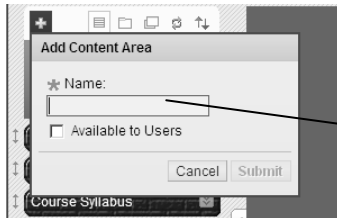


BLACKBOARD: Creating Assignment Calendar

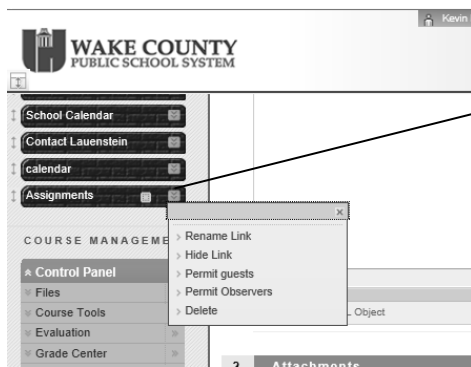
Log into Blackboard

Create Assignment Tab

1. Click + in the top left
2. Click "Create Content Area"

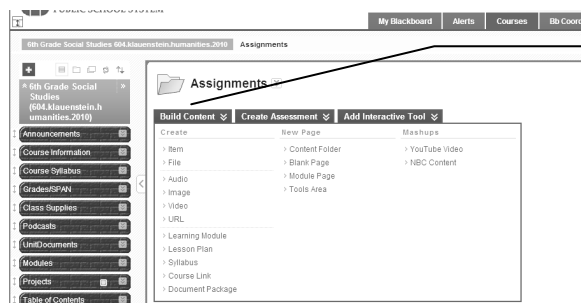


1. Name: Assignments
 2. Check "Available to Users"
 3. Click Submit
- *Should now show on the MENU



Click "down arrows"

Click "Permit guests" & "Permit observers"



1. Click "Assignment" link
2. Click "Build Content"
3. Click "Item"

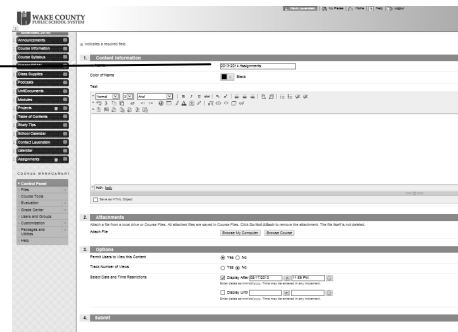
TYPE

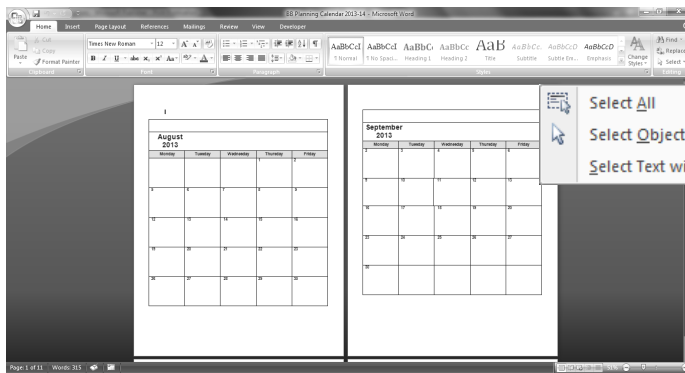
*Name: 2013-2014 Assignments

3. Options

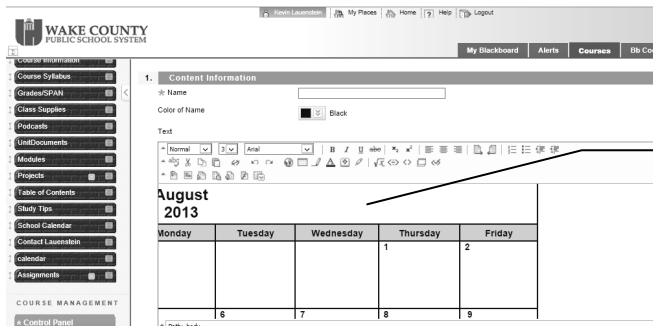
Select Date and Time Restrictions

- ⇒ Check the box for "Display After"
- ⇒ Enter today's date
- ⇒ You do not need to check "Display Until"

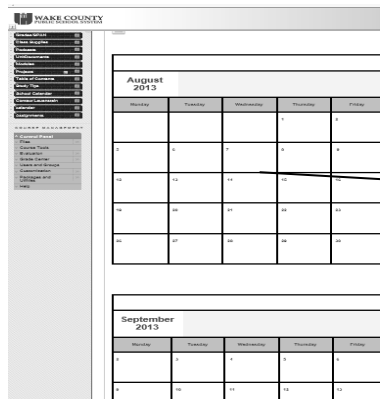




1. Go to Shared Directory
2. Go to "Public" folder
3. Go to "Staff" folder
4. Go to "Blackboard" folder
5. Open "BB Planning Calendar 2013=2014"
6. Click on "Select" in the Menu Bar
7. Click "Select All"
8. Click Copy
9. Return to Blackboard



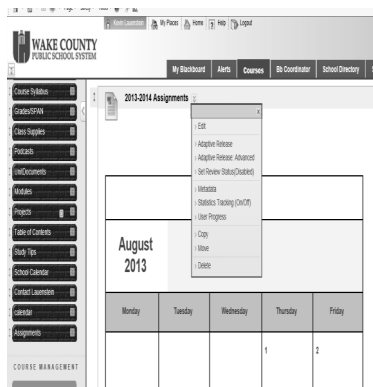
- In the "Text" portion:
- ⇒ "Paste"
 - ⇒ Click "body" in the bottom menu
 - ⇒ Click "Indent Right" in the top menu
 - ⇒ Then "Submit"



THIS IS WHAT SHOULD DISPLAY

ADDING ASSIGNMENTS: As Easy As 1-2-3!

1 → 2 → 3



1. Click "down arrow" next to "2013-2014 Assignments"
2. Click "Edit"



- ⇒ Type Topic, Class Info, Assignment, etc
- ⇒ Attach documents
- ⇒ If there is no Assignment—be sure to indicate "NONE"



Click "SUBMIT"

**WEST CARY EXPECTATION
Update Blackboard Weekly**