

# **Post Calendar Events to Other Calendars**

**Blackboard Web Community Manager**

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This guide covers all available features and functionality. Features included in your contract may vary.

Table of Contents

Introduction ..... 1

Mandatory Event ..... 2

Post to Parent Calendar ..... 4

Calendar Collections ..... 6

    Create a Calendar Collection..... 6

    Post Events Using a Calendar Collection..... 9

    Process the Event Queue ..... 10



## Introduction

There are several ways that you can post an event to other Calendar Apps. You can create an event on the District Calendar and flag it as *Mandatory*.

Event Title:  
Gettysburg in the HVHS Auditorium

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:  
3/29/2016

Start Time:  
3 PM :30  
☐ No End Time

End Time:  
7 PM :30  
☐ All Day

End Date:  
3/29/2016

Description:  
Come see **Gettysburg** in the HVHS auditorium. Mr. Sparks will be available to answer questions at the end of the movie. Popcorn and sloosh will be served.

Category:  
Choose a category to color-code your event.  
High School

☒ Mandatory Event ?

☐ Force this event to display in Upcoming Events from today until the event occurs.  
Note: It will replace an event happening in the near future.

Save Cancel Create E-Alert

You can create an event on any calendar other than the District Calendar and flag it to post directly to the parent calendar and use *Collections* to post to other calendars.

Event Title:  
HVHS Science Expo

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 Happy Valley High School

Add Collections

Collections contain groups of site, channel and section calendars where your event will display if approved.

Save Cancel Create E-Alert

## Mandatory Event

When you flag a calendar event as Mandatory, it is added to the current calendar as well as all of the calendars on your District Site and all subsites. You can only create Mandatory events on the District Calendar.

Here's how you create a Mandatory calendar event.

1. In *Site Manager*, navigate to the District Calendar.
2. Edit the calendar and create or edit an event.

Event Title: Gettysburg in the HVHS Auditorium

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: 3/29/2016

Start Time: 3 PM :30

☐ No End Time

End Time: 7 PM :30

☐ All Day

End Date: 3/29/2016

Description: Come see **Gettysburg** in the HVHS auditorium. Mr. Sparks will be available to answer questions at the end of the movie. Popcorn and sloosh will be served.

Category: Choose a category to color-code your event.  
High School

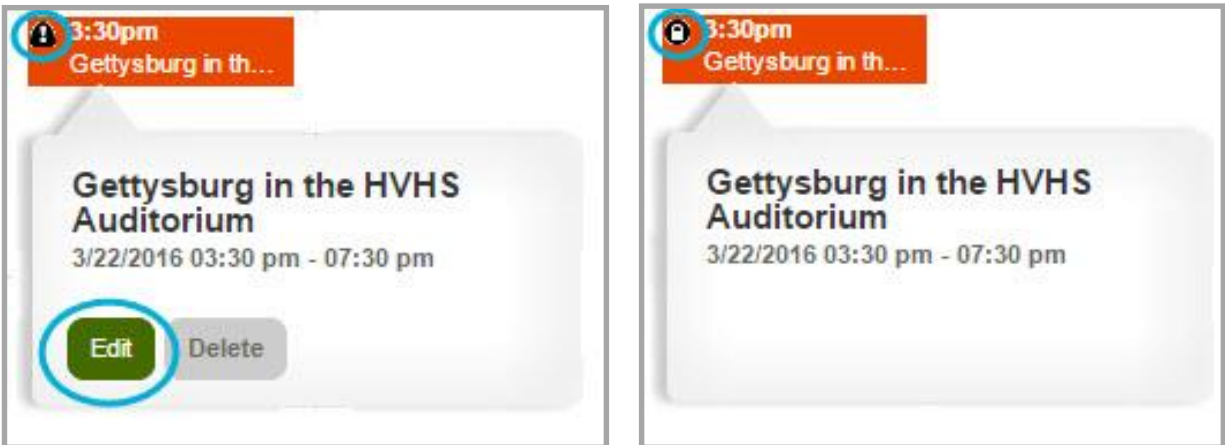
☒ Mandatory Event ?

