Edge Hill University

THE BLACKBOARD CALENDAR TOOL

A GUIDE FOR STAFF

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

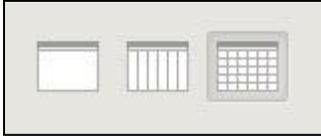When you view the Calendar tool, this is the screen that you will see.

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.
Edge
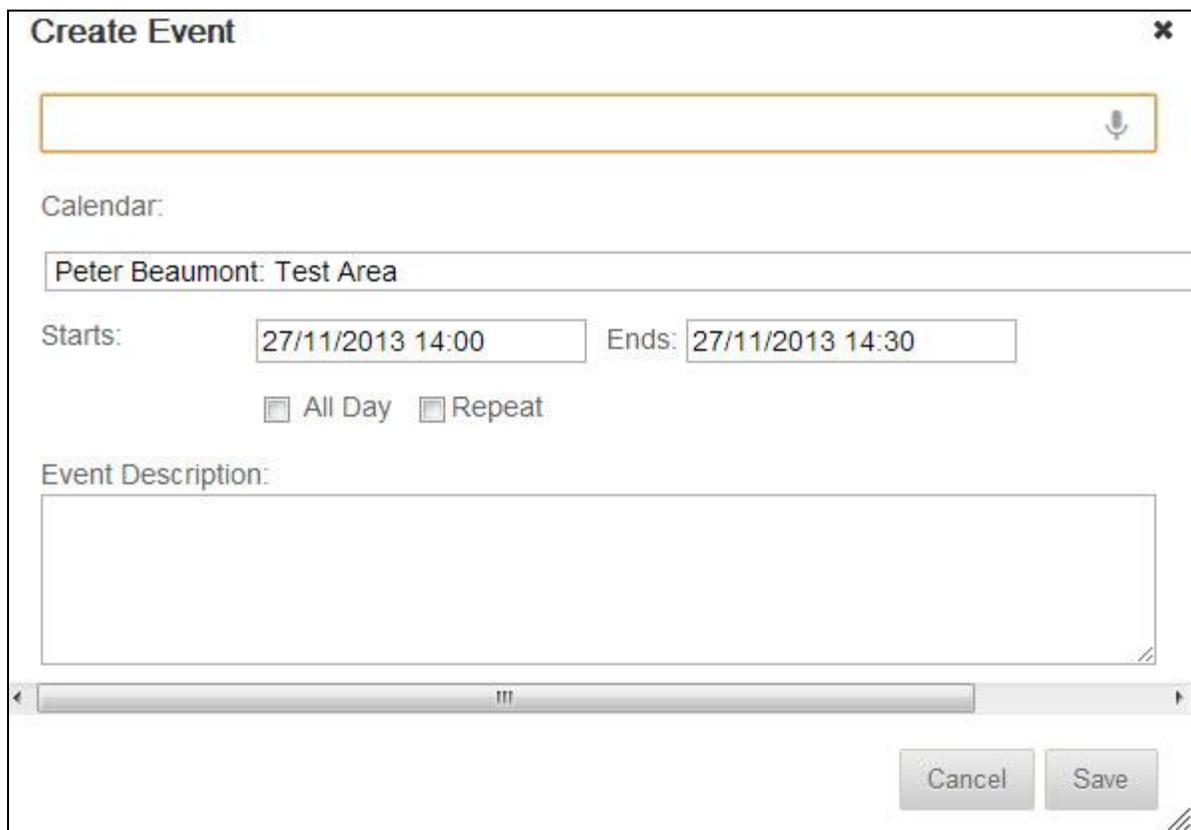
Delete

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.

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.

Repeats:	Weekly ▼						
Every:	1 ▲▼ weeks						
On Day(s):	S	M	T	W	Th	F	S
Ends:	⦿ After 10 ▲▼ occurrences						
	○ On 27/01/2014						

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