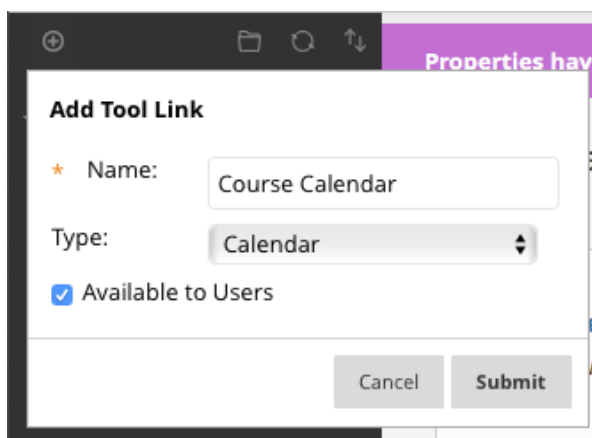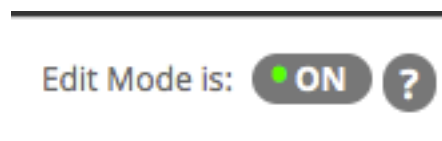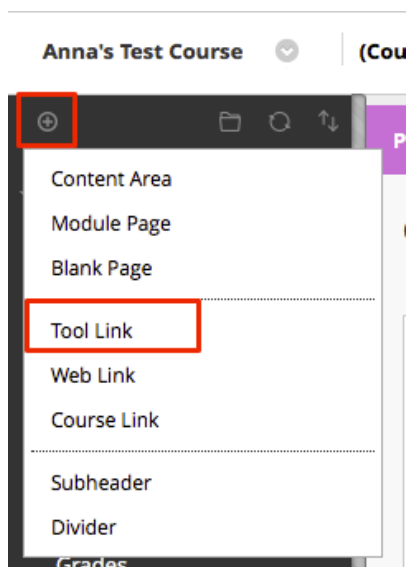# Adding a Course Calendar to your Blackboard Course Menu

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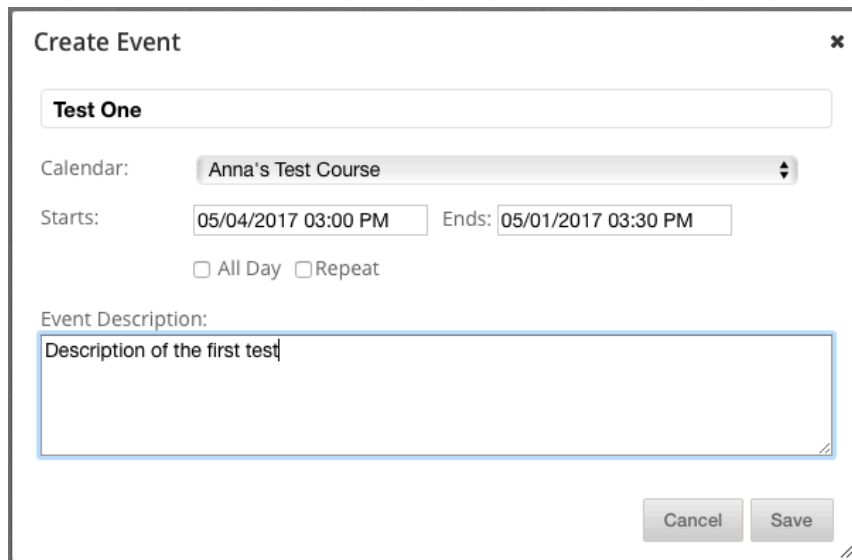

Step 2: From the drop-down arrow, select Calendar. You are also required to fill in the Name field. Be sure to also check "Available to Users" and click Submit when finished.
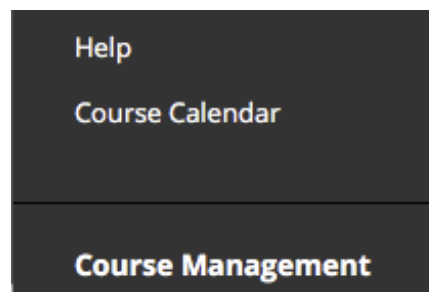
Step 3: Once you've added the Calendar to your course menu, click on the Calendar menu item and then you can Create Course Events by clicking on the "+".
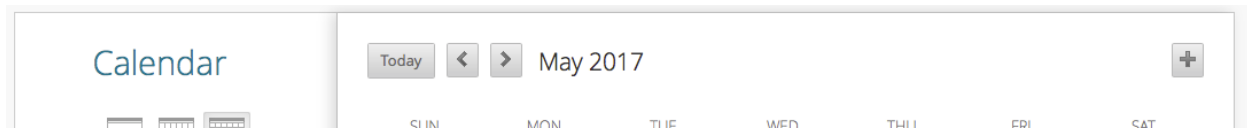
Step 4: When creating an event, you must provide an Event Name, select an Event Date, and provide an event start time and end time. Click Save when finished.