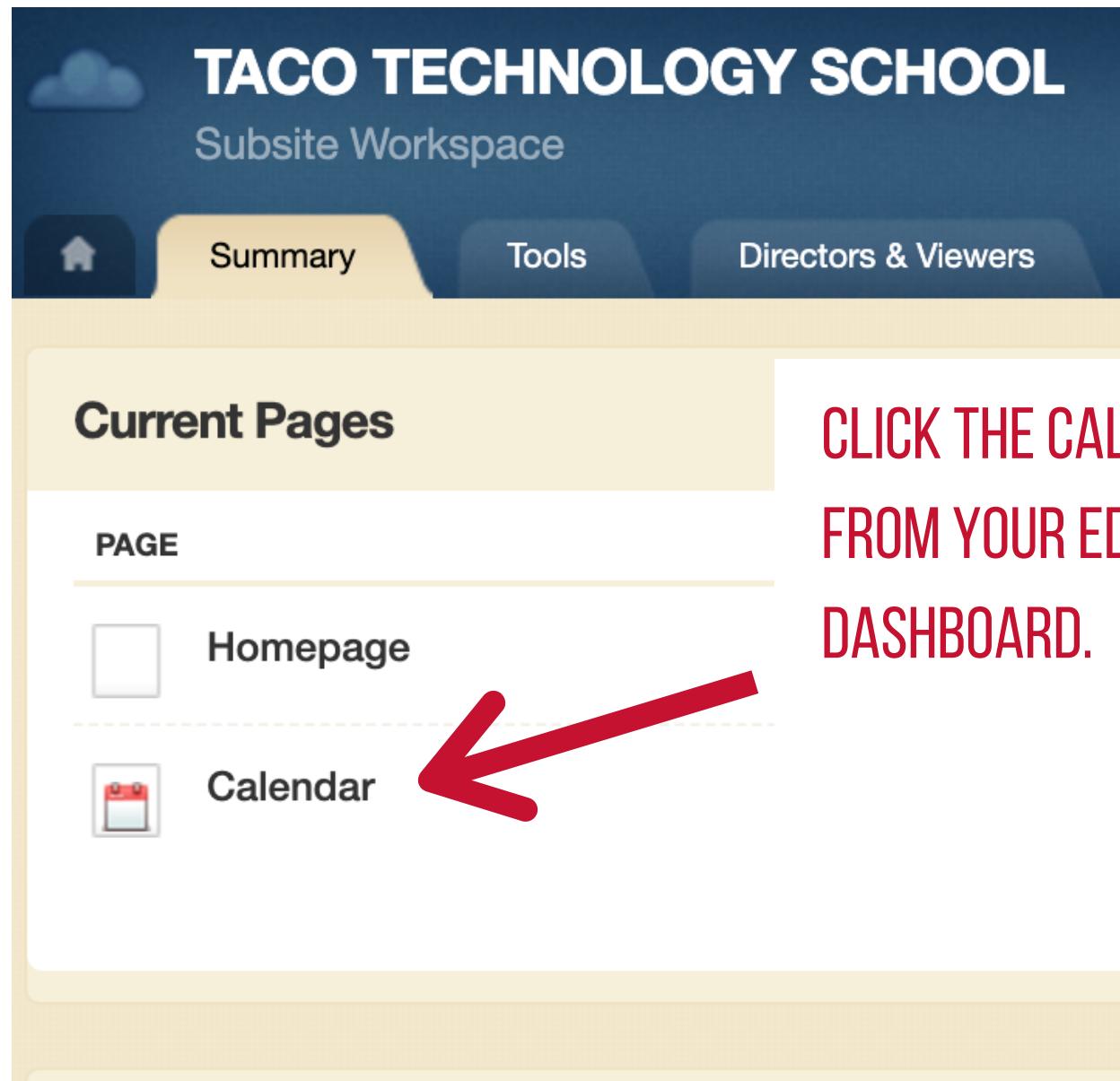


# ENTERING DATES ON YOUR BLACKBOARD CALENDAR



TACO TECHNOLOGY SCHOOL  
Subsite Workspace

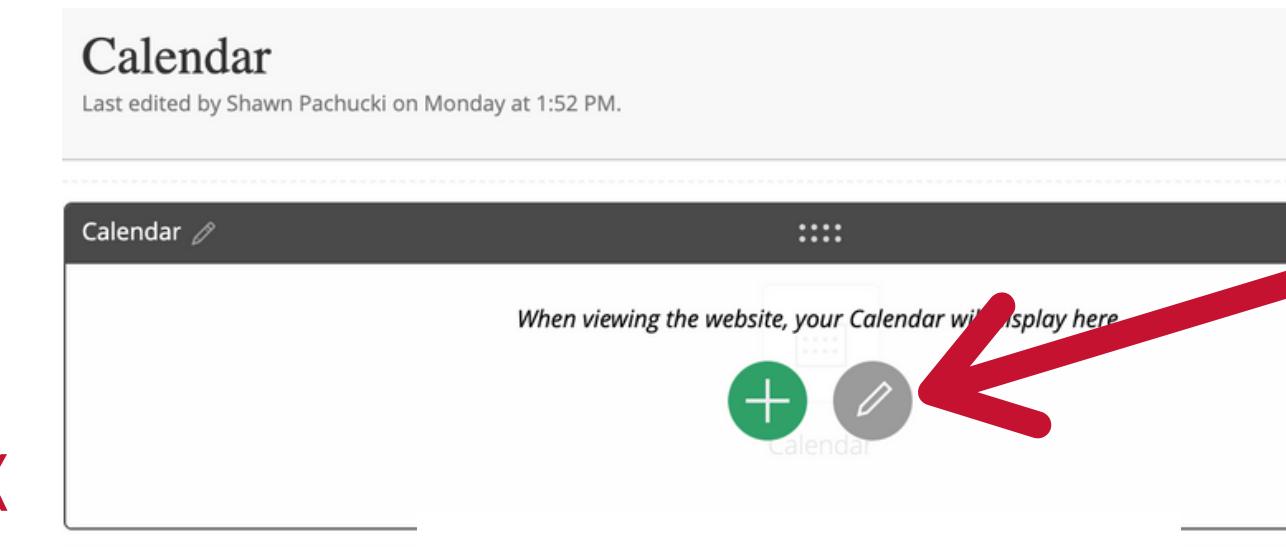
Summary Tools Directors & Viewers

