OFFICE OF TEACHING & LEARNING STRATEGIES

Course Calendar Job Aid

Job Aid Objective: This job aid will provide faculty with assist faculty with finding, navigating, and editing the course calendar within Blackboard. You will also find instructions on how to export your Course Calendar to an external calendar.

Find and Navigate the Course Calendar

Your Blackboard course may already have the course calendar listed on the left-hand navigation column. Click on "Course Tools" to access the calendar if it is not listed already.
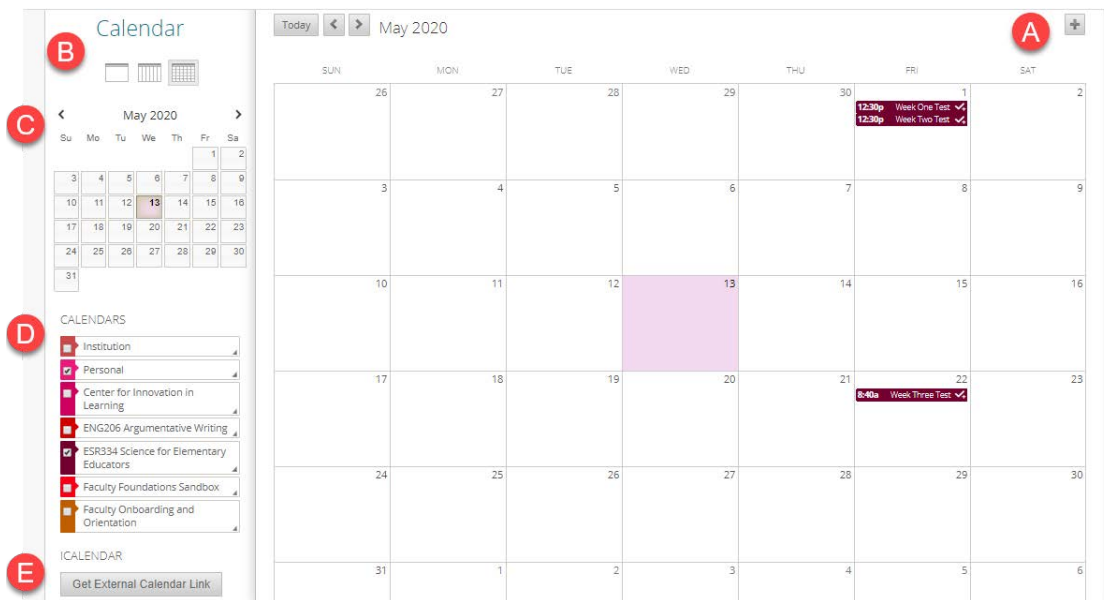
A. To create a new event, you can either click on the plus (+) sign or click on the date and fill in the information about the event. Use this to add your office hours or any synchronous class meetings. Events can one time or repeating. Refer to the Setting Due Dates job aid to add assignment, test, and discussion board due dates to the Course Calendar.

B. Click these icons to view events by day, week, or month.

C. Navigate from one month to another by clicking on the arrows.

D. By default, calendars from all courses you have ever participated in or taught are visible. Select the calendars you want visible in this area.

E. You can import your Blackboard calendar into an external calendar application (like Google Calendar and Outlook) by clicking on the "Get External Calendar Link" button and copying the URL that is generated.

To change the due dates and events on the Course Calendar, you can click and drag the items to another date. Doing so will update the due dates on the assignments, tests, and discussions you have populated on the calendar.

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