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**.
Creating an Event on the Course Calendar

**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.

Student View of the Task List

Student’s 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.

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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 wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661  **Email:** fcld@hartford.edu  **Website:** [http://www.hartford.edu/fcld](http://www.hartford.edu/fcld)

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:** 768-4357 (on campus) or (844) 292-3213 (off campus)  **Email:** ots@hartford.edu  **Website:** [http://hartford.edu/ots](http://hartford.edu/ots)

Student Blackboard Support: (860) 515-3742 or [http://www.hartford.edu/studentbbsupport](http://www.hartford.edu/studentbbsupport)

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](http://www.hartford.edu/mts)