Current Pages

PAGE

- Homepage
- Calendar

CLICK THE CALENDAR LINK  
FROM YOUR EDITING  
DASHBOARD.



Calendar

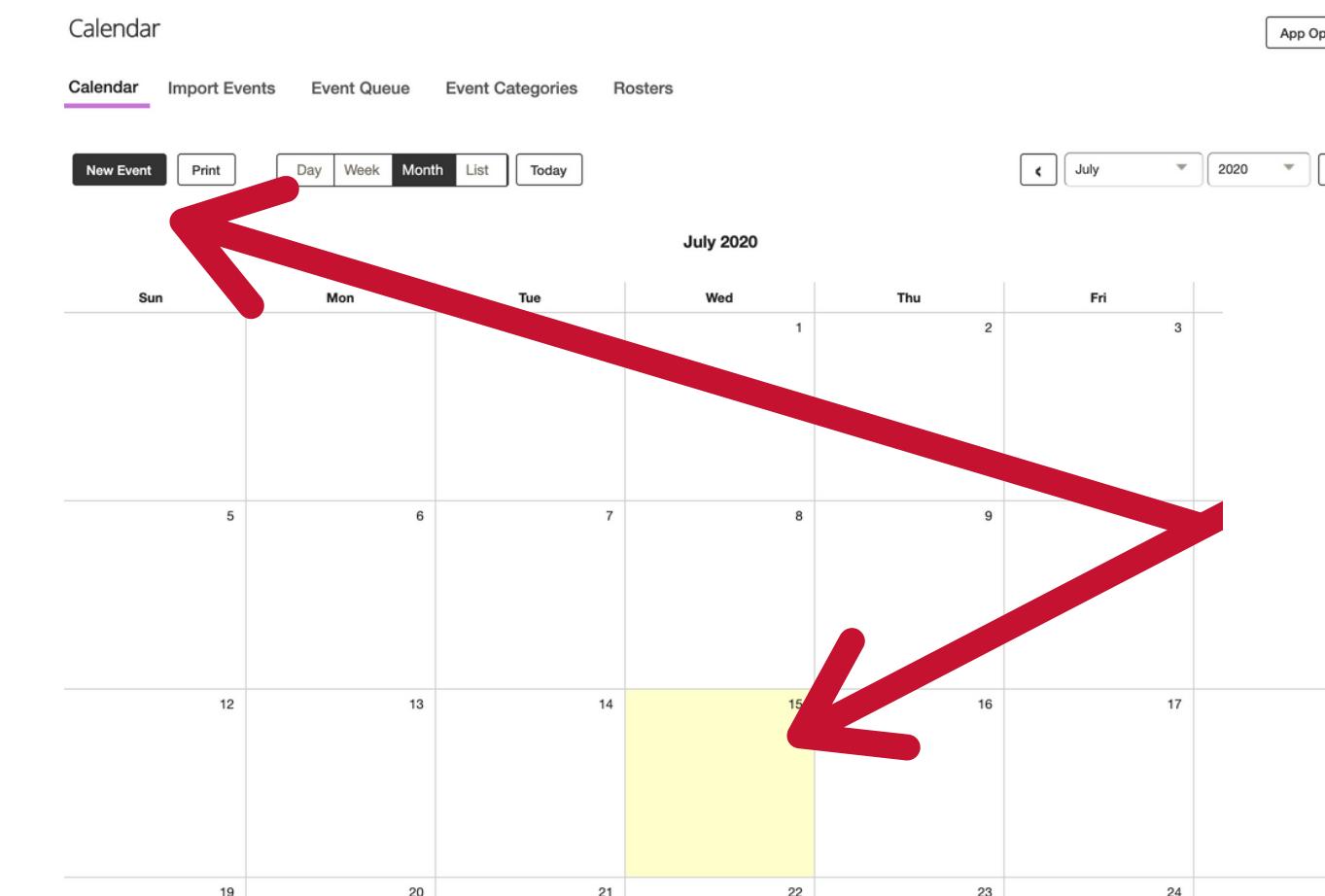
Last edited by Shawn Pachucki on Monday at 1:52 PM.

