

Edge Hill University

THE BLACKBOARD CALENDAR TOOL

A GUIDE FOR STAFF

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Introduction

The Blackboard Calendar tool can be used to offer students a list of important dates. For example you could add information about your office hours, session dates, dates that assignments are due, and exams.

Getting Started with the Calendar Tool

When you view the Calendar tool, this is the screen that you will see.

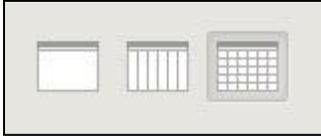
The screenshot shows the Blackboard Calendar tool interface for November 2013. On the left, there is a sidebar with a 'Calendar' header and three view icons (daily, weekly, monthly). Below the icons is a small calendar grid for November 2013, with the 27th highlighted. Underneath the grid is a 'CALENDARS' section with a list of calendars, each with a checkbox and a dropdown arrow:

- Institution
- Personal
- APPLIED HEALTH & SOCIAL CARE PROGRAMME AREA SEPTEMBER 2013
- Assignment Handler Test Course
- CARE CO-ORDINATION FOR PEOPLE WITH LONG TERM CONDITIONS 2013
- Campus Pack Resource Area
- DDE - Staff Development

The main area of the screen displays a weekly calendar grid for November 2013. The grid shows days from Monday to Sunday. The 27th is highlighted in yellow. The calendar contains several events, including:

- General Collaborate space for Developing Digital Excellence (repeated across multiple days)
- 9:00 HUG 3118 Toi (repeated on multiple days)
- 13:00 HUG 3119 Ti (repeated on multiple days)
- 12:30 Learning Ed (on Wednesday, 27th)
- 13:00 Electronic A (on Wednesday, 27th)
- 9:00 FDH 1100 (repeated on multiple days)
- 9:00 FDH 1103 (repeated on multiple days)
- 13:00 HUG 118 (repeated on multiple days)
- 12:00 HUG 3119 Ti (on Tuesday, 26th)
- 12:00 Radio Ga Ga (on Thursday, 28th)

At the top left of the screen you can select whether you want to see a daily, weekly or monthly view.



Use the calendar below that to choose which dates you want to view.

In the 'Calendars' list you see a list of all the calendars that are available to you.



The 'Institution' calendar would be controlled centrally in the institution, and the 'Personal' calendar is one that only you can see. The other calendars are related to the Blackboard areas that you have access to, and would be controlled by those with Instructor access to those areas.

Remove the ticks from the boxes to hide the entries from appearing on the main calendar that displays on the right hand side of the screen.

Click on the entry to find more information about the event, such as the end time and description.

Edit Event



Electronic Assessment Management - Using the right tools (Digital Pra

Calendar: DDE - Staff Development

Starts: 20/11/2013 13:00 Ends: 20/11/2013 14:00

All Day

Event Description:

Electronic Assignment Management (EAM) refers to the tools by which a student submits work online for storage and retrieval by academic, administrative or other staff for marking, feedback or review. One of the key aims of EAM usage is to enhance the student experience by having all marks/feedback available consistently via the 'My Grades' area in Blackboard regardless of the submission type.
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[Delete](#)