☐ Force this event to display in Upcoming Events from today until the event occurs.  
Note: It will replace an event happening in the near future.

Save Cancel Create E-Alert

3. Click the *Mandatory Event* check box.
4. Click **Save**. The calendar app displays.

The event will be preceded with an exclamation point, indicating that it is a Mandatory event. On all other calendars, this event is preceded with a lock symbol, indicating that the event is mandatory and locked.

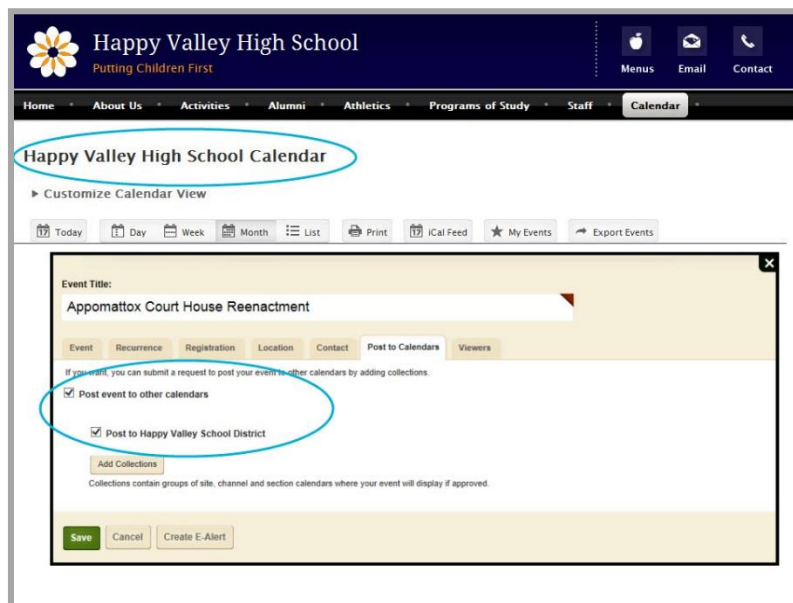
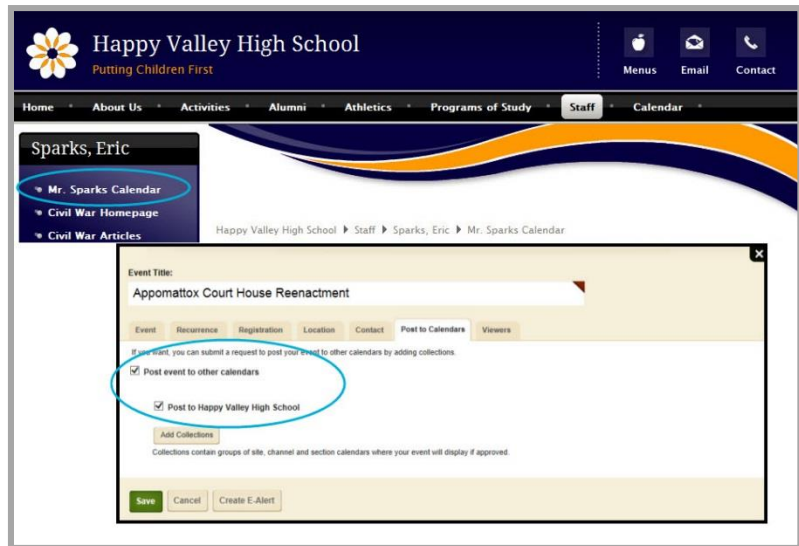


To remove the Mandatory flag for an event, simply deselect the *Mandatory Event* check box and click **Save**. The event remains on the District Calendar but is removed from all other calendars.

## Post to Parent Calendar

You can request that a calendar event be posted to its parent calendar. A parent calendar is always a District or School calendar. A channel calendar is never a parent calendar.

