

Posting Events & Sharing to the District Website Calendar

The screenshot shows the homepage of Brownwood ISD. At the top, there is a navigation bar with links for DISTRICT HOME, SELECT A SCHOOL, and TRANSLATE. Below this is a main menu with links for Home, Inside BISD, Employment, Parent Info, Departments, School Board, and Calendar. A large banner area contains various news items and a "Why BISD?" section. At the bottom of the page, there is a footer with icons for CALENDAR, FOOD SERVICE, TRANSPORTATION, and FOUN. A red circle highlights the "SIGN IN" button in the footer. A red arrow points from this button to a callout box that says "Click SIGN IN on the bottom menu." Another red arrow points from the "SIGN IN" button to a second callout box that says "After you sign in, click My Options and then Site Manager." A third red arrow points from the "MY OPTIONS" button in the footer to a fourth callout box that shows a dropdown menu with "Site Manager" selected. A fifth red arrow points from the "Site Manager" option to a sixth callout box that says "2. Click on Calendar".

Click SIGN IN on the bottom menu.

After you sign in, click My Options and then Site Manager.

1. Select the school SITE.

2. Click on Calendar

The screenshot shows the Blackboard interface for Coggin Elementary School. The top navigation bar includes "View Website" and "Help Center". The main header area displays "Coggin Elementary School" and "Subsite Workspace". Below this, there is a "Summary" section with a "How do I...?" link. The "Current Pages" section lists "Homepage" and "Calendar". A red arrow points from the "Calendar" link to a callout box that says "2. Click on Calendar". A second red arrow points from the "Calendar" link to a callout box that says "1. Select the school SITE." The "Tweets by CEEngagemenTips" section is visible at the bottom.

1. Select the school SITE.

2. Click on Calendar

Blackboard

SITE & CHANNELS

Coggin Elementa

Calendar

Last edited by Charles Musgrove on May 20, 2022.

Calendar

When viewing the website, your Calendar will display here.

+

Calendar

✎

Click the pencil icon to bring up the calendar view.

Apps

Layout

Create New

Find...

- Accordion
- Alumni
- Announce...
- Articles
- Assignment
- Blog
- Book List
- Calendar
- Content
- Directions
- Discussion
- Divider
- Document
- Embed Code
- Events
- Facebook
- Facts & Figur...
- Figure
- Files
- Gallery
- Google Events
- Google Folder
- Heading
- Headlines

Use Existing

Blackboard

SITE & CHANNELS

Coggin Elementa

Calendar

Last edited by Charles Musgrove on May 20, 2022.

Calendar

Import Events

Event Queue

Event Categories

Rosters

New Event

Print

Day

Week

Month

List

Today

August 2022

Sun

Mon

Tue

Wed

Thu

Fri

Sat

11:00 AM New Student Enroll...

9:00 AM New Student Enroll...

First Day of School

Click the New Event button or double-click on the desired day on the calendar.

Blackboard
SITE & CHANNELS
Coggin Elementary

Calendar

App Options

2022

Sat

5 6

12 13

19 20

26 27

1. Add Event Title

2. Enter date & time information.

3. Add a description of the event.

4. Add category (if applicable)

5. Click Location

New Event

* Event Title:

Event Recurrence Registration **Location** Contact Post to Calendars Viewers

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

* Start Date: 8/4/2022

Start Time: 8 AM :00
 No End Time

End Time: 9 AM :00
 All Day

* End Date: 8/4/2022

Description:

Category:
Choose a category to color-code your event.
None

Force this event to display in Upcoming Events from
Note: It will replace an event happening in the near

Save Cancel Create E-Alert

POWERED BY TINY

Blackboard
SITE & CHANNELS
Coggin Elementary

Calendar

App Options

2022

Sat

5 6

12 13

19 20

26 27

If you want to share your event with the district calendar, click the Post to Calendars tab.

Enter the event Location Name, Address, City, State, and Zip Code. A full address will automatically add a google map to your calendar listing.

New Event

* Event Title:
My Event Title

Event Recurrence Registration **Location** Contact **Post to Calendars** Viewers

If you want, you can enter location information.

Location Name:
Coggin Elementary School

Address:
800 Rogan St.

City, State, Zip Code
Brownwood TX 76801

Save Cancel Create E-Alert

Blackboard
SITE & CHANNELS
Coggin Elementa

Calendar

App Options

New Event

Event Title:
My Event Title

Event Recurrence Registration Location Contact Post to Calendars Viewers

If you want, you can submit a request to post your event to other calendars by adding collections.

Post event to other calendars

Post to Brownwood ISD

Add Collections

Collections contain groups of site, channel and section calendars where your event will be posted.

Save Cancel Create E-Alert

1. Check the Post event to other calendars checkbox and then check the Post to Brownwood ISD checkbox.

2. Click the SAVE button to finish!

14 15 16 17 18 19 20
First Day of School

21 22 23 24 25 26 27

28 29 30 31

Blackboard
SITE & CHANNELS
Coggin Elementa

Calendar

App Options

Calendar Import Events Event Queue Event Categories Rosters

New Event Print Day Week Month List Today

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 8:00 AM My Event Title	2	3 11:00 AM New Student Enroll...	4 9:00 AM New Student Enroll...	5	6
	7	8	9	10	11	12
	13	14	15	16 First Day of School	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

My Event Title
8/1/2022 08:00 AM - 09:00 AM

Edit Delete

Double-click to edit your event, or hover over it to reveal the Edit & Delete buttons. You may also click & drag your event to another day.