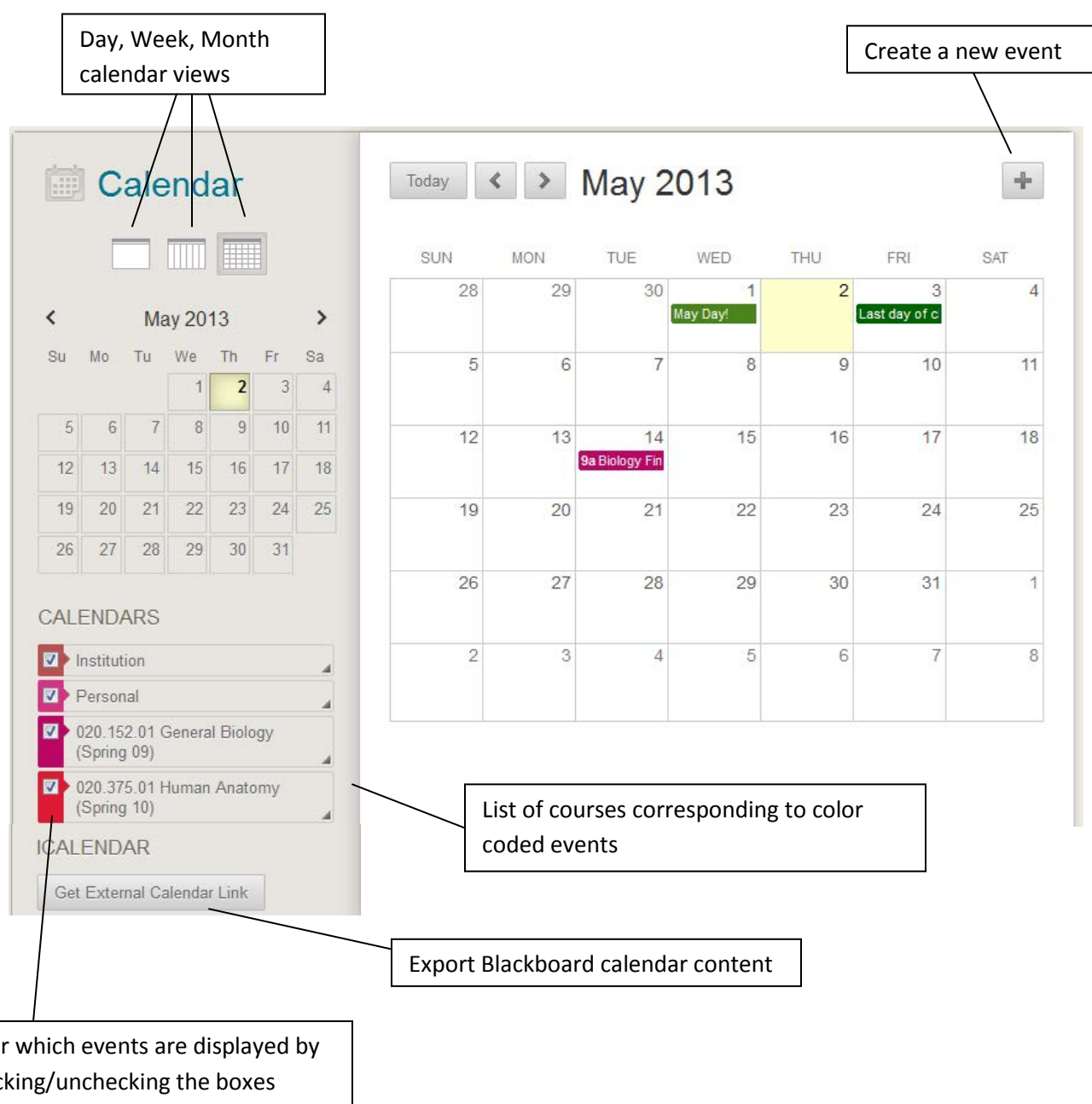# Calendar

The calendar allows instructors to post important course events throughout the semester. Instructors and students can post personal events which are only viewable to the person creating them. Due dates for gradable items with due dates, such as tests and assignments, are automatically added to the calendar when those items are created. If those dates are changed, the calendar will automatically update with the revised dates. Recurring events are also supported in the calendar.

