

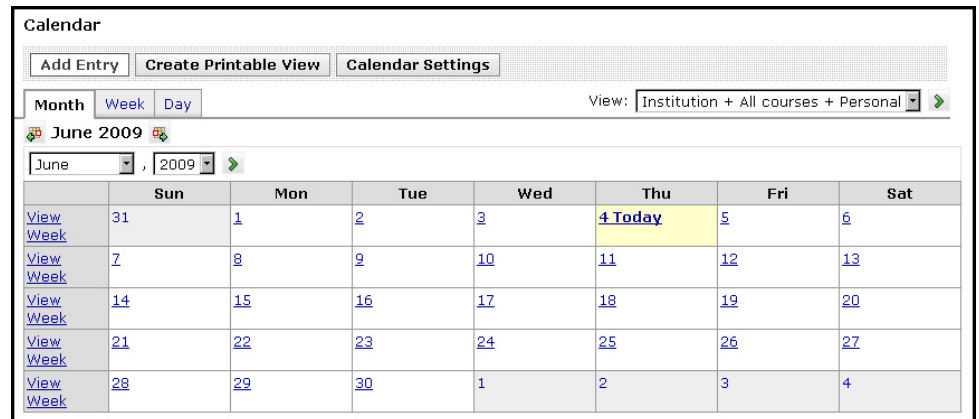
WorldClassRoom Features

This tutorial is designed to highlight the following features in WorldClassRoom:

- Calendar
- My Files
- Adding Attachments

Calendar

On the top right side of your My Blackboard page, you have access to a centralized calendar to track personal entries, institutional dates and events, and important due dates for all of your courses provided that your instructor adds the dates to the calendar.



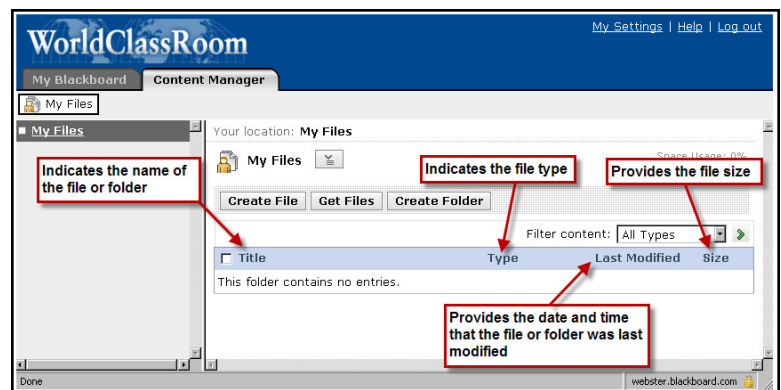
On the **My Blackboard** page, click the  icon on the right side.

Calendar: Notes

- While the calendar can be a great benefit to organizing your online coursework, please take note of some important considerations.
- This calendar is **not synced** with the calendar that appears within Connections. If you subscribe to, or make use of, any of the Connections calendars the dates won't necessarily show up in the Blackboard Vista calendar, and vice versa.
- When making an entry into your Blackboard Vista calendar, make note of the *public/private* settings.
- While many instructors will use the calendar to post due dates and timelines, they **are not obligated** to use the calendar at all. To ensure you are making the appropriate deadlines for each of your classes, you should always check the appropriate tool (assignments, assessments, etc.) for availability, due and cutoff dates. Usually, **if you do not see the Calendar Tool in the Course Tools menu** within a course, the instructor is probably not using the calendar at all.

My Files

The My Files area allows each user to upload and access files from any of their courses across terms from any computer. My Files, on the My Blackboard page, is accessible by selecting the Content Manager Tab.



My Files: Notes

- The My Files folder is private, only those logged in as you can see the contents of this folder. In order to share content with other students or instructors, you must post files in the appropriate areas (discussions, assignment submission, etc.)
- The total amount of storage for students is 20MB.

Adding Attachments

You can add attachments in the following tools:

- Discussions
- Assignments
- Mail

To add an attachment, select the **Add Attachments** link located

To add an attachment:

- Browse the document from your computer and select it.
- Select the **Open** button to attach it.

