Adding a Course Calendar to your Course Menu

You can use the Course Calendar to provide students with dates for course-related events. Course Calendar events appear to all members of the course. Please note Edit Mode must be ON to enable editing of your Course Menu.

Create a Course Calendar:

1. Login to Blackboard.
2. Select the course within which you wish to work.
3. Click on the plus sign in the menu area and select Create Tool Link.
4. From the drop-down arrow, select Calendar. You are also required to fill in the Name field. Be sure to also check “Available to Users” and click Submit when finished.

5. Once you’ve added the Calendar to your course menu, click on the Calendar menu item and then, once on the “Calendar” page, click the Plus icon in the top-right area to add an event:

   Note that you can view your Calendar by day, week, or month. (See the circled area in the above screenshot.)

6. When creating an event, you must provide an Event Name, select a Calendar for it to appear on, and set an event start time and end time. Additionally you can choose to make this an all-day event or a repeat event. Description is optional. Click Save when finished.
Emerging Technologies: Blackboard 9.1

Additional Course Calendar Functions:

There are many improvements with the calendar in our latest version of Blackboard, and the calendars for each individual can be customized to view certain or all events. This is done by checking/unchecking items on your “Calendars” list. Also the calendar can be exported to the standard iCal format. You can obtain the URL for this by clicking the Get External Calendar Link from within your calendar.