



### What's New: Calendar

The Calendar tool has been updated with a more robust set of features. Course items can appear in a modern, easy-to-use, personalized view that can be exported to a third-party calendar like Outlook or an EagleConnect account.

#### What's New:

- Instructors now have more choice regarding how their calendars are formatted both in the Calendar tool and when making date selections. They can alter the first day of the week that starts the calendar view in month and week views.
- The Calendar now displays a merged view of the institution, course, organization and personal calendar events for a user.
- Calendar events are color coded by course.
- Clicking on the calendar event allows the instructor to view, edit, or grade attempts for that activity.
- Students can filter and select only course level events to view. They can click on an event, view items details, and if it is an assignment, assessment, or discussion they can create and submit an attempt for that activity from within the calendar.

#### Essentials: The Calendar Interface at a Glance



- a) View your calendar by Day,
- b) Week or Month
- c) Move between months
- d) Click the(+) OR in a date cell to add an event.
- e) Click an event to manage it OR drag & drop to a new day
- f) Select which calendars to see, or change their colors
- g) Click this button to get a link to import your calendar into Outlook or Google\*

\* Note: You cannot import an external calendar into Blackboard, but you CAN export Blackboard's calendar and import it into another compatible calendar.

## Accessing the Calendar:

1) From the Course Menu

A) Click on Tools

B) Click on the Calendar

2) From the RCC Tab

Click Calendar from the list of tools in the upper left

3) From the Global

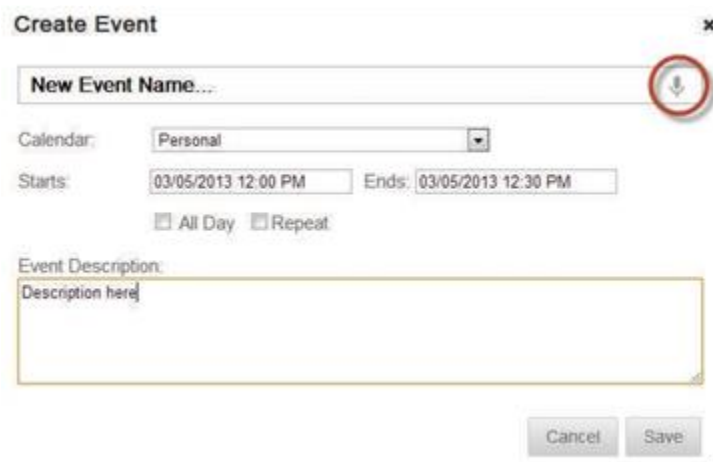
Navigation (your name at the top right)

Click the Calendar Icon:



## Creating Events on the Calendar:

1. In the Calendar, click the (+) at the upper right to add a new event. You can also click once inside any date cell.
2. Enter the New Event Name
3. Select which Calendar to add it to (Depends on role: Students may add to their Personal Calendar only, Instructors to Personal or any course they teach. Only the Administrator may add to the Institutional calendar)
4. Click in Date boxes to set Start/End date and time (time is by slider) or select All Day (for no specific time) or Repeat to signal a recurring event.
5. Enter the event Description
6. Click Save

A screenshot of a 'Create Event' dialog box. At the top, it says 'Create Event' with a close button (x). Below is a text input field for 'New Event Name...' with a dropdown arrow icon. Underneath is a 'Calendar:' dropdown menu currently set to 'Personal'. Below that are two date-time input fields: 'Starts: 03/05/2013 12:00 PM' and 'Ends: 03/05/2013 12:30 PM'. There are two checkboxes: 'All Day' and 'Repeat', both currently unchecked. Below these is a large text area for 'Event Description:' with the placeholder text 'Description here'. At the bottom right are 'Cancel' and 'Save' buttons.

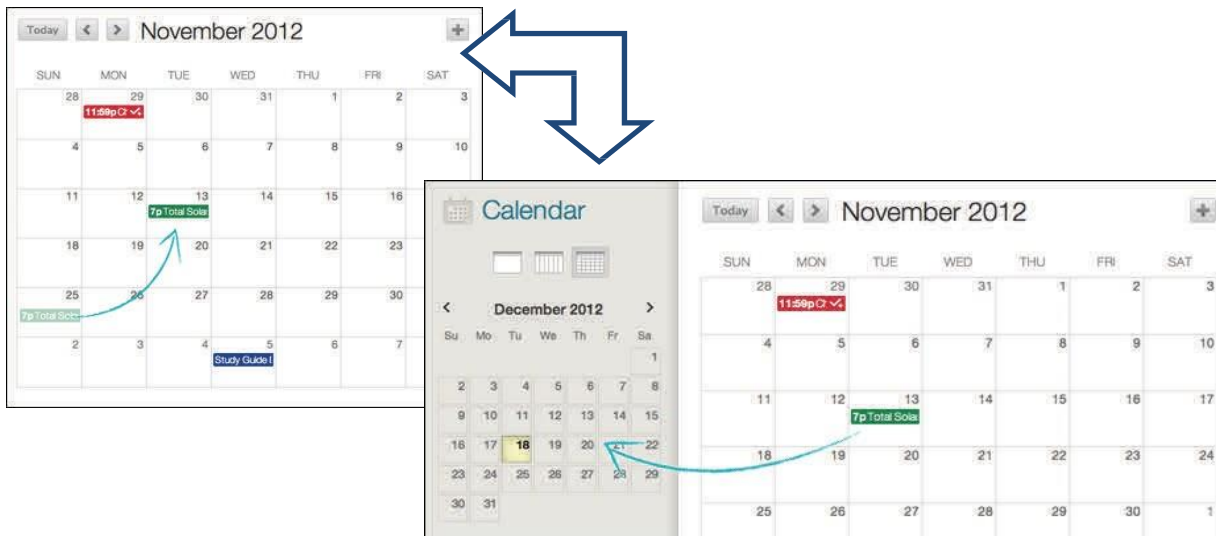
## Course Items with Due Dates:

When you create items and assign due dates (Tests, Assignments, etc.), the calendar for that course will automatically be updated with the appropriate date. If you drag the calendar entry for such an assignment to a new date, then the due date in the course is automatically updated.

## Editing or Deleting Items:

In the calendar, go to the date of the event in the main view. To change it you can:

1. Click the event to bring up a dialog box to edit **any** of its properties—or delete it.
2. Drag the event to another day in that month to change the date (the time and calendar remain unchanged)
3. Drag the event to another day in another month in the smaller view to the left (again, only the date is changed).



### Adding the Calendar to the Course Menu:

1. Click the (+) icon at the upper left of the course menu the bring up the Add Menu
2. Select Tool Link
3. Type a Name for the link (i.e. Calendar)
4. In the Type drop-down select Calendar
5. Click the Available to Users checkbox
6. Click Submit

### Exporting your Calendar to another Calendar System:

1. Click the Get External Calendar Link at the lower left
2. Copy the link in the resulting pop-up
3. In the external system (Outlook, Google, etc.) follow that systems instructions for importing an iCal calendar.

### Best Practices:

When creating an Assignment, Assessment or Discussion complete the Due Date area and the information will flow automatically to the Calendar.

### Additional Resources:

[Blackboard Learn Quick Hit: Calendar Feature](#)