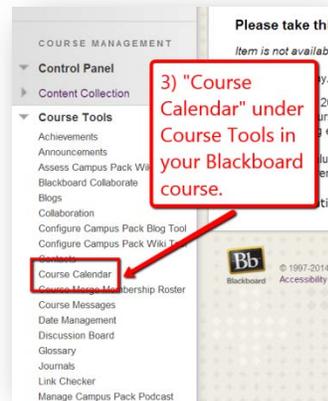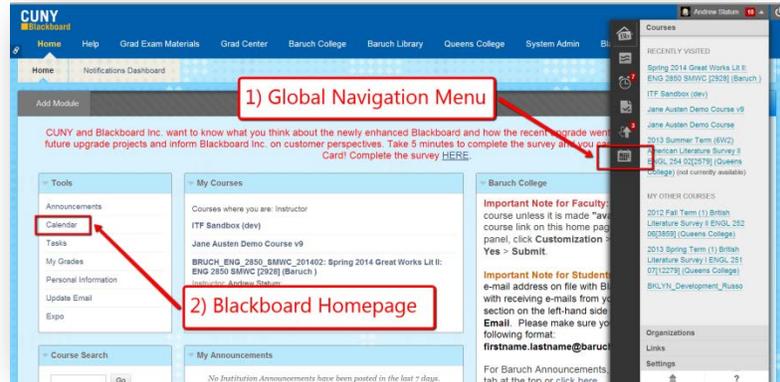# Calendar

The calendar in Blackboard Enhanced contains a number of new features that improve functionality and streamline user experience, allowing you and your students to stay on top of all of your courses with one intuitive tool.

| Step 1	
You can **access** your Blackboard calendar three different ways: 1) In the Global Navigation Menu 2) From the Blackboard home page 3) Under Course Tools within your Blackboard course	
Step 2 In the **main course calendar page**, you can toggle between a daily, weekly, or monthly view, select which calendars to display as well as change their color codes (see Step 9), and create a new course event using the "+" symbol in the upper right corner of the page.	
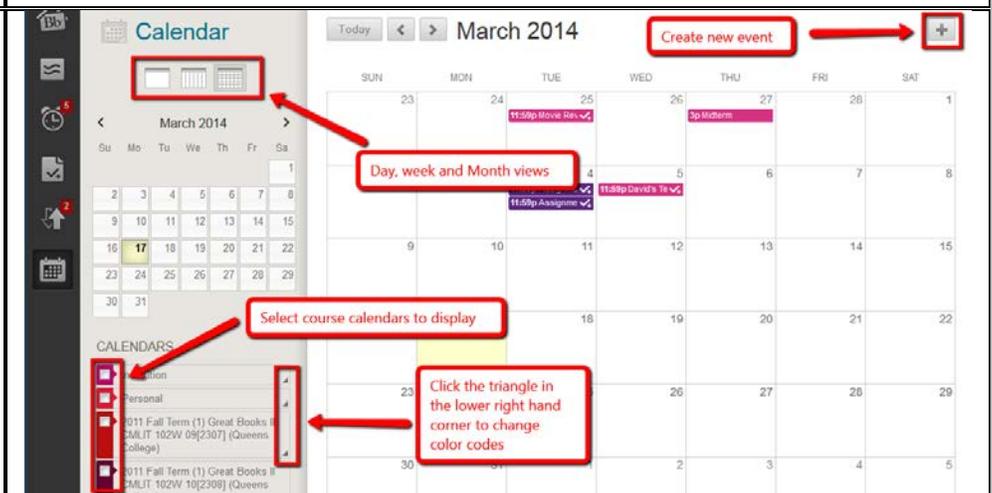
Step 3

You can also **add a new course event** by clicking directly on a date in the calendar itself.

Click here...

