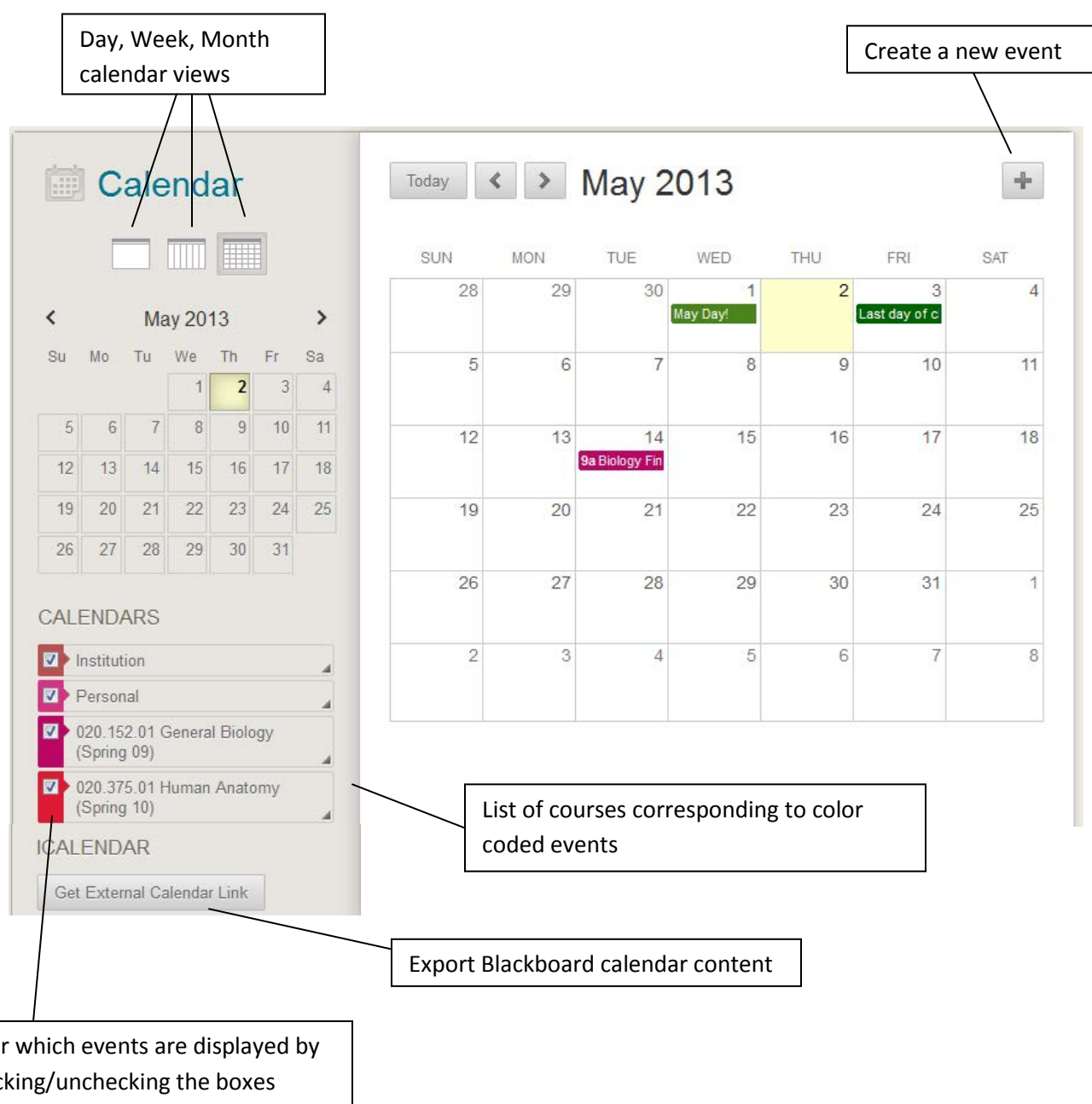


# Calendar

The calendar allows instructors to post important course events throughout the semester. Instructors and students can post personal events which are only viewable to the person creating them. Due dates for gradable items with due dates, such as tests and assignments, are automatically added to the calendar when those items are created. If those dates are changed, the calendar will automatically update with the revised dates. Recurring events are also supported in the calendar.

\*Please note that the 'My Calendar' module is no longer available.

