



# Blackboard

\*Disclaimer- All the documents in the blog were created as part of a series of projects for a technical writing course in college. All information provided within the documents are falsified and intended for classroom use.

## STUDENT MANUAL

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# Blackboard Manual

This user manual is intended to provide instructions on how to maneuver through the student functions in Blackboard. Blackboard is a tool used by students and instructors as a platform for online classroom management and material. The designed purpose of Blackboard is to allow student's an access to their courses from any time or place.

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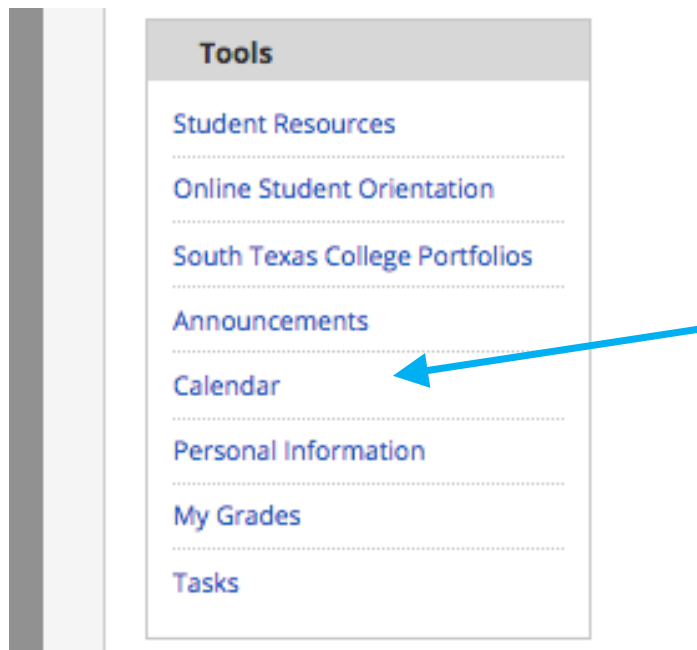
## Using the Course Calendar Tool

### Overview

The Course Calendar provides an online planning tool to be able to track your course assignments and future events. Students may track and add events to their calendar, such as assignment due dates, exams and campus events.

### Finding the Calendar page

1. Sign in to your student course account on the blackboard home page.
2. Go the course **tools** section on the left side of the page.
3. Click **Course Calendar**.



Sample view of the Course Calendar.

The screenshot displays a course calendar interface. On the left is a monthly calendar for April 2017, with a grid showing days from 1 to 30. On the right is a weekly view for the same month, showing events for Sunday through Tuesday. The events are color-coded: blue for discussions, green for chapters, and red for quizzes and project submissions.

SUN	MON	TUE
26 5:16p Discussion 8 11:59p Chapter 8. C 11:59p Chapter 9. Se	27	11:59p Unit 5: Quiz 11:59p Submit Proj
2	3 11:59p Discussion 9	
9 5:19p Discussion 10	10 11:59p Chapter 11 Q	

## How to Create a Calendar Event

The Calendar function allows students to add events to the calendar to track assignments on a weekly, monthly and day-to-day basis.

1. Click **Create New Event**.

The diagram shows a blue arrow pointing to a grey square button with a white plus sign (+). Below this is a partial calendar grid for Thursday, Friday, and Saturday.

THU	FRI	SAT
30	31	1
6	7	8

2. Enter a name for the Event.
3. Select the date the event will begin and end.
4. Enter an Event Description.
5. Click **Save** when finished.

**Create Event** ✕


Calendar: Personal ▼

Starts: 04/23/2017 05:30 PM Ends: 04/23/2017 06:00 PM

All Day  Repeat

Event Description:

Cancel Save



You have now completed Blackboard Course Calendar.

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## FAQ

Here are questions most frequently asked by student users of the Blackboard Course Calendar function.

1. Can the Course Calendar be used to save personal events?




-Yes, the course calendar may be used to save personal events, such as birthdays and events outside the course.

2. Can the Calendar theme or design be changed?

-Unfortunately, no, the Blackboard Course Calendar tool currently has only one default theme that may be of use.

3. Can the Calendar be converted into a widget application for portable use on my phone/tablet?

-No, currently, there is only a Blackboard application that may be downloaded to view the Calendar function.

 <h3>Phone</h3> <p><a href="tel:956-872-2598">956-872-2598</a> Press 1 for Support Press 2 for Advising</p>	 <h3>Email</h3> <p><a href="mailto:support@southtexascollege.edu">support@southtexascollege.edu</a></p>	 <h3>Hours</h3> <p>Monday - Friday 8am - 7pm</p>
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Call Blackboard Support Center for questions regarding

- Computer Issues
- Login Errors
- Password Errors