*Please note that the 'My Calendar' module is no longer available.

Calendar at a Glance:

Day, Week, Month calendar views

Create a new event

List of courses corresponding to color coded events

Export Blackboard calendar content

Filter which events are displayed by checking/unchecking the boxes

Accessing the Calendar from the Global Navigation Menu:

Click the link to expand the global navigation menu (upper right hand corner of the Blackboard login screen) and then click the calendar icon on the menu.

Expand the global navigation menu

Calendar icon
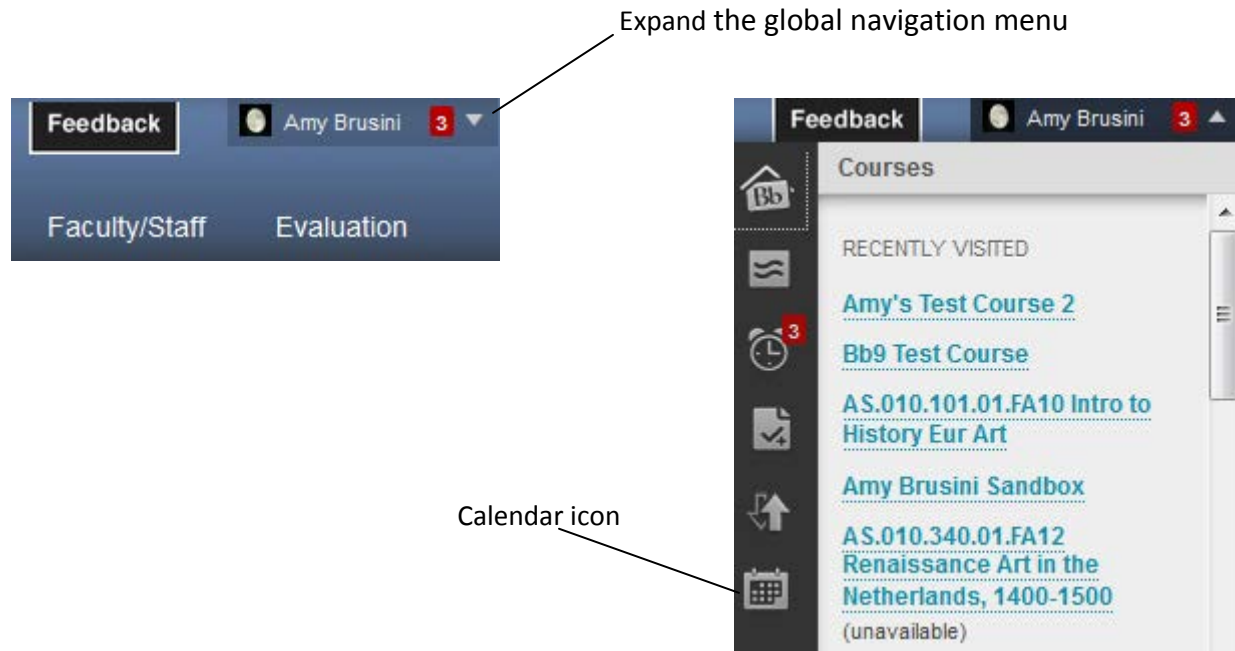
Adding a calendar link to the course menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

   Edit Mode is: ● ON
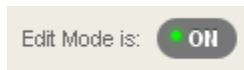
2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'

3. Give the calendar a name and choose 'Calendar' for the tool type. Check the box to make it available to users and click Submit.

