



Blackboard Calendar – Share, Export, Add

Share Blackboard Learn Ultra calendar to Microsoft Outlook / Office 365:

1. **Login to Blackboard Learn Ultra. Click on Calendar, then click the calendar setting button (gear) on the top right (Figure 1).**

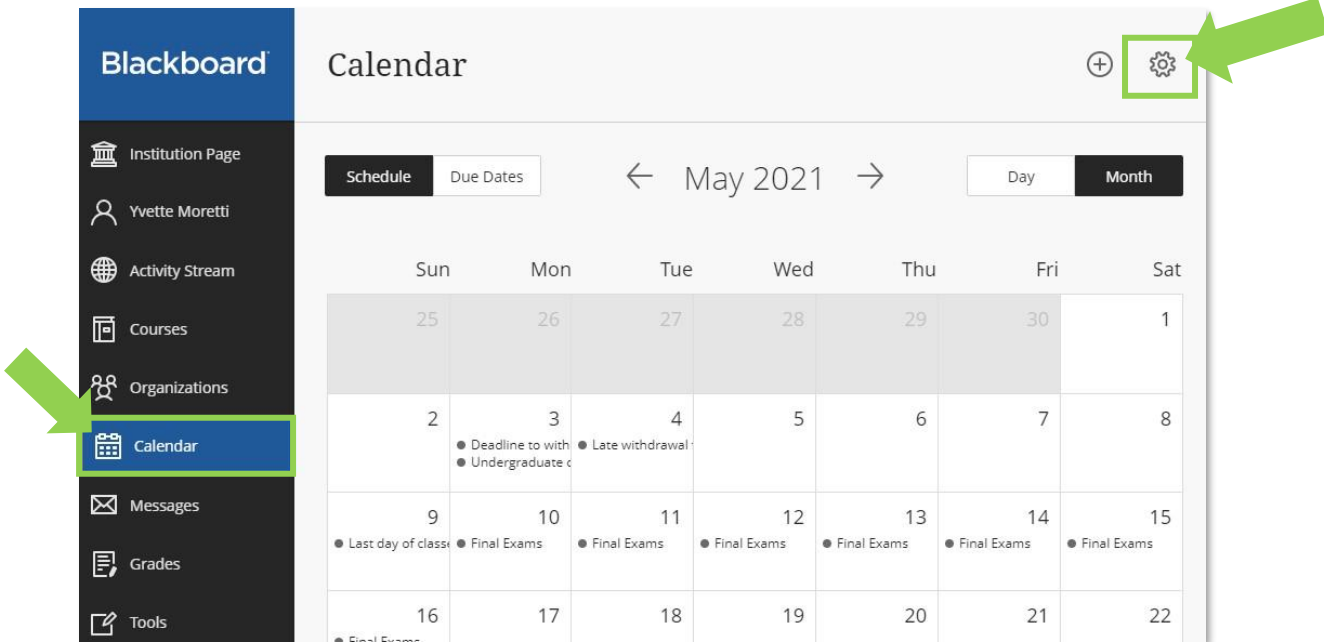


FIGURE 1

2. In calendar settings, **click the (...)** menu and select share calendar (Figure 2).
3. **Copy the link in the box** (Figure 3).

