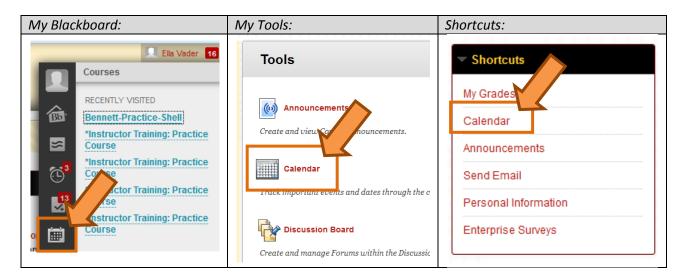


## How to use the Blackboard Calendar

The Calendar provides instructors and students with Ottawa University, course, and personal events in a single calendar view.

## About the Calendar:

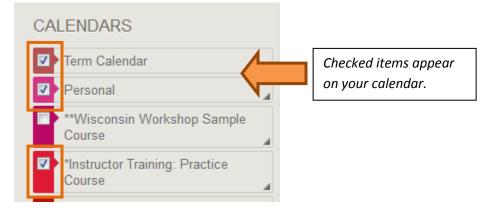
The calendar is accessed from My Blackboard, the My Tools menu, or Shortcuts:



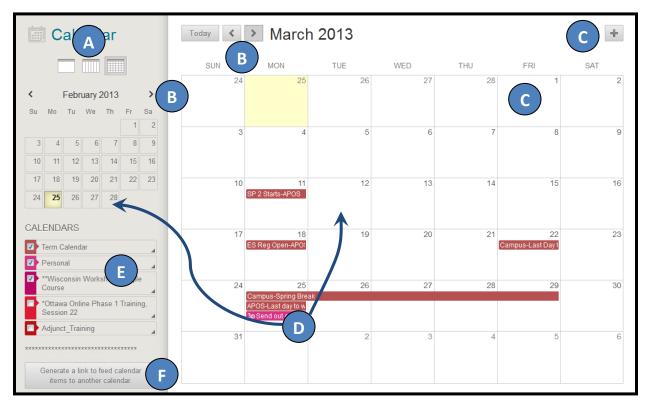
Calendar events are color coded by course and type of event.

	Calendar	Today 🔇	> March	2013				+
~		SUN	MON	TUE	WED	THU	FRI	SAT
68 53	✓ February 2013 > Su Mo Tu We Th Fr Sa	24	25	26	27	28	1	2
⊾ ت⊡	3         4         5         6         7         8         9	3	4	5	6	7	8	9
	10         11         12         13         14         15         16           17         18         19         20         21         22         23           24         25         26         27         28	10	11 SP 2 Starts-APOS	12	13	14	15	16
•	CALENDARS	17	18 ES Reg Open-APOS	19	20	21	22 Campus-Last Day t	23
	Personal     **Wisconsin Workshop Sample     Course     *Instructor Training: Practice	24	Calendo	ar items (	are	28	29	30
	Course	31	color-co	oded.	3	4	5	6
	<ul> <li>*Instructor Training: Practice Course</li> <li>*Instructor Training: Practice Course</li> </ul>							

Blackboard Calendar (Student) Last updated: February 25, 2013 For technical assistance, contact OU Help (<u>ouhelp@ottawa.edu</u> or 855-268-4357). For feedback regarding this document, contact <u>OUAcademicTech@ottawa.edu</u>. You determine which calendar items appear by selecting from the list.



Here is an overview of calendar features:



A	View events by day, week, or month.
В	Navigate between months.
С	Click the plus (+) to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time and add a description.
	Students cannot create an event on a course or Term Calendar. Instructors cannot create an event for Term Calendar unless they have administrator privileges.
D	Click an event to manage it. You can also drag and drop an event to change the date.

	Select the calendars you want to show, such as Term Calendar, personal, or course. By
E	default all calendars are visible. Optionally, change the color of each calendar to suit
	your preference. Using a distinct color for each calendar displays at-a-glance which
	calendar the event is associated to without opening the event. All course events, such
	as assignments due, appear in the course calendar. NOTE: course due dates are not
	automatically entered into the course calendar. Course due dates do not show
	unless the instructor has added them to the course calendar. Alternatively, you may
	add these to your personal calendar for your own reference.
F	Get a link/URL to feed your Blackboard calendar content to an external calendar
F	application such as Google calendar or Microsoft Outlook. Once set up in an external
	calendar application it is updated dynamically. You do not need to re-link to get new
	events.
	You cannot import external calendars into this calendar.

## *How to Create an Event:*

- 1. On the calendar, click the plus (+) to create a new event. You can also click inside a date to create an event.
- 2. Type the **New Event Name**.
- 3. Select a **Calendar** to associate the event to, such as your personal calendar. Only instructors and administrators can add events to the course and institution (Term Calendar) calendars.
- 4. Select the **Start** and **End** times.
- 5. Type the **Event Description**. There is a 4,000 character limit for event descriptions.
- 6. Click Save.

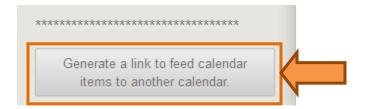
## How to Edit or Delete an Event:

On the Calendar, navigate to the date of the event in the main view. From the event you can:

- 1. Click the event to edit or delete it.
- 2. Drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.

# How to generate a link that allows your Google or Outlook calendar to subscribe to updates from your Blackboard calendar:

1. Locate the button to generate a link to another calendar (located at the bottom of the course list) and click.



2. Copy the URL that appears in the box. *NOTE:* This is your own personal code and it is unique to each user. It is not meant to be shared with others.

