

# How to use the Calendar tool in Blackboard 9

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## About the Calendar

Use the Course Calendar to provide students with dates for important events. Course Calendar Events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Due date notifications also show in the What's New and To Do modules. However, due date notifications can be turned off by students, so be sure to let them know if you are relying on those modules to remind them of due dates.

## Using the Calendar

### ► QUICK STEPS: adding a calendar entry

1. On the **Control Panel**, under **Course Tools**, select **Course Calendar**.
2. On the **Course Calendar** page, select a Calendar view: Day, Week, Month, or Year.
3. Click **Create Course Event** on the Action Bar.
4. On the **Create Course Event** page, type the **Event Name** and **Event Description**. Format the **Event Description** text using the Text Editor functions, if you want.
5. Type the **Event Date**. Optionally, click the pop-up **Date Selection Calendar** to select the date.
6. Type the **Event Start Time** and **Event End Time**. Optionally, click the pop-up **Time Selection Menu** to select the times.
7. Click **Submit**.

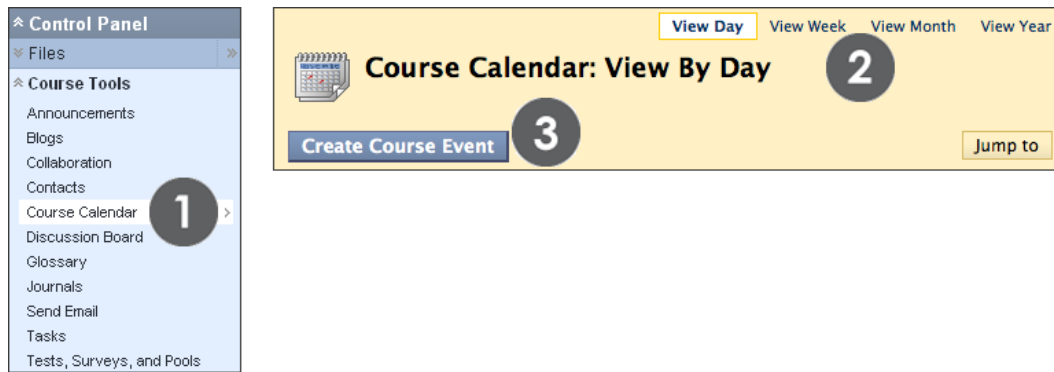


Figure 2.1

Figure 2.2

The Event Name will appear as the link on the Course Calendar. Click the link to display the Event Description. There is a 4,000 character limit for Event.