

# Managing the calendar

## Step-by-step guide for designers and instructors

For Blackboard Vista 4.x


The calendar can be used to display institutional, course and personal events. It can be accessed from either the home page or the **Course Tools** menu (if made available).

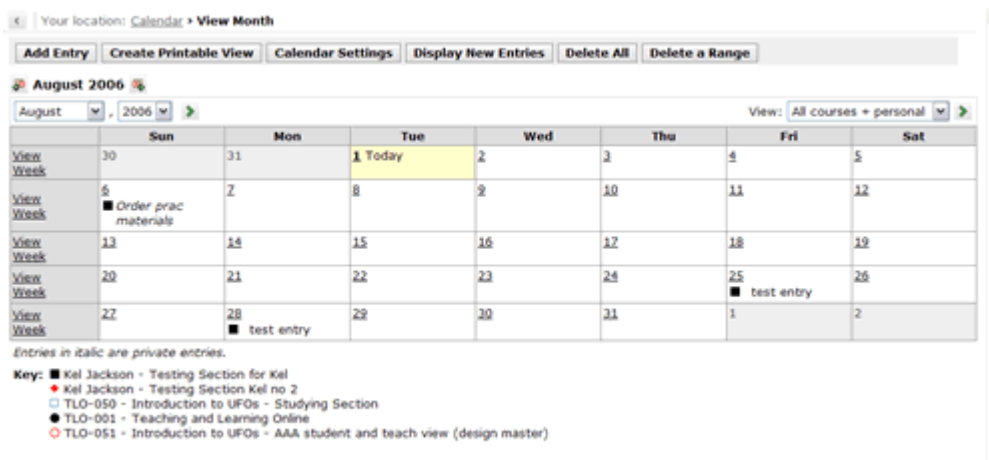
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## Viewing the calendar

You can access the calendar from two locations:

1. From the **MyLO** home page (where you can access entries from courses) by clicking on the Calendar icon  at top right corner of the page.
2. From the course home page by clicking on **Calendar** under the **Course Tools** menu.



Your location: Calendar > View Month

August 2006

August 2006 View: All courses + personal

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	30	31	1 Today	2	3	4	5
View Week	6	7	8	9	10	11	12
	■ Order prac materials						
View Week	13	14	15	16	17	18	19
View Week	20	21	22	23	24	25	26
						■ test entry	
View Week	27	28	29	30	31	1	2
		■ test entry					

Entries in italic are private entries.

Key:

- Kel Jackson - Testing Section for Kel
- Kel Jackson - Testing Section Kel no 2
- TLO-050 - Introduction to UFOs - Studying Section
- TLO-001 - Teaching and Learning Online
- TLO-051 - Introduction to UFOs - AAA student and teach view (design master)

Entries on the Calendar that have been entered as private are in *italics*, those related to a specific course have a prefix symbol, according to the key given at the bottom left of the Calendar.

## Different calendar views and displays

The Calendar tool provides three different views of entries:

- a month at a time
- a week at a time
- a day at a time.

## Managing the calendar

### Month view

The Calendar is initially displayed showing one month at a time on the screen. If in week or day view, there is a **View Month** button at the top of the Calendar. Click this to return to the month view.

### Week view

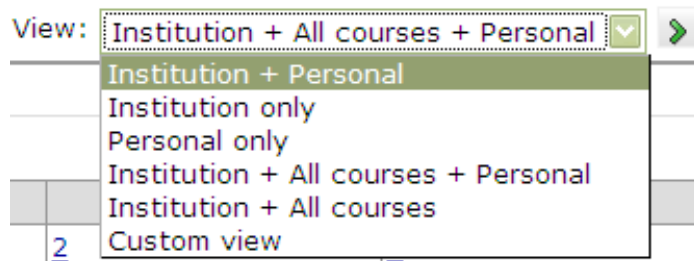
To display a week at a time, click the **View Week** link at the left end of each line in Month view or click the **View Week** button at the top of the Calendar in day view.


### Day view

In month or week view, click the date to display just that day's entries.

### Selecting types of entries to display

The "View:" drop-down list at the top right of the Calendar selects the type of entries that will be displayed on the Calendar.





Select the appropriate option and click  to display those entries that satisfy the criteria.

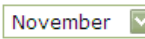



### Displaying new entries

If there are new entries since you last visited the Calendar, the month screen will include a **Display New Entries** button. Click this to view just the new entries, then click **OK** to return to the month screen.

## Navigating the calendar

Depending on the current Calendar view selected (month, week or day), the navigation tools at the top left (either side of the title) of the Calendar will allow you to change the month, week or day viewed.

Use the  or  icons to move to the previous or next month, week or day respectively.

In **Month** view Use the drop down menus e.g.    and the go  icon to select the appropriate month and year, and then view this on the Calendar.

## Managing entries

The buttons **Add Entry**, **Create Printable View**, **Delete All** and **Delete a Range** allow management of the calendar entries.

## Add Entry

1. Click this button to add a new entry to the Calendar; the **Add Entry** screen is displayed. Section designers and instructors can add both personal and course-related entries.

