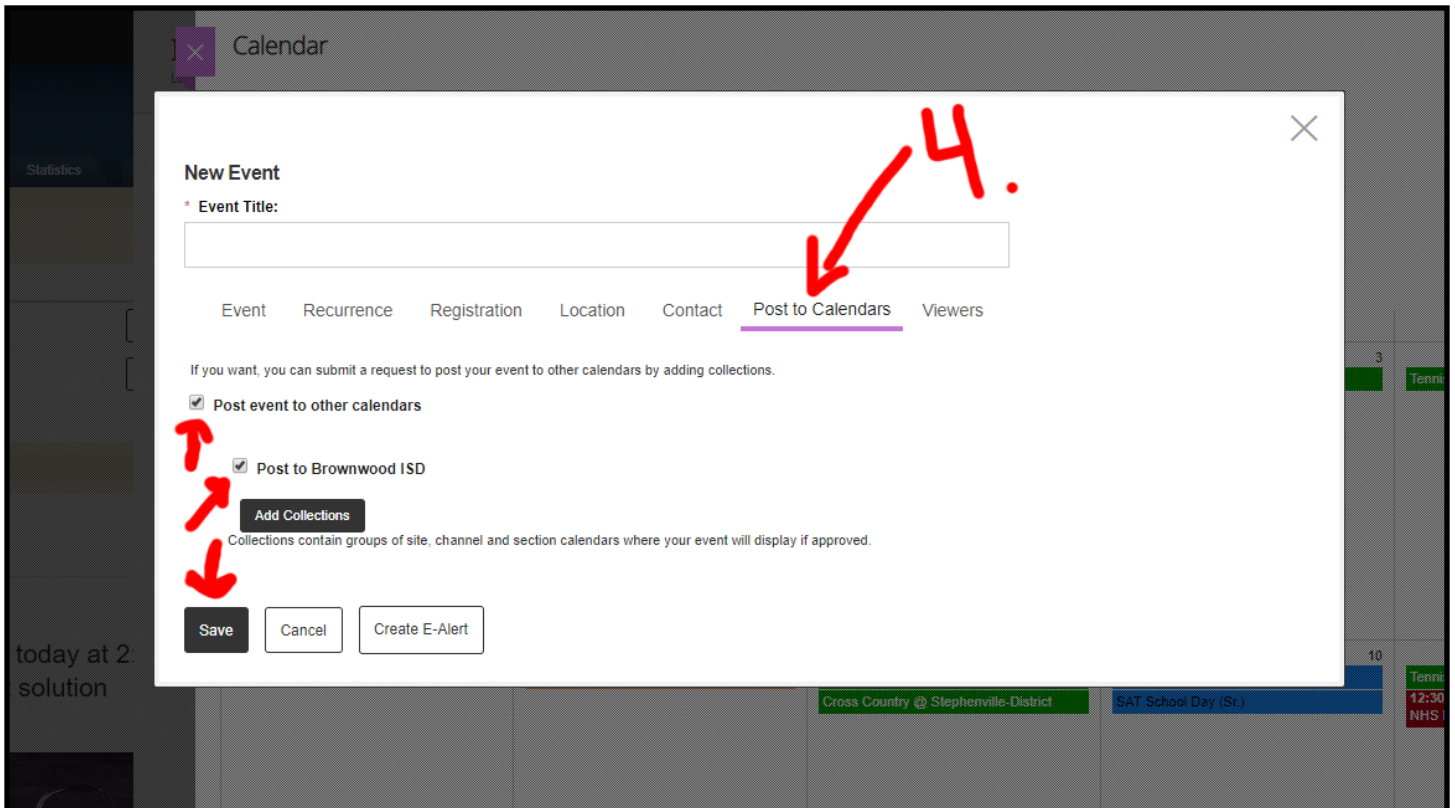


Posting to the District Calendar

The screenshot shows the Blackboard interface for Brownwood High School. On the left, the 'SITE & CHANNELS' menu is visible, with 'BHS Calendar' highlighted by a red arrow labeled '1.'. On the right, the 'BHS Calendar' page is open, showing a 'Calendar' tab and a pencil icon circled in red with a red arrow labeled '2.' pointing to it. The calendar page also contains a '+' icon and a text prompt: 'When viewing the website, your calendar will display here.'

The screenshot shows the Blackboard Calendar interface. The 'Calendar' tab is selected, and the 'New Event' button is circled in red with a red arrow labeled '3.' pointing to it. Below the button is a calendar grid with the following events:

Sun	Mon	Tue	Wed
	1	2	
		1:00 PM Juniors @ College Fair @ TSTC	Girls Cross Co
	7	8	9
	Fall Break	Volleyball @ Stephenville Cross Country @ Stephenville-District	PSAT (Soph/Jr) SAT School Da



Events already posted can be shared to the district calendar by clicking on the event inside the calendar instead of “New Event” (see step 2.) and following the same procedure. Remember to click “**Save**” after you have made your changes.

Please note that events shared to the district calendar are added to a list to be approved before they are visible there.