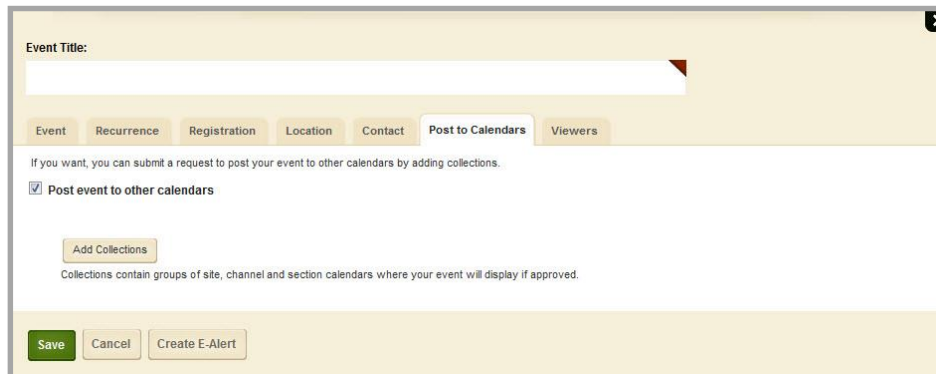
If you are editing a Section calendar, when you activate the *Post event to other calendars* check box on the **Post to Calendars** tab, a second check box displays. It indicates the name of the parent calendar. In the example, Mr. Sparks is requesting that an event from his Section calendar be posted to its parent calendar, the Happy Valley High School calendar.



If you are editing a School calendar, when you activate the *Post event to other calendars* check box on the **Post to Calendars** tab, a second check box displays indicating the name of the parent calendar. In the example, the Homepage Editor of the Happy Valley High School calendar is requesting that the event be posted to its parent, the District Calendar.

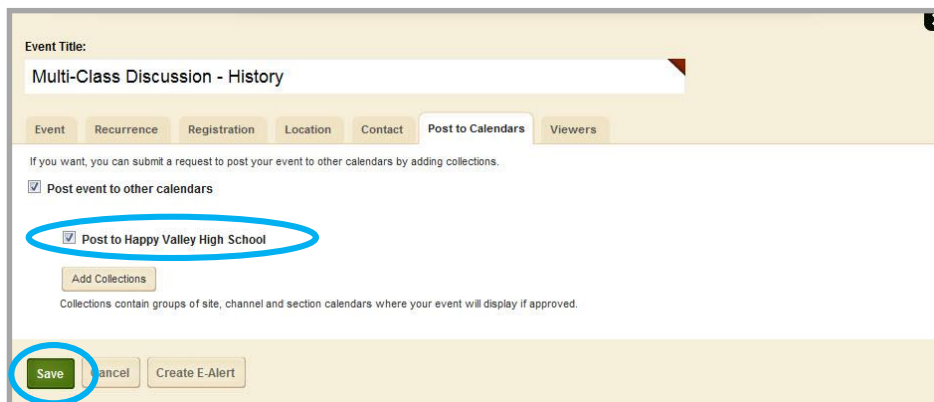


Since the District Calendar has no parent calendar, when you click the *Post event to other calendars* check box, the option to post to a parent calendar does not display.



Here's how you add a calendar event and post it to its parent calendar.

1. In *Site Manager*, navigate to the calendar you wish to edit.
2. Click **New Event**. The Add Event dialog displays.
3. Click on the **Post to Calendars** tab. The *Post event to other calendars* check box displays.
4. Click the *Post event to other calendars* check box. A *Post to* check box displays and indicates the name of the parent calendar.
5. Click the *Post to* check box.



6. Click **Save**. The calendar app displays.

## Calendar Collections

You can use a *Calendar Collection* to post events to other calendars. A collection can consist of a single calendar or a group of calendars.

- You might create a collection that includes only the district site workspace. Editors would then use this collection to post their event to the District Calendar.
- You might create a collection that includes all school sites. Editors would then use this collection to post their events to the main calendar of each school.
- You might create a collection that includes all the sections in a single channel to allow editors to post events on each other's calendars.

