

Calendar

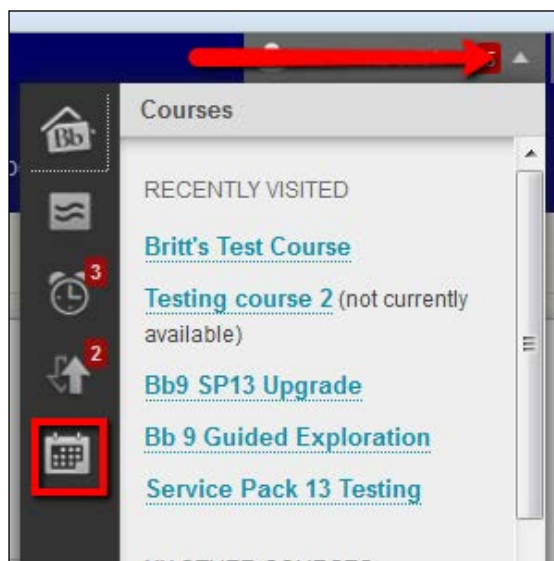
The calendar has been significantly enhanced in Blackboard Learn. It allows instructors and students to view institution, course, and personal events in a single calendar view. Events may include due dates for assignments, upcoming exams, and meetings.

Accessing the **Calendar**:

- 1) You can access the **Calendar** by clicking the Calendar located on the top left side of the Blackboard Home Page under **Tools**.



- 2) Or by accessing the **Global Navigation Menu** located top right corner of the Blackboard home page next to your first and last name. Select the drop down menu and then click on the **Calendar** icon.




Managing the Calendar:

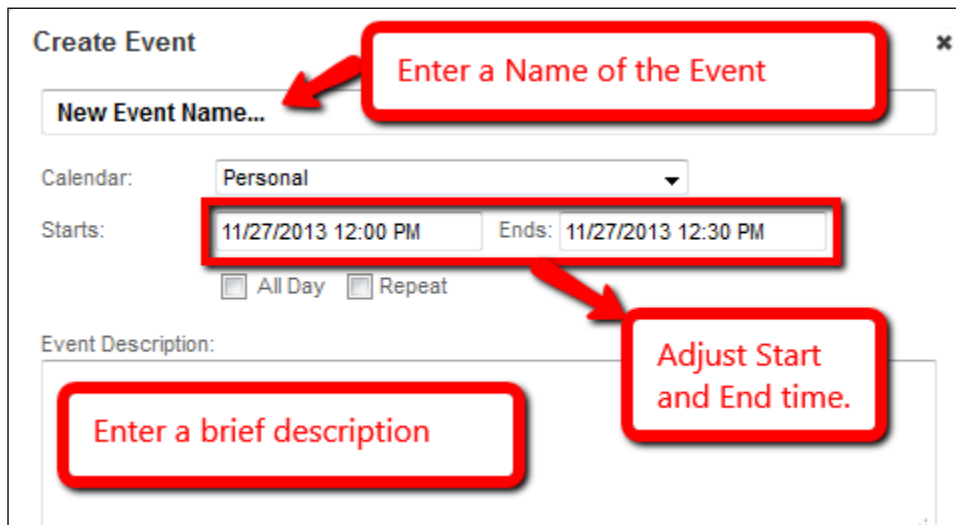
- By default, the calendar will be displayed in the monthly view. You can use the buttons at the top left corner in order to display the calendar in week or day view.
- The Forward and Back arrows allow you to easily move through your calendar.
- The calendar also allows adjustments of dates and events by clicking and dragging the events.
- Specific calendars can be hidden by unchecking the box to left of the course name in the calendar list.
- Calendar colors can be individually changed for better organization.
- Assignment and Exam due dates can be updated through the calendar.

