

Ultra Base Navigation

Calendar

Calendar

View all course, organization, institution and personal events and due dates in one place, plus gain two-way synchronization with external calendars.

Navigating to Activity Stream

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Click on your **Calendar**
4. Your **Calendar** can be sorted by schedule or due dates and day or month

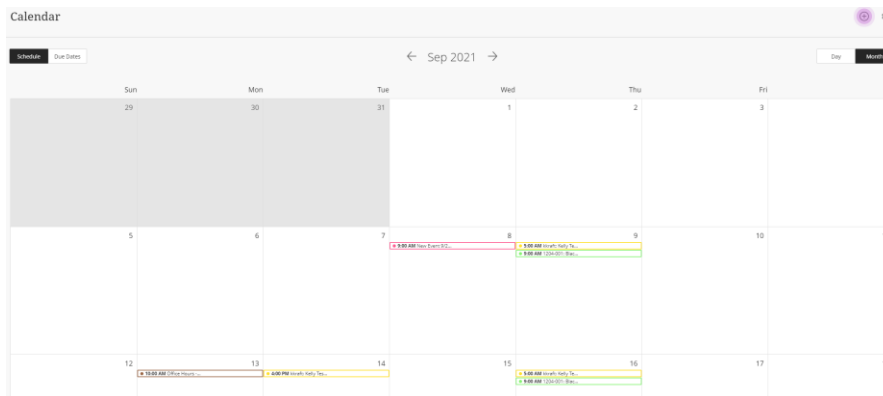


Figure 1

Adding to the Calendar

5. In your **Calendar**, click the **plus** icon in the top right hand corner.

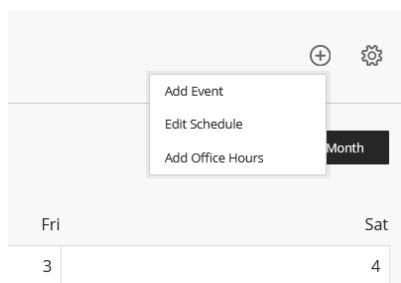


Figure 2

6. Here you can add a **new event**, **edit schedule**, or add **office hours**
7. When you are done adding to the calendar, click **save**

Editing your Calendar settings

8. In your **Calendar**, click the **gear** icon in the top right-hand corner
9. A menu will appear on the side
10. In this menu, you can edit your calendar settings
11. When you have chosen your settings, click **save**