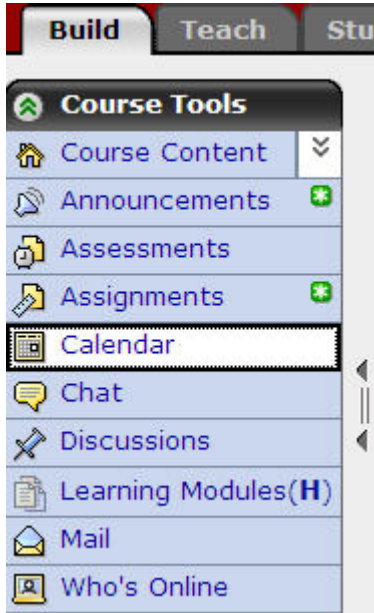


## Using Calendar



### Accessing and Viewing the Calendar

The Calendar allows you to view and create entries for campus or personal events. Entries can be viewed for a day, a week, or a month on both the **Course List (My Blackboard)** page and from within your section(s).



You can also view weekly entries under the Calendar Week, which is located below the list of courses and Campus Announcements.





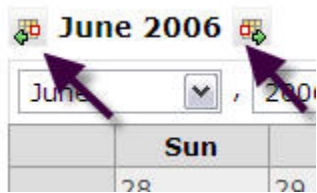
**Section:** From within your section, select the **Calendar** under Course Tools, as shown in the previous figure. You can access the Calendar from both the Build and Teach tabs.

Make sure your entries are public if you want your students to view them.

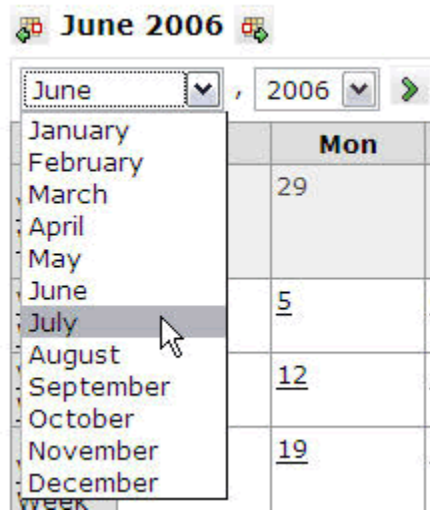
### Month View

The Month View displays entries for the current month with the current date highlighted. Entries do not show details.

To display entries for the previous or next month, on either side of the month name click the **Previous Month**  or **Next Month**  icon.

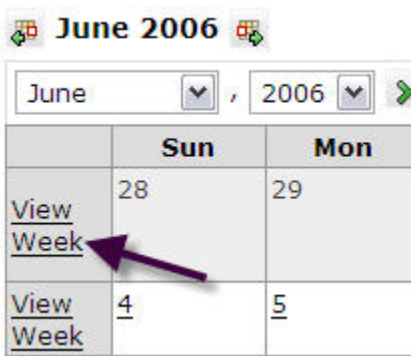


To quickly select a month not adjacent to the current month, select the month and year from the drop-down lists and click the green arrow icon.



## Week View

To view entries for a particular week, select the **View Week** link next to the week that you want to view.



Week View shows full entries, including summaries and details.

 **May 28-June 03, 2006**  View Month

Select a week ▼  View: All courses + personal ▼ 

|                              |                        |
|------------------------------|------------------------|
| <a href="#">May 28, 2006</a> | <span>Add Entry</span> |
| <a href="#">May 29, 2006</a> | <span>Add Entry</span> |
| <a href="#">May 30, 2006</a> | <span>Add Entry</span> |
| <a href="#">May 31, 2006</a> | <span>Add Entry</span> |



[Assessment 1 Available](#)   
 10:00 AM - 10:00 AM  
 Creator: Sally Yang  
 VCC- Blackburn - VCC Section 3

|                              |                        |
|------------------------------|------------------------|
| <a href="#">June 1, 2006</a> | <span>Add Entry</span> |
| <a href="#">June 2, 2006</a> | <span>Add Entry</span> |
| <a href="#">June 3, 2006</a> | <span>Add Entry</span> |

You can toggle back to Month View by clicking the **View Month** button.

### Day View

To view entries for a single day, select the date and the Day screen appears.

The Day screen displays the full entry for the day, including summaries and details. To display entries for the previous or next day, on either side of the day name click the **Previous Day**  or **Next Day**  icon.

To quickly select another day, which is not close to the current day, select the month, day, and year from the drop-down lists and click the green arrow icon to go.

 **June 21, 2006**  View Week

 June ▼ 21 ▼, 2006 ▼ 

You can also click the **Date Selection Calendar** icon  next to the drop-down lists. Locate and select the date you want from the pop-up Calendar.

