Directed Communication Quick Tip #DCCQT4
Calendar and Email Approvers

Before a message (a Calendar Event or an Email Message) is published it must pass an approval queue.

To approve or deny Calendar Event/Email
Approvers can edit, approve or deny messages waiting their approval.
Approvers will receive an Email notification Communication Request.

1. Log into Blackboard
2. Click on the DIRECTED COMMUNICATION tab

3. Click on CALENDAR EVENT or EMAIL MESSAGE. A new page appears.
4. Look at the APPROVAL COLUMN

This will be the new page for an email message

Click Approval Link
This will be the new page for a calendar event

5. Click on approval link to open the calendar/email in the approval queue

6. In the event approval queue screen choose from the Decision drop-down menu to APPROVE or DENY. In the Comments field you will supply feedback to the requester.

Click SUBMIT

To Change an event or email before approval

Approvers will receive an Email notification Communication Request

1. Log into Blackboard

2. Click on the DIRECTED COMMUNICATION tab

3. Click on CALENDAR EVENT or EMAIL MESSAGE

4. Select the radio button for the CALENDAR EVENT or EMAIL MESSAGE you are asked to approve

5. Click the UPDATE/VIEW EVENT button to get details
6. Make the necessary changes to the Event Description

7. Make the necessary changes to the Date/Time of the event

8. Click SAVE. You will be brought back to the Calendar Event/Email message list screen.

9. Follow steps 4-6 from previous quick tip #XX (above) to Approve or Deny Calendar Event or Email

10. Click SUBMIT