

How do I use the calendar in Blackboard?

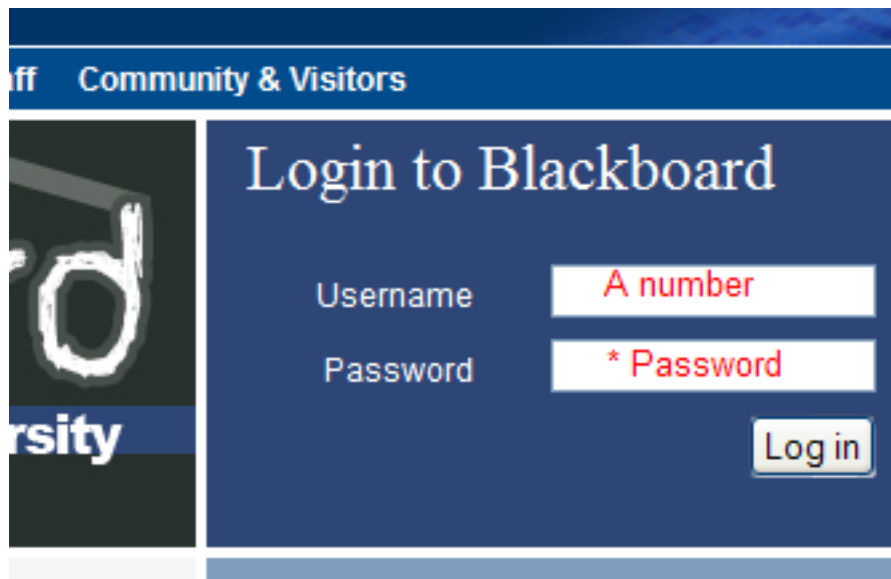
Subject Descriptors: Blackboard, Black board, Vista, Student, Calendar, view, entry, change, mark, access

Application (Version): Blackboard Vista- Student View

Task Description: I want to use the Calendar in Blackboard Vista. How do I do that?

Tutorial Date: 12 May 2009, by Marita Jackson

First, Log into Blackboard at bb.usu.edu...



*Note: Your Blackboard password is the same as your banner password. This can be changed/updated at password.usu.edu.

Locating your Calendar



At the bottom of your Blackboard homepage, you can see your Calendar. Any entries for the week will be listed...

Calendar Dropdown Menu



The screenshot shows a dropdown menu for the calendar. The selected item is "Calendar Week". Below it, the date "May 12, 2009" and the time "11:42 AM - 12:00 PM Example Entry" are displayed. A context menu is open to the right, containing two options: "Edit Calendar Week" (with a pencil icon) and "Hide Calendar Week" (with a hide icon).

You can change what week is shown or hide the calendar all together by accessing it from the dropdown menu...

From EDIT CALENDAR WEEK, you can switch the view from Month, week or day and or make a printable version

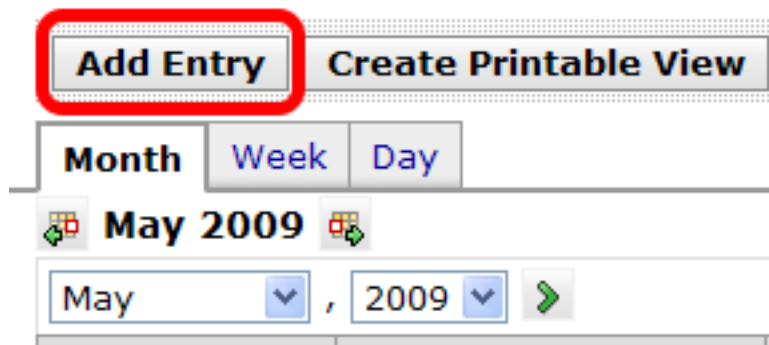
Calendar



The screenshot shows the "Calendar" interface. At the top, there are two buttons: "Add Entry" and "Create Printable View". Below these are three view selection buttons: "Month", "Week", and "Day". The "Month" button is currently selected. Below the view buttons, the text "May 2009" is displayed with small calendar icons on either side. At the bottom, there are two dropdown menus for "May" and "2009", followed by a green arrow button.

