Course Calendar

The Course Calendar feature can be used to indicate important course related events. All Students registered in the course can view the dates and events that appear on the Course Calendar.

Typical items Instructors may include in the calendar are:

1. Meetings
2. Assignment due dates
3. Exams
4. Guest Speakers

Accessing the Course Calendar

1. Log onto Blackboard and select your course.

2. Navigate to the Course Management area on the left of your course.

3. Expand the Course Tools drop down menu in the Control Panel section.
4. Click on the **Course Calendar** link.

5. Click on the **Create Course Event** button to add a new event.

6. Complete the **Event Information** and **Time** sections.

7. Click **Submit** to complete.