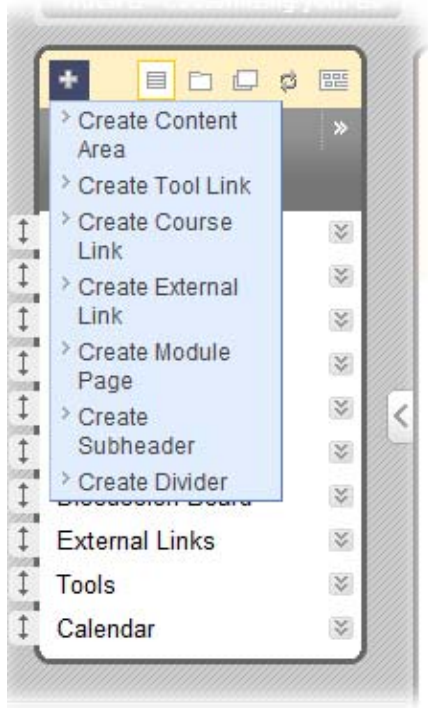
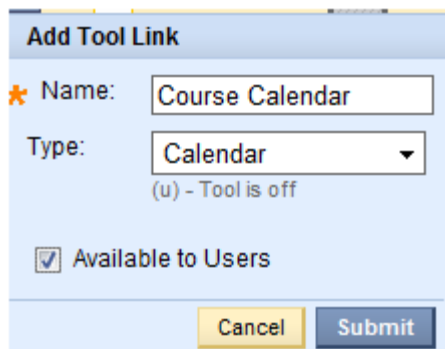


# Adding a Course Calendar to your Blackboard Course Menu

Step 1: From within your Blackboard Course, click on the + sign in the menu area and select **Create Tool Link**. Please note that your **Edit Mode** must be turned **ON** to customize your Blackboard course menu.



Step 2: From the drop-down arrow, select **Calendar**. You are also required to fill in the **Name** field. Be sure to also check “**Available to Users**” and click **Submit** when finished.

A screenshot of the 'Add Tool Link' dialog box. It has a light blue header with the title 'Add Tool Link'. Below the header, there is a field for 'Name' with the text 'Course Calendar' entered. Below that is a 'Type' dropdown menu with 'Calendar' selected. Underneath the dropdown, it says '(u) - Tool is off'. There is a checked checkbox labeled 'Available to Users'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.

Step 3: Once you've added the Calendar to your course menu, click on the Calendar menu item and then you can **Create Course Events**.



## Course Calendar: View By Day

Create Course Event

You can view your Calendar by day, view week, view month and view year. You can also use the **Jump to** option to jump to a particular day.



Step 4: When creating an event, you must provide an **Event Name**, select an **Event Date**, and provide an event **start time** and **end time**. Click **Submit** when finished.

**1. Event Information**

★ Event Name

Event Description

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**2. Event Time**

Event Date  📅

Event Time

Event Start Time  ⌚  
Time may be entered in any increment.

Event End Time  ⌚  
Time may be entered in any increment.

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**3. Submit**