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."

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

Paragraph   B   I   U   ...

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

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

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