Using the Course Calendar

**Accessing the Calendar**

1. Navigate to blackboard.towson.edu.
2. On your Home page, under the Tools module, select Calendar.
3. Here you can see a calendar of all events and assignments for you in your classes, community sites, or by your institution (Towson University).
4. In the left-hand menu, you can navigate to different months or a specific date by using the arrows and selecting the date you would like to view in your Calendar.
5. You can also change your calendar view to Day, Week, or Month (the icons are in that order) by selecting the correct icon under Calendar in the left-hand menu.

**Showing/Hiding Different Calendars**

1. On the left-hand side of the page, you will see a list of all your available Calendars. To hide a certain Calendar, uncheck the box to the left of the title of that calendar. To show that Calendar again just recheck the box.
2. You can change the color of each Calendar based on your preferences by clicking the small gray triangle in the very bottom right corner of the Calendar name.
3. Here a box of colors will appear, to change the color select a new color from the options.

**Creating an event or due date for something not already created by Blackboard or for Personal Use**

1. Follow steps 1-3 to access your Calendar.
2. Click the plus sign in the top right corner to create an event.
3. Title the event, assign the time, and save.