



# Blackboard Calendar Basics

Use the calendar to keep track of upcoming assignments and create events.

## Setting up your Calendar

1. Select what courses you would like to appear in your calendar using the **Calendar Settings Menu**. Click the **Calendar Settings button (gear icon)** in the top right corner. Click the **check box** next to the calendars you want to see (Figures 1 & 2).
2. To view due dates, click on the **Due Dates** button.
3. Click the **Day** and **Month** buttons to switch between the day and month views.

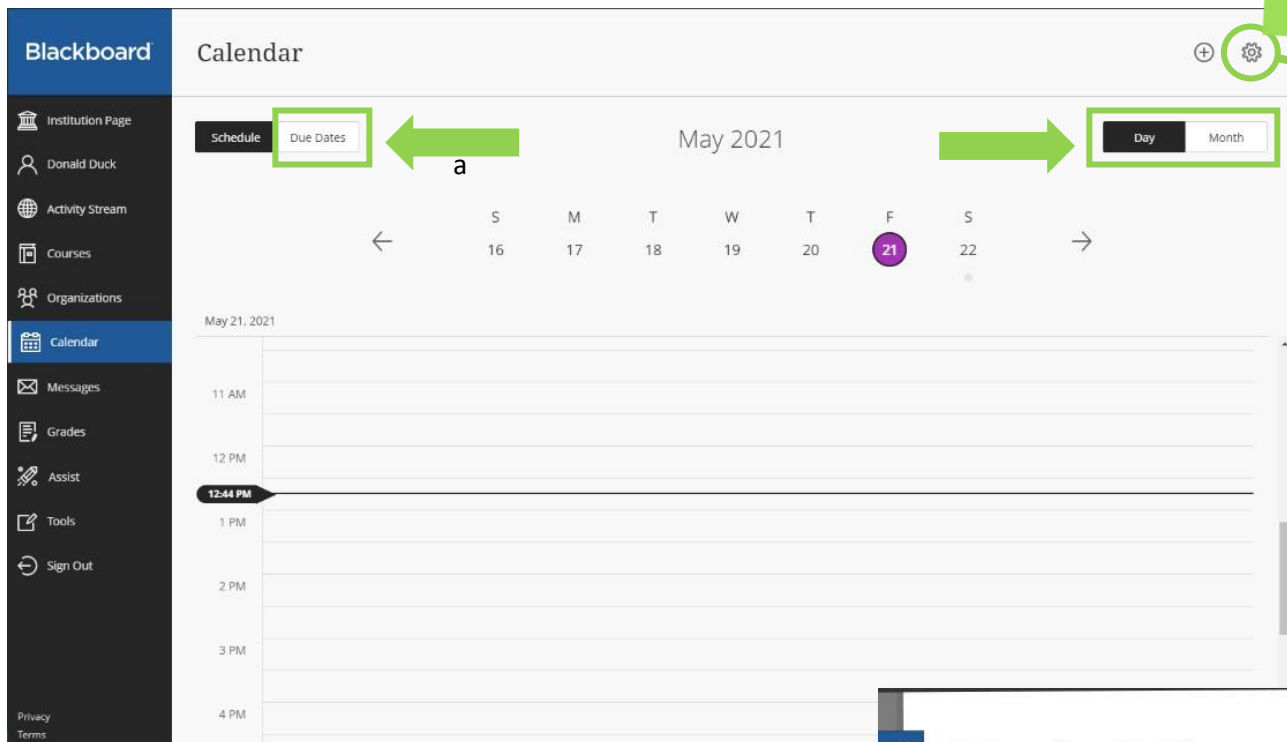


FIGURE 1

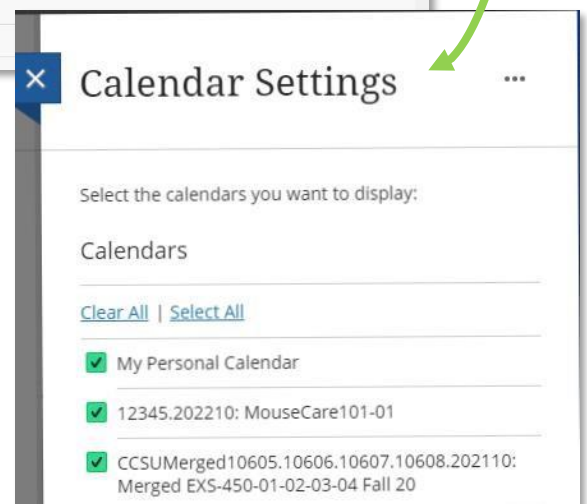


FIGURE 2



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## Create an event

1. **Select the plus (+) button** or select a specific date to create an event (Figure 3).
2. **Type the *New Event Name*.**
3. **Choose a calendar** to associate the event with, such as your personal calendar.
4. **Select the *Start and End times*.**
5. **Type the *Event Description*.** Event descriptions have a 4,000-character limit.
6. **Select *Save*** (Figure 4).

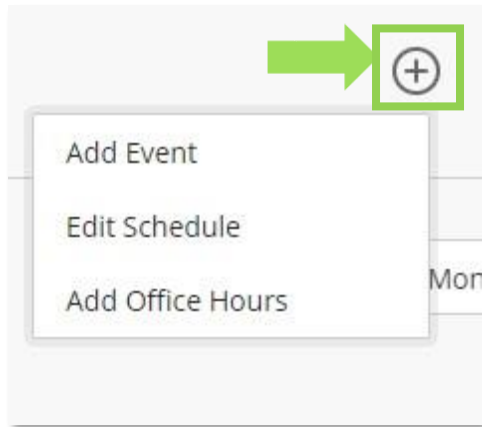


FIGURE 3

Add Event

### New Event 5/21/21

**Add to Calendar**  
My Personal Calendar

**Details & Information**

**Start**  
5/21/21 1:00 PM

**End**  
5/21/21 2:00 PM

All Day  
 Repeat Event

**Location**  
Type a location

**Description**  
Type description here

Cancel Save

FIGURE 4