 **June 2006** 

| Sun                | Mon                | Tue                | Wed                | Thu                | Fri                | Sat                |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 28                 | 29                 | 30                 | 31                 | <a href="#">1</a>  | <a href="#">2</a>  | <a href="#">3</a>  |
| <a href="#">4</a>  | <a href="#">5</a>  | <a href="#">6</a>  | <a href="#">7</a>  | <a href="#">8</a>  | <a href="#">9</a>  | <a href="#">10</a> |
| <a href="#">11</a> | <a href="#">12</a> | <a href="#">13</a> | <a href="#">14</a> | <a href="#">15</a> | <a href="#">16</a> | <a href="#">17</a> |
| <a href="#">18</a> | <a href="#">19</a> | <a href="#">20</a> | <a href="#">21</a> | <a href="#">22</a> | <a href="#">23</a> | <a href="#">24</a> |
| <a href="#">25</a> | <a href="#">26</a> | <a href="#">27</a> | <a href="#">28</a> | <a href="#">29</a> | <a href="#">30</a> | 1                  |

You can toggle among the Week and Month Views by clicking the buttons at the top.

To choose which entries you want to display, use the View drop-down list:

**All Courses + Personal:** All the possible Calendar entries you can view. It displays all entries associated with all the sections in which you are enrolled as well as your personal and private entries.

**All Courses:** Displays only course-related entries for all the sections in which you are enrolled.

**Custom View:** Displays a subset of entries, depending on how you set up a custom view using the Calendar Settings.

## Calendar Settings

The Calendar can display three types of entries:

- **Course-Related:** Entries that are public (viewable by all section members) or private (viewable only in your Calendar).
- **Personal:** Private entries that are not related to the course but are meant for personal reminders.
- **Institution:** Entries created by the Institution Administrator to communicate campus events are viewable by all institution members (**Note:** These are not being created at the moment).

As a Section Instructor, you can create Course-Related or Personal entries. It is up to you to grant privileges to your students and teaching assistants to create course-related entries that are public. To grant privileges and perform other setting manipulations, select **Edit Settings** on the upper right-hand side.

On the settings page, you can change the types of entries the Calendar can display for you and your students:

- You can allow students to add public entries. If you do not check this textbox, students (by default) **cannot** make entries for everyone to see.
- The default entry type for the Instructor is Public. Change this to Private if you do not want your entries to be seen by everyone. Change this setting to Public if you want people to see your entries. Keep the Calendar private if you are using it for personal purposes.
- You can view Calendar entries by month, week, or day and start the week on a day of your choice.
- You can also choose to display:
  - entries associated with all courses
  - entries associated with specific courses
  - a symbol of your choice to associate with a course
  - personal entries

## Adding a Calendar Entry

To add a new entry to the Calendar, select the day you want to add the entry to. This will take you to the Day View. Click **Add Entry**.

Create a summary for the entry. This is a short descriptive title for the entry, which will be shown on the Calendar. Determine a start and finish day and time for the entry. If this is an all-day entry, select the related textbox.

Choose the type of entry. It can be personal or associated with a course. Next, choose an access level. Course-related entries can be private or public. Personal entries can only be private. Type a detail for the entry.

For additional settings, click **More Options**.

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

### Links

Internal link:   

Internet URL:

### Recurrence

This entry repeats:

Every day

Every week on these days:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Until:     ,  

Within these options, you can provide a link to a component in your course or to an outside URL (Web page). You can also repeat this entry every day or every week on the days of your choice over the course of the semester. Note, however, that if you decide to repeat this entry, you need to make the summary generic; for example, name a quiz you give every week something like "Weekly Quiz" instead of "Quiz 1." Also make sure that if you are repeating every week that the start date, end date, and the date repeating must be the same for all the Calendar entries.



When you complete your new entry, click **Save**. You will see the new entry displayed.

If there are new entries since you last visited the Calendar, the Month screen will display the **Display New Entries** button.



The screenshot shows a toolbar with buttons: "Add Entry", "Create Printabl", "Display New Entries" (highlighted with a red box), and "Delet". Below the toolbar is a calendar header for "June 2006" with a calendar icon on the left and a right arrow icon on the right. Below the header is a date selector showing "June" and "2006" with dropdown arrows and a right arrow icon. Below the date selector is a table with columns for days of the week: "Sun", "Mon", "Tu".

When you select **Display New Entries**, all the new entries will appear.

You can view the new entries and print them. You can also edit the entries by clicking the **Edit**  button or the **Delete**  button in the drop-down menu for that entry. Clicking the **Cancel** button will take you back to the Month View.