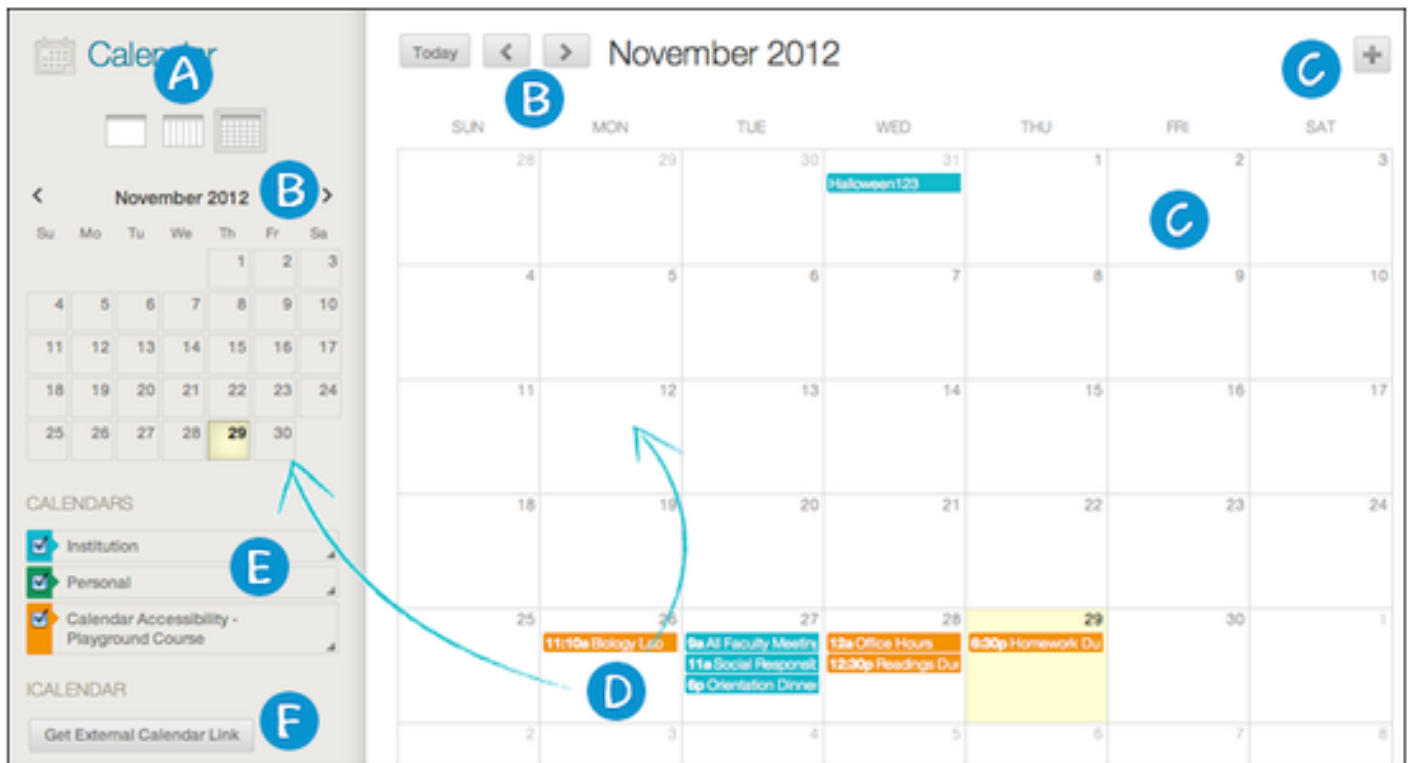


Table of Contents

Calendar	1
Creating an event	2
Notifications Dashboard	2
Getting Help with Blackboard	3

Calendar

The course calendar can be used to remind students of dates for course-related events. Calendar events are public for all members of a course. Some examples of course calendar events are: meetings, office hours, exams, guest speakers, and due dates.



You can access the calendar from the Tools panel.

- View events by day, week, or month.
- Navigate to another month.
- Click the plus (+) to create a new event. You can also click a date to create an event. Students cannot create an event.

- D. Click an event to manage it.
- E. Select the calendars you want to show (personal, course, institution). By default, all calendars are visible. You can also change calendar colors.
- F. Import your calendar into iCal, or Google calendar.

CREATING AN EVENT

1. On the calendar, click the plus (+) to create a new event.
2. Type the *New Event Name*
3. Select a calendar to associate the event to, such as your personal calendar.
4. Select the *Start* and *End* times.
5. Type the *Event Description*.
6. Click *Save*.

You can also create recurring events.

Notifications Dashboard

The Notifications Dashboard displays these modes by default.

- A. *Needs Attention*: Displays all items in a course that require some type of interaction.
- B. *Alerts*: Displays past due and Retention Center alerts.
- C. *What's New*: Displays a list of new items. Instructors see any new assignments, tests, discussion board posts, blog entries, and journal entries that have been submitted. Students see new discussion board posts, blog entries, new grades posted, and new content that is available.
- D. *To Do*: Displays the status (past due/due) of relevant course work. Students see any grade items that have listed due dates in two categories: past due, and future due. Links to relevant course items are provided.

Getting Help with Blackboard

There are several ways to get help with Blackboard 9.1.

- Email: tiltsupport@csufresno.edu
- Resource Center located on the second floor of the Henry Madden Library in Studio 2: 559-278-7373.
- Technical Support information: <https://blackboard.fresnostate.edu/bb/support.shtml>