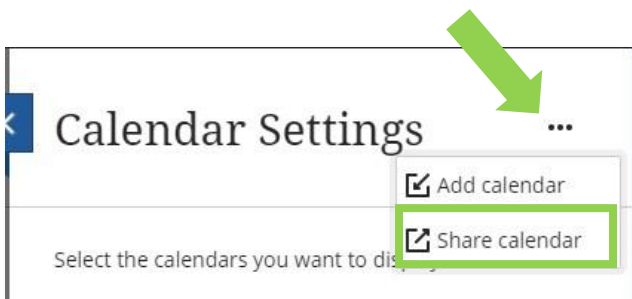


FIGURE 2

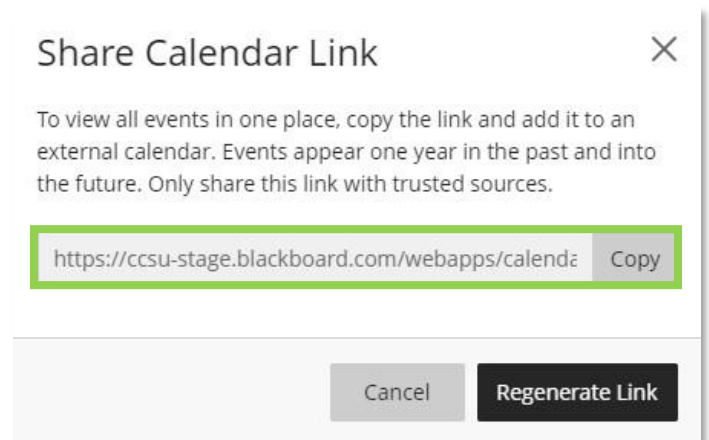


FIGURE 3



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4. Go To <https://www.ccsu.edu/pipeline/> and log into Central Email.
5. This will take you to Outlook. **Click Calendar** to view your calendar.
6. **Select Add Calendar** (figure 4)
7. Click **Subscribe from web** (figure 5)
8. **Paste the Blackboard Learn calendar link** from step 3 (figure 5)

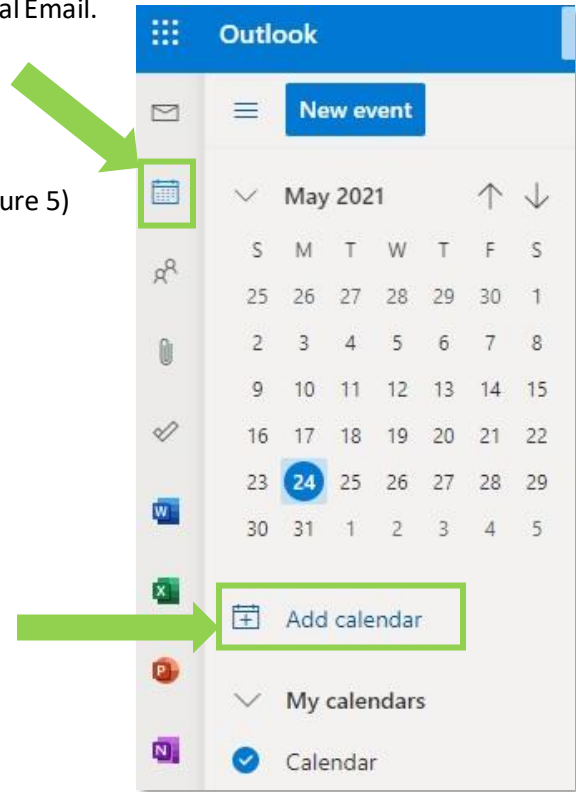


FIGURE 4

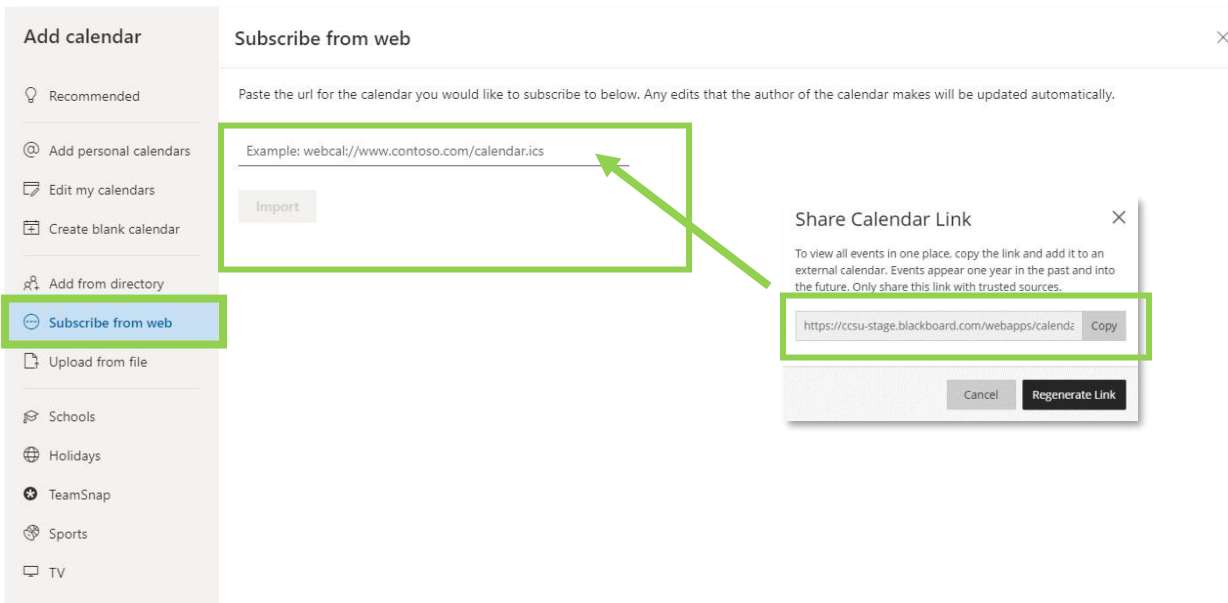


FIGURE 5



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9. Enter your Calendar Name
10. In the **Add to dropdown**, select the calendar group to add, such as *My calendars* (Figure 6).
11. Click Import.

