


Using the calendar tool


Step-by-step guide for students

For Blackboard Vista 4.x

The **Calendar** tool  can be used to record personal appointments, events related to online courses or university events. The **Calendar** tool can be accessed from the course home page under **Course Tools**.



- Items you add to the Calendar can only be seen by you.
- Items added by your lecturer are visible to all students enrolled in the course.
- Items added by an administrator are visible to all users.

Adding entries to the calendar

1. Open the **Calendar** by clicking on  **Calendar** under **Course Tools**.
2. Click on **Add Entry**.

< Your location: [Calendar](#) > **View Month**

Add Entry **Create Printable View** **Calendar Settings**

 **May 2006** 

May View:

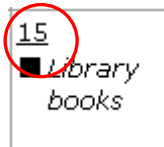
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	30	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
View Week				<u>10</u>	<u>11</u>	<u>12</u> ■ <i>Assignment 2 - due</i>	<u>13</u>
View Week	<u>14</u>	<u>15</u> ■ <i>Library books</i>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u> ■ <i>Reminder - tutorial change of time</i>
View Week	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
View Week	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	1	2	3


Entries in italic are private entries.

3. Enter a title and description for your entry.
4. Choose a date and time for the event.
5. Click **More Options** to add a web link to your calendar or to organise repeating entries, e.g. add a tutorial time on the same day each week for the semester.
6. Click **Save**.

Editing or deleting calendar entries

1. To edit or delete a calendar entry, click on the date of the calendar entry to open that date.



2. Click on the *ActionLinks*  icon beside the entry title, and choose **Edit** or **Delete**.



Edit

1. If you choose **Edit** the **Edit Entry** screen will appear.
2. Make your changes and click **Save**.

Edit Entry

*Title:

Description: HTML Creator On Off

return library books today

Delete

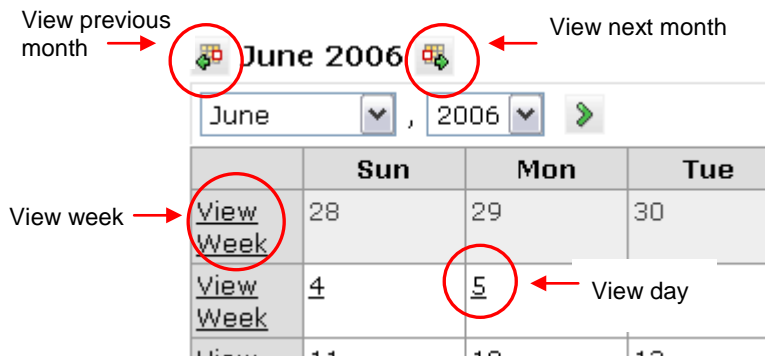
If you choose **Delete** you will be asked if you are sure that you want to delete this entry. Click **OK** and the entry will be deleted.

Different calendar views: day, week or month

You can view your calendar entries a month, week or day at a time.

When you initially click on the **Calendar** tool, the month view is usually displayed.

- To view a week, click on **View Week** on the left.
- To view the next or previous month, click on the arrows near the current month.
- To view the day, click on the date.



In all views you are able to add entries by clicking the **Add Entry** button.

Selecting entries to view and print

When displaying the month, week or day views of your calendar, you can choose to print the entries by clicking on the **Create Printable View** button.

1. Choose the dates to print.

Create Printable View

Date Range

Start date: ,

End date: ,

Start time between: : AND :

End time between: : AND :

2. You can also select whether to print
 - all calendar entries
 - just private entries
 - just public entries (those entered by lecturer)
 - entries from all of your courses
 - entries just from this course
3. Click **Continue**.
4. A new window will appear listing all entries for the dates chosen.

Using the calendar tool

5. Click on **Print**.

Printable View

Print **Cancel**

May 9, 2006

Library books ☰
 9:00 AM - 11:00 AM
 Return Library books to
 ■ UTAS-001 - Preparing fo

May 11, 2006

Lunch with James ☰
 12:00 PM - 1:00 PM
 Lunch with James at el
 ■ UTAS-001 - Preparing fo

Personalising your calendar

Click on **Calendar Settings** to choose:

- which calendar view is displayed when you first click the **calendar** icon, either month, week or day
- what is the first day of the week, whether Sunday, Monday etc
- which course entries you want displayed and whether you want your personal entries displayed (those you have entered).

After selecting the appropriate settings click **Save**.

New entries

Click on **Display New Entries** to display all new entries since you last viewed the calendar.

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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