


How to Create an Event

Select Calendar under Tools on the My Institution page or enter a Blackboard course and select Course Calendar under Course Tools in the Control Panel. From the Course Calendar page, click the plus (+) button to create a new event. You can also click a specific date to create an event.

Today < > March 2015 

SUN	MON	TUE	WED	THU	FRI	SAT
1 11:59p ✓+	2	3	4	5	6	7
8	9 11:59p ✓+ 11:59p ✓+	10	11	12	13	14
15	16	17	18	19	20	21

Type the New Event Name.

Create Event

Meet in Class

Select a calendar to associate the event to, such as your personal calendar. Only instructors can add events to the course calendars.

Calendar:

Select the Start and End times.

Starts: Ends:

All Day

Type the Event Description. There is a 4,000 character limit for event descriptions.

Event Description:

This is a mandatory class.

Click Save.



Recurring Events:

Optionally, you can make events repeat by selecting the Repeat check box. Additional options appear that allow you to create multiple events based on a repeating pattern.

All Day Repeat

A light gray rounded rectangle containing settings for a repeating event. It includes a "Repeats:" dropdown menu set to "Weekly", an "Every:" spinner set to "1" with "week(s)" to its right, "On Day(s):" buttons for "Su", "Mo", "Tu", "We", "Th", "Fr", and "Sa" (with "Th" selected), and an "End Repeat:" section with a radio button for "Occurrence(s)" set to "10" and a radio button for "Date" set to "05/06/2015".

Repeats: Weekly

Every: 1 week(s)

On Day(s): Su Mo Tu We Th Fr Sa

End Repeat: Occurrence(s) 10 Date 05/06/2015

Specifics on Repeating Events and Limitations

Repeat Options: Daily, Weekly, and Monthly Supported

1. Daily: End after X number of times -OR- on a particular date.
2. Weekly Repeat: Day of the week supported. End after X number of times -OR- on a particular date.
3. Monthly Repeat: Day of the month (1-31) or day of week (first Sunday, second Monday, and so on) supported. End after X number of times -OR- on a particular date.
4. Bulk Add (Series): Create a series with the repeat options.
5. Bulk Delete (Series): Delete the entire series created using the repeat options.
6. Edit an Instance: Edit an instance of the series. If you change the date/time of the instance, that particular instance has a "broken" icon to indicate that it no longer conforms with the original series rules.

Changing the name or description of an instance does not break the instance from the series.

7. Edit Series (Known Limitation): At this time, you cannot edit the series. After you create a series, you can bulk delete or make changes to individual instance.