Your location: [Calendar](#) > [View Month](#) > [View Day](#) > **Add Entry**

### Add Entry

\*Title:

Description:

Use HTML

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### Dates

\* Start Date:

Start Time:

End Date:

End Time:

2. In the **Title** box type a brief description of the event — this will be the only information displayed in the month view of the calendar, so ensure you provide enough information to assist the user.
3. In the **Description** text box, type in details of the event. Turn the **HTML Creator** on to format the information in HTML.
4. Under **Dates**, type in the dates and times in the specified format OR use the calendar and clock pop-up menus to specify the start and end date/time of the event. If you don't specify and end date or time then it defaults to an all day event.

## Managing the calendar

**Entry Type**

Personal (Only you can see this entry.)

Course (Allows you to link to content in this course.)

Access:  Public (All course members can see this entry.)

Private (Only you can see this entry.)

Institution (All institution members can see this entry.)

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

\* Required field

5. Under **Entry Type**, select the radio button next to the relevant type depending on what the entry relates to e.g. Personal.
6. For a Course entry, choose the relevant level of Access by selecting the radio button next to **Public** or **Private** to select whether the entry will be visible to everyone subscribed to the course or only on your Calendar respectively.
7. By clicking on **More Options** you can set details for a recurring entry or add a Web link.

### More options

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

Recurrence

This entry repeats:

Every day


Every week on these days:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Until:

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Links

Assignment 2 

### Recurrence

To repeat an entry on several days:

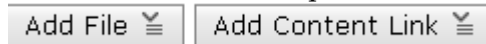
1. Check that the Start and End date above are the same, with the correct time duration for the entry.
2. Click the check box next to **This entry repeats:**
3. Select the day(s) of the week on which the entry will repeat or select **Every day** if appropriate.
4. For **Until:** select the last date that the recurring entry will appear.



## Managing the calendar

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### Links

To add a link to a component of the course, you have two choices:




1. **Add File** - Click on the *ActionLinks*  icon and browse to find the file. Click on **OK**.
2. **Add Content Link** - Click on the *ActionLinks*  icon, select the component to link to and click **Add Selected**. The **Add Entry** screen is displayed with the link to the component.



3. Click **Save** - the Calendar screen will be displayed with the new entry.

### Editing entries

Calendar entries can only be changed from the *Week* or *Day* views (provided they are in the future).


1. Select the Week or Day View to display the entry.
2. Click the *ActionLinks*  icon next to the entry's title and select **Edit** from the drop-down menu that appears. The **Edit Entry** window opens, where you can make your changes.
3. Click **Save**.

### Creating a printable view of entries

Creating a printable view of entries allows you to create a list of calendar entries satisfying defined criteria that can be viewed or printed easily.

1. Click the **Create Printable View** button on the month, week or day screen. The **Create Printable View** window is displayed where you can select criteria to limit the entries that appear in printable view.
2. Under **Date Range**, next to **Start Date** and **End Date**, use the calendar pop-up menu to specify the date range of entries to be included in the printable view.
3. To specify entries that only occur within a certain timeframe, next to **Start time between** and **End time between**, use clock pop-up menu to select a timeframe.
4. **Filter Results** - To limit entries according to specific text in the title and description, enter in the word in the text box.
5. Under **Course Selection**, select whether to show entries from all, or selected course(s).
6. Under **Access Level**, select the type of entries you want to include in the printable view.
7. Click **Continue**. The screen displays all entries that match your selected criterion.
8. To print, use your browser's print function.
9. When finished viewing the printable view, click **OK**. The **Month**, **Week**, or **Day** screen appears.

## Deleting entries

1. To delete an entry, go to the relevant week or day calendar view containing the entry.
2. Click on the *ActionLinks*  icon next to the entry's title and select **Delete** from the drop-down menu that appears.
3. Click **OK** to confirm. If the entry is recurring select whether to **Delete this Occurrence Only** or **Delete All**.
4. To delete all entries on a particular day, go to the relevant Day view for the date, click the **Delete All** button. Click **OK** to the confirmation message.
5. To delete all entries for the week/month, view the Month or Week screen, click **Delete All**, and then click **OK**.
6. To delete entries from a date range, view the Month, Week or Day screen. Click **Delete a Range**; the **Delete a Range of Entries** screen appears. Select the date ranges from which entries are to be deleted. Click **Delete**, a confirmation message will be displayed, click **OK**.

## Customising the calendar

On the Month, Week or Day screen, click the **Calendar Settings** button to open the **Calendar Settings** screen.

### Entry Settings

- **Allow Students public entries** – determines whether students in this course can make public calendar entries. This option is not recommended, as it can cause confusion, so this box should not have a tick in it.
- **Default Entry type for Section Instructor** – determines whether the default calendar entry type is private or public. The type of entry made can be set at the time of making the calendar entry.

### Personal Settings

- Under **Custom View** select whether by default the Calendar will display entries from all courses, or only the set selected, and whether personal entries will be displayed.
- Click **Save** to store the settings.

Other settings, such as your preferred view for initial calendar display, i.e. Month, Week or Day and which day the week starts on can be changed under **My Settings**.

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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