The screenshot shows the Blackboard calendar interface for November 2013. The interface includes a header with 'Calendar' and 'November 2013', navigation buttons (Today, <, >), and a main calendar grid. A sidebar on the left shows a smaller calendar view and a list of calendars with checkboxes. A color picker is also visible. Red callout boxes with arrows point to specific features:

- Change Calendar Display:** Points to the view selection buttons (month, week, day) in the top left.
- Forward and Back buttons to navigate:** Points to the navigation arrows in the top right.
- Assignment and Exam Due Dates:** Points to a red event labeled '11:59p V Assi' on the 7th.
- Color code different calendars:** Points to a color picker showing a hex code of #d53383.
- Uncheck to hide Calendar:** Points to the checkbox next to 'Alvina T' in the calendar list.
- Create all day events spanning several days:** Points to a green event labeled 'Meeting' spanning from the 14th to the 23rd.

Creating an event:

1. To create an appointment; click on your preferred date or the () icon located top right corner of the calendar.
2. On the **Create Event** window, enter a name for the event in the **New Event Name** box; adjust your time and enter a brief description.

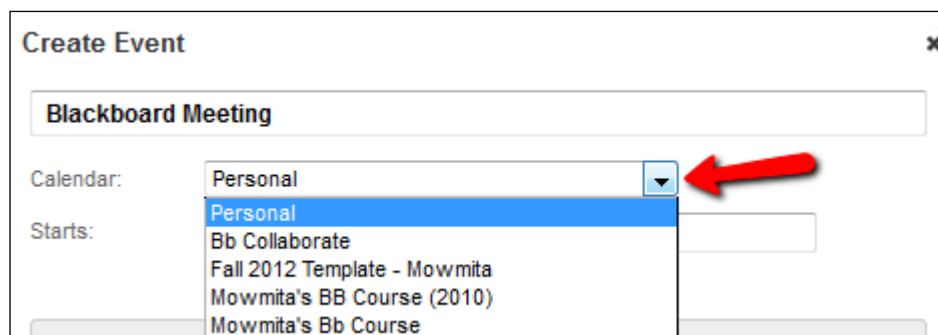


The screenshot shows the 'Create Event' dialog box. It has a title bar with 'Create Event' and a close button. The main area contains a text input field for 'New Event Name...' with a red box around it and an arrow pointing to it from a red callout box that says 'Enter a Name of the Event'. Below this is a 'Calendar:' dropdown menu set to 'Personal'. Underneath is a 'Starts:' field with '11/27/2013 12:00 PM' and an 'Ends:' field with '11/27/2013 12:30 PM', both highlighted with a red box and an arrow pointing to it from a red callout box that says 'Adjust Start and End time.'. Below the time fields are two checkboxes: 'All Day' and 'Repeat'. At the bottom is an 'Event Description:' text area with a red box around it and an arrow pointing to it from a red callout box that says 'Enter a brief description'.

Important Note:

The date must be entered as mm/dd/yyyy format and the time format must be 00:00 AM/PM.

3. You can choose a different calendar by clicking the drop down menu next to calendar and selecting a different calendar. By default all events are added to the Personal Calendar.



The screenshot shows the 'Create Event' dialog box with the 'Calendar:' dropdown menu open. The text input field at the top contains 'Blackboard Meeting'. The dropdown menu lists several options: 'Personal' (highlighted in blue), 'Bb Collaborate', 'Fall 2012 Template - Mowmita', 'Mowmita's BB Course (2010)', and 'Mowmita's Bb Course'. A red arrow points to the dropdown arrow icon.

4. To make an **All Day** or **Repeat** event; check on the appropriate box. For **Repeat** event, once you check the box more choices will appear. Select and adjust the options for your repeated events as necessary.

Create Event [X]

Calendar:

Starts: Ends:

All Day Repeat

Repeats:

Every: weeks

On Day(s):

Ends: After occurrences

On

5. Once you have finished choosing your event settings, click on **Save** to complete the event creation.

The calendar also provides an external link to pull events into iCal, Google, Outlook, or other mail programs which allow calendar subscriptions. You can get a link by clicking on **Get External Calendar link** from the bottom left corner of the Calendar page.

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If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.