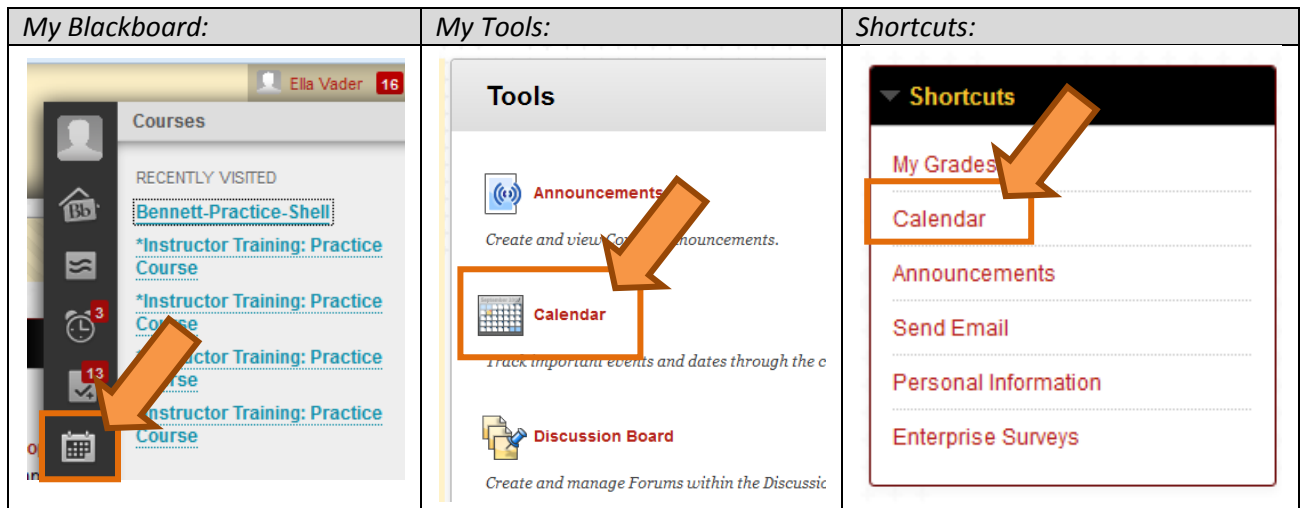


## How to use the Blackboard Calendar

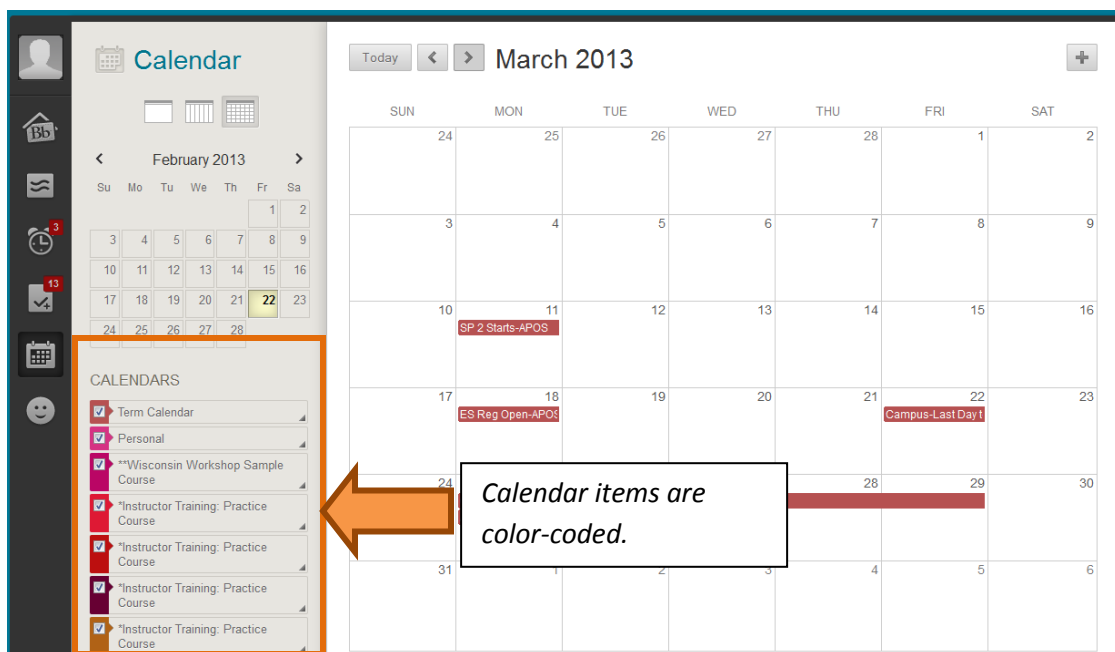
The Calendar provides instructors and students with Ottawa University, course, and personal events in a single calendar view.

