

Recurring Events Guide

Blackboard Web Community Manager

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

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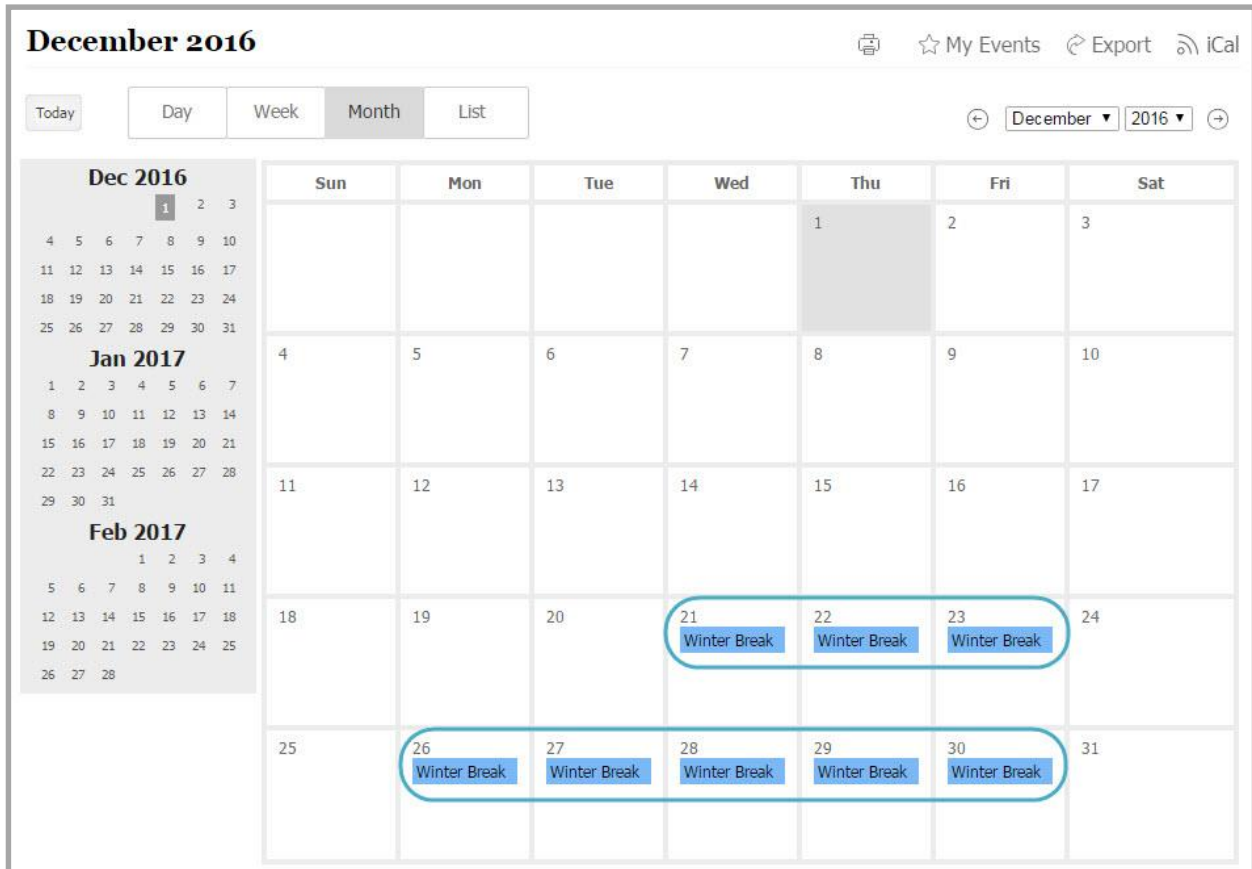
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Introduction

A recurring event is one that you can set to display on your calendar multiple times. Create a calendar event, activate the *Make this event recurring* check box on the **Recurring** tab and then specify a *Recurrence Pattern* and a *Recurrence Range* for the event. When you save the event, the event and all of its occurrences display on the calendar.



Add a Recurring Event

Here's how you add a recurring event to your calendar.

1. In *Site Manager*, navigate to the calendar to which you wish to add a recurring event.
2. Click **New Event**. The New Event dialog displays.
3. Enter an Event Title and modify the Start Date and Time so that it is set as the first event of your recurring series. Note that if you change the Start Date, the End Date changes to match the Start Date. At a minimum, you must enter an event Title, Start Date and End Date.
4. Click the **Recurrence** tab.
5. Activate the *Make this event recurring* check box. The **Recurrence** tab displays Recurrence Pattern and Recurrence Range options.