Online-Learning-	
Generate iCal URL	×
Use this URL for feeding your selected calendar content to other calendar ap Calendar and Outlook. Copy this URL out of this window when you are ready calendar. This is a personal address (URL). Don't share this link with others of the events on calendar(s) you have selected. NOTE: You can't bring calendar into Blackboard calendars.	to set up a feed to another unless you want them to see all
eb P bb https://ottawau.blackboard.com/webapps/calendar/calendarFeed /c3b210e39b164eeeb/ca67277b1717b0/learn.ics	
gn.	Cancel Re-generate

#### How to Add Your Calendar Events to a Google Calendar:

1. Open your Google calendar and locate the item titled **Other calendars**. Click the drop-down and choose "Add by URL".

Google	Search	Calendar			✓ Q	
Calendar	Today	< > Feb	17 – 23, 2013		Day Week	Month
CREATE V	GMT-06	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21
▶ Mini calendar	5am					
✓ My calendars	6am					
Karen Ludwig	7am					
→ Other calendars	8am					
Add a friend's calendar	Add a friend	s calendar				
Contacts' birthdays a	Browse Inter	esting Calendars				
J & K's 2012 events	Add by URL					
US Holidays	Import calen	dar				
	Settings					

2. The Add by URL window opens. Paste your URL code in the box provided and click **Add Calendar**.

Add by UF	RL		×
	URL:	https://ottawau.blackboard.com/webapps/calendar/ca	
•		If you know the address to a calendar (in iCal format), you can type in the address here.	
		Make the calendar publicly accessible?	
		Add Calendar Cancel	

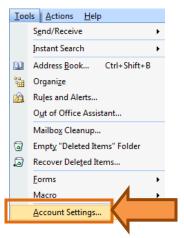
3. Your Ottawa University calendar has been added.

Google	Search	Calendar			~
Calendar	Today	< >	Mar 10 – 16, 2013		Day
CREATE V	GMT-06	Sun 3/10	Mon 3/11	Tue 3/12	Wed :
▶ Mini calendar	12am		12 – 11:59p SP 2 Starts-APOS		
► My calendars	1am				
Other calendars     Add a friend's calendar	2am				
Contacts' birthdays a	3am				
J & K's 2012 events	4am				
Ottawa University					

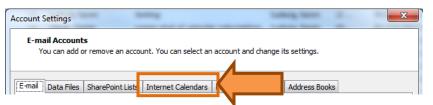
#### How to Add Your Calendar Events to an Outlook Calendar:

Instructions shown are for Outlook 2007.

1. Open Outlook, and locate the Account Settings option within the Tools menu.



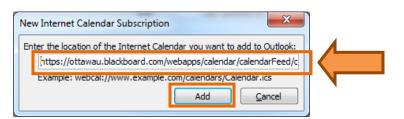
2. Click on the Internet Calendars tab.



3. Click New.

Account Settings	Lating Sec.	-	×
Internet Calendars			
You can add or remove an Internet Calendar. You can select a calenda	r and change its se	ttings.	
E-mail Data Files, SharePoint Lists Internet Calendars Published Calen	dava 🛛 Address Res	lue .	
E-mail Data Files SharePoint Lists Internet Calendars Published Calen	dars   Address Bod	KS	

4. Paste your URL in the space provided and click Add.



5. Name the folder (calendar) and click **OK**.

Subscription Options	<b>X</b>								
Use the choices b	elow to configure options for this Internet Calendar.								
General									
Eolder Name:	Ottawa University events								
Internet Calendar:	learn								
Location:	https://ottawau.blackboard.com/webapps/calendar/calendarFeed/c3b210e3 9b164eeebfca67277b1717b0/learn.ics								
Description:									
Don't display thi	s calendar on other computers I use								
Attachments									
Download attac	hments for items in this Internet Calendar								
Update Limit									
Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.									
Current provider limit: 4 hours									
	OK Cancel								

6. Click Close.

Internet Calendars You can add or remove an Internet Calendar. You ca	an select a cale	endar and	change its settings.		
mail Data Files SharePoint Lists Internet Calendars	Published Ca	alendars	Address Books		
🖥 New 🚰 Change 🗙 Remove					
internet Calendar	Size	Last l	Jpdated on		
Ottawa University events	12.61 KB	2/22/	2013 3:10 PM		
loscribed Internet Calendars are checked once during ea ing suspended by the publisher of an Internet Calendar.	ach download ir	nterval. Ti	his prevents your list	from possibly	
				Close	

7. The Blackboard calendar events appear.

Calendar 🧉	Day	Week	Month					
Su Mor Tu We         Th         Fr         Sa           24         25         26         27         28         1         2           3         4         5         6         7         8         9           10         11         12         13         14         15         16	) چ	<ul> <li>March 11,</li> <li>Calendar</li> <li>11</li> </ul>		londay		<ul> <li>Ottawa University</li> <li>11</li> </ul>	Search Calendar Monday	0 •
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6		s	Spring2 2013 term b	egins; Tech, OU Academic				
My Calendars $\hat{}$	12 am					SP 2 Starts-APOS		
Calendar in Mailbox - Tech, OU Academic People's Calendars   Ullom, Carine - OttawaOnline	1 <sup>00</sup>							_
Ullom, Carine - Ottawa Online Bird, Amanda Horn, Nicole	3%				 _			
New Croup           Other Calendars         ☆           ☑         >>>>>>>>>>>>>>>>>>>>>>>>>>>>	K							
	- 1							