Calendar Interface

You can access the calendar from your course, from the Tools panel on the My Institution tab, or from the My Blackboard menu.

A. View events by day, week, or month.
B. Navigate to another month.
C. Click the plus (+) to create a new event. You can also click a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.

**NOTE:** Students cannot create an event on a course and institution calendar. Instructors cannot create an event for the institution calendar unless they have administrator privileges.

D. Click an event to manage it. You can also press and drag an event to change the date.
E. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar easily displays which calendar the event is associated to without opening the event.

**NOTE:** All institution events appear in the institution calendar. All course events, such as assignments due, appear in the course calendar. If your system administrator has upgraded to the October 2014 release, any courses you hide in the My Courses module on the My Institution page, will also be hidden in the Calendars list.
F. Get an iCal URL for importing your Blackboard Learn calendar into an external calendar application. After the Learn iCal URL is set up in an external calendar, it is updated dynamically with new Learn calendar events. For example, log in to Google Calendar and access the Other Calendar drop-down list. Select Add by URL and paste the iCal URL generated by Blackboard Learn.

NOTE: You cannot import external calendars into this calendar.