Adding an Entry

Calendar



This screenshot is identical to the previous one, but the "Add Entry" button is highlighted with a red rectangular box to draw attention to it.

To add an entry, click ADD ENTRY. A new screen will appear...

Filling out the Form

My Blackboard

Welcome, *[User Name]*. Today is May 12, 2009 11:42 AM MDT.

< Your location: [View Week](#) > [View Month](#) > [View Day](#) > **Edit Entry**


Edit Entry


*Title:


Description:


Use HTML

Dates

* Start Date: 

Start Time:  **hh:mm am/pm**

End Date: *  **mm/dd/yyyy**

End Time:  **hh:mm am/pm**

Entry Type

** Personal (Only you can see this entry.)

(Expand this area to see more options.)


* Required field

From here, fill out the form following the instructions...

*Note: Clicking that icon will open a clickable calendar view for easy date selection.

**Note: As a student, you can only make personal entries.

Other 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: 

Web Link

Web address (URL):

Save

Cancel

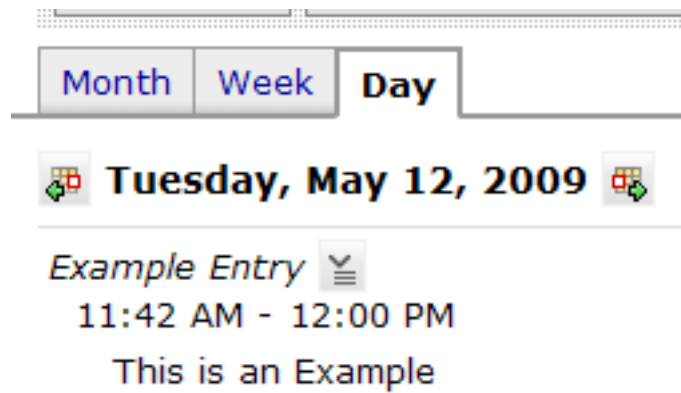
There are a few extra options available; you can make the entry reoccur and/or add a hyperlink. Click save when done..

You entry should now appear on the calendar. To see the details, click on the day...

	Mon	Tue	Wed	
	27 <input type="checkbox"/> Group Project report Due	28 <input checked="" type="checkbox"/> Excel Project Due	29 <input checked="" type="checkbox"/> Final Exams <input type="checkbox"/> Moises's class Due	3
	4	5	6	7
	11	12 Today Example Entry	13	1
	18	19	20	2
	25	26	27	2
	1	2	3	4

*Note: The current date is always highlighted.

Details of an Entry



Month Week **Day**

Tuesday, May 12, 2009

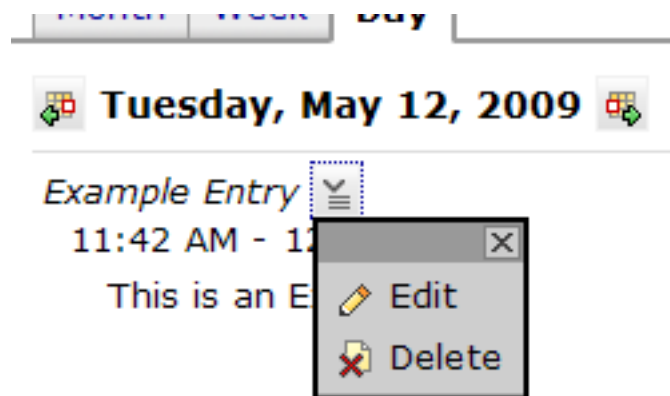
Example Entry ▾

11:42 AM - 12:00 PM

This is an Example

From here you can see the details of the entry and anything special you have added to it...

