


The Blackboard calendar displays a consolidated view of all institution, course, and personal calendar events for a user. Calendar events are color coded by course and type of event. Users determine which course calendar items appear by selecting from their list of courses.

### How to Access the Calendar

There are several ways to access the Calendar within Blackboard

1. From the MyUM tab, select **Calendar** from the Tools module on the left.
2. From a course menu, choose **Tools**. Then select **Calendar** from the list of available course tools.
3. Click on your name in the upper right-hand corner of the Blackboard interface and choose the **Calendar icon**. 

### How to Create an Event

Instructors can use the Course Calendar to provide students with dates for course related events. Course Calendar events appear to all members of the course. Common entries instructors may include in the Course Calendar are office hours, reminders for upcoming exams, and course items with due dates. To add a new event:

1. On the calendar, click the plus (+) icon to create a new event. You can also click inside a date to create an event.
2. Type the New Event Name.
  - Select a Calendar to associate the event to, such as your personal calendar.
  - Only instructors and administrators can add events to the course and institution calendars.
3. Select the Start and End times.
4. Enter the Event Description. There is a 4,000-character limit for event descriptions. Click Save.

### How to Edit or Delete an Event

On the Calendar, navigate to the date of the event in the main view.

From the event you can:

- Click the event to edit or delete it.

- Drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.
- Drag an event from the main view to another date on the smaller monthly view to change the date.

## Course Items with Due Dates

When an instructor creates items with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day.

For calendar events associated to content items, all adaptive release and availability rules are handled, ensuring that the release of an item is in sync with the calendar.

## How to Add a Calendar Link to the Course Menu

If an instructor wants students to access the course calendar from within their course, the instructor can add a link to the course menu for one-click access to the Calendar tool. The name of the link can also be customized.

1. From within a course, select the plus symbol above the course menu. The Add Menu Item drop-down list appears.
2. Select **Tool Link**.
3. Enter a Name for the link.
4. From the Type drop-down list, select **Calendar**.
5. Select the **Available to Users** check box.
6. Click **Submit**.

## Linking to Google or Outlook Calendar

Users can generate a link that allows their Google or Outlook calendar to subscribe to updates from the Blackboard calendar.

1. Click the **Get External Calendar Link** button (located at the bottom of the course list) to generate a link to another calendar.



2. Copy the URL that appears in the box. Note: This is your own personal code and is unique to each user.
3. Paste this URL into:
  - **Google Calendar** - Choose Other Calendar-Add by URL.
  - **Outlook Calendar** - Choose Tools-Account Settings-Internet Calendars-New.