

Creating an Event in the Calendar

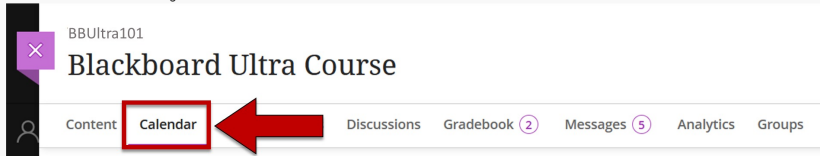
Published 10/25/2022 by Anh Lam

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

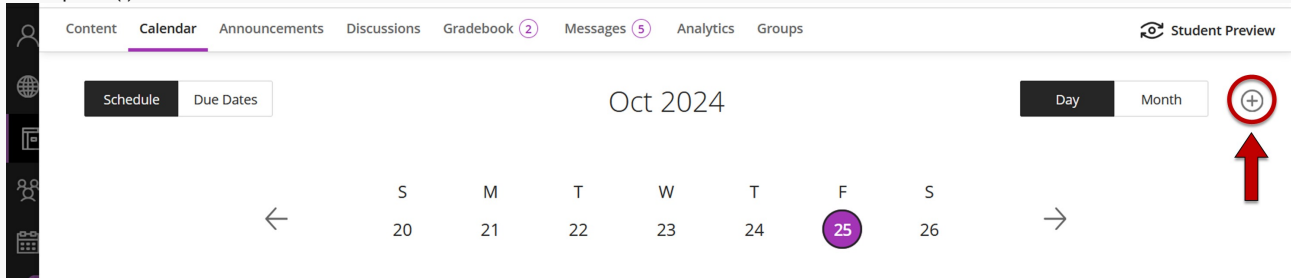
Note: The calendar will automatically show graded items, such as tests or assignments, if the due date is specified in the settings of that graded item.

Creating An Event

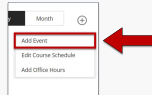
1. Select **Calendar** from the navigation bar.



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**.

5. Select **Save**. The event has been added to the course 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