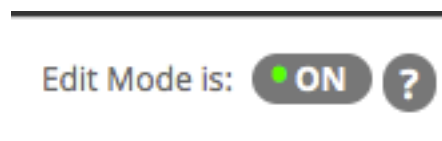
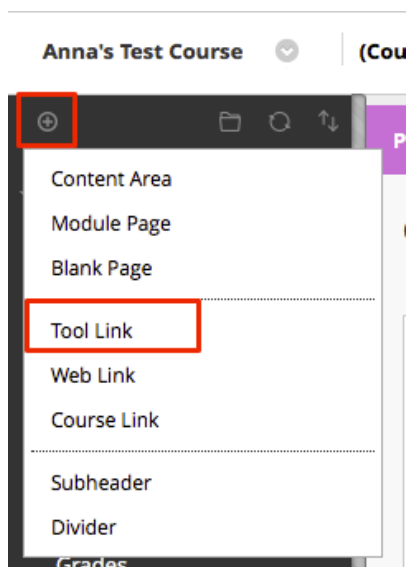
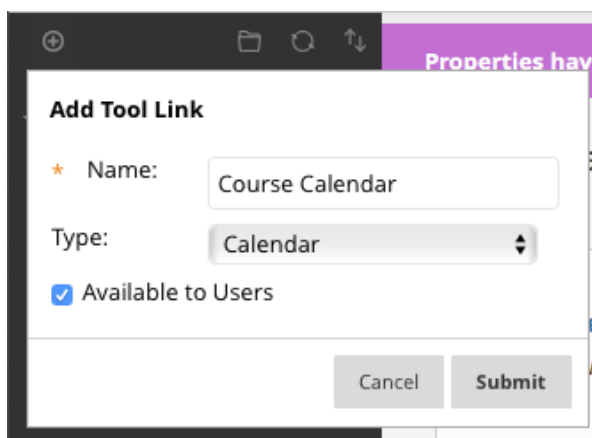
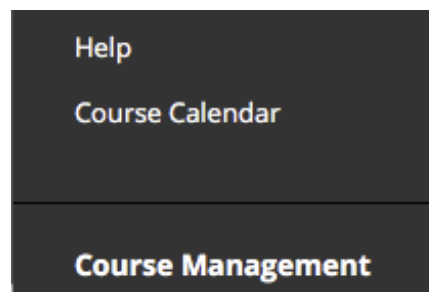


Adding a Course Calendar to your Blackboard Course Menu

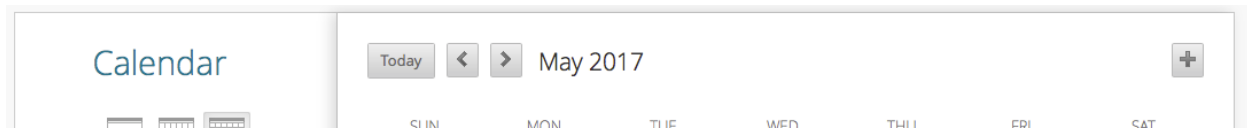
Step 1: From within your Blackboard Course, click on the + sign in the menu area and select Tool Link. Please note that your Edit Mode must be turned ON to customize your Course menu.



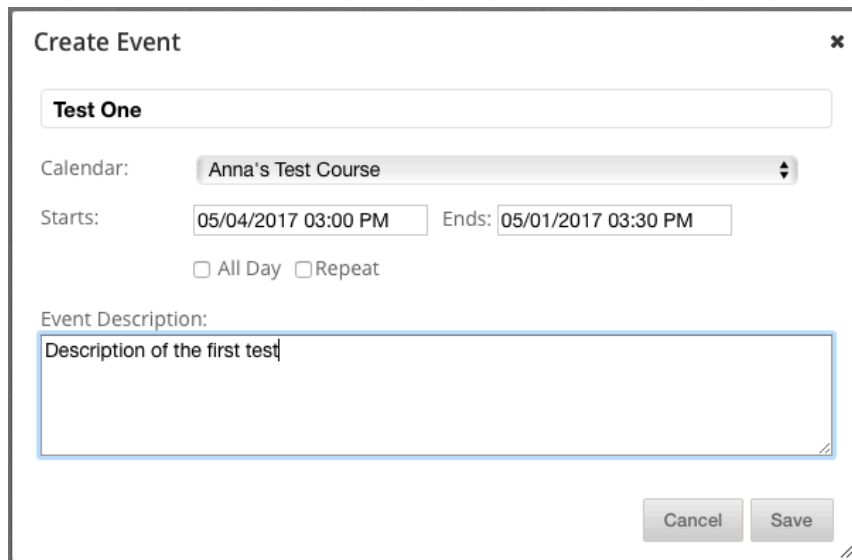
Step 2: From the drop-down arrow, select Calendar. You are also required to fill in the Name field. Be sure to also check “Available to Users” and click Submit when finished.

A screenshot of the 'Add Tool Link' dialog box. It contains the following fields and options: 'Name' (filled with 'Course Calendar'), 'Type' (dropdown menu set to 'Calendar'), and a checked checkbox for 'Available to Users'. At the bottom are 'Cancel' and 'Submit' buttons.

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.

A "Create Event" dialog box with a close button (X) in the top right. It contains a text input field for the event name, which has "Test One" entered. Below this is a "Calendar:" label followed by a dropdown menu showing "Anna's Test Course". The "Starts:" field is set to "05/04/2017 03:00 PM" and the "Ends:" field is set to "05/01/2017 03:30 PM". There are checkboxes for "All Day" and "Repeat", both of which are currently unchecked. Below these is an "Event Description:" label followed by a large text area containing the text "Description of the first test". At the bottom right are "Cancel" and "Save" buttons.