### About the Calendar:

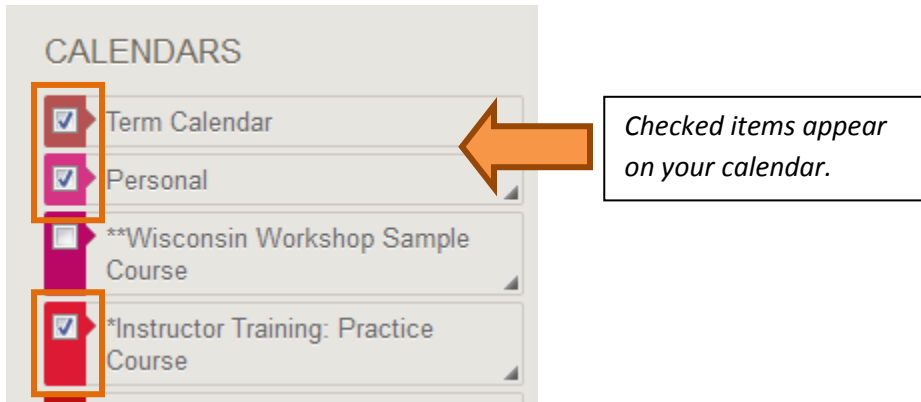
The calendar is accessed from **My Blackboard**, the **My Tools** menu, or **Shortcuts**:



