

## HOW DO I UPDATE MY COURSE CALENDAR FOR STUDENTS?

Video Tutorial: [How do I update my course calendar for students?](#)

The course calendar allows students to track due dates. And while the calendar automatically updates as you add availability and due dates to items, you can also manually add items to the calendar.

To add an item to the calendar, first choose the date. Then select “Create an Event.”

The screenshot displays a web interface for a course calendar. At the top, it says "Calendar" with a dropdown arrow. Below that, the current date is "Wednesday, May 20, 2020". A calendar grid for "May 2020" is shown, with days of the week (Sun to Sat) and dates (26 to 6). The date "20" is highlighted in blue. A large brown arrow points from the "20" to the "25" in the next row. Below the calendar, there is a section titled "Events for May 25" with a dropdown arrow. Inside this section, a light blue box contains the text "There are no events to display. Create an event." with a blue link "Create an event." and a brown arrow pointing left towards the link. Below this box is a blue link "See upcoming events".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Events for May 25


There are no events to display. [Create an event.](#)

[See upcoming events](#)

## HOW DO I UPDATE MY COURSE CALENDAR FOR STUDENTS?

Give your event a title or add specific content from your course.




**Title**

 Add Content

Enter Event Title

Add a description for the item.

**Description**

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Paragraph ▼

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Determine timing, recurrences, and any restrictions you wish to include for the item.

**When**

All day

5/25/2020 to 5/25/2020

 Add Recurrence

 Add Restriction

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You can also include a specific location, i.e. a Blackboard Collaborate Ultra link or face-to-face address.

Location

When are satisfied with your calendar item, choose “Create.” It will now appear on the class calendar for student view.

Create Cancel