Add Tool Link
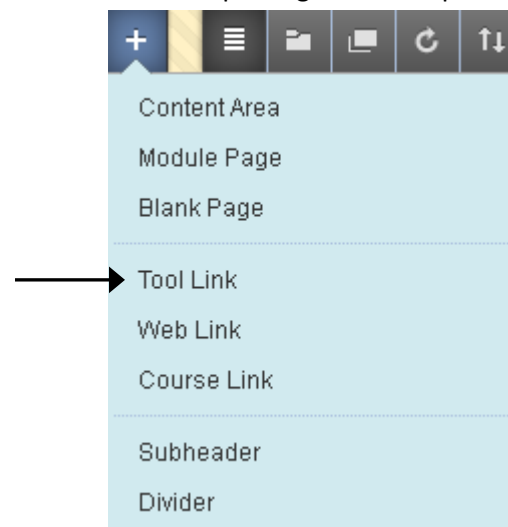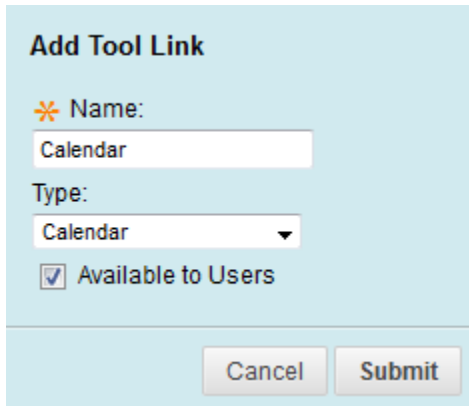
✳ Name:

Calendar

Type:

Calendar ▾

☑ Available to Users

Cancel   **Submit**

4. Once added to the course menu, click on the link to begin using the calendar.

＋   ≡   ▥   ▢   ↻   ↑↓

▼ **Amy Brusini Sandbox**   🏠

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Calendar

Creating a new event in the calendar:

1. From the calendar, click the plus sign in the top right corner. (Or click inside any date on the calendar to create an event for that particular date.)

＋

2. Enter the event name, the 'calendar' it belongs to (course or personal), dates/times, whether or not it's an all day or repeating event, and a description, if desired. Click Save to add the event to the calendar.

   Note: Events designated as 'personal' are not viewable by anyone except the person who creates them.

Create Event ✖

Chemistry final exam

Calendar: Amy Brusini Sandbox ▼

Starts: 05/16/2013 01:00 PM   Ends: 05/16/2013 03:30 PM

☐ All Day ☐ Repeat

Event Description:

Remsen Hall B41

Cancel   Save

3. The new event has been added. Click the link to view the details of the event.

Today ‹ › **May 2013**   ➕

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1 May Day!	2	3 Last day of	4
5	6	7	8	9	10	11
12	13	14 9a Biology Fi	15	16 1p Chemistry	17	18
19	20	21	22	23 Commencem	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Create a repeating event:

1. From the calendar, click the plus sign in the top right corner.

   ┼

2. Enter the event name, the 'calendar' it belongs to (course or personal), dates/times for the first instance of the event, and the 'repeat' checkbox.

   Fill in the options for the repeat occurrences.

   Create Event   ✖

   Weekly Quiz

   Calendar: Amy Brusini Sandbox   ▼

   Starts: 02/08/2013 10:00 AM   Ends: 02/08/2013 10:30 AM

   ☐ All Day   ☑ Repeat

   Repeats: Weekly ▼   Repeated events can occur daily, weekly, or monthly

   Every: 6   weeks

   On Day(s):   S   M   T   W   Th   **F**   S   More than one day can be selected

   Ends: ⦿ After   6   occurrences

            ○ On 07/06/2013

   Event Description:

   Cancel   Save

3. Enter a description, if desired.
4. Click Save to add the event to the calendar.

   Save

Edit or Delete a course event:

1. Navigate to the event and open it by clicking the link.

2. Edit the event as needed and click 'Save' to save changes, or click 'Delete' to delete the entire event.

Exporting the Blackboard Calendar

Use the ICalendar link in the bottom left corner of the calendar to generate a URL that can be copied to external calendars.