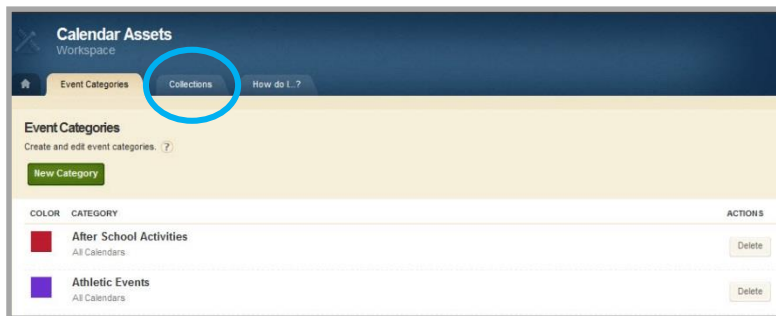
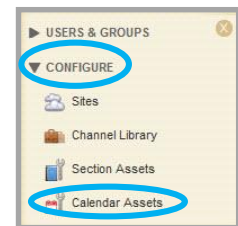
When editing an event, you can request that the event be posted to a collection.

Only a Site Director or user with necessary extended Passport privileges is able to create collections.

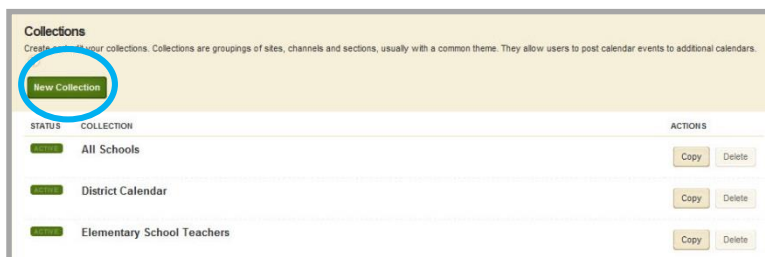
## Create a Calendar Collection

Here's how you create a collection.

1. In *Site Manager*, expand the Configure group within the Content Browser.
2. Click **Calendar Assets**. The Calendar Assets Workspace displays.

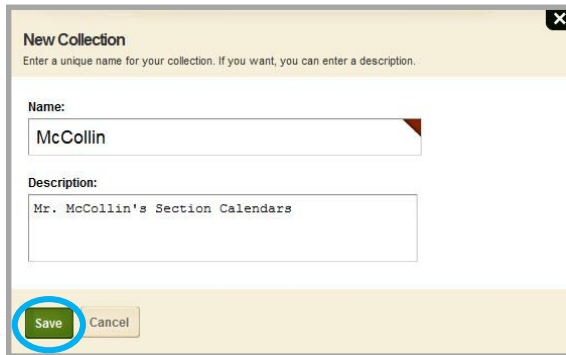


3. Click the **Collections** tab.



4. Click **New Collection**. The New Collection window displays.

5. Enter a unique name for your collection. If you like, you can also add a description for your collection.



**New Collection**  
Enter a unique name for your collection. If you want, you can enter a description.

**Name:**  
McCollin

**Description:**  
Mr. McCollin's Section Calendars

**Save** **Cancel**

6. Click **Save**.

The Collection you added displays in the workspace and is Active. You must edit the collection to add Calendar Workspaces.

7. Click on the name of a collection to edit it. The collection opens on the **General** tab.



**Calendar Assets**  
Workspace

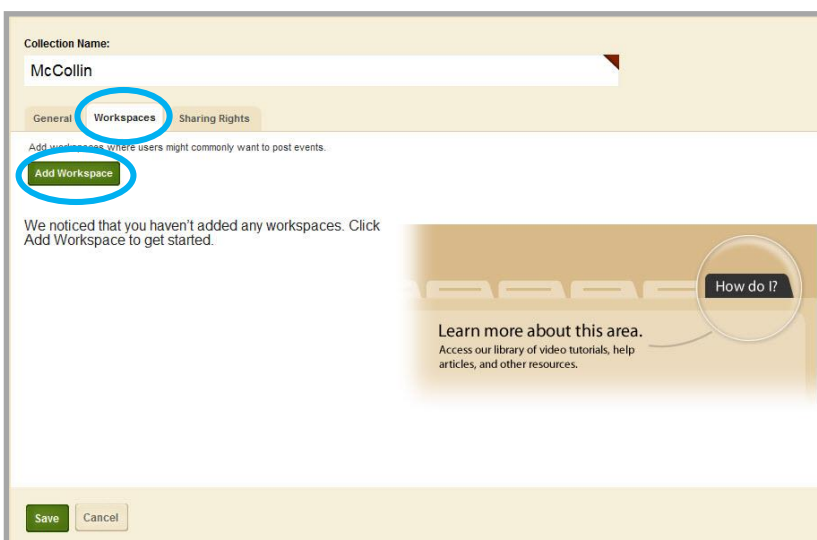
Event Categories **Collections** How do I...?

