Blackboard Calendar and Task Tools

Overview
Blackboard has a calendar tool that permits instructors to post important dates in their courses. You can use this tool to keep track of personal appointments or class related deadlines. The task tool allows you to create your own personal to-do list. Both the calendar and task tools display their entries on the My Assumption tab, in either the My Calendar or My Tasks modules.

New in Version 9.1 Service Pack 11 - If you use Outlook to keep your calendar, you can add your Blackboard calendar to Outlook.

Using My Calendar
From the AC Blackboard page, click on the "Calendar" link in the tools box on the left side of the screen:

(From a course, click on the tools link in the navigation menu on the left side of the screen and click on the "Calendar" link on the resulting screen.)
Calendar page, you can select how the calendar will appear by selecting the calendar view:

- **Day**
- **Week**
- **Month**

You can select which calendars will appear by checking or unchecking the checkboxes next to the calendar or course name. By clicking the arrow next to the calendar name, you can select the color for that calendar's entries.

Click the **add event** button to add an entry:

![Create Event Window]

Enter your information; select which calendar to add the event to, and click save to add it to your calendar.
Linking Blackboard Calendar to another calendar application

Using the "Get External Calendar Link" you can copy the iCalendar link to add it to your Outlook calendar or other calendar application:

![Generate iCal URL](image)

Using My Tasks

Using the Blackboard task tool is similar to using the calendar tool. Access it from either the Tools box on the AC Blackboard page or from the tools page in a course.

![Tasks](image)

Use tasks to keep track of work that must be completed. Each Task has a status and a due date.

If you access Tasks from a course, the tasks displayed will be those for the course. The tasks displayed from the AC Blackboard page lists personal as well as course tasks. In addition, you cannot create tasks in the course task display list. Only instructors can create course tasks. If you want to create a task, you must use My Tasks from the AC Blackboard page.

Creating Personal Tasks

Like creating calendar entries, entering a task is as simple as filling out a form. Navigate to the Tasks area from the AC Blackboard page.

Click on the "Create Personal Task" button to display the task entry form:
Create Personal Task

* Indicates a required field.

1. **Task Information**
   - **Task Name**
   - **Description**
   - **Due Date**

* Due Date: 09/02/2013

Fill in the fields and click submit to list in Blackboard.

**Filtering Tasks**
The main My Tasks page lists all tasks along with status and due date. You can filter the task display from the by all tasks or by your personal tasks.

**Tasks**
- **Title**: history paper
- **Priority**: Low
- **Due Date**: Tuesday, May 14, 2013
- **Task Status**: Not Started