

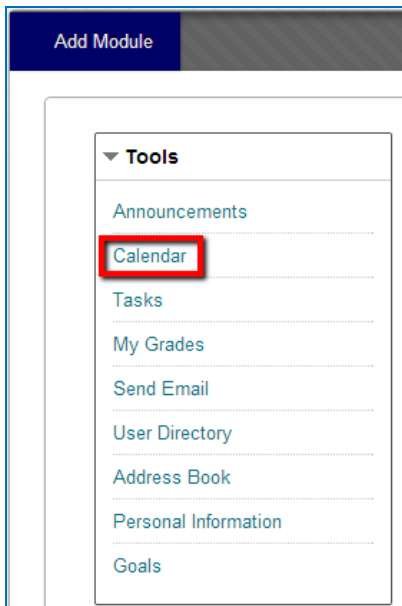
Accessing the Calendar

Blackboard provides at least four ways to get to the Calendar. The main methods are via links in the main Dashboard, the Global Navigation menu, the Course Tools section of a course's Control Panel, and a Tools link on the Course Menu.

Navigating to the calendar from within a course still allows you to view Calendar data from all courses and organizations in which you are enrolled, as well as the Institution and Personal Calendars. The main difference is that the Course Menu pane will appear on the left side when you navigate to it from within a course.

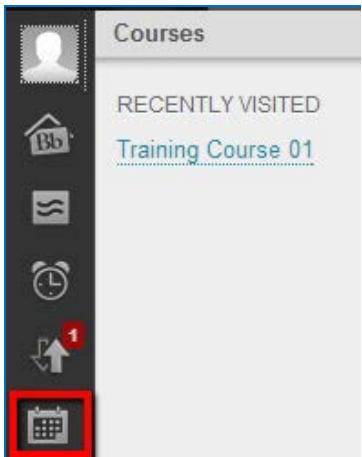
Dashboard

On the UST Blackboard tab of the Dashboard, select **Calendar** in the Tools Module.



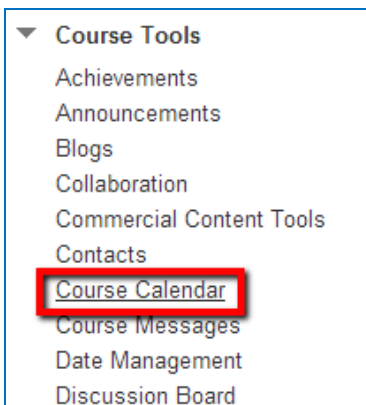
Global Navigation

From the Global Navigation menu, click the **Calendar** icon. The Global Navigation icons will appear to the left of the Calendar.



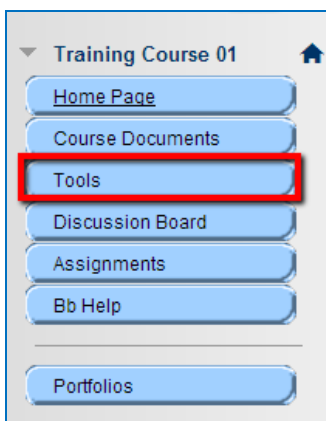
Control Panel

Expand the **Course Tools** drop-down menu in the Control Panel section, and click the **Course Calendar** link. The Course Menu and Control Panel will remain on the left side of the screen.

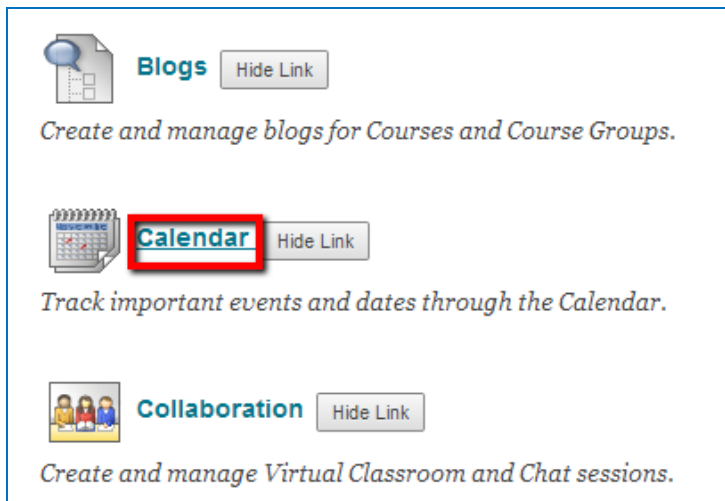


Tools Link

1. On the Course Menu, click **Tools**.



2. On the Tools page, select **Calendar**. The Course Menu and Control Panel will remain on the left side of the screen.



A Tools link should appear on the menu by default. If there is no Tools link, you can add one by pointing to the Add Item icon and selecting **Tool Link**; provide a name, select **Tools Area** from the Type dropdown, check **Available to Users** if desired, and click **Submit**. You can also select **Calendar** from the Type dropdown to provide a Calendar link directly on the Course Menu.

