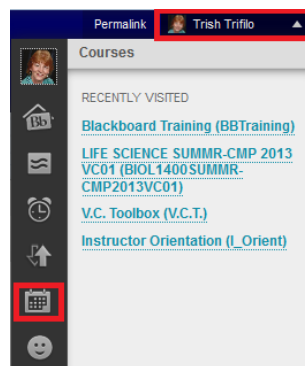


Using the Blackboard Calendar

The Blackboard calendar allows faculty and students to keep track of course activities, add and edit events, and import the Blackboard Learn calendar into external calendars.

To use the calendar:

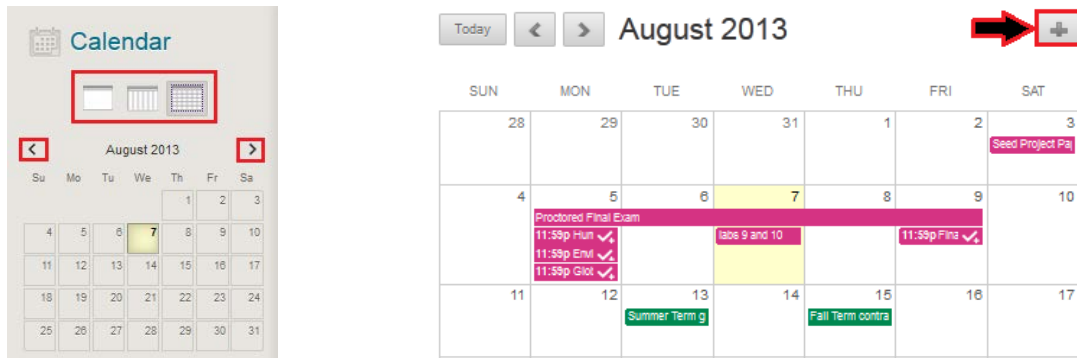
1. Log into your Blackboard account
2. Click the 'Global Navigation' menu in the upper right-hand corner of the screen
3. Click on the Calendar icon.



4. By default, all calendars are visible. Click the checkboxes to show/hide calendars, such as institution, personal, or course calendar. Each calendar is color coded.

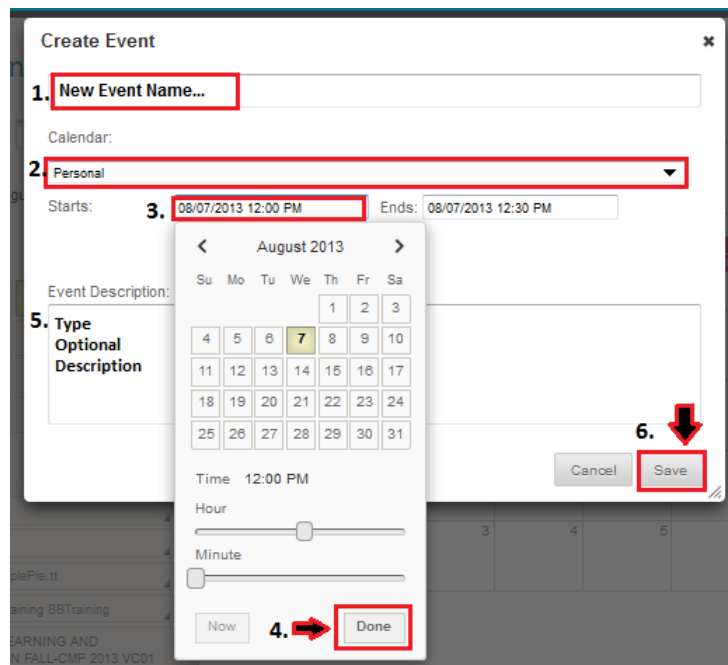


- The calendar can be **viewed in day, week, or month format**. Use the arrows to move to previous or future months on the calendar.
- To **create a new event**, click a date on the calendar. Alternatively, click the + sign in the upper right-hand corner of the calendar.



Instructors can create events for calendars that show in their student calendars. Students can only add events on their personal calendar.

- Create the event:
 - an **'event name'**
 - choose a **Calendar** from the dropdown menu
 - click on 'starts/ends' to select date and times then click **'done'** to choose the selected date and time.
 - If desired type in a description and then click **'save'**.



8. Calendar events are also automatically created when instructors assign Due Dates within a course assessment.

Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date 08/13/2013 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

9. Events can also be moved from date to date by clicking on the event in the calendar and dragging and dropping it to a new date. When instructors move a due date while in the calendar, the due date of the assignment or assessment is automatically changed in the course.

