Linking Blackboard Calendar

Sign in to email

Sign in to Blackboard (padua.blackboard.com) (use your son’s login details)

Click on your son’s name in top right hand corner (grey box)

Click on calendar icon (second bottom)

Scroll to bottom of the screen and find the box

Click on Get External Calendar Link

Triple click on the link that appears in the next box to select it.....Copy it

Go to your email

Go to the bottom of your menu list and select Calendar icon – second one in

Find the word SHARE on the top of your screen –

Click SHARE, ADD CALENDAR

Select CALENDAR FROM INTERNET

Paste the link in the Calendar URL box and click OK

It will appear as LEARN in your calendar list on the left hand side of screen

Right click to rename it Blackboard calendar or Assessment calendar
SYNCING TO IPAD

Go to iPad, SETTINGS, MAIL CONTACT AND CALENDARS

Tap on Padua email from the list (may be called Exchange)

Make sure that your Calendars button is Green

Open your calendar app and click on Calendar at the bottom – you show now see your Blackboard/assessment calendar

This will update when connected to Wi-Fi – entries on your iPad WILL NOT appear in Blackboard