Viewing Announcements and Calendar Events

A Step-by-Step Guide for Students

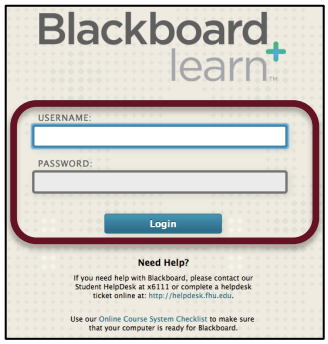
At a Glance

This guide will demonstrate how to view course announcements and calendar events.

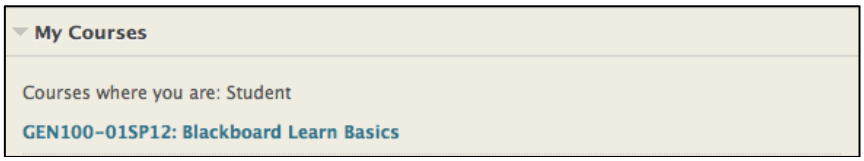
Navigate to the Tools Window

In this section, we'll navigate to the Tools window to locate the Announcements and Calendar tools.

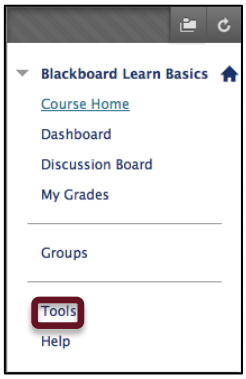
Step 1: Open Blackboard Learn in your web browser (http://blackboard.fhu.edu) and sign in using your FHU username and password. Your Home Page will then be displayed.



Step 2: Open your course by clicking on the course name in the *My Courses* module.



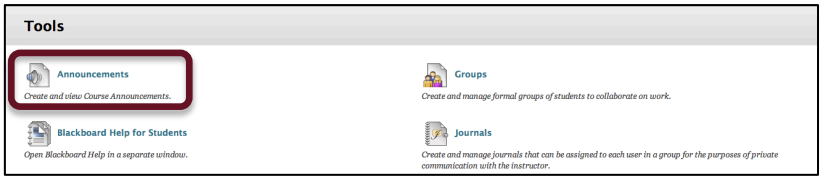
Step 3: Click the *Tools* link in the Course Menu after the course is opened.



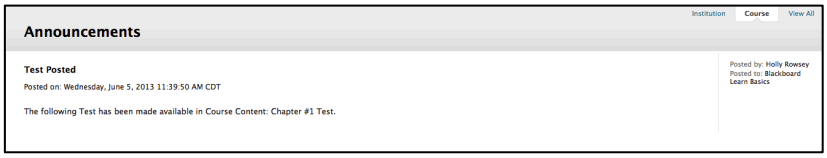
View Course Announcements

In this section, we'll view announcements posted by the instructor.

Step 1: Click Announcements on the Tools window.



Step 2: The Announcements window will list each course announcement posted by the instructor. In some announcements, the instructor may insert a link to a content item. Click on the link name to open the item from the Announcements window.



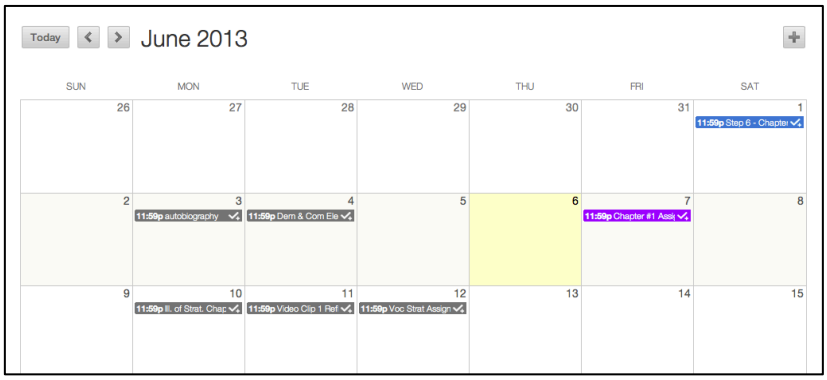
Step 3: Click the *Course Home* link on the Course Menu to return to the Course Home page when you are finished with the Tools window.

View Course Calendar

In this section, we'll view events posted by the instructor on the course calendar.

Step 1: Click Calendar on the Tools window.

Step 2: The Calendar window will list events posted by the instructor in the course calendar. You may view the calendar in Day, Week, and Month view by clicking on the desired option.



Step 3: Click the Course Home link on the Course Menu to return to the Course Home page when you are finished with the Tools window.

Note: Course announcements and calendar events may also be viewed in their respected Dashboard modules on your Home Page.

Additional Assistance

For additional assistance, see the *Blackboard Learn for Students* guide as well as other resources on the student tutorial site at http://www.fhu.edu/tutorials/student. Students may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111. Please note the instructor is the first point of contact for assistance with course related issues.