Using the Calendar in Blackboard

To access the calendar in Blackboard

1. Go into your subject and click on **TOOLS** from the menu bar

2. Select **CALENDAR** (click on the orange word)
Option 2

3. Click on the arrow next to your name in the top right hand corner
4. Click on the calendar from the dark grey tools

Around the calendar screen
A. change the view – Day, week, month
B. Colour coded by subjects
C. Entries in your calendar

Adding an event
1. Click on the + button in the top right hand corner

2. Type a name for the event – make sure you enter the year level and subject first. If students export the calendar, the colour coding for subjects is removed.
3. Select the Calendar it is to be entered into – if you choose a subject, all students and teachers enrolled in that subject will see it in their calendar – this is ideal for issuing homework!

Exporting Calendar

Blackboard gives you the ability to export your calendar to outlook, gmail etc. If you have your outlook or gmail calendar set up on your ipad, you will also be able to select your Blackboard calendar!

1. Under the list of subjects, click on the GET EXTERNAL CALENDAR LINK
2. Copy the link from the **GENERATE iCAL URL**

Open up your outlook calendar ([https://mail.padua.qld.edu.au/owa](https://mail.padua.qld.edu.au/owa)) and sign in

3. Go to the Calendar icon (second picture at the bottom of the folder list)
4. Right click on OTHER CALENDARS and select ADD CALENDAR

5. Click on the second option CALENDAR FROM THE INTERNET and paste the link in the URL box. Click OK.
6. Tick the box next to **LEARN** and you will see the Blackboard Calendar. Notice that the entries are no longer colour coded.

To add to Gmail

Follow steps 1 and 2 above to generate and copy the URL for your Blackboard calendar.

Open your Gmail account and go to Calendar

1. Click on the arrow next to other calendar and select **ADD BY URL**
2. Paste the iCal link from Blackboard and select **ADD CALENDAR**

3. The calendar will now appear. You can click on the arrow at the end to colour code your calendar. Entries will appear – note they are not colour coded by subject.