

Adding an event to the Schedule

1. [Add the Schedule tool](#) to your course site.
2. Click Schedule (or the title you gave it) in the left [menubar](#).
3. On the Schedule page, click Add.

The screenshot shows the Blackboard 'Schedule' page. On the left is a yellow sidebar menu with links: Home, Schedule, Resources, Site Info, Section Info, and Help. The 'Schedule' link is selected. Below the menu, it says 'Users present: Gina Faculty'. The main content area has a header 'Schedule' with a sub-header 'Add Merge Fields Permissions'. The 'Add' link is highlighted with a red rectangle. Below this is a 'Calendar by Week' section with a 'View' dropdown set to 'Calendar by Week'. To the right, it shows the date range 'Apr 13, 2008 - Apr 19, 2008 EDT' and navigation buttons: '< Previous Week', 'Today', and 'Next Week >'. Below these is a 'Printable Version' link. At the bottom, there's a section 'Earlier' with a table showing a weekly calendar grid for the week of April 13-19, 2008. The grid has columns for each day and rows for time slots (8 AM, 9 AM).

4. Fill in the form.

The screenshot shows the 'New Event' form in the Blackboard 'Schedule' page. The sidebar menu is the same as in the previous screenshot. The main content area has a header 'Schedule' and a sub-header 'New Event'. Below this is a text box with the instruction: 'To add a schedule item, complete the form and choose 'Save Event' at the bottom. Required items marked with *'. The form fields are: 'Event' (a text box), '* Title' (a text box), '* Date' (a date picker set to APR 16 2008), '* Start Time' (a time picker set to 00 am EDT), 'Duration' (a time picker set to 1 Hours 00 Minutes), 'End Time' (a time picker set to 00 am EDT), and 'Message' (a rich text editor with a toolbar and a text area). The 'Done' button is at the bottom left of the page.

- a. By default, your event will be visible to all users of your site. If you want specify a subgroup whose members will see the event the, click Display to selected groups.

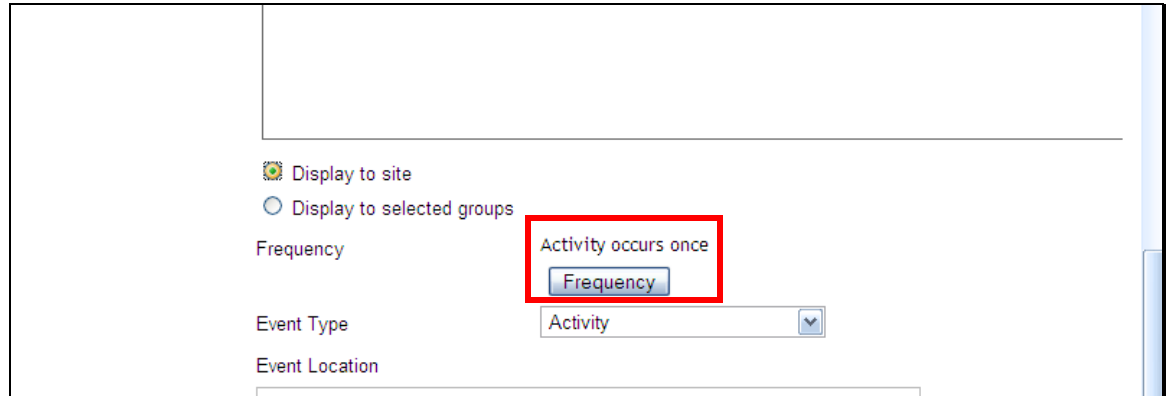
The screenshot shows a web interface for configuring an event. At the top, there are two radio button options: 'Display to site' (which is currently selected with a green dot) and 'Display to selected groups' (which is highlighted with a red rectangular box). Below these options, there are several other settings: 'Frequency' with a 'Frequency' button, 'Event Type' with a dropdown menu set to 'Activity', and 'Event Location' with a text input field. The 'Activity occurs once' label is positioned above the 'Frequency' button.

- b. Groups you have already created will be listed for you to choose.

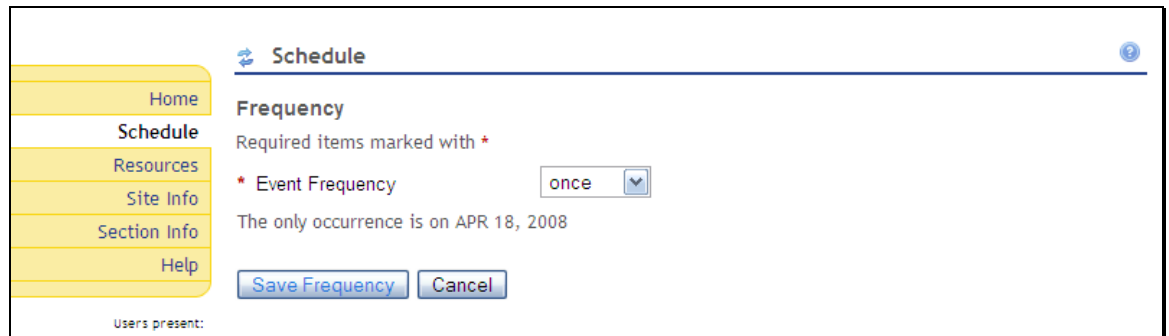
This screenshot shows the same event configuration interface as the previous one, but with the 'Display to selected groups' option selected (indicated by a green dot). Below the radio buttons, a table of existing groups is displayed, enclosed in a red rectangular box. The table has two columns: 'Title' and 'Description'. The first row is highlighted in yellow and has a checked checkbox in the 'Title' column. The other two rows have unchecked checkboxes. Below the table, the same other settings as in the first screenshot are visible: 'Frequency' with a 'Frequency' button, 'Event Type' with a dropdown menu set to 'Activity', and 'Event Location' with a text input field. The 'Activity occurs once' label is also present.

