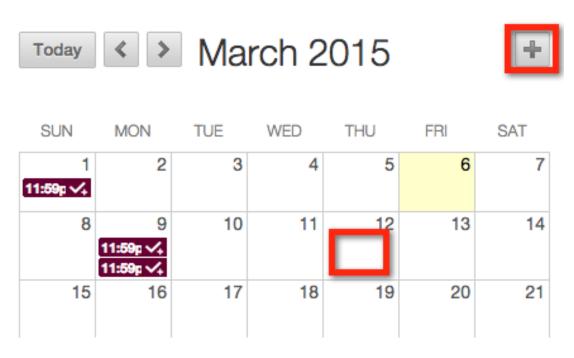
How to Create an Event

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.



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:	Test Course		\$
Select the Start and End times.			
Starts:	03/18/2015 04:30 PM	Ends: 03/18/2015 07:00 PM	
	☐ All Day		

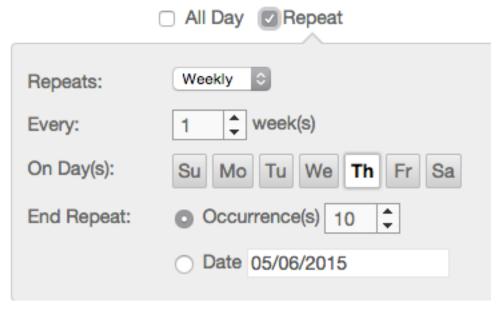
Type the Event Description. There is a 4,000 character limit for event descriptions.

Event Description:	
This is a mandatory class.	
•	

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.



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.