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.

   ![Tools Menu](image)

2) Or by accessing the Global Navigation Menu located top right corner of the Blackboard home page next to your first and last name. Select the drop down menu and then click on the Calendar icon.

   ![Navigation Menu](image)
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.

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

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 clicking on Get External Calendar link from the bottom left corner of the Calendar page.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.