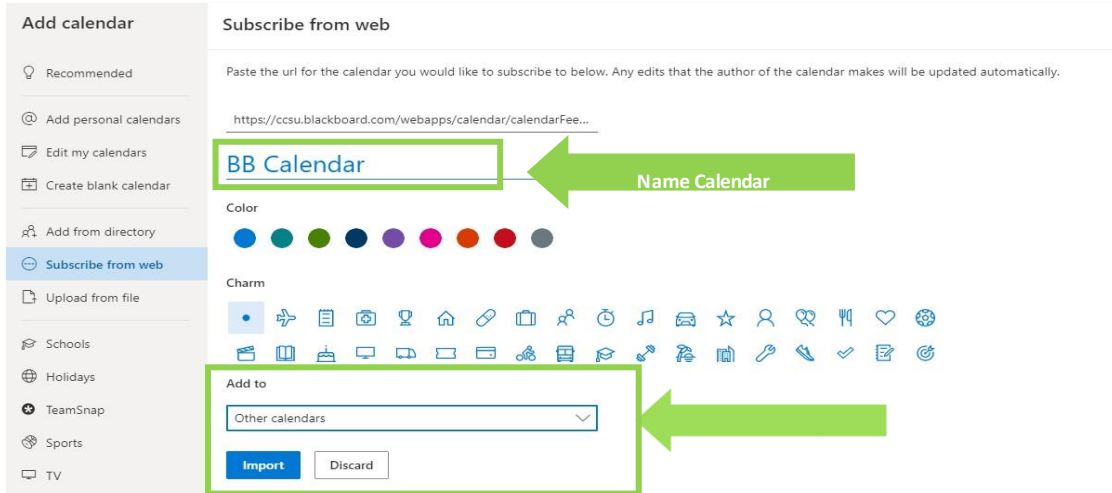


FIGURE 6

12. Your Calendar will be added to Outlook (Figure 7).

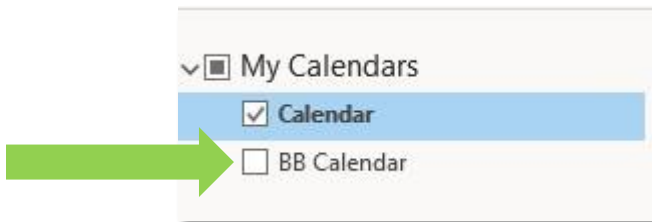


FIGURE 7

Export Calendar from Outlook:

1. In Outlook, open the **Calendar**, and select the calendar you want to export.
2. Click **File > Save Calendar** (Figure 8).
3. Use the default name or type a name for the ICS file.
 - If you're satisfied with the summary, jump to step 7, otherwise continue with step 4.
4. Click **More Options**.
5. Click the **Date Range** arrow and choose the amount of calendar data you want to include in the ICS file or click **Specify dates** to enter a custom date range (Figure 9).
6. Click the **Detail** arrow and, choose the amount of detail you want to show.
7. Click **OK**, and then click **Save**.



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Note: This is for PC only. Using the Outlook application. This does not work using Outlook through CCSU Pipeline. **Using a Mac:** Exporting a calendar from Outlook on a Mac will result in a different file type that Blackboard does not support.

