

University of St. Thomas – Blackboard 9 Training

Course Calendar

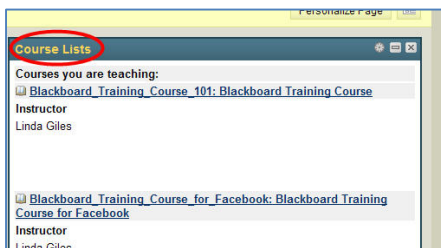
The Course Calendar feature can be used to indicate important course related events. All Students registered in the course can view the dates and events that appear on the Course Calendar.

Typical items Instructors may include in the calendar are:

1. Meetings
2. Assignment due dates
3. Exams
4. Guest Speakers

Accessing the Course Calendar

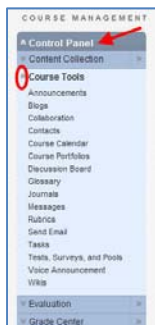
1. Log onto Blackboard and select your course.



2. Navigate to the **Course Management** area on the left of your course.



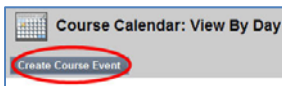
3. Expand the **Course Tools** drop down menu in the **Control Panel** section.



4. Click on the **Course Calendar** link.



5. Click on the **Create Course Event** button to add a new event.



6. Complete the **Event Information** and **Time** sections.

A screenshot of a form titled '1. Event Information'. It has two main sections: 'Event Information' and '2. Event Time'. In the 'Event Information' section, there is an 'Event Name' field with a red arrow pointing to it, and a 'Event Description' area with a rich text editor toolbar and a red arrow pointing to the text area. In the '2. Event Time' section, there is an 'Event Date' field with a red arrow pointing to it, and an 'Event Time' section with 'Event Start Time' (set to 11:00 AM) and 'Event End Time' (set to 12:00 PM) fields, both with red arrows pointing to them.

7. Click **Submit** to complete.

