

## Student Calendar

### How to Access your Calendar:

There are 2 ways to reach your course **Calendar**:

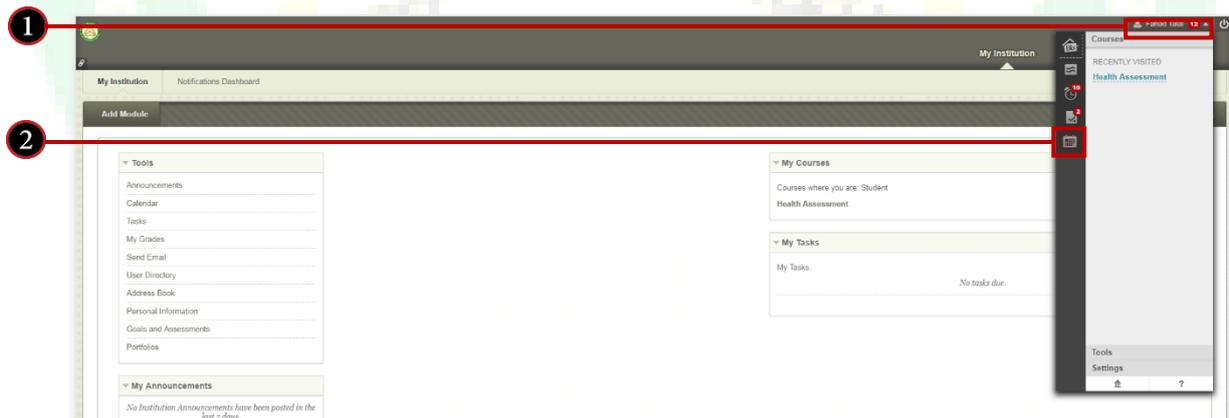
#### A. From My Institution Tab:

1. Click on the My Institution tab.
2. Select Calendar from the Tools panel.



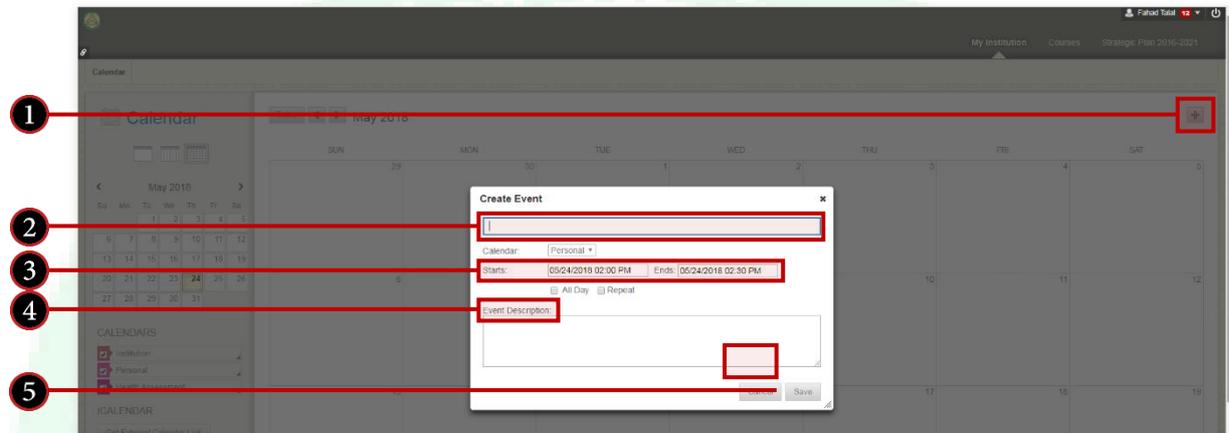
#### B. From My Blackboard Menu:

1. Click on My Blackboard menu at the top right corner.
2. Select the calendar icon.



## How to Create an Event:

1. Select the **plus (+) button** or select a **specific date** to create an event.
2. Type the Event **Name**.
3. Select an **Event Date** and the **Start and End time**.
4. Type the **Event Description**. There is a 4,000 character limit for event descriptions.
5. Select **Save**.



## How to Delete or Edit an Event:

1. Find the **date** of the event in the **main calendar view**.
2. **Select** the event to edit or delete it.
  - a. **If editing**: follow steps 2-5 in the Create a Course Event directions found above.
  - b. **If deleting**: select Delete and select OK from the window that follows.