...to open the "Create Event" prompt.
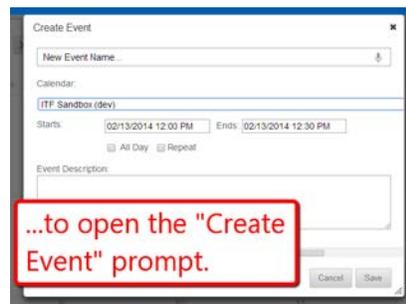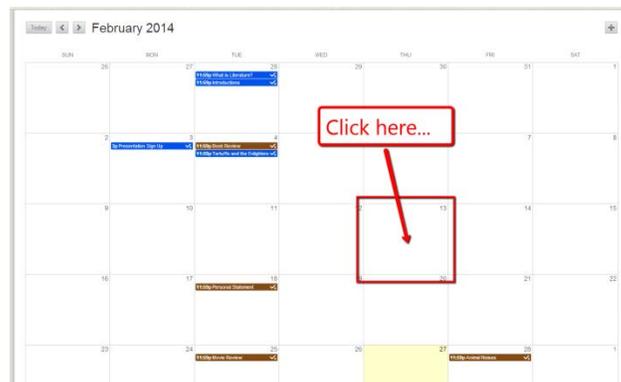
Step 4

When **creating a new event** through the calendar, in addition to naming the event, be sure to **select the appropriate course calendar** from the dropdown menu, define the event's start and end times, whether or not it repeats, provide an event description if you'd like, and click "Save".

The event will now appear in your calendar and in the calendars of everyone enrolled in the course.

You can always click on the event's title in your calendar to modify its details.

Click "Save" when you're done.

Click the event's name to modify its details.
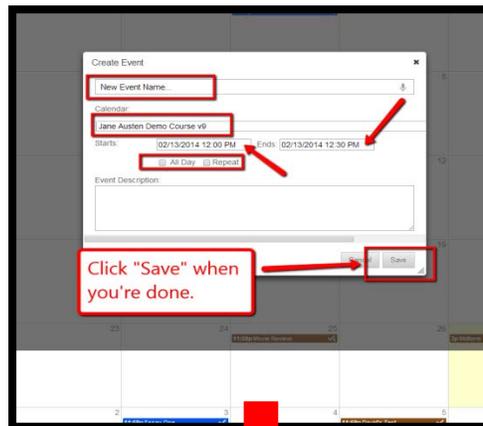
| Step 5	
You can also **drag an event from one date and drop it in another** to change the date of its occurrence. This will change its entry on your calendar as well as on the calendar of everyone enrolled in the course.	Click on the event name and hold... / ...drag to another date... / ...and drop it in the new date.
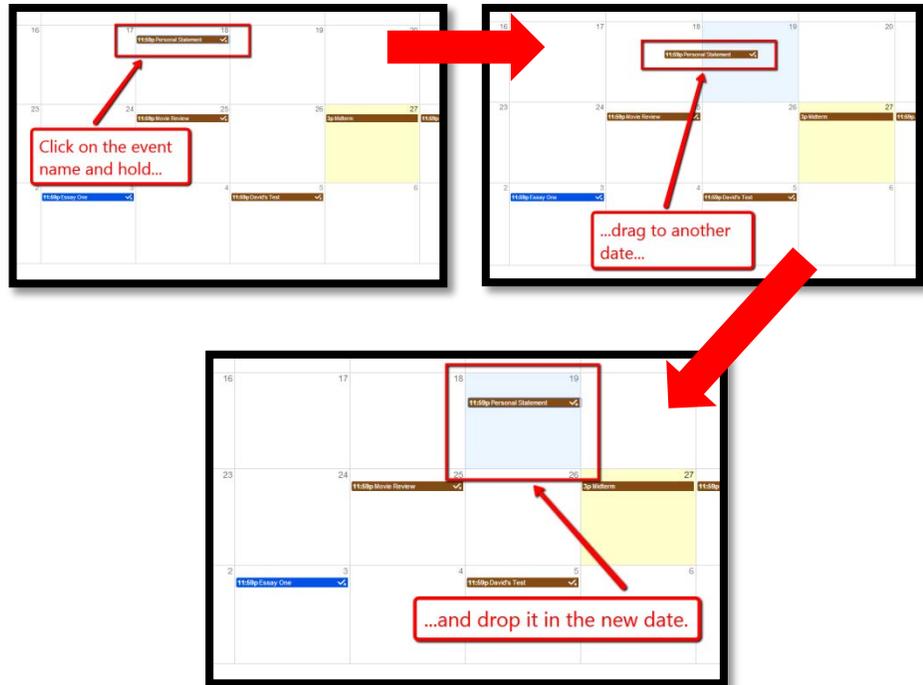
| Step 6	
To **edit an event**, click on the event title in the calendar to open the "Edit Event" prompt. You can also edit or grade the assignment, test or discussion board associated with the event by clicking either the "Grade" button or the "Edit this assignment" link in the "Edit Event" prompt. Note: Students can enter and complete their assignments, tests and discussion boards by clicking on the event and then clicking on "go to" link.	Click to grade or edit the assignment. / Click title to edit event.
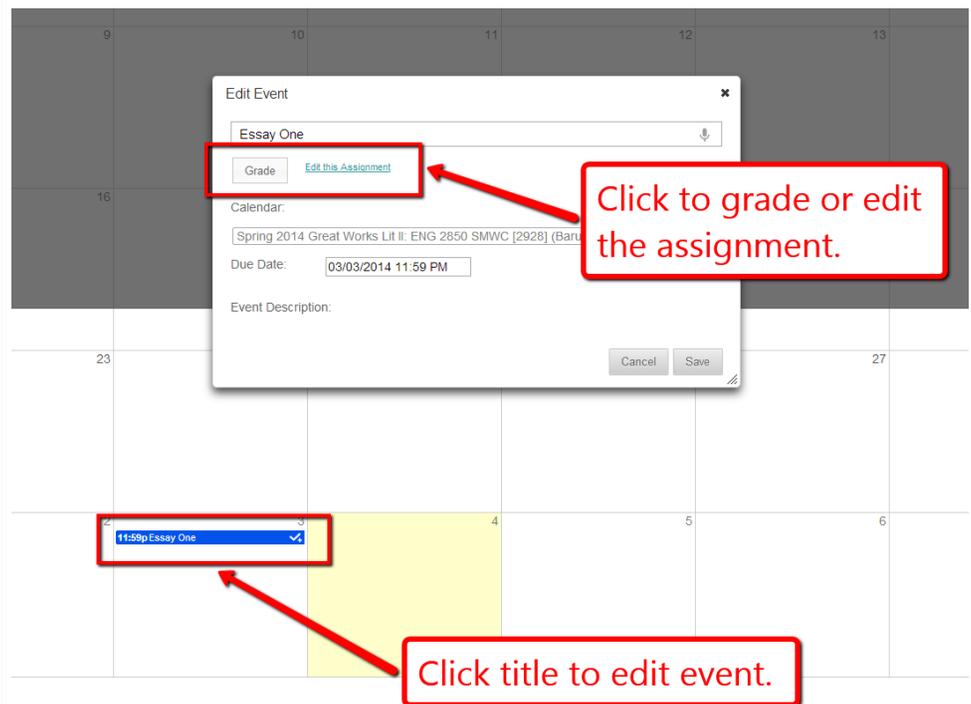
Step 7

