Blackboard Training Group Calendar – Training Sessions

If you are interested in signing up for a Training Session please make sure you have been added to the Blackboard Training Group. Please email vmccombs@jeffersonstate.edu if you would like to be added to view the Blackboard Training Group in Office 365.

**Note:** You will receive calendar ‘invites’ in your Office 365 Mail Inbox – however to view all Training Sessions being offered it is best to go the Blackboard Training Group Calendar – view by work week (shows all sessions) – then select date/time to accept to be added to the session.

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**Please follow the instructions below to attend a Training Session.**

**IMPORTANT:** You only need to ‘ACCEPT’ the calendar event that you wish to attend – do not select ‘DECLINE’ to any others. **Please do not add, edit, or delete any calendar entries!**

You will see a **Calendar link** listed on the left side of your Office 365 Mail Folders at the bottom left hand side.
To register for an interested session:

Select ‘Calendar’ – make sure you are viewing by ‘Work Week’ – this will show all sessions for each day.

Select **highlighted Interested** date/time then select ‘**add to calendar**’ – Please make sure you select the correct campus/date/time that you wish to attend! This will confirm your registration and add a reminder to your personal calendar.
Once added, select the **highlighted date/time again** -- then select ‘Accepted’ link. This will show Attendees list.

Details of the Calendar Event will be listed on the left side and the Attendees list will be on the bottom right side.

**IMPORTANT:** Do not send emails to the Training Group! To help limit the number of copies members in the group are receiving please make sure when you reply to a Conversation/Email or event invite to remove 'Blackboard Training' in the 'To' field and select vmccombs@jeffersonstate.edu before you select 'Send.' Or, just send an email to vmccombs@jeffersonstate.edu directly through Office 365 Mail.
IMPORTANT: If you want to opt out of receiving notices to your Inbox select the drop-down menu 'Following' and select 'Stop following in Inbox.' However, you need to make sure your ‘Groups’ option is expanded so when an item has been posted you will need to view items to stay updated.

Thanks for your patience in getting used to this system for sending/confirming Training Activities and Information to Faculty and Staff. It really helps me keep track of everyone attending training sessions!

Valerie

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