**Collections**  
Create and edit your collections. Collections are groupings of sites, channels and sections, usually with a common theme. They allow users to post calendar events to additional calendars.

**New Collection**

STATUS	COLLECTION	ACTIONS
Active	<b>McCollin</b> Mr. McCollin's Section Calendars	<b>Copy</b> <b>Delete</b>

8. Click the **Workspaces** tab.



**Collection Name:**  
McCollin

**General** **Workspaces** **Sharing Rights**

Add workspaces where users might commonly want to post events.

**Add Workspace**

We noticed that you haven't added any workspaces. Click **Add Workspace** to get started.

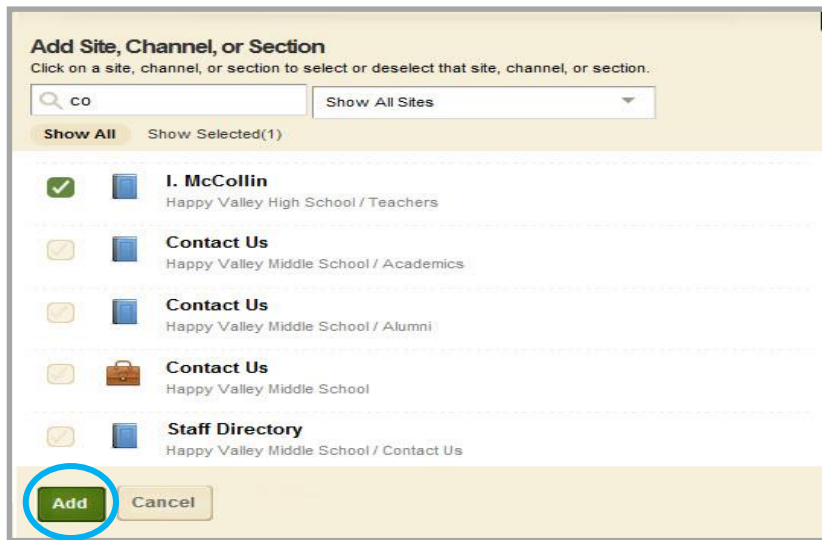
**Save** **Cancel**

**How do I?**

Learn more about this area.  
Access our library of video tutorials, help articles, and other resources.

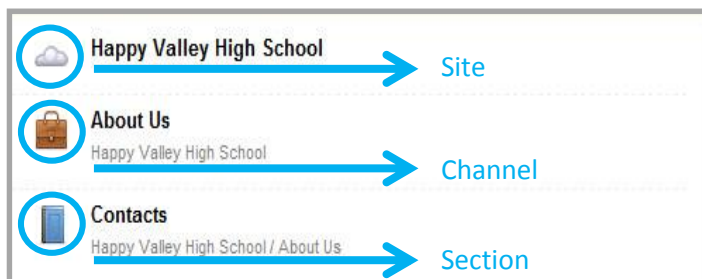
9. Click **Add Workspace**. The Add Site, Channel or Section window displays.

10. You can search for a particular calendar workspace by entering the workspace name in the Search box. As you type, choices containing the letter or letter combination you typed display.