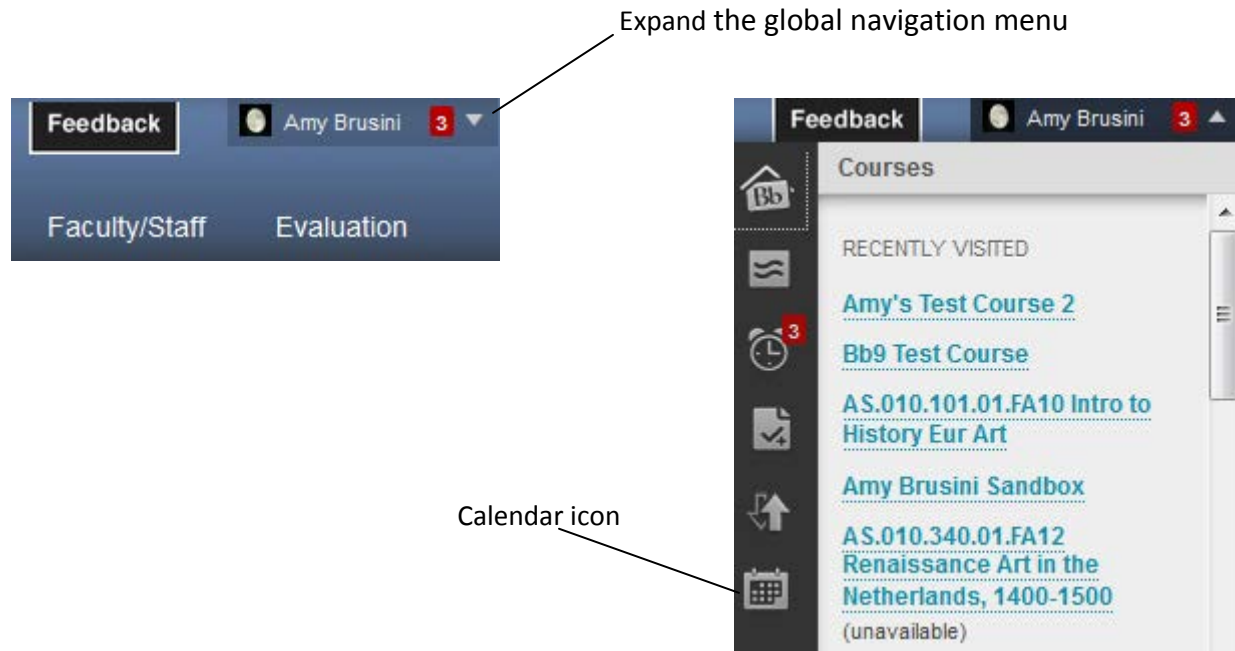
## Calendar at a Glance:



The screenshot shows the Blackboard calendar interface. On the left, there are three calendar view icons (Day, Week, Month) with a callout box labeled "Day, Week, Month calendar views". Below these is a "Calendar" header and a "May 2013" header with navigation arrows. A list of calendars is shown under "CALENDARS", with checkboxes for "Institution", "Personal", "020.152.01 General Biology (Spring 09)", and "020.375.01 Human Anatomy (Spring 10)". A callout box labeled "Filter which events are displayed by checking/unchecking the boxes" points to these checkboxes. Below the list is an "iCALENDAR" section with a "Get External Calendar Link" button, and a callout box labeled "Export Blackboard calendar content" points to this button. On the right, a larger calendar view for "May 2013" is shown with a "+" button for "Create a new event". The calendar grid shows events like "May Day!" on Wednesday, May 1st, and "9a Biology Fin" on Thursday, May 2nd. A callout box labeled "List of courses corresponding to color coded events" points to the "9a Biology Fin" event.

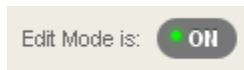
## Accessing the Calendar from the Global Navigation Menu:

Click the link to expand the global navigation menu (upper right hand corner of the Blackboard login screen) and then click the calendar icon on the menu.

