Using the Calendar

The Calendar is a Blackboard feature that provides faculty and students a consolidated view of all course, institution, community/organization, and personal events.

The Calendar can be accessed in several ways.

From within a course, click on the Tools link in the Course Menu. From the Tools page scroll down and click on the Calendar link to open the Calendar.

One can also access the Calendar through My Blackboard.

Click on the Global Navigation Menu, which is the tab in the upper right hand portion of the Blackboard interface that lists your name.

From the drop-down menu, hover over the last icon, and a box labeled ‘Calendar’ will appear. Click on this icon to open the Calendar.

The Calendar can also be accessed by faculty beneath Course Tools in the Control Panel. Click on the Course Calendar link to open the Calendar.

Faculty and staff can view events for all courses they are associated with, as well as for institution, community/organization, and personal activities that are scheduled in the Calendar.

Students can view events for all courses that they are enrolled in.

Examples of instructor created course events might include assignment due dates, reminders of upcoming quizzes or exams, or scheduled Blackboard Collaborate Sessions.

Students can also view events for communities that they are associated with, as well as personal events that they themselves have scheduled.

To create a new event, click on the ‘Plus’ button, located in the upper right hand corner.

In the box that opens, provide a new event name.
In this instance, students are reminded to watch the online session of a guest lecturer, whose contribution to the class is significant.

From the drop-down menu, select the type of event.

Depending on one’s role, individuals may have the option to create a course, community or institutional event.

I’ve selected a course event.

Everyone, including students, has the option to create a personal event.

Determine both the start and end dates and times, and indicate it is an all day event or a repeated session.

You will also have the option to provide a description of the event in the text area.

Finally, click on the Save button. The new event should now appear in the Calendar on the designated date.

If you are the instructor of record, and have created a course event, that new event should appear in the calendar for all students enrolled in that course.

However, if you have created a personal event, then the event will only appear in your calendar.

A very useful feature of the Calendar is the ability to modify the date for a scheduled event. This can be accomplished by placing the mouse cursor over the event, holding down the left mouse button, and dragging the item to a different date on the calendar.

The event date will then be automatically updated.

While this can be done for all personal events, only an instructor of record for courses can change dates for course events such as an assignment deadline, a reminder of an upcoming quiz, or a scheduled Blackboard Collaborate session.

You may recall that when creating an assignment, you are prompted to include a due date. If you have identified a specific date and time, the due date becomes an event that will appear on the calendar for that specific course.
You can modify the due date by returning to the assignment, and changing the date manually.

However, as mentioned previously, you can also accomplish this by once again using the Calendar’s drag and drop feature.

As the instructor of record, you can hover over the event, hold down the left mouse button, and drag it to a new date.

When you release the mouse button, the assignment due date for the course now has been rescheduled.

If you return to the original assignment, you will see that the date has indeed changed, from April 17th to April 24th.

Each event that appears in the Calendar is color coded. All events related to a specific course, community, institution, or a personal activity, share the same color, making it easier to distinguish the different type events at a glance.

In this example, you can see from the color that there is a repeat event, “Virtual Office Hour”, for a specific course on Wednesday evenings, 7:00 pm – 8:00 pm.

You may also notice a personal event, with a different color, scheduled for Monday, April 21, at 12:00 pm.

It is not necessary to manually create new course events for all activities from within the Calendar.

When you schedule a Blackboard Collaborate session or create an assignment or quiz with a due date, the event automatically appears in the Calendar on the selected date.

If you open an assignment, you can see that a due date was included when the assignment was originally created.

In this example the date was scheduled for April 15th, 11:59 pm.

When you view the Calendar, you can observe that an event appears on April 15th, the due date for a particular assignment from a specific course.

You may also see scheduled Blackboard Collaborate sessions on April 2nd, 9th, 16th, 23rd, and 30th which were originally scheduled when the sessions were created.

This tutorial demonstrated a number of features of the Blackboard Calendar.