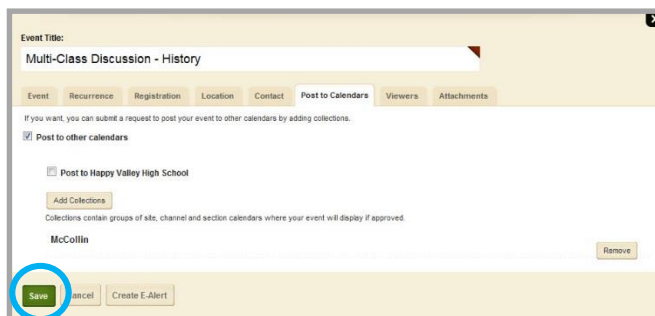


Alternatively, you can limit the workspace display by site. Click the Show All Sites drop-down list and select a site from the list.

Notice that the path name to the current workspace displays below the site, channel or section listed in the dialog. Also note the icons for a site, channel and section.



11. Click the check box to the left of the calendar workspaces you wish to add to the collection.  
12. Click **Add**. The workspaces you just added display.



13. Click **Save**. The calendar app displays.

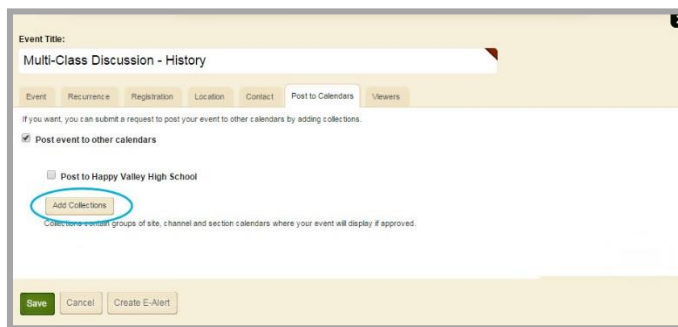
Unless you share a collection with specific users or groups, all editors have access to the collection. You change the Sharing Rights of a collection on the **Sharing Rights** tab of the collection.

Use the **Delete** button to the right of a workspace or collection to remove it.

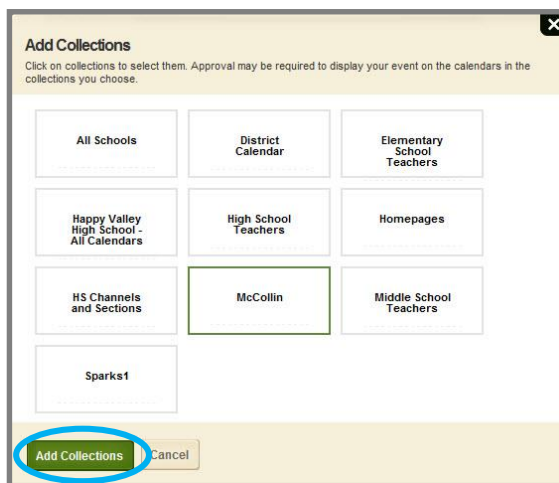
## Post Events Using a Calendar Collection

Here's how you post an event to other calendars using a collection.

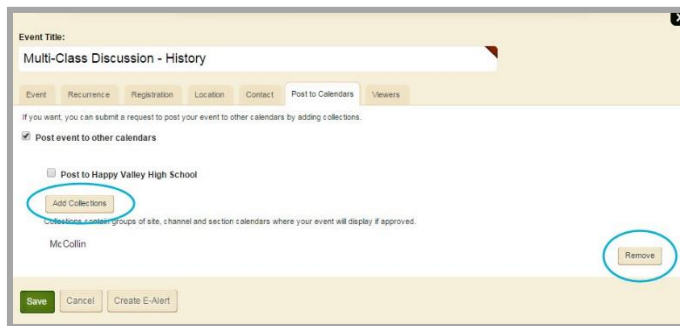
1. In *Site Manager*, navigate to the calendar you wish to edit.
2. Click **New Event**. The Add Event dialog displays.
3. Click the **Post to Calendars** tab. The *Post event to other calendars* check box displays.



4. Click the *Post event to other calendars* check box. The **Add Collections** button displays.
5. Click **Add Collections**. The Add Collections window displays.
6. Click on the collection or collections you wish to select. When you select a collection, a dark green border surrounds the collection. To deselect a collection, click on it.