The screenshot shows the 'Recurrence' tab of a dialog box. At the top, there are tabs for 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers'. Below the tabs, there is a message: 'If you want, you can make your event recurring by setting the recurrence pattern and range.' Below this message is a checked checkbox labeled 'Make this event recurring'. Underneath, there are two sections: 'Recurrence Pattern' and 'Recurrence Range'. In the 'Recurrence Pattern' section, there are radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' option is selected, and next to it is a radio button for 'Every 1 days' with a text input field containing '1'. In the 'Recurrence Range' section, there is a message: 'Choose how long you'd like your event to occur.' Below this are two radio buttons: 'End after 10 occurrences' (selected) and 'End by 12/22/2016' (with a date input field). At the bottom of the dialog, there are three buttons: 'Save' (highlighted with a green circle), 'Cancel', and 'Create E-Alert'.

6. Select a recurrence pattern.
7. Specify a recurrence range. You can end after a number of occurrences or specify an End by date. Note that the End by date is not included in the range.
8. Click **Save**. The calendar displays.

Edit Recurring Events

You can edit a single occurrence or the entire series. If you need to change information other than Start or End Dates and Times or All Day Event for a recurring event in a series, delete the event and add an event in its place.

Here's how you edit recurring events.

1. In *Site Manager* navigate to the calendar on which you wish to edit a recurring event.
2. Position the cursor on the event that you wish to edit.
3. Click **Edit**. The Edit Recurring Event dialog displays.



4. Click **Edit Series** to edit all occurrences in the series or click **Edit Occurrence** to edit the selected event. The Edit Event Series dialog or the Edit Single Occurrence dialog displays.

Edit Occurrence

If you clicked **Edit Occurrence**, the Edit Single Occurrence dialog displays.

1. Modify the Start Date, End Date, Start Time, End Time or the *All Day* check box as necessary. These are the only items you can modify when you edit a single occurrence of a series.

2. Click **Save this Occurrence**. The calendar displays.

Note that you cannot edit an individual event in a series so that it has no end time—the *No End Time* check box is grayed out. If you wish to set no end time for a particular event within a series, delete the event and add a new non-recurring one in its place.

Edit Series

If you clicked **Edit Series**, the Edit Event Series dialog displays.

1. Make changes as necessary. Click *Edit date and/or time...* to display the Start and End Dates and Times and the *No End Time* and *All Day* check boxes.

Event Title: Winter Break

Event Recurrence Registration Location Contact Post to Calendars Viewers Attachments

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.

You are editing an event series. Editing the time or date will overwrite all future occurrences including any that have been previously modified. Editing the start date will also delete all occurrences before that date.

[Edit date and/or time...](#)

Description:

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

Holiday

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 this Series Cancel Create E-Alert

2. Click **Save this Series**. The calendar displays.

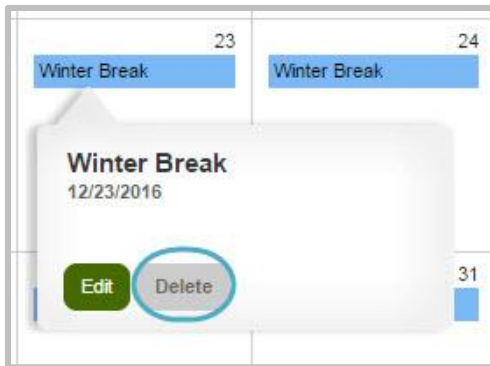
Here are some things to note when editing a series.

- If you Edit Series and make changes other than date and time or activate the No End Time or All Day check boxes, all events within the series are updated.
- If you Edit Series and change the dates, times, the No End Time or All Day check boxes for an event, only the event you modified and the events that occur after it are updated.
- If you Edit Series and change the start date of an event in the series, all event occurrences prior to the new start date are deleted.
- If you Edit Occurrence and move an event out of an event series range, note that if you Edit Series and change an event start date, all events return to their original position within the series range.

Delete a Recurring Event

Here's how you delete recurring events. You can delete a single occurrence or the entire series.

1. In *Site Manager*, navigate to the calendar containing the event you wish to delete.
2. Position the cursor on the event that you wish to delete.
3. Click **Delete**. The Delete Recurring Event dialog displays.



4. Click **Delete this Occurrence** to remove only the selected event occurrence or click **Delete the Series** to remove all of the events within the series. A Confirmation dialog displays.



5. Click **Yes** to delete. The calendar displays.



Recurring Registered Events

You can create calendar events that are both recurring and registered. You manage (i.e., edit and delete) recurring registered events the same as you do for recurring events.

Add a Recurring Registered Event

Here's how you create a recurring registered event.

1. In *Site Manager*, navigate to the calendar to which you wish to add a recurring registered event.
2. Click **New Event**. The New Event dialog displays.
3. Enter an Event Title and edit the Start Date and Time so that it is the first event in your recurring series. Note that if you change the Start Date, the End Date changes to match the Start Date. At a minimum, you must enter an Event Title, Start Date and End Date.
4. Click the **Recurrence** tab.
5. Activate the Make this event recurring check box. The **Recurrence** tab displays Recurrence Pattern and Recurrence Range options.