Edit or Delete an Entry



Month Week **Day**

Tuesday, May 12, 2009

Example Entry ▾

11:42 AM - 12:00 PM

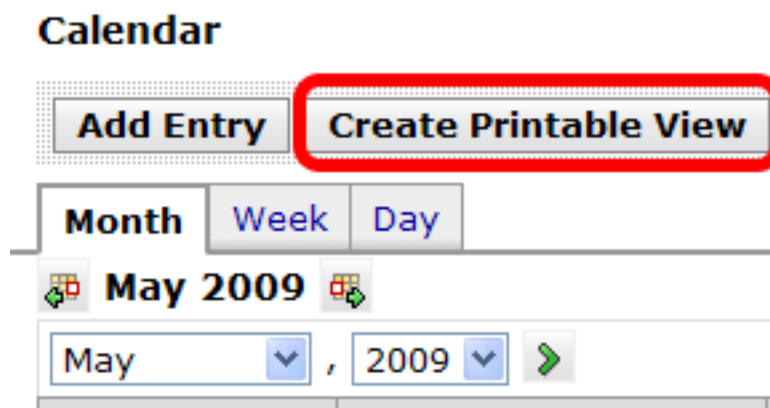
This is an Example

Edit

Delete

Click the drop down menu to edit or delete the entry...

Printing the Calendar



Calendar

Add Entry **Create Printable View**

Month Week **Day**

May 2009

May ▾ , 2009 ▾ >

Click CREATE PRINTABLE VIEW at the top of the screen...

Options in Printable View

My Blackboard

Welcome, *Martha Anderson*. Today is May 12, 2009 11:42 AM MDT.

< Your location: [View Week](#) > [View Month](#) > [View Day](#) > **Create Printable View**

Create Printable View

Date Range

1 * Start Date:

* End Date:

2 Start time between: AND

End time between: AND

Filter Results

3 Only show entries whose Title and Description fields contain the text:

Course Selection

4 Show entries from all my courses

Only show entries from these courses:

JAPANESE SECOND YR II - Spring-09 JAPN-2020-001 - 200920

DRAWING I - Spring-09 ART-1020-001 - 200920

STUDENT APPLD LDRSHP - Spring-09 MHR-2160-001 - 200920

CALCULUS TECHNIQUES (QL) - Spring-09 MATH-1100-007 - 200920

INTRO MICROECONOMICS (BSS) - Spring-09 ECON-2010-001 - 200920

PRINCIPLES OF MIS 1 - Spring-09 MIS-2100-003 - 200920

ECON INSTITUTIONS (BAI) - Summer-09 ECON-1500-001 - 200930

GENERAL PSYCHOLOGY (BSS) - Summer-09 PSY-1010-001 - 200930

Access Level

5 Private entries only

Public entries only

Both *private* and public entries

From here, you have many options before you print...

- 1: Choose the range of dates you want to be printed.
- 2: Choose to filter entries from only a certain time range.
- 3: Choose to filter entries by key words.
- 4: Choose to filter entries by course.
- 5: Choose to display private entries, public entries or both.

Printing the Calendar

< Your location: [View Week](#) > [View Month](#) > [View Day](#) > [Create Printable](#)

Printable View

Print

Cancel

April 27, 2009

Group Project report Due

5:00 PM

STUDENT APPLD LDRSHP - Spring-09 MHR-2160-001 - 200920

April 28, 2009

Excel Project Due

11:59 PM

■ PRINCIPLES OF MIS 1 - Spring-09 MIS-2100-003 - 200920

April 29, 2009

Final Exams

9:30 AM - 11:30 AM

Two exams one over MIS the other over Excel

■ PRINCIPLES OF MIS 1 - Spring-09 MIS-2100-003 - 200920

Moises's class Due

2:30 PM

STUDENT APPLD LDRSHP - Spring-09 MHR-2160-001 - 200920

May 12, 2009

Example Entry

11:42 AM - 12:00 PM

This is an Example

Print

Cancel

Your calendar should now be created. Click print at anytime to print out the page...

*Note: If you see any mistakes, you can hit the cancel button to edit the options.