The calendar will show all of your course, institution, and personal events on the same calendar. You can access the calendar from the Global Navigation Menu (pictured right).

**Parts of the Calendar**

A. View events by day, week, or month.
B. Navigate to another month.
C. Click the plus (+) to create a new event. You can also click a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description. Optionally, you can create reoccurring events using the repeat setting.
D. Click an event to manage it. You can also press and drag an event to change the date.
E. Select the calendars you want to show, such as institution, personal, or course. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar easily displays which calendar the event is associated to without opening the event.
F. Get an iCal URL for exporting your Blackboard Learn calendar into an external calendar application, such as Google Calendar or Groupwise.

**Edit or Delete an Event**

On the calendar, navigate to the date of the event in the main view to perform the following tasks:

- Click the event to edit or delete it.
- Press and drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.

**Using External Calendar Link**

- For Google:
  o Click Get External Calendar Link in Blackboard
  o In Google Calendar, click other calendars and select “Add by URL.”
  o Paste the URL and click “Add Calendar.”
- For Groupwise:
  o Click Get External Calendar Link in Blackboard
  o In Groupwise, right click on Calendar and select “Subscribe.”
  o Next to Location, paste the URL.
  o Give it a name, such as Blackboard Calendar.
  o Check the box next to “This calendar requires authentication,” and type your Blackboard username and password.
  o Then click Subscribe.