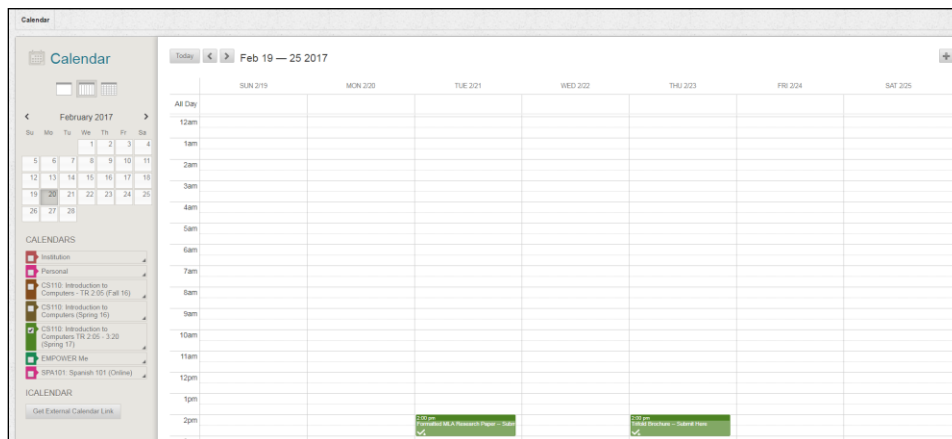


Blackboard's Course Calendar and Tasks List

Course Calendar

The Course Calendar can help students stay on task throughout the term. Instructors add entries which are then visible to students in the class. It can be used for due dates, field trips, or office hours. As with *Announcements*, calendar entries also appear on the *My Blackboard Page*.



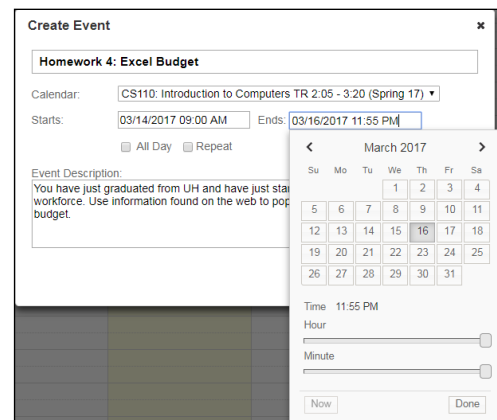
Instructor View of the Course Calendar (Viewed by Week)

Tabs allow you to view the current day, week, month or year. Calendar options include:

- **Create Course Event** – used to add an event.
- **Jump to** – used to jump to a future day/week/month and then add event.

Adding Events (Instructors only)

- Go to **Control Panel** → **Course Tools** → **Course Calendar**.
- Click the **+** icon in the upper right.
- Enter:
 - **Event Title** – give your event a title (i.e. Guest Speaker to visit Class).
 - **Calendar** – drop down and choose which course this is for (by default the course you are in).
 - **Event Description** – describe your event, i.e., ‘Read the assigned articles carefully and be prepared to discuss them with our guest.’
- Select **Event Date**, **Start Time**, and **End Time**.
 - **Note:** Use the sliders to move the hour to the correct time, click **Done**.



- Click **Save**.

Tasks List

The Tasks List also helps students with project management. This is a simple ‘to do list’ for the class and can be used to remind them of due dates for assignments or exam dates.

Title	Priority	Due Date	Task Status
Reaction Paper	High	Thursday, July 28, 2011	Not Started
Lab Assignment 1	Normal	Monday, July 25, 2011	Not Started
Present Lab Results	Normal	Wednesday, July 27, 2011	Not Started
List of techniques for final project	Low	Wednesday, August 10, 2011	Not Started

Student View of the Task List

Students access Tasks via the **Tools** button in the main course menu. Students click on the arrow next to a task name to set the status for a task. As with *Announcements*, tasks entries also appear on the Blackboard Home Page.

Adding Tasks (Instructors only)

To add a task to the class Task List, go to **Control Panel → Course Tools → Tasks**.

- Select **Create Course Task**.
- Enter:
 - *Title*
 - *Description*
- Specify a due date. **Note:** If you would like something to be due at the end of the calendar day, select **End of Day** rather than **Midnight**.
- Select priority level (Low, Normal, or High).
- Click **Submit**.

Modifying or Removing

In both the Calendar and Tasks, click on the arrow next to an item to modify or remove it.

Tracking Student Progress

Instructors can click on the title of a task to see a list of all students and their status for the task.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Office of Technology Services (OTS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 (on campus) or (844) 292-3213 (off campus)

Email: ots@hartford.edu **Website:** <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)

Website: <http://www.hartford.edu/mts>