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	SMPL101 Spring 2008	SMPL101 Spring 2008 Lecture
<input type="checkbox"/>	Discussion 1 SMPL101	Discussion 1 SMPL101 Spring 2008
<input type="checkbox"/>	Discussion 2 SMPL101	Discussion 2 SMPL101 Spring 2008

- c. By default, your event will be posted once. You can duplicate it by clicking Frequency and selecting how often you want the event to appear in the Schedule. Fill in any other appropriate information based on your choice, such as the starting and ending dates for a weekly event. When you have finished, click Save Frequency to return to the previous screen.

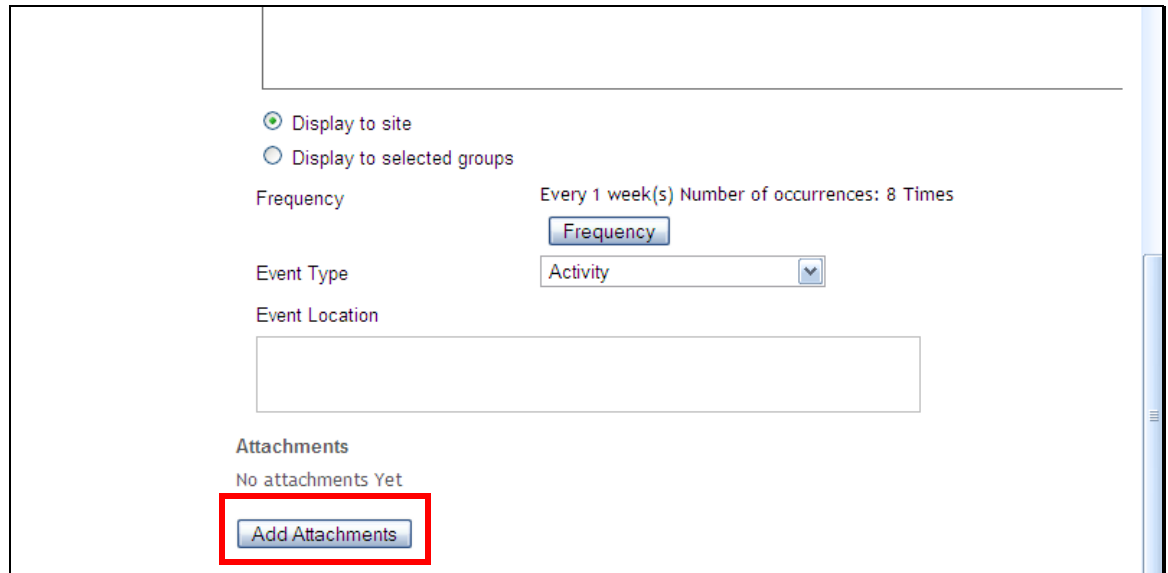


This screenshot shows a form for configuring an event. It includes radio buttons for 'Display to site' and 'Display to selected groups'. Below these are labels for 'Frequency', 'Event Type', and 'Event Location'. The 'Frequency' label is next to a dropdown menu that currently shows 'Activity occurs once'. A red rectangular box highlights this dropdown menu. The 'Event Type' dropdown shows 'Activity'. The 'Event Location' field is empty.



