

Blackboard 6: Course Calendar

The calendar feature provides a way for you to enter course-specific events. Would you like to remind your students when specific assignments are due? Is there an event in which you want them to participate? Use the Course Calendar to mark important dates (for example, exam dates) when assignments are due or when special events are scheduled.

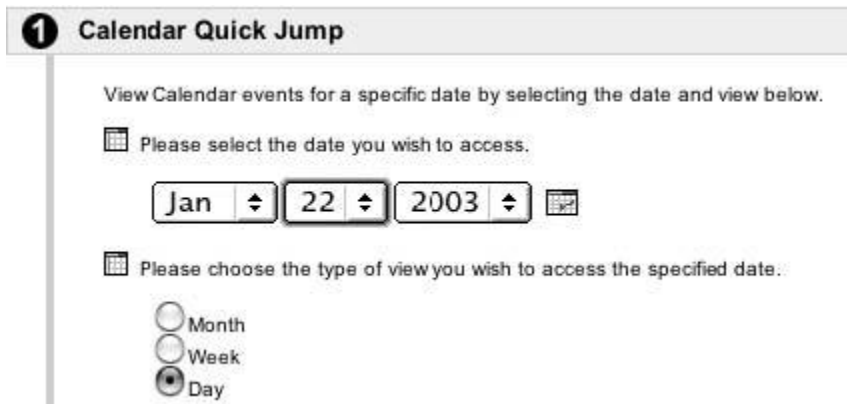
1. Click on the **Course Calendar** tool in the **Course Tools** control panel
- 2.



2. On the next page, view existing calendar items by day, week, month or year to avoid creating an event conflict.



3. Click on the **Quick Jump** button to view an existing event.
4. In the **Calendar Quick Jump** section of the Calendar Quick Jump page, select the date you want to view using the pull-down menus, and click on the appropriate radio button to select a view type, i.e., Month, Week, or Day.



5. Click on **Submit**. A new page will appear with the event listed the way you requested. If you wish, click on the view tabs to view the selected event in a different manner, i.e., View Day, View Week, View Month, or View Year.

VIEW DAY		VIEW WEEK		VIEW MONTH		VIEW YEAR	
⏪ Wednesday, January 22, 2003 ⏩							
AM	6 00						
	6 30						
	7 00						
	7 30						
	8 00						
	8 30						
	9 00	Blackboard Demo (1.5 hours)	Sc.nc.misc.jj.fall02	<input type="button" value="Modify"/>		<input type="button" value="Remove"/>	
	9 30						

6. To modify the event, click on the **Modify** button to the right of the event you want to change. A page similar to the one you'll see when creating a new event will appear.

7. Make the necessary changes and click on **Submit** at the bottom of the page.

Add a New Event

1. If there's no schedule conflict for the day on which you want to add a new event, click on the **Add Event** button at the top of the page to open the **Add Calendar Event** page.

2. Enter a name for the event in the **Event Title** field.

3. Enter a description for the event in the **Event Description** field.

1 Event Information

Event Title:

Event Description: (4,000 characters maximum)

Smart Text
 Plain Text
 HTML

4. Use the pull-down menus in the **Event Time** section of the page to specify the date, and starting and ending times for the event.

2 Event Time

Event Date:

Event Start Time:

Event End Time:

5. Click on **Submit** at the bottom of the page, and click on **OK** on the following page.