

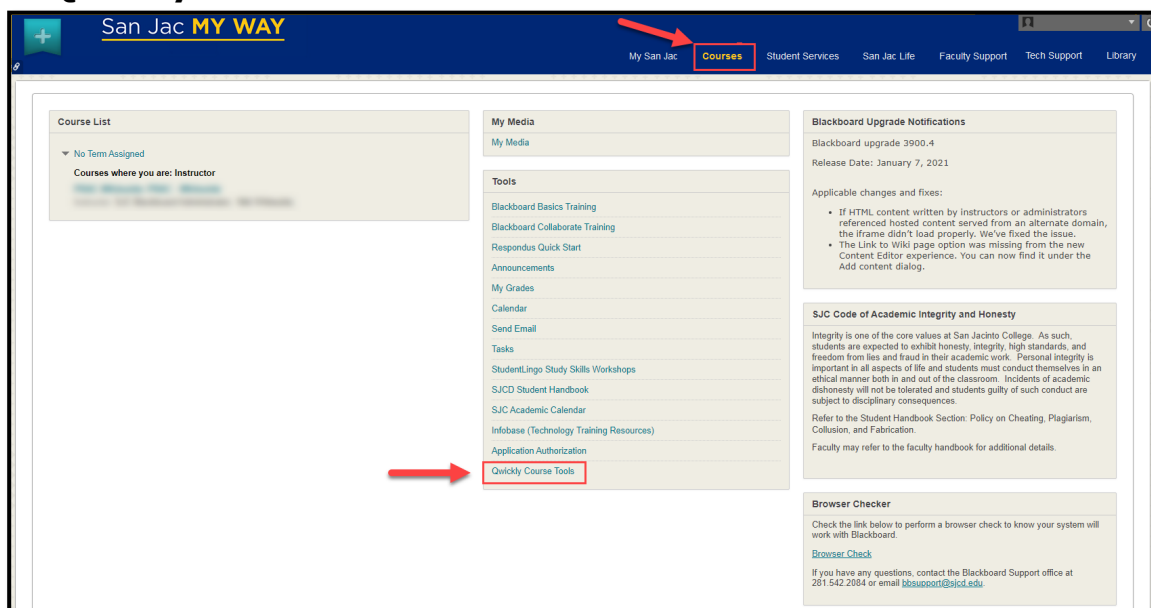
Qwickly Course Tools

Create Calendar Event

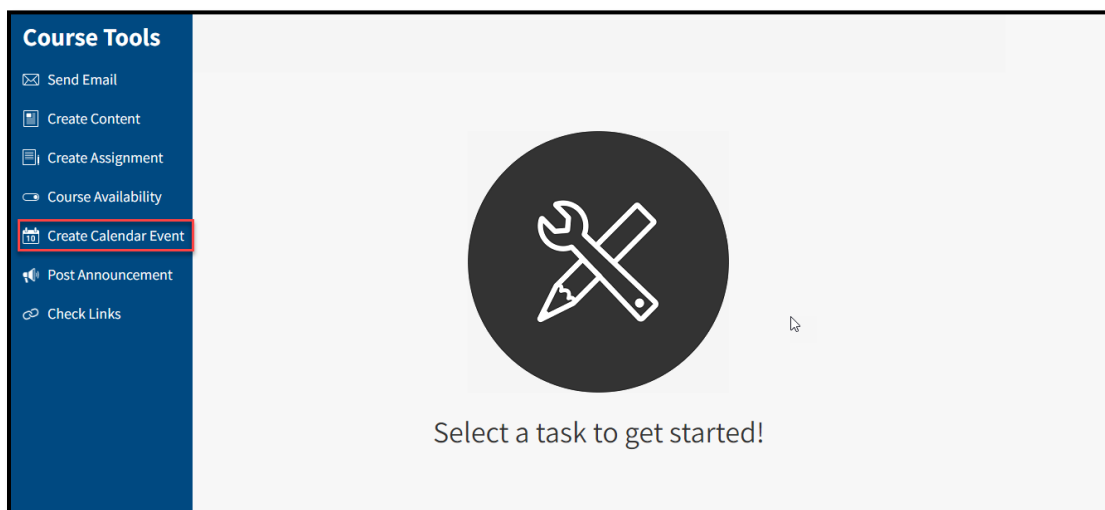
This document describes how to utilize Qwickly Course Tools to create calendar events in one or more courses and/or organizations.

Instructions

1. Under the **Courses** tab in Blackboard, locate the **Tools** module and click on **Qwickly Course Tools**.



2. Click on the **Create Calendar Event** link.



3. Begin by selecting the course(s) and/or organization(s) that apply.

The screenshot shows the 'Create Calendar Event' interface. On the left is a 'Course Tools' sidebar with options like 'Send Email', 'Create Content', 'Create Assignment', 'Course Availability', 'Create Calendar Event', 'Post Announcement', and 'Check Links'. The main area is titled 'Create Calendar Event' and contains a search bar with 'Campus Knowledge Fair' entered. Below the search bar is a list of checkboxes for course and organization selection. Two items are selected and highlighted with a red box: 'College Wide - ETID 1302 - ACAdemic Learning Section 4' and 'College Wide - ETID 1302 - ACAdemic Learning Section 2'. Other options include 'ETID 1323 Instructional Innovations', 'College Wide - ETID 1302 - ACAdemic Learning Section 3', 'Corequisite Faculty Resources', 'QEP Steering Committee', 'College Wide - ETID 1302 - ACAdemic Learning Section 1', 'New Faculty Academy', 'College Wide - ETID 1302- ACAdemic Learning "Completers"', and 'ACAdemic Retention and'. The right side of the form has a rich text editor with a title field containing 'Campus Knowledge Fair' and a description field containing 'If you are interested in knowing more about the programs and resources on the North Campus, attend the Knowledge Fair on Tuesday September 10th for 5 bonus points.' Below the editor are fields for 'Start' and 'End' times (both set to 12:00 AM) and a 'Location' field. 'Cancel' and 'Submit' buttons are at the bottom.

4. Type in the **Title** and **Description** of the event.

This screenshot is identical to the one above, but with red boxes highlighting the 'Title' and 'Description' fields in the rich text editor. The title field contains 'Campus Knowledge Fair' and the description field contains 'If you are interested in knowing more about the programs and resources on the North Campus, attend the Knowledge Fair on Tuesday September 10th for 5 bonus points.' The rest of the interface, including the course selection list and sidebar, remains the same.

5. Lastly, set the **Start and End Dates** and click **Submit** to post the calendar event into the chosen course(s) and/or organizations via the Blackboard calendar tool.

Course Tools

- Send Email
- Create Content
- Create Assignment
- Course Availability
- Create Calendar Event**
- Post Announcement
- Check Links

Create Calendar Event

Select All Clear All

Search...

College Wide - ETID 1302 - ACAdemic Learning Section 4

College Wide - ETID 1302 - ACAdemic Learning Section 2

ETID 1323 Instructional Innovations

College Wide - ETID 1302 - ACAdemic Learning Section 3

Corequisite Faculty Resources

QEP Steering Committee

College Wide - ETID 1302 - ACAdemic Learning Section 1

New Faculty Academy

College Wide - ETID 1302- ACAdemic Learning "Completers"

ACAdemic Retention and Success

Campus Knowledge Fair

File Edit View Insert Format

Paragraph B I

If you are interested in knowing more about the programs and resources on the North Campus, attend the Knowledge Fair on Tuesday September 10th for 5 bonus points.

Start mm/dd/y 12:00 AM End mm/dd/y 12:00 AM

Location

Cancel Submit