Cancel

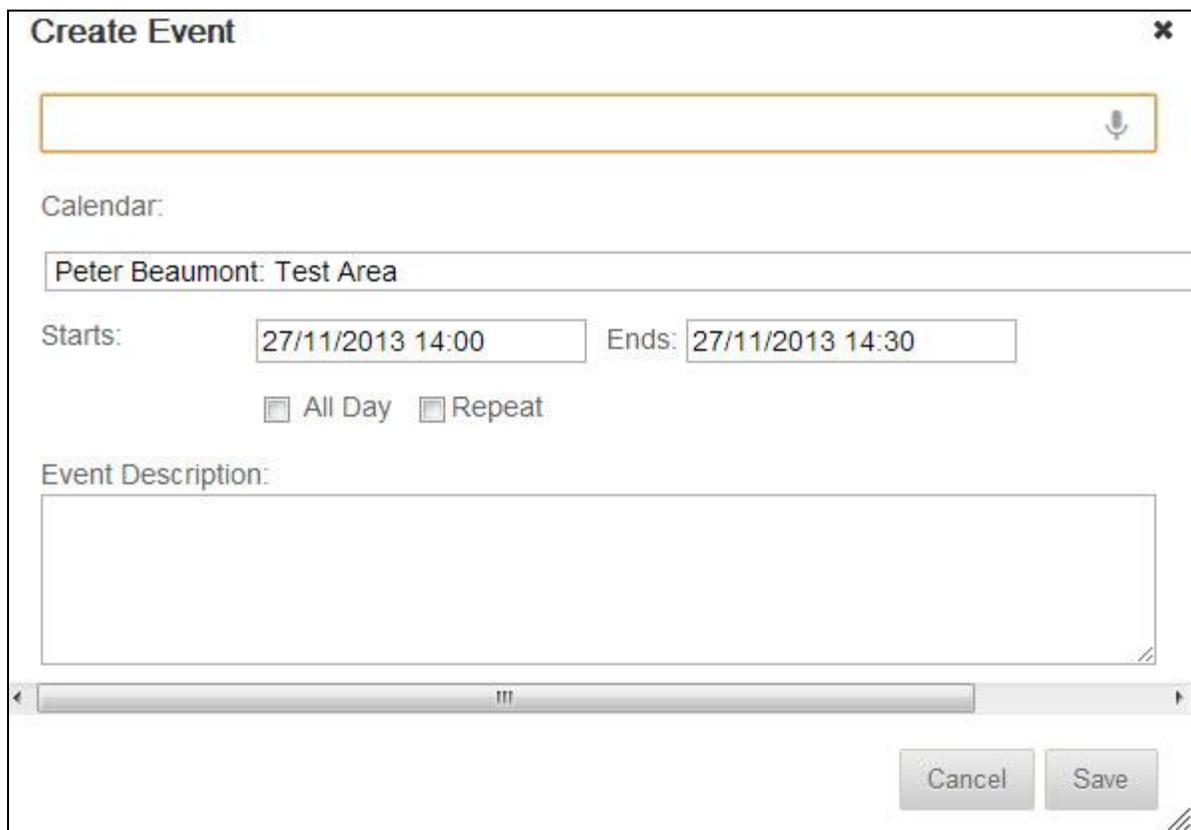
Save

Creating New Events

You can also create your own events. Click on the 'Create New Event' button on the top right of the calendar screen.



You can then fill in the information on the following screen that appears.



Create Event [Close]

[Text Input Field]

Calendar:
Peter Beaumont: Test Area

Starts: 27/11/2013 14:00 Ends: 27/11/2013 14:30

All Day Repeat

Event Description:
[Text Area]

[Cancel] [Save]

Give the event a name using the top box. If you are in the Faculty of Health and Social care add the title in the format '[ModuleCode] in Room [RoomNumber]', for example 'PUP8000 in H404'. If you see the microphone icon, click on it and you can speak the title and it will attempt to convert your words to text.

Under 'Calendar' choose which calendar you would like the entry to be visible on. If the entry is just for you this will be the 'Personal' calendar. If it is for a group of students in a particular module, add it to the calendar for that module.

Choose the start and end dates and times for the event. If the event lasts all day you can select the 'All Day' box, and if it is to repeat select the 'Repeat' box then fill in details about when the entry should be repeated on the calendar and how often.



The image shows a screenshot of a form for configuring event repetition. It includes the following fields and options:

- Repeats:** A dropdown menu set to "Weekly".
- Every:** A spinner box containing the number "1" followed by the text "weeks".
- On Day(s):** A row of seven buttons labeled "S", "M", "T", "W", "Th", "F", and "S". The "W" button is highlighted with a white background.
- Ends:** Two radio button options:
 - The first option is "After" followed by a spinner box containing "10" and the text "occurrences". This option is selected with a blue dot.
 - The second option is "On" followed by a text box containing the date "27/01/2014".

Finally add an 'Event Description' and click 'Save'.