

Blackboard Help Topic

The New Blackboard Calendar

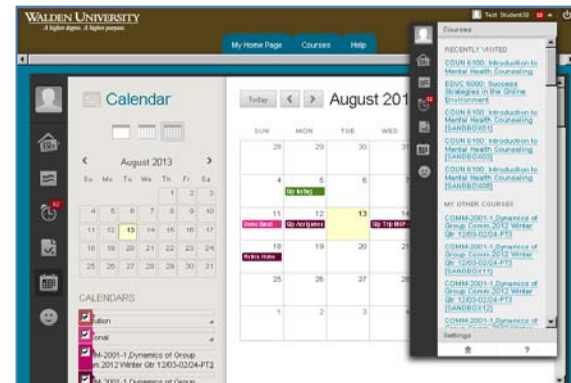
Walden 2013

Updated August 30, 2013

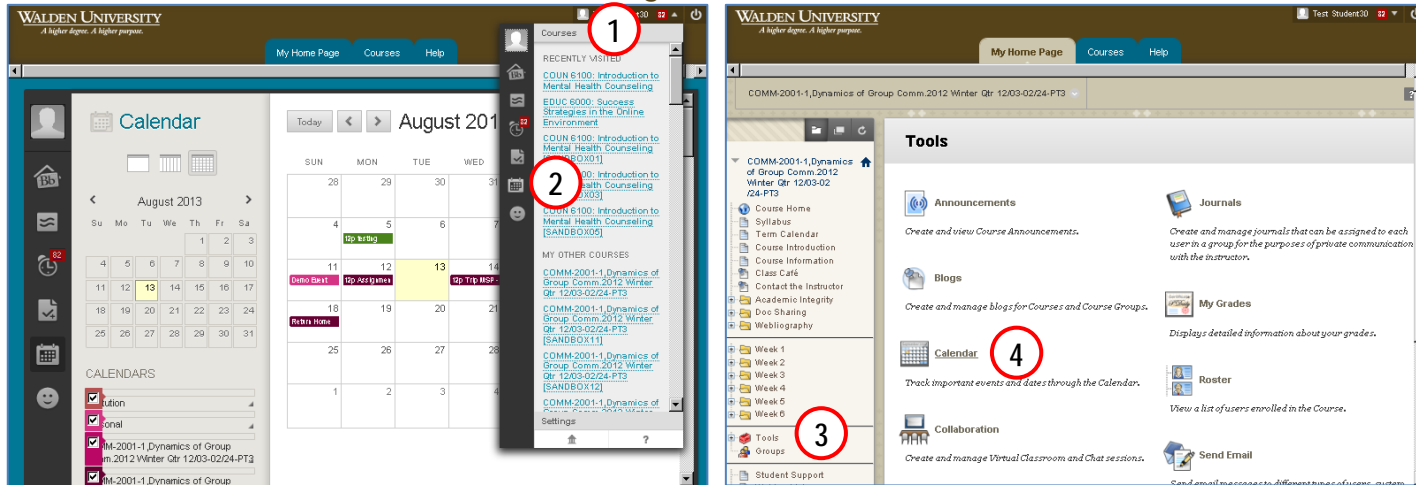
This Blackboard help topic describes how to use the new Blackboard Calendar tool.

Summary:

- The new Blackboard introduces an updated, modernized Calendar tool.
- Students and instructors may use the Calendar to add personal reminders of important dates.
- Instructors might use the Calendar to set important course dates that students can see, though this is currently optional.
- The Calendar can be accessed using the “My Blackboard Calendar” button in the new Global Navigation menu; or by clicking the “Tools” link in any Blackboard course.

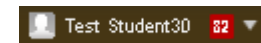


Accessing the Calendar Tool



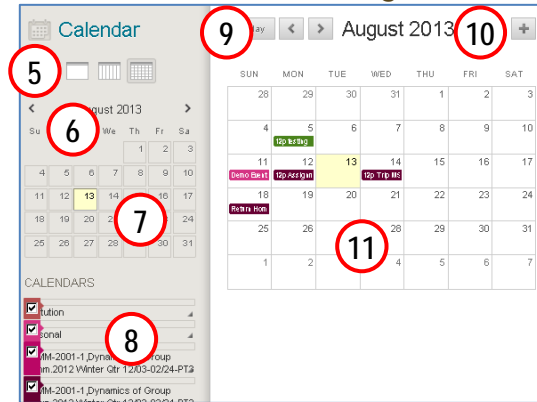
There are two ways to open the same calendar: using the Global Navigation menu (left); or using the “Tools” link in a Course Menu (right).

