The Calendar in Blackboard Learn 12 has been significantly enhanced! Course calendar events appear to all course students and instructors. Common entries include upcoming tests, due dates for assignments, and special lectures. Course items with due dates automatically appear in the course calendar. Only instructors may create additional course calendar events.

Two Ways to Access the Calendar:

1. On the My Blackboard menu, click the Calendar icon.

2. On the course Control Panel, instructors can go to Course Tools and click the Course Calendar link.
Calendar Overview

Features of the Calendar Tool

a. Toggle between day, week and month views of the calendar.

b. Navigate between months.

c. Click the plus (+) to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.

   Note: Students can create events on their personal calendars, but not on course and institution calendars. Instructors can create personal and course events. Only administrators can create an institutional event for UAMS.

d. Click an event to manage it. You can also drag and drop an event to change the date and it will automatically update the due date of the associated item.

e. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar.

f. Get an iCal URL for importing your Blackboard Learn calendar into an external calendar application, such as Outlook. See the related step-by-step instructions for "Adding the Blackboard Calendar to the Outlook Calendar."