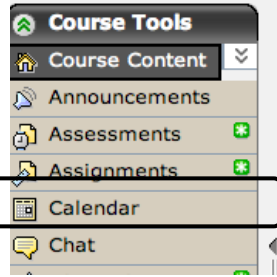


Blackboard Student Tutorial: Using the Calendar



To access the Calendar click on **Calendar**. It is located on the Course Tools Menu bar.



This is the main screen you will see after clicking on Calendar.

December 2006

December, 2006 View: Institution + All courses + personal

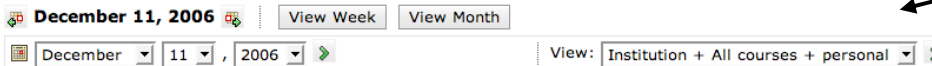
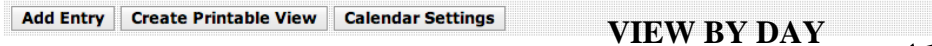
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	26	27	28	29	30	1	2
View Week	3	4	5	6	7	8 ■ No class	9
View Week	10	11 Today	12	13	14	15	16
View Week	17	18	19	20	21	22	23
View Week	24	25	26	27	28	29	30
View Week	31	1	2	3	4	5	6

There are several features including: **add entry**; **create printable view**, **calendar settings**, **display new entries**, and **today's agenda**.

Entries in italic are private entries.

Key: ■ LEC Workshop 06 - 001

There also three views. The main view that you see, view by day, and view by week.



There are currently no entries for this day.

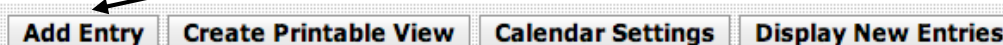


December 10-16, 2006 View Month

Select a week View: Institution + All courses + personal

December 10, 2006	Add Entry
December 11, 2006 - Today	Add Entry
December 12, 2006	Add Entry
December 13, 2006	Add Entry
December 14, 2006	Add Entry
December 15, 2006	Add Entry
December 16, 2006	Add Entry

To add an entry, click on the **Add Entry** button at the top of the main calendar screen.



Add Entry

*Title:

Description:

Use HTML

Dates

Start date: , :

End date: , :

This is an all-day event

Entry type

Type:

Access:

More Options (Expand this area to see more options.)

Save

Cancel

* Required field

This is the Add Entry screen. To add an entry, fill out the form. Give the entry a title, and a description. The title is required (note the red asterisk).

Specify the date and time range, and whether it is an all-day event.

Specify the type and the access. If you'd rather keep this event to yourself, it will be invisible to your classmates and anyone else who sees your Calendar.

Click **SAVE** after you are finished.

To create a printable view of your calendar. Click on **Create Printable View**. It is located at the top of the main calendar screen.

Specify the date and time range, then hit continue at the bottom of the page.

After clicking **continue** the next screen will display the specified date range. Click **PRINT**.

To change the calendar

Add Entry

Create Printable View

Calendar Settings

Display New Entries

Create Printable View

Date Range

Start date: ,

End date: ,

Start time between: : AND :

End time between: : AND :

Continue

Cancel

Printable View

Print

Cancel

December 12, 2006

test

9:00 AM - 11:00 AM

LEC Workshop 06 - 001

Print

Cancel

[Add Entry](#)
[Create Printable View](#)
[Calendar Settings](#)
[Display New Entries](#)

Calendar Settings

Personal Settings

Preferred View

Month
 Week
 Day

Week begins on:

Custom View

To display course calendar entries, select the appropriate check box.

Show entries from all my courses
 Only show entries from these courses:

LEC Workshop 06 - 001

To select a different symbol for a course, click the current symbol.

Show personal entries (entries not associated with any course)

[Save](#)
[Cancel](#)

settings, click on **Calendar Settings**, which is located at the top of the main calendar screen.

Specify which view you would like to see each time you log in. **Month, Week, or Day.**

You can also specify which day of the week you would like the week to start with.

You can also specify a custom view. Choose between:

- Show entries from all my courses.
- Only show entries from these courses.
- Show personal entries.

After customizing, click **SAVE.**

[Add Entry](#)
[Create Printable View](#)
[Calendar Settings](#)
[Display New Entries](#)

[Print](#)
[Cancel](#)

December 8, 2006

No class

9:00 AM - 11:00 AM

Class will not be held Friday, 12/8

Creator: Bonnie Cooper

December 12, 2006

test

9:00 AM - 11:00 AM

[Print](#)
[Cancel](#)

To see entries that have recently been added by your instructor or by you, click on **Display New Entries.** It is located at the top of the main calendar screen.