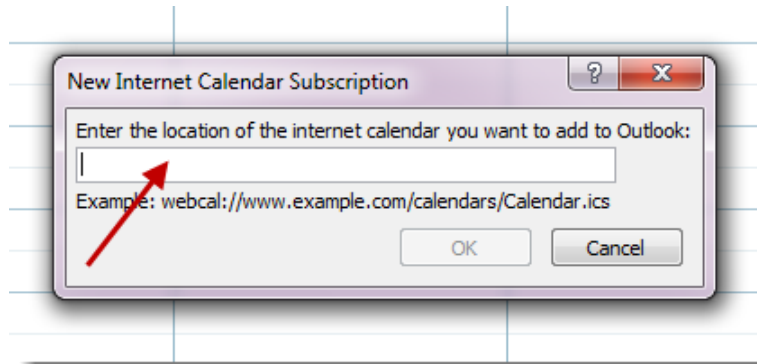
2. This window will appear (below). Click **Re-generate**. Copy the URL; then click **cancel** to close the dialog box.



3. Open Outlook, go to Calendar. Click **Open Calendar** at the top of your screen. Choose **From Internet**.



4. Paste the **URL** that you copied in Step 2 into the space in the popup box.



5. Click **Yes** (screenshot below) when asked if you want to subscribe to updates. This ensures that your updated calendar items are synced to your Outlook calendar.