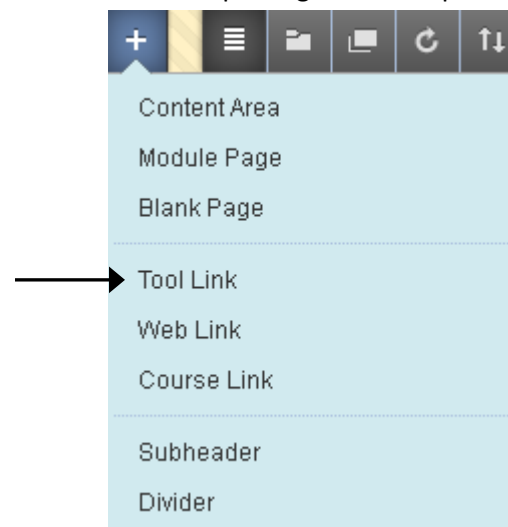


## Adding a calendar link to the course menu:

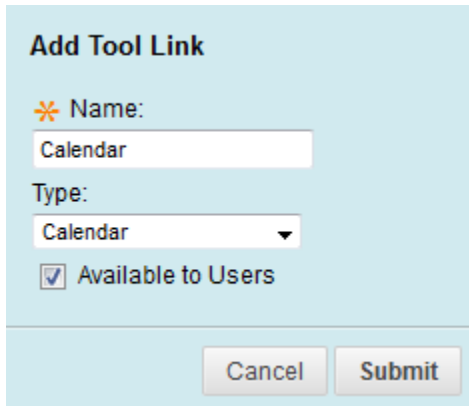
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'



3. Give the calendar a name and choose 'Calendar' for the tool type. Check the box to make it available to users and click Submit.



**Add Tool Link**

\* Name:  
Calendar

Type:  
Calendar

Available to Users

Cancel Submit

4. Once added to the course menu, click on the link to begin using the calendar.



### Creating a new event in the calendar:

1. From the calendar, click the plus sign in the top right corner. (Or click inside any date on the calendar to create an event for that particular date.)



- Enter the event name, the 'calendar' it belongs to (course or personal), dates/times, whether or not it's an all day or repeating event, and a description, if desired. Click Save to add the event to the calendar.

**Note:** Events designated as 'personal' are not viewable by anyone except the person who creates them.

**Create Event** ✕

Calendar:

Starts:  Ends:

All Day  Repeat

Event Description:

- The new event has been added. Click the link to view the details of the event.

Today < > May 2013 +

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	May Day!	2	Last day of i	4
5	6	7	8	9	10	11
12	13	9a Biology Fi	15	1p Chemistr	17	18
19	20	21	22	Commencem	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

### Create a repeating event:

1. From the calendar, click the plus sign in the top right corner.



2. Enter the event name, the 'calendar' it belongs to (course or personal), dates/times for the first instance of the event, and the 'repeat' checkbox.

Fill in the options for the repeat occurrences.

**Create Event** [x]

Weekly Quiz

Calendar: Amy Brusini Sandbox

Starts: 02/08/2013 10:00 AM Ends: 02/08/2013 10:30 AM

All Day  Repeat

Repeats: Weekly

Every: 6 weeks

On Day(s): S M T W Th **F** S

Ends:  After 6 occurrences  
 On 07/06/2013

Event Description:

Cancel Save

Repeated events can occur daily, weekly, or monthly

More than one day can be selected

3. Enter a description, if desired.
4. Click Save to add the event to the calendar.



### Edit or Delete a course event:

1. Navigate to the event and open it by clicking the link.

15	16
	1p Chemistry fin
22	23
	Commencemen

2. Edit the event as needed and click 'Save' to save changes, or click 'Delete' to delete the entire event.

**Edit Event** ✕

**Chemistry final exam**

Calendar: Amy Brusini Sandbox ▾

Starts: 05/16/2013 01:00 PM Ends: 05/16/2013 03:00 PM

All Day

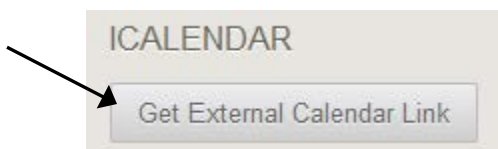
Event Description:  
Remsen Hall B41

[Delete](#)

Cancel Save

### Exporting the Blackboard Calendar

Use the ICalendar link in the bottom left corner of the calendar to generate a URL that can be copied to external calendars.



**Generate iCal URL** ✕

Use this URL for importing your selected calendar content into other calendar applications. This is a private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

<https://blackboard.jhu.edu/webapps/calendar/calendarFeed/5066bad9c4ad4eb69f8c0a370cc364/learn.ics>

Cancel Re-generate