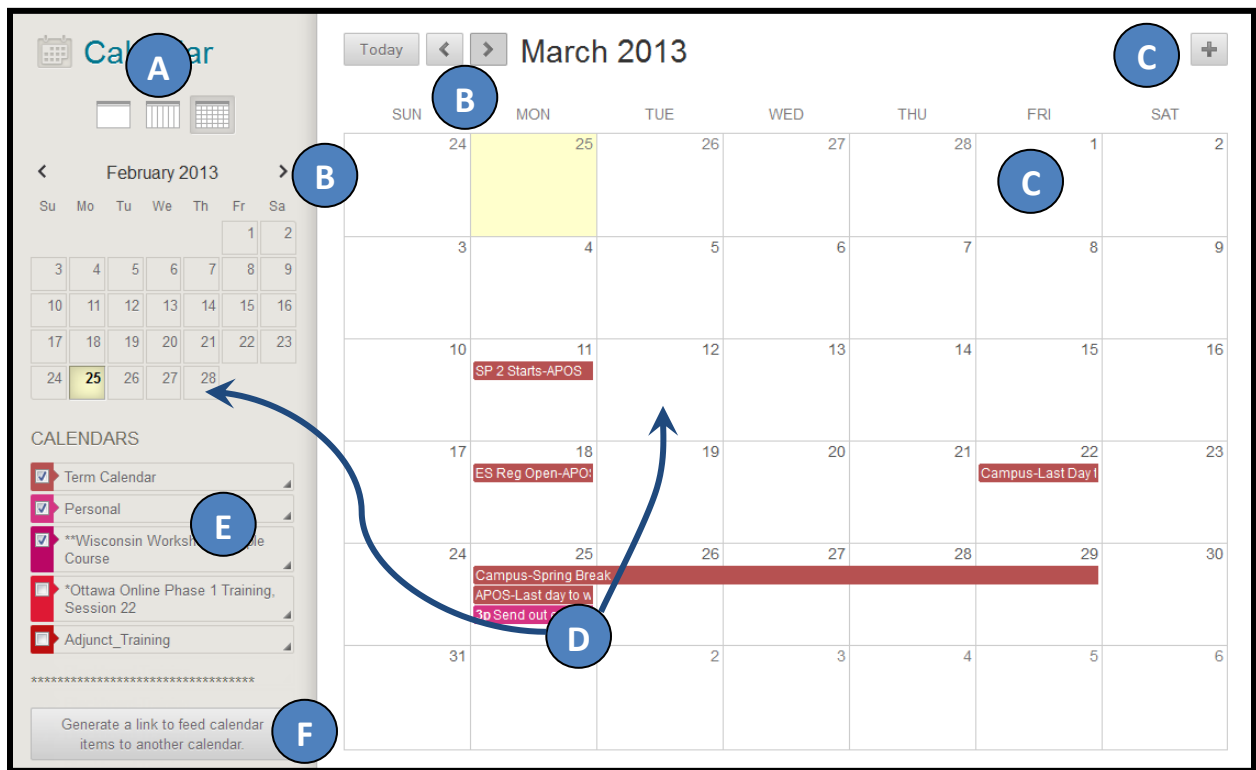
Calendar events are color coded by course and type of event.



You determine which calendar items appear by selecting from the list.



Here is an overview of calendar features:



A	View events by day, week, or month.
B	Navigate between months.
C	Click the plus (+) to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time and add a description. Students cannot create an event on a course or Term Calendar. Instructors cannot create an event for Term Calendar unless they have administrator privileges.
D	Click an event to manage it. You can also drag and drop an event to change the date.

<p><b>E</b></p>	<p>Select the calendars you want to show, such as Term Calendar, personal, or course. By default all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar displays at-a-glance which calendar the event is associated to without opening the event. All course events, such as assignments due, appear in the course calendar. <b>NOTE: course due dates are not automatically entered into the course calendar.</b> Course due dates do not show unless the instructor has added them to the course calendar. Alternatively, you may add these to your personal calendar for your own reference.</p>
<p><b>F</b></p>	<p>Get a link/URL to feed your Blackboard calendar content to an external calendar application such as Google calendar or Microsoft Outlook. Once set up in an external calendar application it is updated dynamically. You do not need to re-link to get new events.</p> <p>You cannot import external calendars into this calendar.</p>

### *How to Create an Event:*

1. On the calendar, click the plus (+) to create a new event. You can also click inside a date to create an event.
2. Type the **New Event Name**.
3. Select a **Calendar** to associate the event to, such as your personal calendar. Only instructors and administrators can add events to the course and institution (Term Calendar) calendars.
4. Select the **Start** and **End** times.
5. Type the **Event Description**. There is a 4,000 character limit for event descriptions.
6. Click Save.

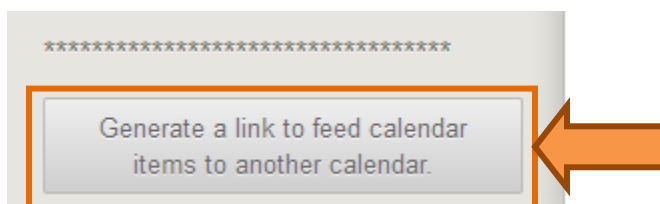
### *How to Edit or Delete an Event:*

On the Calendar, navigate to the date of the event in the main view. From the event you can:

