

## COURSE CALENDAR

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1. Select **Tools** on the **Course Menu > Calendar**.
2. Click the **Create Course Event** button.
3. Type in the **Event Name** and **Event Description**.
4. Select the **Event Date** and **Event Time**.
5. Click **Submit**.

**NOTE:** My Calendar from the My Blackboard page allows users to quickly access a month, week, or day in the Calendar for all of the courses they are enrolled in.