The screenshot shows a dialog box for creating a new event. At the top, there is a text input field for the 'Event Title' containing 'Exam Week'. Below this is a horizontal tab bar with six tabs: 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', and 'Post to Calendars'. The 'Recurrence' tab is currently selected. Below the tabs, there is a small instruction: 'If you want, you can make your event recurring by setting the recurrence pattern and range.' Below this instruction is a checked checkbox labeled 'Make this event recurring'. Underneath, there are two main sections: 'Recurrence Pattern' and 'Recurrence Range'. In the 'Recurrence Pattern' section, there are five radio button options: 'Daily' (selected), 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' option is expanded to show 'Every 1 days' and 'Every weekday'. In the 'Recurrence Range' section, there is a sub-instruction: 'Choose how long you'd like your event to occur.' There are two radio button options: 'End after 10 occurrences' (selected) and 'End by 5/28/2013'. At the bottom of the dialog, there are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

6. Select a recurrence pattern.
7. Specify a recurrence range. You can end after a number of occurrences or specify an End by date. Note that the End by date is not included in the range.

- Click the **Registration** tab. Activate the Turn on registration for this event check box. The **Registration** tab displays options to specify the Maximum Number of Seats, Last Day to Register and create Registration Questions. Set options as necessary.

The screenshot shows the 'Registration' tab for an event titled 'New Teacher Orientation'. The interface includes several tabs: Event, Recurrence, Registration (selected), Location, Contact, Post to Calendars, and Viewers. Below the tabs, there is a section for registration settings. A checkbox labeled 'Turn on registration for this event' is checked. Below this, there is a 'Maximum Number of Seats' field with the value '10'. The 'Last Day to Register' section has a radio button selected for '1 days before the event'. There is a 'Registration Questions' section with a dropdown menu set to 'Custom Question' and an 'Add Question' button. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

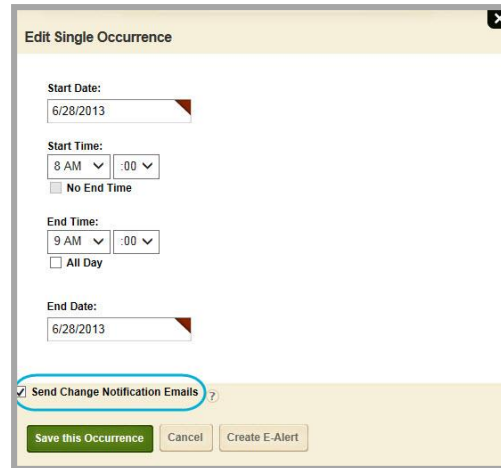
- Click the **Contact** tab. Enter a Contact Name and an Email Address for the contact. These fields are required.
- Click **Save**. The calendar displays.

Here are some things to note when editing recurring registered events.

- If you Edit Series and make changes to an event other than date and time or activate the No End Time or All Day check boxes, all events within the series are updated.
- If you Edit Series and change the dates, times, the No End Time or All Day check boxes for an event, only the event you modified and the events that occur after it are updated.
- If you make certain changes to an event, you have the option to notify registrants of the changes. Email notifications are sent when you change the Event Title, Description, Location, Zip Code, Start Date, End Date, Start Time, End Time and the All Day Event and No End Time check boxes and activate the *Send Change Notification Emails* check box.
- If you Edit Series and change the start date of an event in the series, all event occurrences prior to the new start date are deleted. Registrants receive a cancellation Email.
- If you Edit Occurrence and move an event out of an event series range, note that if you Edit Series and change an event start date, all events return to their original position within the series range.
- If someone has registered for an event, you cannot change the recurrence pattern or range of an Event Series.

Recurring Registered Event Email Notifications

When you edit a recurring registered event occurrence, be sure to activate the Send Change Notification Emails check box if you wish to alert registrants of changes. When you activate the check box, Email messages are sent when you change the Start Date, End Date, Start Time, End Time and the All Day Event check box.



Edit Single Occurrence

Start Date: 6/28/2013

Start Time: 8 AM :00
 No End Time

End Time: 9 AM :00
 All Day

End Date: 6/28/2013

Send Change Notification Emails ?

Save this Occurrence Cancel Create E-Alert

When you edit a recurring registered event series, be sure to activate the Send Change Notification Emails check box if you wish to alert registrants of changes. When you activate the check box, Email messages are sent to all registrants when you change the Event Title, Description, Location, Zip Code, Start Date, End Date, Start Time, End Time and the All Day Event and No End Time check boxes. The check box will not display until one of the events within the series has a registrant.



Send Change Notification Emails ?

Save this Series Cancel Create E-Alert

Recommended Practices

Here are some best practices for recurring and recurring registered events.

- If you need to change set No End Time for an event in a series, delete the event and add a new one in its place
- If you need to change information other than Start or End Dates and Times or All Day Event for a recurring event in a series, delete the event and add an event in its place.
- If you need to change information other than Start or End Dates and Times or All Day Event for a recurring registered event in a series, delete the event and add a registered event in its place. When you delete the recurring registered event, registrants are notified by Email message that the event is cancelled. Registrants will need to register for the registered event you created to replace the recurring registered event.