1. Click the Global Navigation menu (your name) in the upper-right corner of the screen.
 2. Click the “Calendar” button on the left side of the menu.
- Or...
3. Enter a course; and click the “Tools” link in the Course menu.
 4. Click the “Calendar” link in the Tools page that appears.

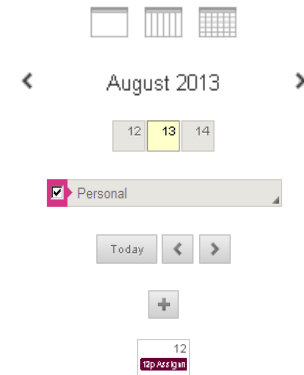


Either method will open the same Calendar tool.

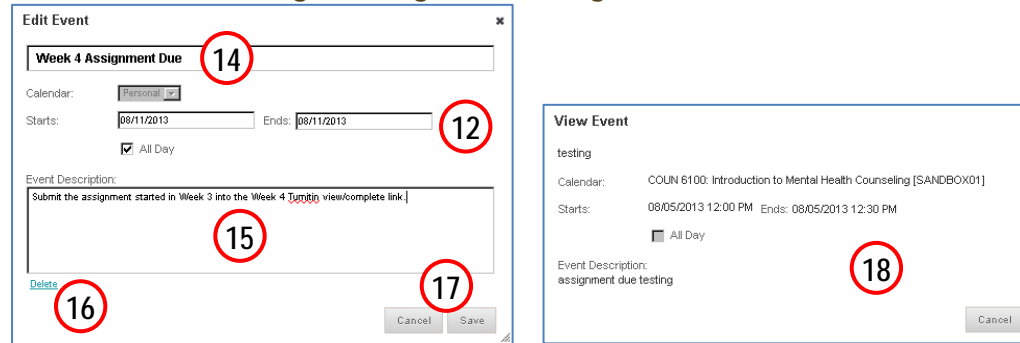
Calendar Tool Navigation



5. Click these buttons to choose between the daily, weekly, and monthly calendar.
6. Click these arrow buttons to move forward or backward in time by one month.
7. Click a date on this calendar to select a day; the current date is highlighted.
8. Check or uncheck the boxes in the color-coded key to hide/show types of events.
9. Use these buttons to change the displayed time period (to today, or backward/forward in time).
10. Use this + button to add a new event.
11. Click on a day to view, edit, or delete events.

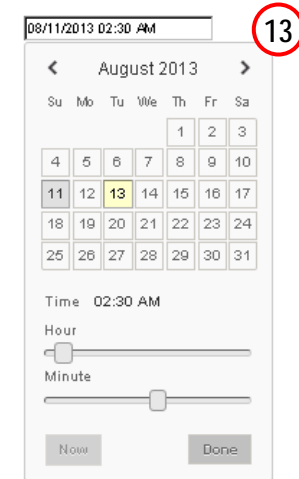


Creating, Editing, or Deleting a Calendar Event



Left: creating, editing, or deleting your own event. Right: you can only view events created by someone else (e.g., your instructor).

12. Check "All Day" to make a simple all-day event; or choose or change a start and end date by clicking either the Starts or Ends text boxes.
13. When the Starts or Ends text box is clicked, a tool appears that can be used to set the date and time. Click one of the arrow buttons above the calendar to choose a month, click a date on the calendar portion to choose a date, and use the slider controls to set a time. Click "Done" to save the selected date and time.
14. Enter or change a short, descriptive title for the event.
15. Enter or change a detailed description of the event.
16. You may choose to delete an existing event that you have created.
17. Click "Save" to save the changes; or "Cancel" to exit without saving them.
18. You can only view events that you did not create.



FAQ, Tips, Reminders, Known Issues:

Article #:

00 **Q:** I like seeing course events set by the instructor, but for some of my courses, I get detailed announcements, and for others, I don't see anything at all! What is going on?

A: We encourage our instructors to use the Calendar to communicate important events in the course, but this is currently optional, and not all instructors will choose to use the option. If you like or miss seeing these calendar events, let your instructor know; alternatively, you can always set your own, personal reminders for any or all of your courses.

00 **Q:** The calendar looks distorted. What causes this?

A: This can be the result of using an unsupported browser. You can use the Browser Test tool/module on My Home Page to see if your browser is supported.

Notes:

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