

Blackboard

Communication

Course Calendar

Accessing the Calendar

1. In the course menu, under **course tools**, select **Course Calendar**.

When creating an assignment...

2. If you would like the assignment to appear in the calendar, when creating the assignment give it a due date and it will automatically be put into the calendar.

Creating a due date for an assignment not in Blackboard or creating an event...

3. Locate your calendar.
4. Click the plus sign in the top right corner to create an event.
5. Title the **event**, assign the **time**, and **save**.