

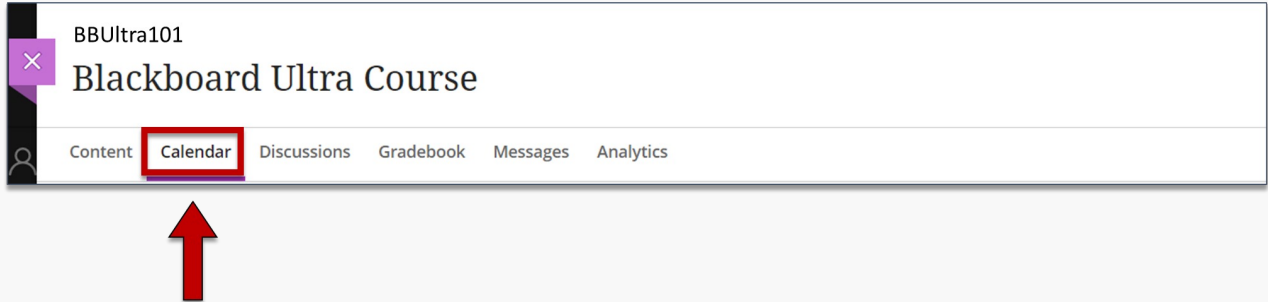
Creating an Event in the Calendar

Published 10/25/2022 by Anh Lam

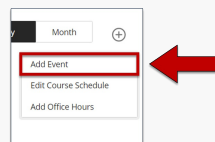
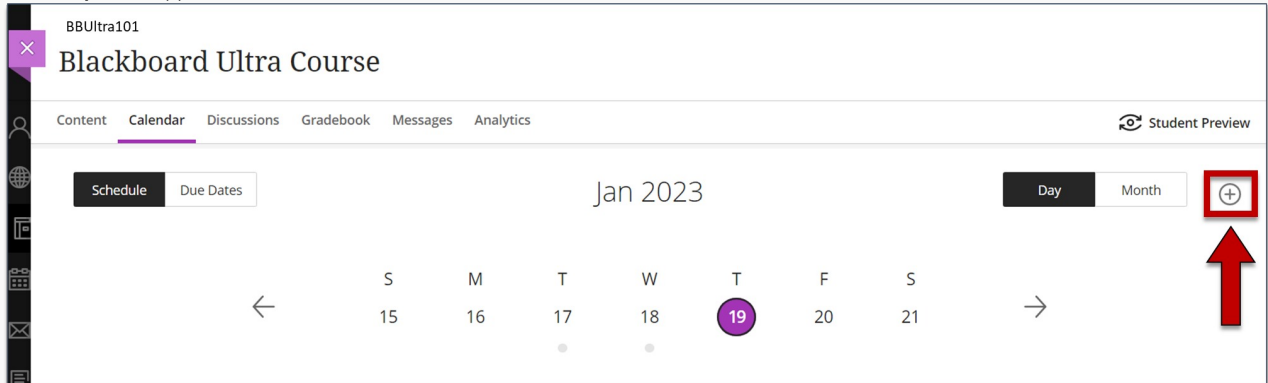
Creating an event in the course's calendar allows you to view test/assignment due dates, office hours, the course schedule, course meetings, and other events.

Creating An Event

1. Select **Calendar** from the navigation bar.



2. Select the **plus icon (+)**.



3. Select **Add Event** from the drop-down menu. The New Event panel is displayed.
4. Add the following details to your event: **title, date, time, location, and description.**

A screenshot of the 'Add Event' form. The title is 'New Event 1/19/23'. The form includes fields for 'Start' (1/19/23, 4:00 PM) and 'End' (1/19/23, 5:00 PM). There are checkboxes for 'All Day' and 'Repeat Event'. There is a 'Location' field with a note: 'The location can be a place, a URL, or both.' There is a 'Description' field with a note: 'Type description here'. At the bottom, there are 'Cancel' and 'Save' buttons.

5. Select **Save**. The event has been added to your calendar.

Additional Resources

- [Blackboard Help resource on the Calendar](#)

How did you find this article? Use the like button below if you found this article helpful.

tags : blackboard-ultra, calendar-ultra, creating-calendar-event, setting-up-your-course, teaching-and-learning, teaching-and-learning-centre, ultra