

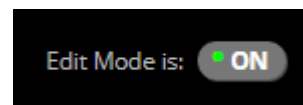
# Blackboard "How To's"

## Class Calendar

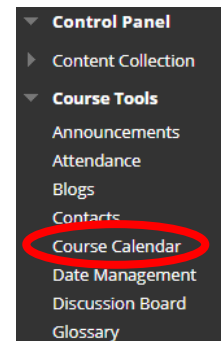
The Class Calendar helps you manage and view events. The Class Calendar requires a login. It is not available to guests.

### To add an event to a class calendar:

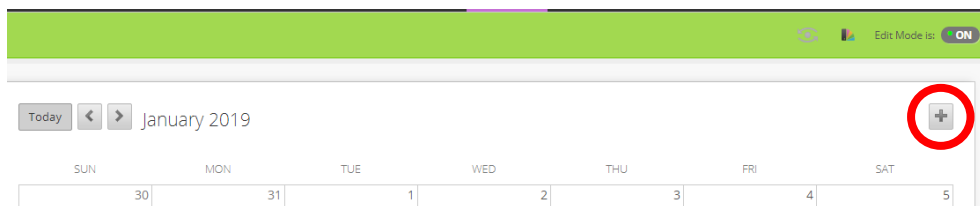
Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.



Click on **Calendar** in your menu buttons on the left **or** scroll down to the bottom left hand corner and click on **Course Tools** and then **Course Calendar**.



Click on the **+** to create a class event on the Calendar page.



Type an **Event Name** and **Event Description**. Select a date and time using the mm/dd/yyyy format. Then, click **Save**.

