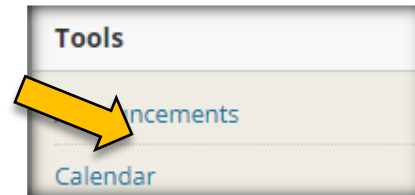


How to Use the Calendar in Blackboard

The calendar tool is helpful to keep track of due dates, assignments, and personal and university events.

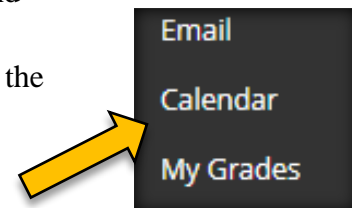
How to Access the Calendar in Blackboard through Tools

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **Tools** section on the left-hand side of the homepage.
3. Click on **Calendar**.



How to Access the Calendar in Blackboard through a Course

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **My Courses** section on the right-hand side of the homepage.
3. Select the course desired.
4. Click on the **Calendar** tab in the directory on the left of the screen.



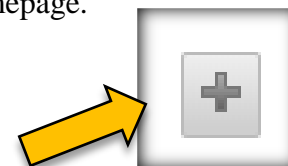
How to Change the Calendar View in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **Tools** section on the left-hand side of the homepage.
3. Click on **Calendar**.
4. Select one of the three icons under *Calendar* to view the day, week, or month.



How to Add Events to the Calendar in Blackboard

1. Log into Blackboard using your **personal** UMES username and password.
2. Navigate to the **Tools** section on the left-hand side of the homepage.
3. Click on **Calendar**.
4. Click on the plus (+) sign in the top-right corner.
5. Name the event, choose the type, set the time, date, etc.
6. Click **Save** to complete.



Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.