Entering a due date when creating a test, assignment or discussion board anywhere in your course will automatically generate a calendar entry. Course item due dates automatically sync to the course calendar.

Editing the event date/time of an event in the calendar will change the due date/time of the assignment, test or discussion board in your course site and vice versa.
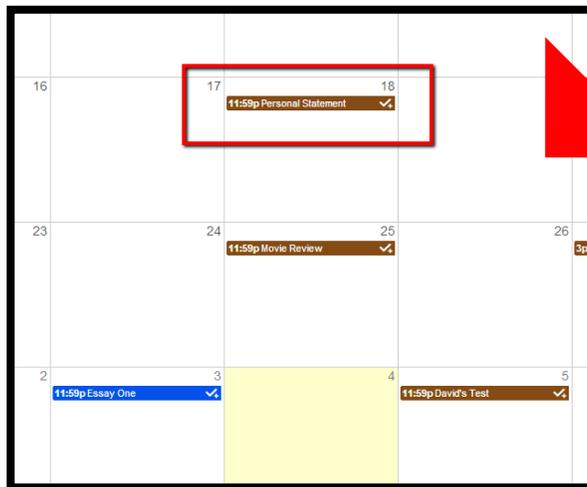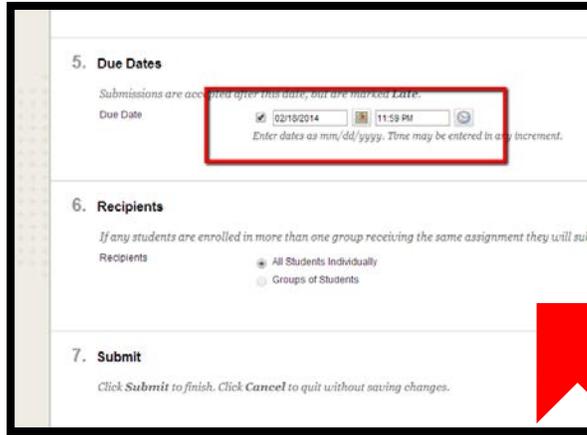

