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.

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.
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.