The calendar has been significantly enhanced in Blackboard Learn. It allows instructors and students to view institution, course, and personal events in a single calendar view. Events may include due dates for assignments, upcoming exams, and meetings.

Accessing the Calendar:

1) You can access the Calendar by clicking the Calendar located on the top left side of the Blackboard Home Page under Tools.

2) Or by accessing the Global Navigation Menu located top right corner of the Blackboard home page. Select the drop down menu and then click on the Calendar icon.
Managing the **Calendar**:

- By default, the calendar will be displayed in the monthly view. You can use the buttons at the top left corner in order to display the calendar in week or day view.
- The Forward and Back arrows allow you to easily move through your calendar.
- The calendar also allows adjustments of dates and events by clicking and dragging the events.
- Specific calendars can be hidden by unchecking the box to left of the course name in the calendar list.
- Calendar colors can be individually changed for better organization.
- Assignment and Exam due dates can be updated through the calendar.
Creating an event:

1. To create an appointment; click on your preferred date or the (+) icon located top right corner of the calendar.

2. On the Create Event window, enter a name for the event in the New Event Name box; adjust your time and enter a brief description.

3. You can choose a different calendar by clicking the drop down menu next to calendar and selecting a different calendar. By default all events are added to the Personal Calendar.

Important Note:
The date must be entered as mm/dd/yyyy format and the time format must be 00:00 AM/PM.
4. To make an **All Day** or **Repeat** event; check on the appropriate box. For **Repeat** event, once you check the box more choices will appear. Select and adjust the options for your repeated events as necessary.

![Create Event](image)

5. Once you have finished choosing your event settings, click on **Save** to complete the event creation.

   ![Cancel Save](image)

The calendar also provides an external link to pull events into iCal, Google, Outlook, or other mail programs which allow calendar subscriptions. You can get a link by clinking on **Get External Calendar link** from the bottom left corner of the Calendar page.

![Get External Calendar Link](image)

If you have further questions or need assistance, please email **bb@hunter.cuny.edu** or contact the **Technology Resource Center** (Thomas Hunter 402) at 212-772-HELP (4357)