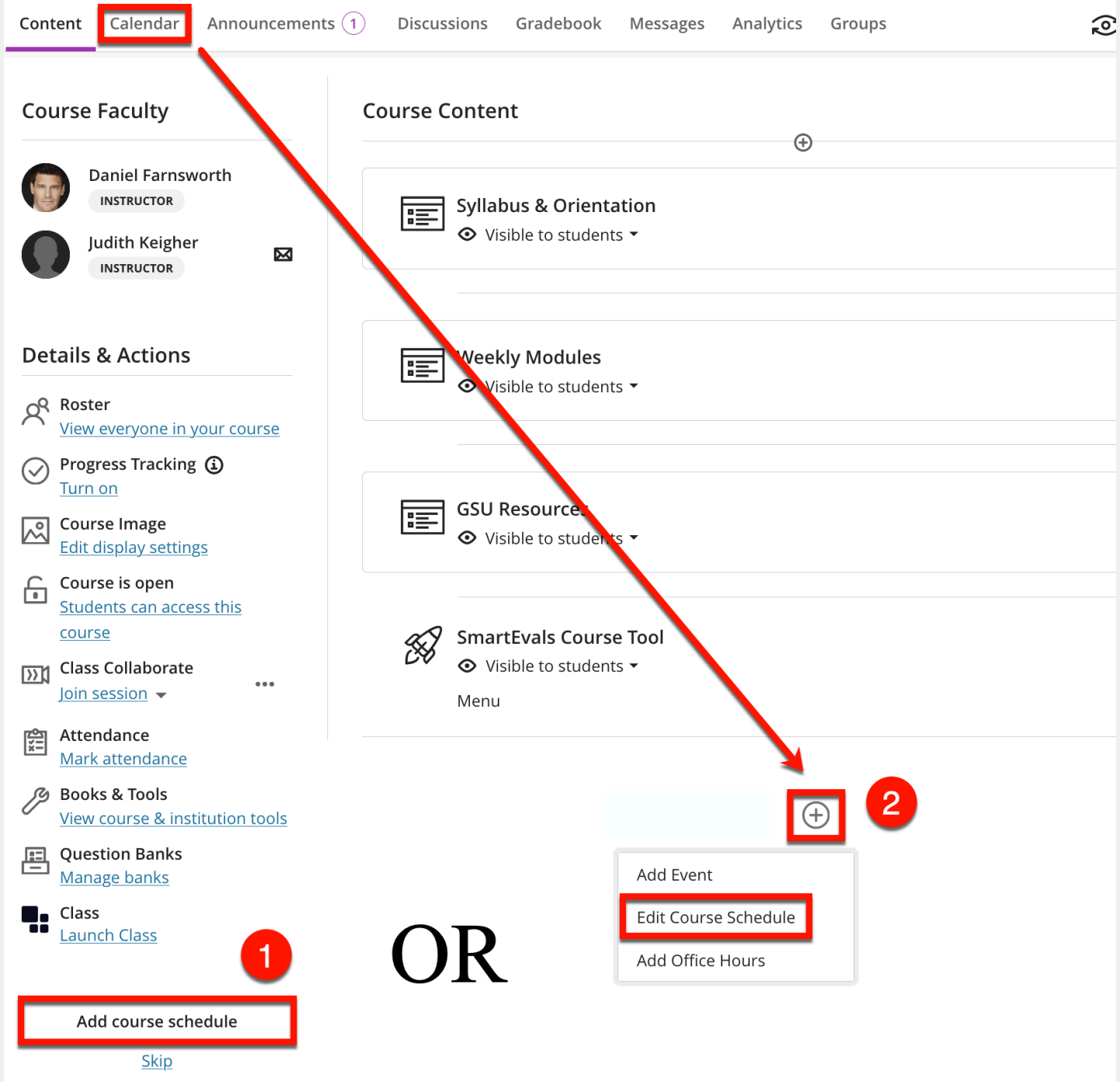


Create or Edit Course Schedule

You can add a course schedule by selecting **Add course schedule** under **Details & Actions** on the course's Content page or by going to the course's Calendar page, selecting the **New Event** button, and then **Edit Schedule** from the dropdown menu. The course schedule now appears beneath Details & Actions on the Content pages of everyone enrolled in the course.



The screenshot shows the Blackboard course interface. At the top, there are tabs: Content, **Calendar**, Announcements, Discussions, Gradebook, Messages, Analytics, and Groups. A red box highlights the **Calendar** tab, and a red arrow points from it to the **Add Event** button in the **Course Content** section. The **Course Content** section lists items: Syllabus & Orientation, Weekly Modules, GSU Resources, and SmartEvals Course Tool. The **Details & Actions** section on the left lists various course management options. A red box highlights the **Add course schedule** button at the bottom of the **Details & Actions** section. Another red box highlights the **Edit Course Schedule** option in the dropdown menu of the **Add Event** button. The word **OR** is placed between the two methods.

Nickname is a required field. The nickname is the name of the event on people's calendar pages. Location is an optional field.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

You must remove all events on the course schedule to remove the course schedule from your course's Details & Actions on the Content page.

Ultra-TEST-NAC: Ultra Course_NAC

S

Schedule

Add the times this course or organization meets

*

Nickname

Ultra-TEST-NAC: Ultra Course_NAC

What is the first day of this repeating event:

Start

5/22/24

4:00 PM

End

5:00 PM

☐ All Day

Repeat Weekly

▼

Every Week

▼

S

M

T

W

T

F

S

End After Occurrences

▼

4

Location

The location can be a place, a URL, or both.


CUBE Suite B

Cancel


Save

After you've added a schedule, select the pencil button beside Course Schedule on the course's Content page or Edit course schedule from the Calendar page if you want to edit any item on the schedule.

Course Faculty





Daniel Farnsworth
INSTRUCTOR





Judith Keigher
INSTRUCTOR


Details & Actions


 Roster
[View everyone in your course](#)


 Progress Tracking ⓘ
[Turn on](#)


 Course Image
[Edit display settings](#)


 Course is open
[Students can access this course](#)

 Class Collaborate
[Join session](#) ⌵


 Attendance
[Mark attendance](#)


 Books & Tools
[View course & institution tools](#)

 Question Banks
[Manage banks](#)


 Class
[Launch Class](#)


Course Schedule


 Wednesday
4:00 PM - 5:00 PM


 Location
CUBE Suite B

Course Content

 Syllabus & Orientation
Visible to students ⌵

 Weekly Modules
Visible to students ⌵

 GSU Resources
Visible to students ⌵

 SmartEvals Course Tool
Visible to students ⌵
Menu

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