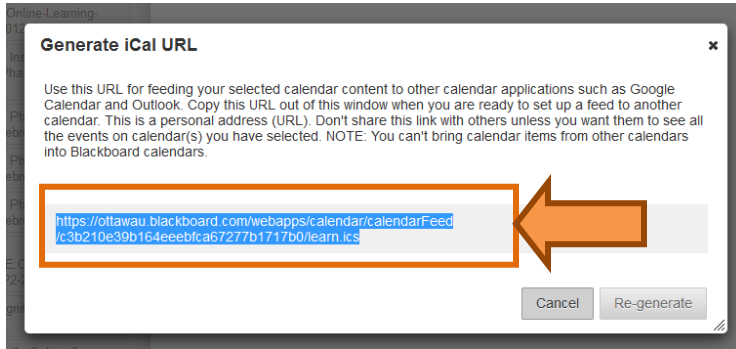
1. Click the event to edit or delete it.
2. Drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.

### *How to generate a link that allows your Google or Outlook calendar to subscribe to updates from your Blackboard calendar:*

1. Locate the button to generate a link to another calendar (located at the bottom of the course list) and click.

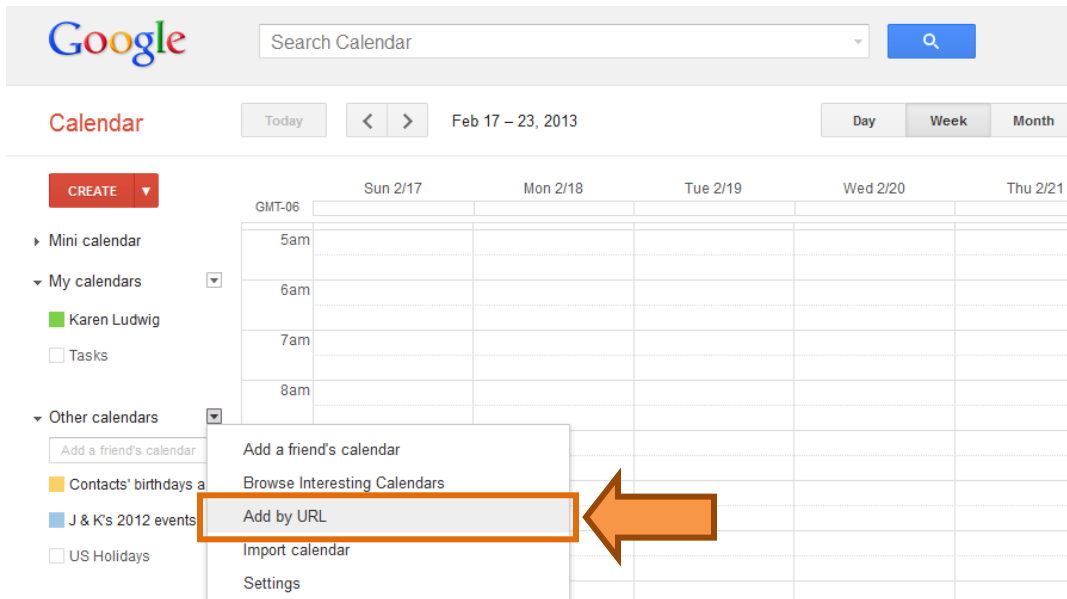


2. Copy the URL that appears in the box. *NOTE:* This is your own personal code and it is unique to each user. It is not meant to be shared with others.

