

CALENDAR HELP GUIDE

Calendar

Overview

Instructors can use the Calendar to indicate important course related events. The dates and events that appear on the Calendar are for all users in the course.

Some typical items Instructors may include in the calendar are:

- section meetings
- assignment due dates
- exams
- guest speakers

Find this page

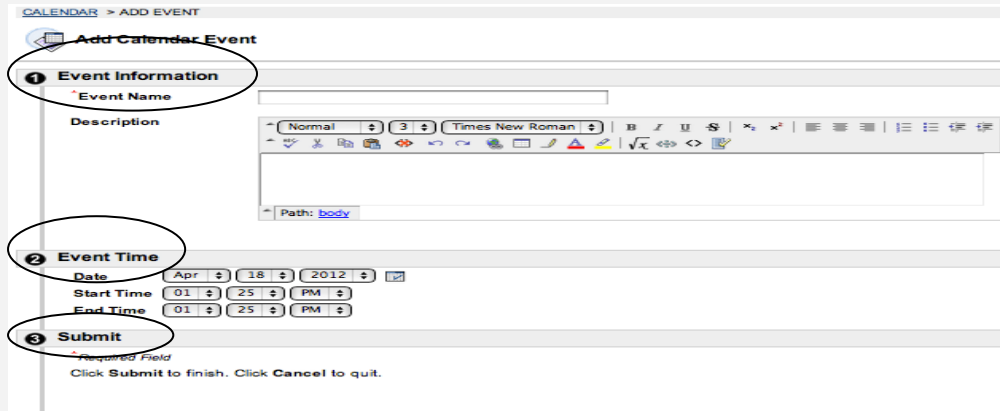
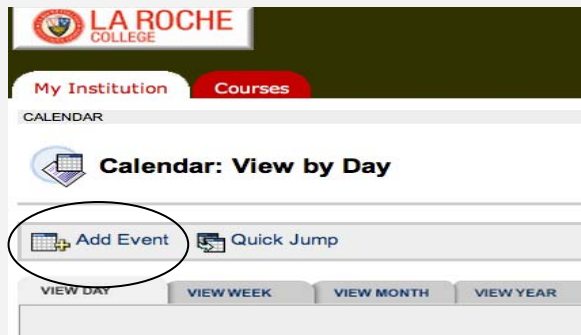
Click **Course Calendar** in Course Tools to open the Calendar page.



Functions

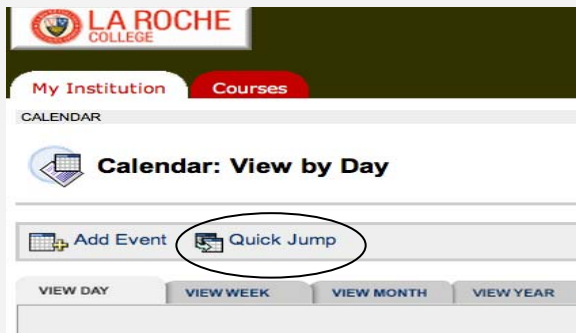
To use the functions available on the Calendar page, follow the table below.

To . . .	CLICK . . .
create an event and add it to the Calendar	Add Event The Add Calendar Event page will appear.



view events for a specific date and time

Quick Jump The Quick Jump page will appear.



Select a date and time and the calendar will immediately display events for that time.



Calendar Quick Jump

1 Calendar Quick Jump

View Calendar events for a specific date.

Select a date.

Apr 18 2012

Select the type of view.

Month
 Week
 Day

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

view events by day, week, or month

the corresponding tab to view events for the current day, current week, current month, or current year.



Calendar: View by Day



Add Event



Quick Jump

VIEW DAY

VIEW WEEK

VIEW MONTH

VIEW YEAR

view previous or future events

the right arrow to view future events or left arrow to view previous events.

VIEW DAY

VIEW WEEK

VIEW MONTH

VIEW YEAR

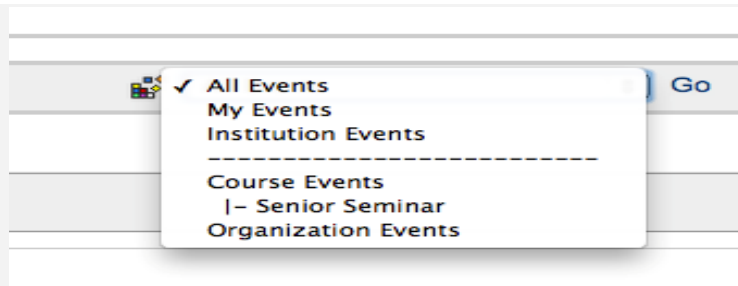


Wednesday, April 18, 2012

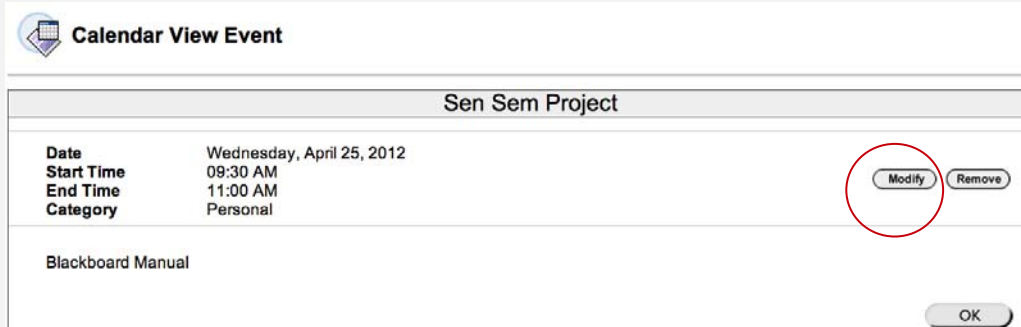


view event details

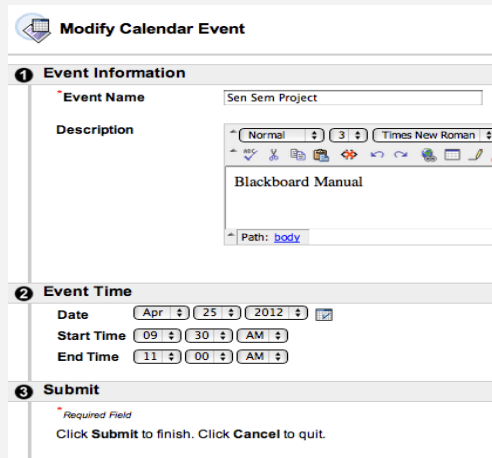
the calendar event to view details, such as date, time, and event category. To view all the events created by you, all events, events by others or course events. Click on the drop down box on the right hand drop down box. Click you option and click on Go button.



modify an event Modify corresponding to an event to make changes.



Once click on Modify and Ok , It will take you to Modify Calendar Event where you can make changes to your event easily.



Remove an event Remove corresponding to an event to remove it from the calendar. This action is irreversible.

 **Calendar View Event**


Sen Sem Project

Date	Wednesday, April 25, 2012	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
Start Time	09:30 AM		
End Time	11:00 AM		
Category	Personal		

Blackboard Manual

To remove the event click Ok, otherwise hit Cancel.

[Home](#) [Help](#) [Logout](#)




The page at <https://laroche.blackboard.com> says:
Remove Event

Wednesday, April 25, 2012
09:30 AM
11:00 AM
Personal

Once you click Ok to remove the event, it will show you the calendar receipt which showed event been removed from the calendar

CALENDAR

 **Calendar Receipt**

Event removed.

Event Date 2012-04-25 09:30:00
Name Sen Sem Project

2012-04-18 02:21:23 PM