Using the Calendar Tool

Instructors can use the Calendar Tool to notify and help students keep track of important course related dates. The Calendar Tool integrates with the My Calendar module, which can be displayed on the Blackboard course's Home page.

SET UP

1. Roll your mouse over the blue plus-sign button located above your course navigation. From the pop-up menu that appears, select TOOL LINK.

2. The ADD TOOL LINK box will appear. Give your tool a logical name and from the type drop-down menu select CALENDAR.

   Be sure to check the AVAILABLE TO USERS checkbox to make this tool link available to students.

   When you are done, click SUBMIT.

3. A Calendar tool-link button will now appear in your course navigation. You may click on this button to view and add dates to the calendar.
Creating Events

1. Click the Calendar tool-link button you added to your course menu.

2. You will be taken to the Calendar page. Click the “Create Course Event” button.

4. On the “Create Event” page, complete the form....

   a. Give the event a name and description.

   b. Indicate the date and time of the event using the scheduling tools.

   c. Click “Submit” when done.

   d. The event will be added to the calendar.
Changing Your View of the Calendar

When the instructor or student clicks on the Calendar Tool Link button, he or she will be taken to the COURSE CALENDAR page.

By default, the current calendar day is displayed as well as an hourly scheduling spreadsheet. However, you can change your view of the calendar by using the “View Day”, “View Week”, “View Month”, or “View Year” buttons.

The “Jump To” button and form can be used to view specific dates on calendar.

Viewing Events and Event Details

Using your preferred view of the calendar, locate an event on the calendar. The event will provide a link that you can click to view the event’s details.