Step 8

To **export your Blackboard calendar to an external calendar application** (i.e. iCal, Google Calendar, etc.), click the "Get External Calendar Link" button, copy the URL, and paste the URL into your calendar application's "Add calendar" function.
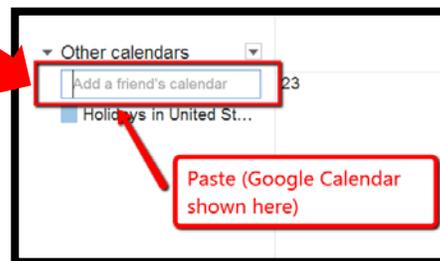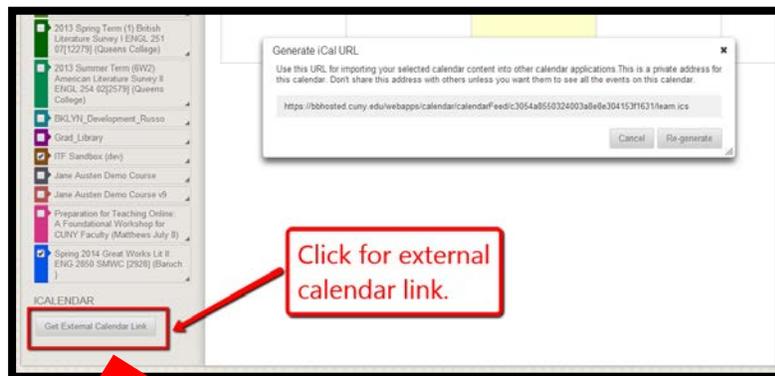
Step 9

To **change the color** of any of your course calendars, navigate to your calendar list in the main calendar view, click on the little triangle to the right of the calendar whose color you want to change and choose your new color from the palette menu.

Click on the triangle and select a color.
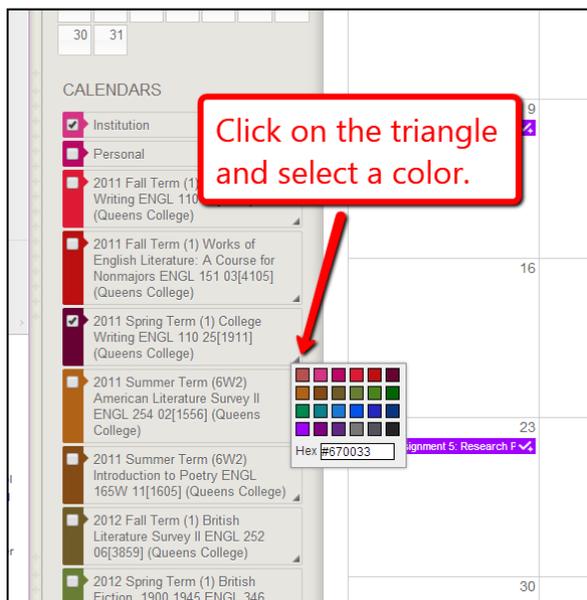
Step 10

To **add a calendar link to your course menu**, navigate to the "+" sign directly above the course menu and select "Tool Link" from the drop-down list. Type a name for the link ("Calendar" or "Course Calendar" are good options), select "Calendar" from the "Type" drop-down list, check the "Available to users" check box and click submit.

Select "Tool Link" from the drop-down menu.

Type a name for the calendar.

Select "Calendar" from the "Type" drop-down menu.

Check the "Available to Users" check box.