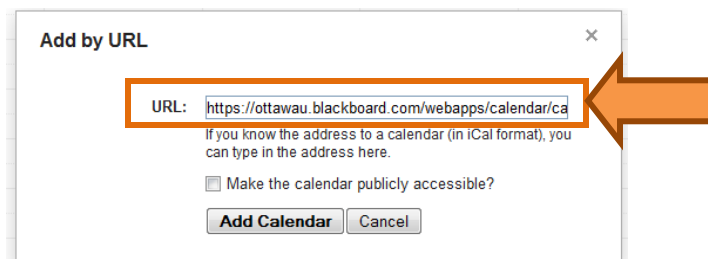


### How to Add Your Calendar Events to a Google Calendar:

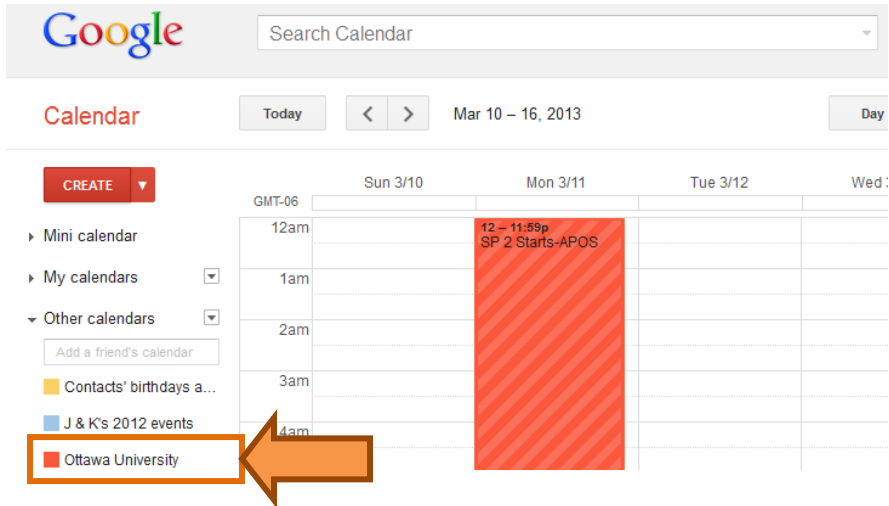
1. Open your Google calendar and locate the item titled **Other calendars**. Click the drop-down and choose "Add by URL".



2. The Add by URL window opens. Paste your URL code in the box provided and click **Add Calendar**.



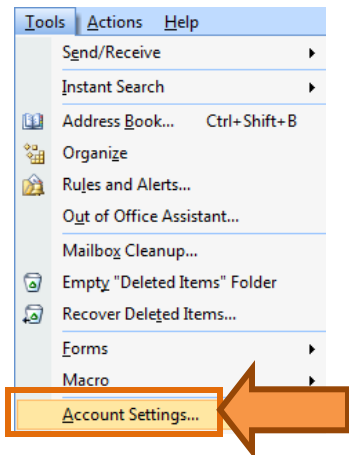
3. Your Ottawa University calendar has been added.



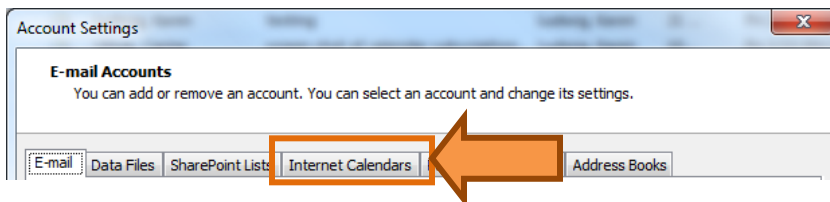
### How to Add Your Calendar Events to an Outlook Calendar:

*Instructions shown are for Outlook 2007.*

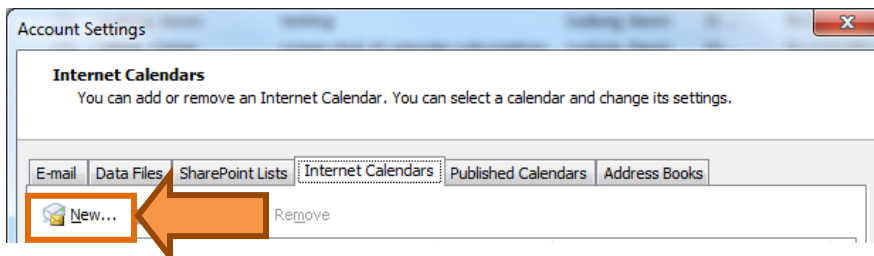
1. Open Outlook, and locate the **Account Settings** option within the Tools menu.