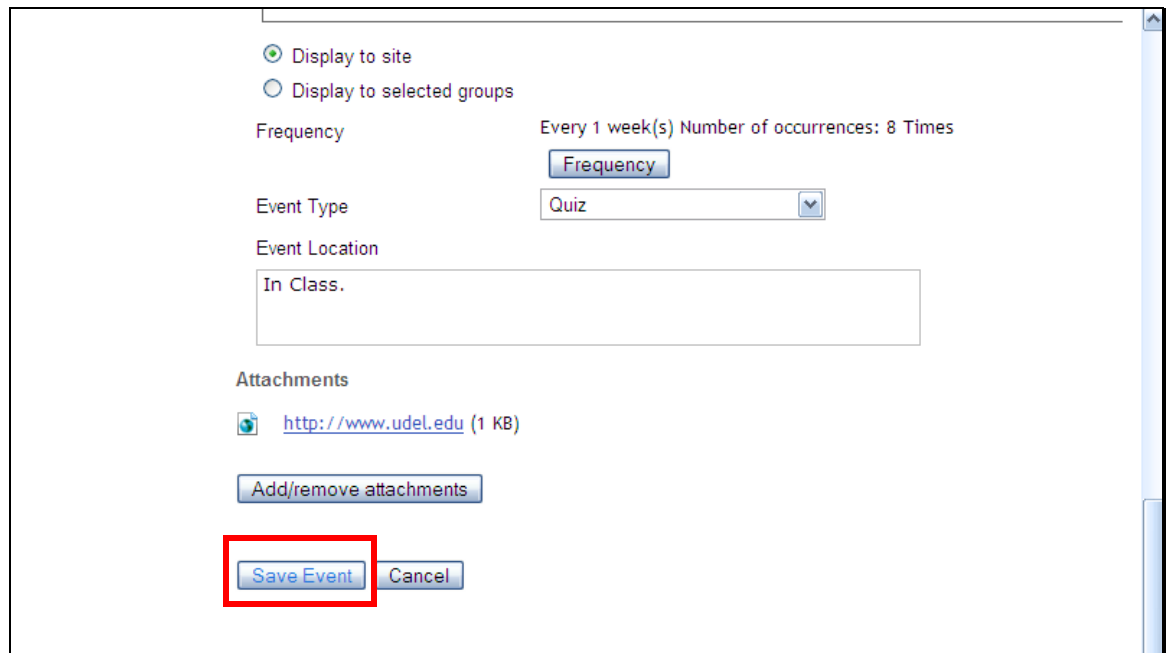
This screenshot shows the 'Schedule' screen. On the left is a yellow sidebar with links: Home, Schedule (highlighted), Resources, Site Info, Section Info, and Help. The main content area has a title 'Schedule' with a question mark icon. Below the title is the heading 'Frequency' and the text 'Required items marked with *'. There is a label '* Event Frequency' next to a dropdown menu showing 'once'. Below this, it says 'The only occurrence is on APR 18, 2008'. At the bottom are two buttons: 'Save Frequency' and 'Cancel'. At the very bottom, it says 'Users present:'.

- d. You can add files and web links (URL) to the event by clicking **Add Attachment**.



This screenshot shows the configuration interface for an event. It includes radio buttons for 'Display to site' (selected) and 'Display to selected groups'. The 'Frequency' is set to 'Every 1 week(s)' and the 'Number of occurrences' is '8 Times'. The 'Event Type' is set to 'Activity' in a dropdown menu. The 'Event Location' is an empty text box. Under the 'Attachments' section, it says 'No attachments Yet' and the 'Add Attachments' button is highlighted with a red rectangular box.

- e. When you are satisfied with your event, click Save Event.



This screenshot shows the same event configuration interface, but with additional information. The 'Event Type' is now set to 'Quiz'. The 'Event Location' text box contains the text 'In Class.'. Under the 'Attachments' section, there is a list of attachments showing a web link 'http://www.udel.edu (1 KB)' with a globe icon. Below this is an 'Add/remove attachments' button. At the bottom, the 'Save Event' button is highlighted with a red rectangular box, next to a 'Cancel' button.

5. On the Schedule, you can view the details of the event by clicking its title.

The screenshot shows a web interface for a 'Schedule' page. On the left is a yellow sidebar with links: Home, Schedule, Resources, Site Info, Section Info, and Help. Below the sidebar, it says 'Users present: Gina Faculty'. The main content area has a 'Schedule' header with sub-links: Add, Merge, Fields, and Permissions. Below this is a 'Calendar by Week' section with a 'View' dropdown set to 'Calendar by Week'. Navigation buttons include '< Previous Week', 'Today', and 'Next Week >'. A 'Printable Version' link is also present. The calendar grid shows days from Sun 13 to Sat 19. The 8 AM slot on Fri 18 contains a blue circular icon with an 'i' and the text 'Weekly', which is highlighted by a red rectangle.

6. When viewing an event, you can navigate to other events or go back to the Schedule. If you have the required permissions, you will be able to edit or delete an event.

The screenshot shows the details of a 'Weekly Quiz' event. The left sidebar is identical to the previous screenshot. The main content area has a 'Schedule' header with sub-links: Add, Merge, Fields, and Permissions. Below this is a 'Weekly Quiz' section with fields for Date (Apr 18, 2008), Time (8:30 am - 8:59 am EDT), Description (Please refer to the syllabus for complete details.), Attachments (a link to http://www.udel.edu, 1 KB), Frequency (Every 1 week(s), Number of occurrences: 8 Times), Event Type (Quiz), Owner (Gina Faculty), and Event Location (In Class.). At the bottom, there are 'Edit' and 'Delete' buttons, which are highlighted by a red rectangle. Above the event details, there are navigation buttons: '< Last Event', 'Go to Today', 'Back to Calendar', and 'Next Event >', which are also highlighted by a red rectangle.