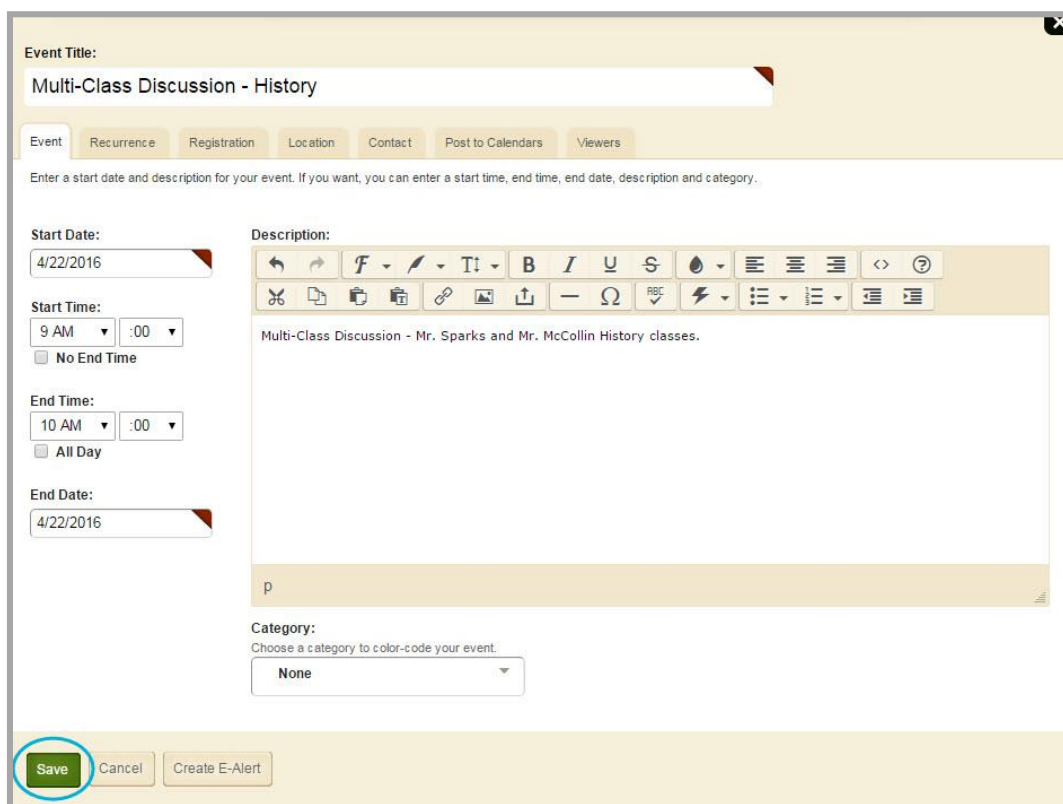


- Click **Add Collections**. The **Post to Calendars** tab displays with your selections.



The screenshot shows the 'Post to Calendars' tab of the 'Multi-Class Discussion - History' event form. The 'Post event to other calendars' checkbox is checked. Below it, the 'Post to Happy Valley High School' checkbox is also checked. The 'Add Collections' button is circled in blue. A list of collections is shown, including 'McCollin', with a 'Remove' button circled in blue. At the bottom, there are 'Save', 'Cancel', and 'Create E-Alert' buttons.

- Click **Save**.



The screenshot shows the 'Event' tab of the 'Multi-Class Discussion - History' event form. The 'Start Date' is 4/22/2016, 'Start Time' is 9 AM, 'End Time' is 10 AM, and 'End Date' is 4/22/2016. The 'Description' field contains 'Multi-Class Discussion - Mr. Sparks and Mr. McCollin History classes.' The 'Category' dropdown is set to 'None'. The 'Save' button is circled in blue. At the bottom, there are 'Cancel' and 'Create E-Alert' buttons.