Calendar

When viewing the website, your Calendar will display here

+ Calendar

HOVER OVER THE APP, AND  
CLICK THE PENCIL TO EDIT.



Calendar

App Options

Calendar Import Events Event Queue Event Categories Rosters

New Event Print Day Week Month List Today

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	18
19	20	21	22	23	24	25

DOUBLE CLICK THE DATE YOU  
WANT TO ADD AN EVENT TO  
OR USE THE NEW EVENT  
BUTTON.

# ENTERING DATES ON YOUR BLACKBOARD CALENDAR

New Event

\* Event Title:

Event Reurrence Registration Location Contact

Enter a start date and description for your event. If you want, you can enter a start time

\* Start Date:  Description:

Start Time:    No End Time

End Time:    All Day

\* End Date:

Category:  Choose a category to color-code your event.

None

Force this event to display in Uncorrected mode. Note: It will replace an event in the calendar.

Save Cancel Create E-Alert

TITLE YOUR EVENT/ENTRY.  
WRITE A DESCRIPTION IN THE  
EDITOR, JUST LIKE A NORMAL  
EMAIL EDITOR. FILL IN YOUR  
DATE/TIME DETAILS.

SELECT A CATEGORY FOR THE  
EVENT - THIS COLOR CODES  
YOUR CALENDAR BY  
EVENT/ENTRY TYPE.

THEN CLICK SAVE.

WHATEVER YOU ADD TO YOUR CALENDAR WILL  
AUTOMATICALLY DISPLAY ON YOUR HOMEPAGE IF YOU HAVE  
THE "CALENDAR APP" ADDED TO YOUR HOMEPAGE.

Homepage Last edited by Shawn Pachucki on Monday at 1:49 PM.

Multimedia Gallery

IMPORTANT DATES

TACO TICKER

PHOTO GALLERY

LATEST ANNOUNCEMENTS

IMPORTANT DATES

CALENDAR

Number of days in the future to include: 60

Maximum number of events to display: 5

JUST CLICK THE CALENDAR APP IN YOUR HOMEPAGE EDITOR  
TO EDIT THE SETTINGS. YOU CAN TITLE YOUR CALENDAR  
APP, EDIT THE NUMBER OF CALENDAR LISTINGS THAT  
APPEAR ON YOUR HOME PAGE AND SET THE NUMBER OF  
DAYS IN ADVANCE YOU WANT TO PULL LISTINGS.

# ENTERING DATES ON YOUR BLACKBOARD CALENDAR

IF YOU PUT YOUR CALENDAR APP IN A VERTICAL SECTION (B, C, E, F, G), IT DISPLAYS LIKE THE LEFT.

IF YOU PUT IT IN THE HORIZONTAL SECTION (D), IT DISPLAYS LIKE THE RIGHT.

## IMPORTANT DATES

SUNDAY AUG 23	Basketball Pep Rally 4:00 PM - 5:00 PM
WEDNESDAY AUG 26	Muffins for Moms 12:00 PM - 2:00 PM
MONDAY AUG 31	Parent Teacher Conferences 5:00 PM
THURSDAY SEP 10	Robotics Competition 11:00 AM - 11:00 PM

[View Calendar »](#)

The image displays two views of a school calendar. The left view shows a vertical list of events with yellow date boxes. The right view shows a horizontal grid view with a green header bar labeled 'IMPORTANT DATES', 'DISTRICT UPDATES', and 'IN THE NEWS'. The grid view includes dates in yellow boxes and event details.

DATE	EVENT	TIME
SUNDAY AUG 23	Basketball Pep Rally	4:00 PM - 5:00 PM
WEDNESDAY AUG 26	Muffins for Moms	12:00 PM - 2:00 PM
MONDAY AUG 31	Parent Teacher Conferences	5:00 PM
THURSDAY SEP 10	Robotics Competition	11:00 AM - 11:00 PM

[View Calendar »](#)