Step by Step: **Adding A New Calendar**

1. Open a course and be sure **Edit Mode** is ON.

2. Point to **Add (+)** in the Content Menu and select **Create Tool Link** from the drop-down menu.

3. Select **Calendar** from the drop-down menu.

If your Blackboard 8 course had a course calendar when it was migrated to Blackboard Learn, you should see the calendar link in the course menu. To add an entry or edit an existing calendar, please refer to the Step by Step: Adding A Calendar Event.
Step by Step: Adding A New Calendar

4. Enter the Calendar’s name. To make it available to students, check the Available to Users box.

5. Click the Submit button.

6. The Course Calendar now appears at the bottom of your course menu. Click on the up/down arrows to reposition it on the course menu. Click on the Course Calendar title to open and edit it. Click on its action link to rename, hide or delete it.