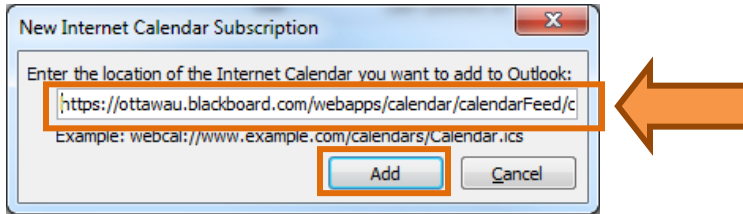
2. Click on the **Internet Calendars** tab.



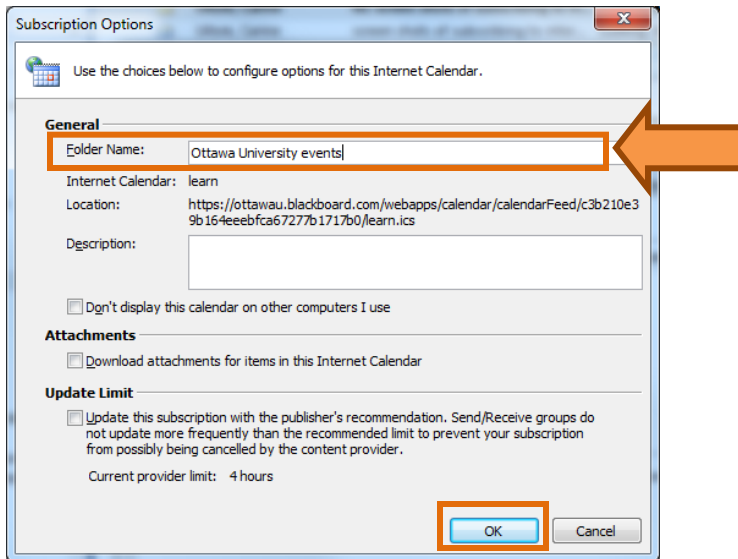
3. Click **New**.



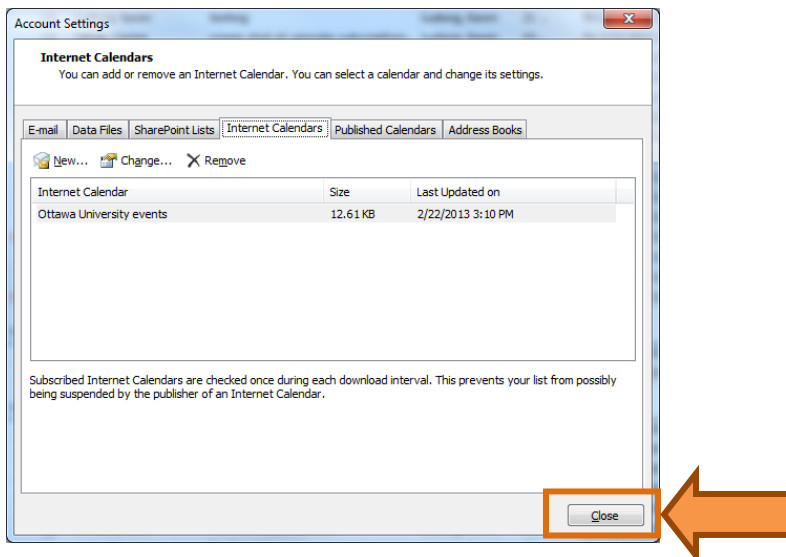
4. Paste your URL in the space provided and click **Add**.



5. Name the folder (calendar) and click **OK**.



6. Click **Close**.



7. The Blackboard calendar events appear.