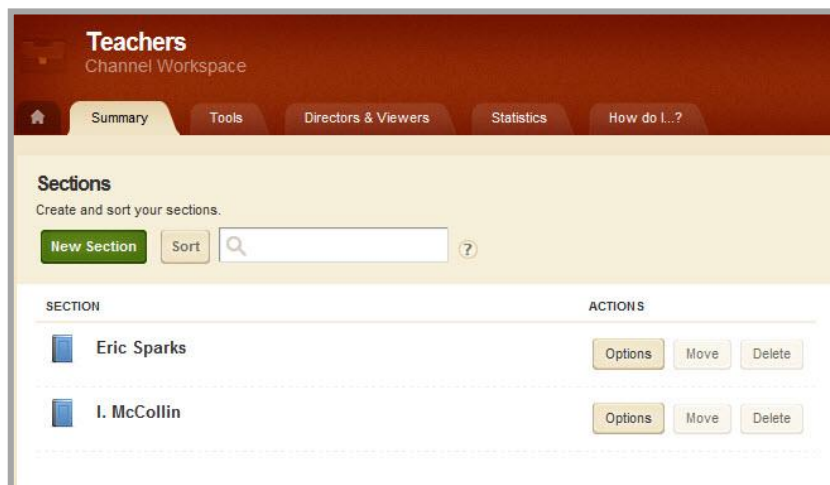
The event is delivered to all calendars in the collection or collections that you specified. If the event requires approval, it will not display immediately on the destination calendar.

## Process the Event Queue

When using a collection, if the destination calendar is in a workspace below the level of your current calendar, the event displays on the calendar immediately. For example, if you add a calendar event at the District Calendar and use a collection, the event will immediately appear on every calendar in the collection because every calendar is at a level below the District Calendar.

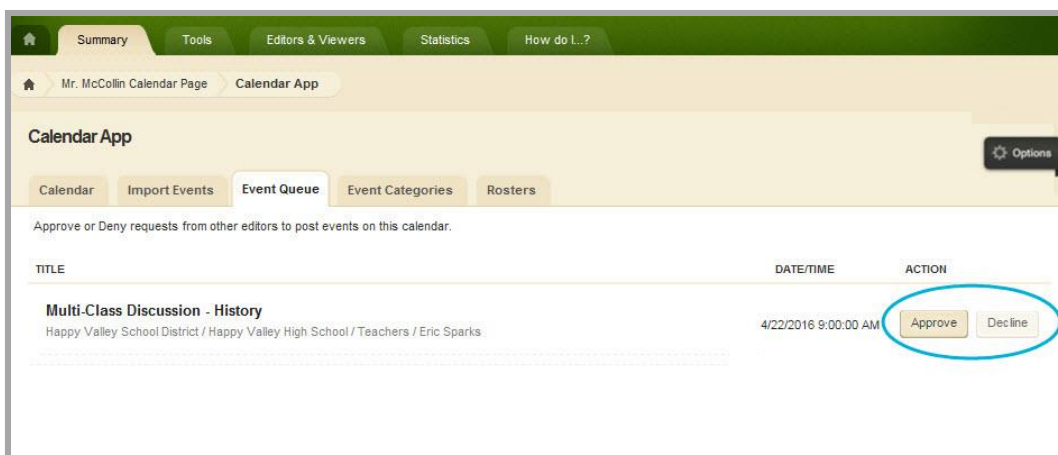
This is not the case if the calendar you are posting to is at the same or a higher level. In these instances, the event displays in the destination calendar's Event Queue. An authorized person must approve the event before it displays on the calendar.

For example, at the Happy Valley High School site, Mr. Sparks and Mr. McCollin both have sections in the Teachers Channel. These are at the same level within the Teachers channel. If Mr. Sparks uses a collection to post an event from a calendar in his section to a calendar in Mr. McCollin's section, Mr. McCollin will need to approve the event before it appears on his calendar.



Here's how you approve or decline an event.

1. In *Site Manager*, navigate to your calendar.
2. Click the **Event Queue** tab. Events awaiting approval display.
3. Click **Approve** to accept the event and place it on the calendar.



4. Click **Decline** to refuse the event.

Note that once you approve or decline an event, that event is placed on one of two drop-down lists, namely the Approved Event or Declined Event lists. You can navigate to either of these lists and change the disposition of the event.