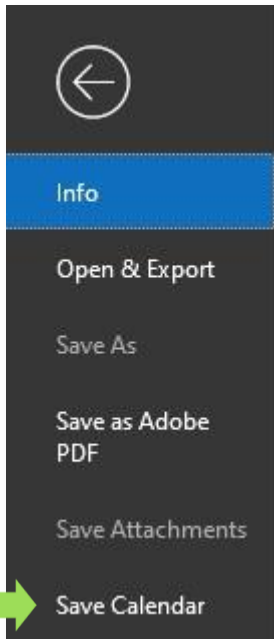


FIGURE 8

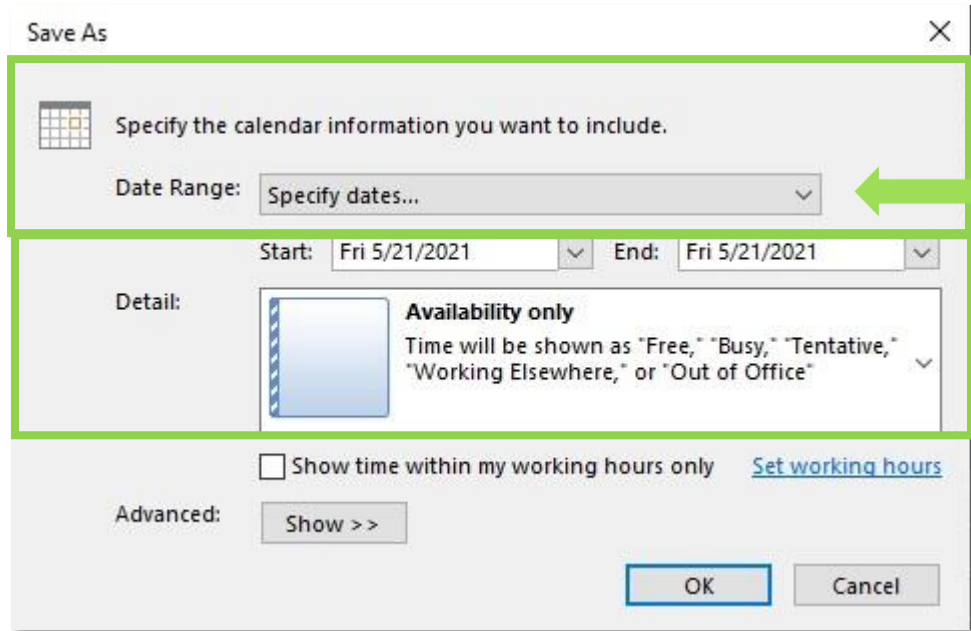


FIGURE 9

Add an external (Outlook) calendar to Blackboard:

If you prefer to use the Blackboard Learn calendar, you can also add an external calendar file to your Blackboard Learn Calendar so that course events appear with other events.

1. **Select *Calendar*** in the menu on the left-hand side.
2. Select the ***Calendar Settings*** icon (Figure 1).
3. Open the menu next to the ***Calendar Settings*** heading.
4. **Select *Add Calendar*** (Figure 10).

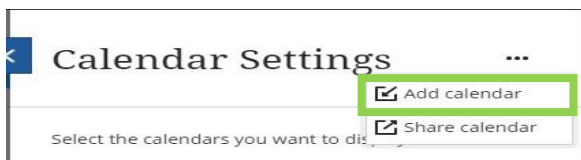


FIGURE 10



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5. In the window, **drag and drop your calendar file**. You can also **click to upload** the file. **Only ICS files are supported (see *What is ICS?*)**.
6. The file name appears in the window. If you selected the wrong file or want to change your selection, select the *Delete* icon.
7. **Select *Add Calendar*** to finish and import events (Figure 11).

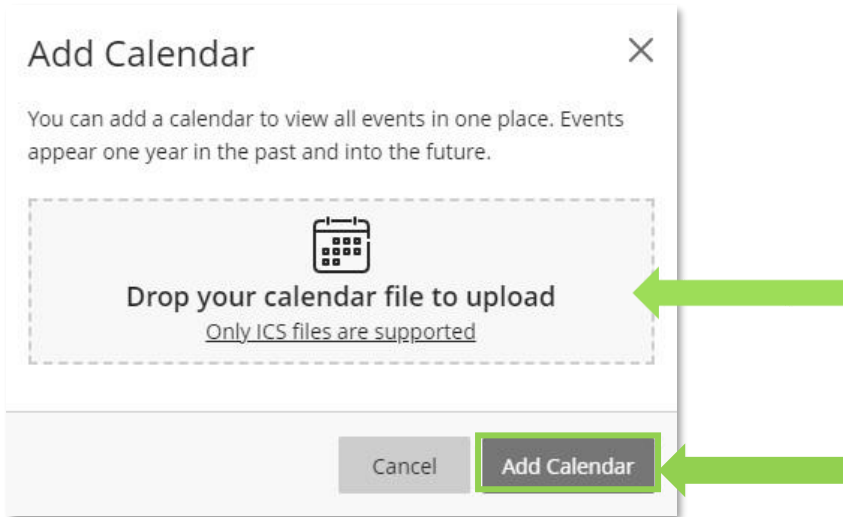


FIGURE 11

What is ICS?

ICS refers to a standardized calendar file type that lets you export and import files between different applications. These files use .ics at the end of the file name. Many popular calendar applications, including Google Calendar and Apple Calendar, use the ICS standard.