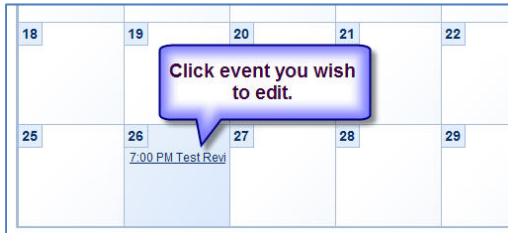


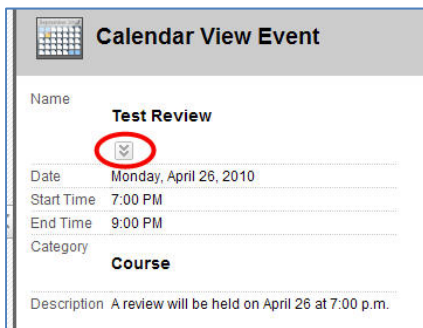
## University of St. Thomas – Blackboard 9 Training

### Editing an Event

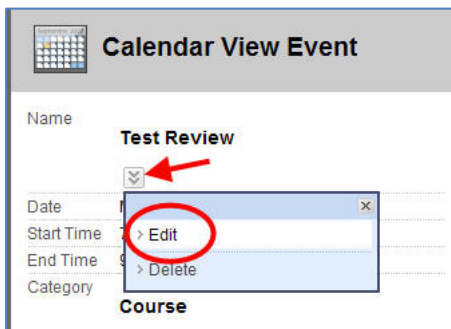
1. Click on the event you wish to edit.



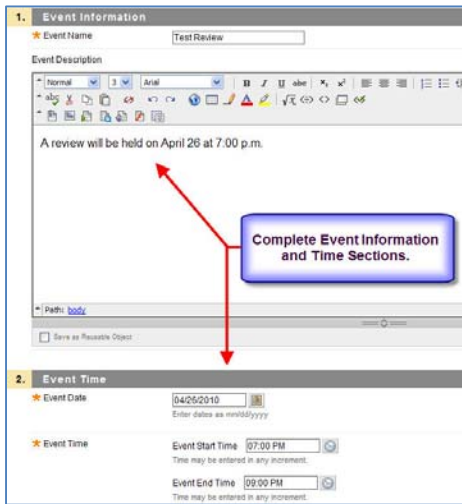
2. Click on the drop down menu button next to the event title.



3. Click Edit.



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

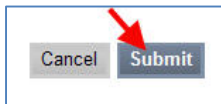


The screenshot shows a web form with two main sections:

- 1. Event Information:** Contains a text box for "Event Name" with the value "Test Review". Below it is a rich text editor for "Event Description" containing the text "A review will be held on April 26 at 7:00 p.m.". A red arrow points from a blue callout box to the description text.
- 2. Event Time:** Contains a date field for "Event Date" with the value "04/26/2010" and a "Time" section with "Event Start Time" set to "07:00 PM" and "Event End Time" set to "09:00 PM".

A blue callout box with the text "Complete Event Information and Time Sections." is positioned between the two sections, with a red arrow pointing to the description text in the "Event Information" section.

5. Click **Submit** to complete.



The screenshot shows two buttons: "Cancel" and "Submit". A red arrow points to the "Submit" button.