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My Co



Guide Reference:

ET-AWN-204

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Version 4

Student Calendar

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How to Access your Calendar:

There are 2 ways to reach your course **Calendar**:

A. From My Institution Tab:

- 1. Click on the My Institution tab.
- 2. Select Calendar from the Tools panel.

B. From My	/ Blackboard Menu:	

- 1. Click on My Blackboard menu at the top right corner.
- 2. Select the calendar icon.

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	My Institution RECENTLY W
My Institution Notifications Dashboard	C ³
Add Module	
Tools	
Announcements	Courses where you are: Student
Calendar	Health Assessment
Tasks	
My Grades	v My Tasks
Send Email	11 T
User Directory	My tasks. No trake due
Address Book	
Personal Information	
Goals and Assessments	
Portfolios	Tools
	Settings
v My Announcements	魚





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How to Create an Event:

- 1. Select the **plus (+) button** or select a **specific date** to create an event.
- 2. Type the Event Name.
- 3. Select an **Event Date** and the **Start and End time**.
- 4. Type the **Event Description**. There is a 4,000 character limit for event descriptions.

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5. Select Save.

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Gatendar							
Calendar	May 2018						
K May 2018 >		Create Event	1.1	*	3		
6 7 8 9 10 17 12 13 14 15 16 17 18 19		Calendar: Persona	V	10048-00190 DM			
20 21 22 23 24 25 26 27 28 29 30 31	6	Event Description:	N Bepeat	12016 U2:30 PNI	10		
CALENDARS							
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How to Delete or Edit an Event:

- 1. Find the **date** of the event in the **main calendar view**.
- 2. **Select** the event to edit or delete it.
 - a. <u>If editing</u>: follow steps 2-5 in the Create a Course Event directions found above.
 - b. If deleting: select Delete and select OK from the window that follows.

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