



Tasks and Course Calendar

Blackboard
Version 9.1

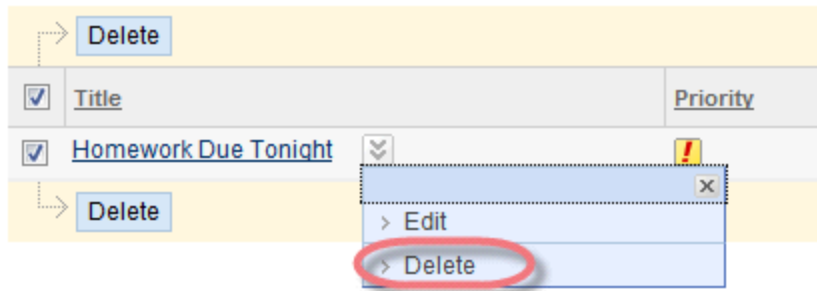
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Delete a Task

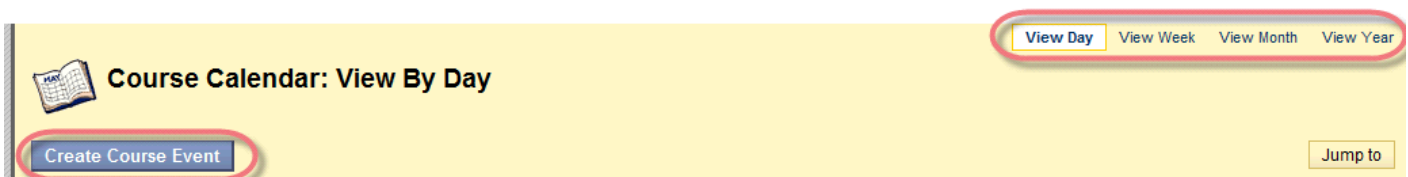
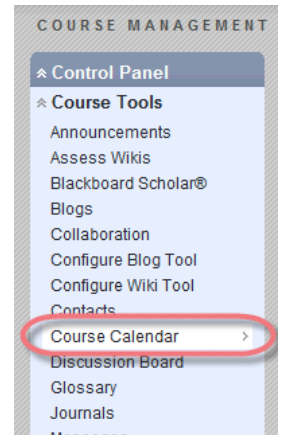
1. To delete a task, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel, choose **Tasks** under Course Tools.
2. Next click on the Action Link (drop-down) menu next to the title of the task and select Delete.



3. Next, a window will pop up stating: *This action is final and cannot be undone. Continue?* Select **OK** to delete the task.

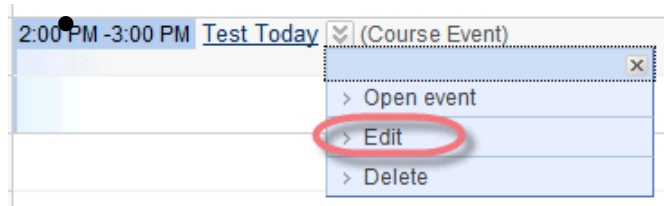
Course Calendar

1. Instructors can add and even modify events in their Course's calendar. To do this, first make sure you are in the course you wish to work in, and select **Course Calendar** from Tools in the Course Menu.
2. Once in the Course Calendar page, you change your view by selecting the following view tabs: Day, Week, Month, and even Year.
3. To add an Event, select the **Create Course Event** button on the Action Bar of the page.



4. In the Add Calendar Event page, enter the Event Name, Description, choose the Event Time and then select **Submit** to finish.
In this way, you can add Course Calendar events that coincide with Assignments, Tasks, Surveys and Assessments that you have already created or will create.

5. To modify an event that has been created, you can click on the event link and select **Edit** from the drop-down menu.



6. Once in the Edit Course Event page, you can change any information that is needed and select **Submit** to finish.
7. To remove an event that has been created, select **Delete** from the drop-down menu of the event in the Calendar: View by Day page. A confirmation window will pop up stating 'This action is final and cannot be undone. Continue?' Select **OK** to remove the event from the Course Calendar.

